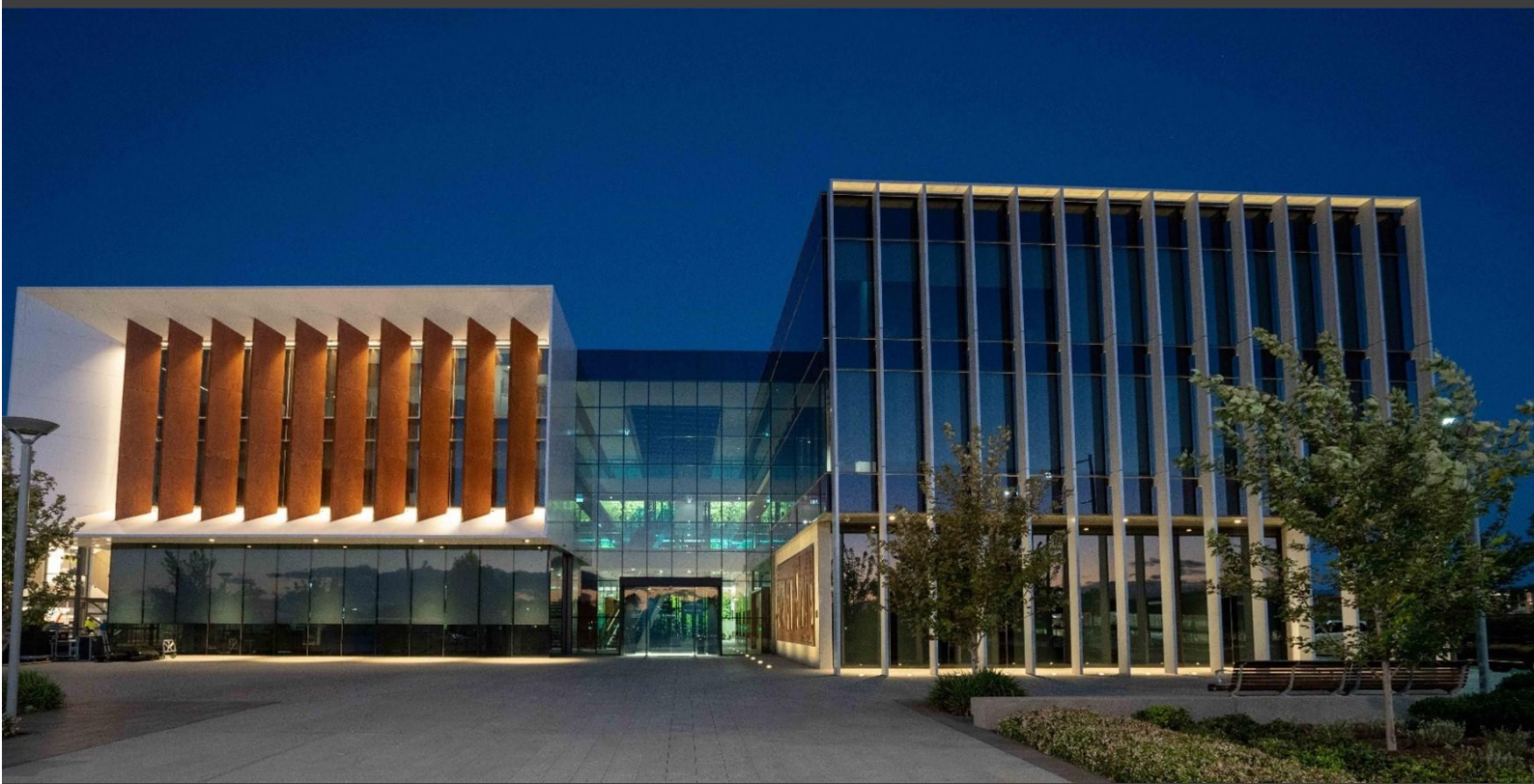


Business Paper

Ordinary Council Meeting

Camden Council
Administration Centre
70 Central Avenue
Oran Park

12 November 2024

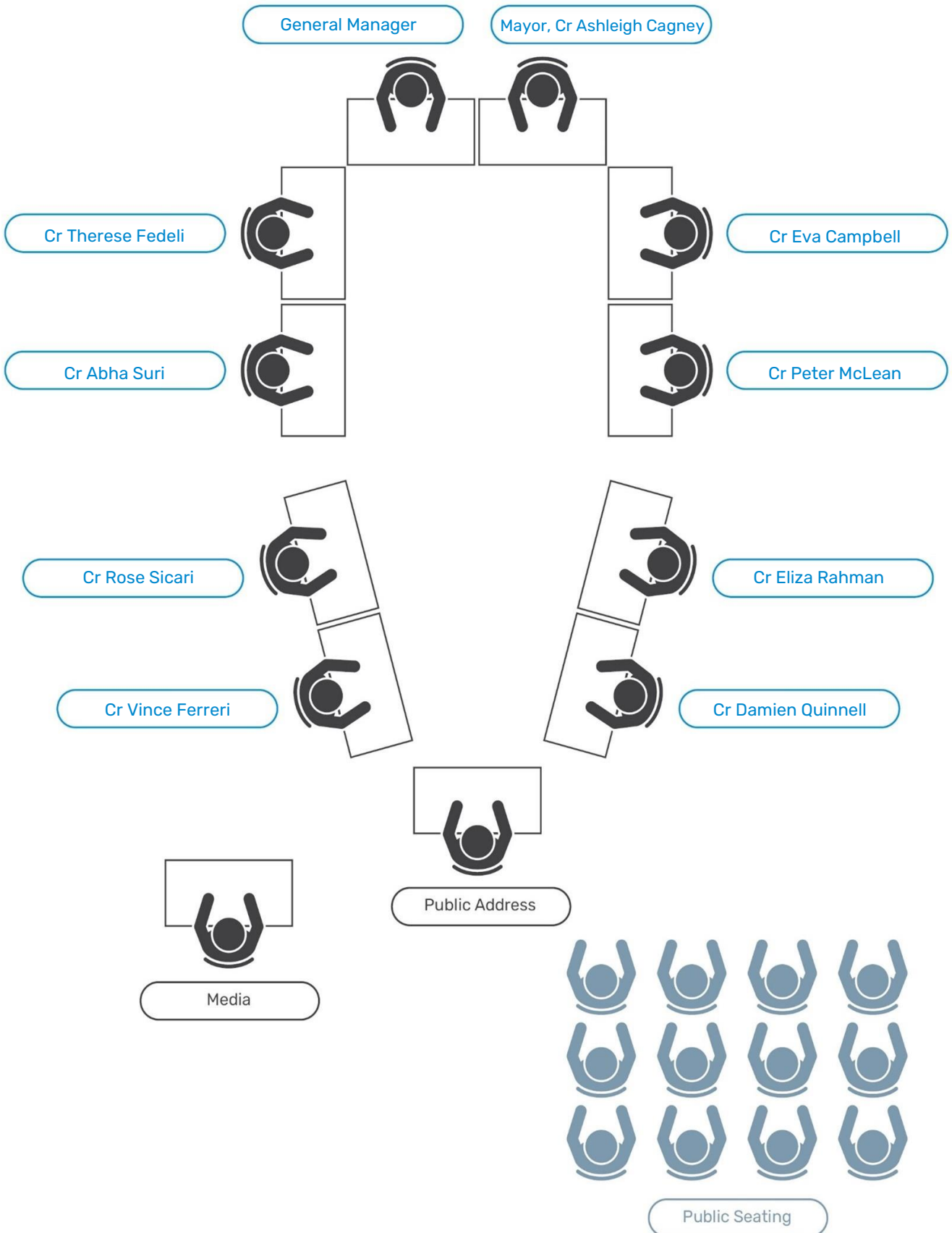


The public can also view the meeting via Council's webcast. A link to this webcast can be found on Council's webpage - <http://webcast.camden.nsw.gov.au/video.php>

camden
council

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”.

ORDER OF BUSINESS

Prayer 7

Acknowledgement of Country 8

Webcasting of Council Meetings 9

Leaves of Absence 10

Approval to Attend by Audio-Visual Link 11

Declaration of Interest..... 12

Public Addresses 13

Confirmation of Minutes 14

Mayoral Minute - Recent Award Wins 15

Mayoral Minute - Official Opening of Oran Park Leisure Centre 17

ORD01 Council Submission on Amended State Significant Development Application - Proposed Minarah College at 268-278 Catherine Fields Road, Catherine Field..... 18

ORD02 Adoption of the Annual Financial Statements - Financial Year Ending 30 June 2024..... 27

ORD03 Results Against Budget and Revotes For Year Ending 30 June 2024..... 30

ORD04 Rates, Annual Charges and Sundry Debtors Written Off for the 2023/24 Financial Year 45

ORD05 Camden Sports Club - 10, 10A And 10B Cawdor Road, Camden..... 48

ORD06 September Review of the 2024/25 Budget..... 52

ORD07 2023-2024 Annual Report and 2022-2024 State of the Camden Local Government Area Report..... 60

ORD08 Acceptance of Grant Funding - Tech Savvy Seniors..... 63

ORD09 Acceptance of Grant Funding - Roads to Recovery 65

ORD10 Pre-Public Exhibition - Draft Communications and Community Engagement Strategy 2024 - 2028 67

ORD11 Post-Public Exhibition - Draft Development Controls - Ridgelines and Steep Land 70

ORD12 Councillor Representation on Committees and Other Bodies 77

ORD13 Draft Submission - Councillor Conduct Framework Review 84

ORD14 Place Naming Proposal - New Suburb "Barker" 88

ORD15 Investment Monies - July, August and September 2024 90

ORD16 Minutes to the 19 June 2024 and 19 August 2024 Audit, Risk and Improvement Committee Meetings 92

NOTICES OF MOTION

ORD17 Notice of Motion - Public Address 94

ORD18 Notice of Motion - Maintenance of State Roads in Camden 96

ORD19 Notice of Motion - Solar Panels for Camden Sports Club..... 97

CLOSED COUNCIL

ORD20 Closure of the Meeting to the Public 98

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 the Minutes of the Local Traffic Committee Meeting held 1 October 2024 and the Ordinary Council Meeting held 15 October 2024.

RECOMMENDED

That the Minutes of the Local Traffic Committee Meeting held 1 October 2024 and the Ordinary Council Meeting held 15 October 2024, copies of which have been circulated, be confirmed and adopted.

Mayoral Minute

SUBJECT: MAYORAL MINUTE - RECENT AWARD WINS
FROM: The Mayor
EDMS #: 24/676039

It is my pleasure to share Camden Council's recent achievements in receiving three prestigious awards that recognise our dedication to sustainability and inclusivity. These awards reflect our shared commitment to creating a thriving and inclusive Camden for all.

At the Keep Australia Beautiful NSW Sustainable Cities Awards, Camden Council was honoured with the Waterways and Marine Protection category award for our Nepean River Restoration works. This project has been transformative, restoring over 300 metres of riverbank through innovative bank stabilisation, fish habitat reinstatement and extensive revegetation. Council removed 10,000 square metres of invasive weeds, planted over 30,000 native plants—including 75 critically endangered Camden White Gums—and installed 10 hardwood river snag structures to enhance the river's natural ecology.

Following the flooding in April and June this year, the project's success was evident, with sediment accumulation, a remarkable 90% plant survival rate, and a notable return of wildlife to these areas. This work, supported by the NSW Department of Primary Industries' Habitat Action Grant, the NSW Government's Environmental Trust and Sydney Water's Nutrient Offset Scheme, has not only revitalised the Nepean River but also set a new standard in sustainable river restoration for our community and beyond.

Additionally, Camden's Youth Week Program was awarded the Most Inclusive Youth Week Program in NSW as part of the 2024 LGNSW Local Government Week Awards, marking the second consecutive year our program has received this honour. This recognition highlights the exceptional inclusivity and impact of our Youth Week efforts. With 15 diverse events and participation from over 2,000 young people, the program truly celebrates our local youth, with 86% of participants reporting feeling connected to their community. This award affirms Camden's commitment to fostering a community where every young person feels valued and supported.

I am also thrilled to announce Council's recent success at the NSW Youth Action Awards, where we were named winners in the Outstanding Work with First Nations Young People category for our Nugget Beames Public Art project. This initiative, funded by a \$100,000 Graffiti Management Grant from the NSW Government, saw the transformation of the amenities building at Nugget Beames Reserve into a vibrant work of public art. Created by First Nations students from Elizabeth Macarthur High School in collaboration with local Indigenous artist Melissa Barton, this project not only beautifies the space but also instils pride and ownership among the students and the community. Since the project's completion, the site has remained graffiti-free, reflecting the power of community-led art in fostering respect and care for shared spaces. A heartfelt thank you goes to Jamie-Leigh Russell, Head Teacher of Creative and Performing Arts at Elizabeth Macarthur High School, along with the Indigenous Clontarf boys and Kirra girls and Melissa Barton whose dedication helped bring this meaningful project to life.

These awards underscore the efforts of Council staff, partners, and community members alike. Congratulations to all involved in these initiatives; together, we are building a Camden that is resilient, inclusive, and a true source of pride.

RECOMMENDED

That Council note the information.

Mayoral Minute

SUBJECT: MAYORAL MINUTE - OFFICIAL OPENING OF ORAN PARK LEISURE CENTRE
FROM: The Mayor
EDMS #: 24/676100

It is with great pride that I reflect on the official opening of the Oran Park Leisure Centre last month, which was a landmark achievement for Camden Council and our community. This \$67 million project—the largest ever undertaken by Camden Council—was made possible through a strong partnership with Greenfields Development Company. It embodies our commitment to providing our residents with exceptional facilities close to home.

The Oran Park Leisure Centre is far more than a leisure facility; it's a place where our community can come together to foster health, well-being, and connections. Complete with a 50 metre indoor pool, a dedicated leisure pool, a learn-to-swim pool, a state-of-the-art gym and 4 multi-purpose indoor sports courts, this centre offers something for everyone. Additionally, it houses a spa, sauna, steam room, café, crèche and ample parking, all designed with accessibility and inclusivity at the forefront.

What truly sets this facility apart is its focus on accessibility, with just some of those features including wheelchair-accessible pool hoists and Changing Places accredited facilities, ensuring every member of our community can enjoy its benefits. This was in part thanks to a grant of more than \$50,000 from the Department of Social Services Changing Places Commonwealth Funding.

The opening celebration was a memorable day, attended by hundreds of residents and highlighted by appearances from Olympic gold medalists Sarah Ryan and Bronte Campbell, and Wheelchair Rugby League star Brad Grove. The excitement was palpable as the first visitors explored the centre, with many diving into the pool and enjoying live entertainment, food, and activities outside.

I'd like to extend my gratitude to Warren and Mahoney Architects for their outstanding design and to ADCO Constructions for their exceptional work in bringing this Leisure Centre. Working alongside our talented Major Projects and Sport and Recreation teams, together, they have done an incredible job delivering and opening this fantastic facility for our community.

Memberships and learn-to-swim programs were already being snapped up long before the opening and are still available at the Oran Park Leisure Centre, offering a new chapter of sport, recreation and fitness opportunities right here in Camden. The friendly staff from BlueFit are handling a huge amount of requests, highlighting the excitement in the community about the centre. I'm excited that we'll be welcoming more than 500,000 projected visitors in the first year.

This facility stands as a testament to Camden's bright future and commitment to building an inclusive, active, and connected community.

RECOMMENDED

That Council note the information.

ORD01

ORD01

SUBJECT: COUNCIL SUBMISSION ON AMENDED STATE SIGNIFICANT DEVELOPMENT APPLICATION - PROPOSED MINARAH COLLEGE AT 268-278 CATHERINE FIELDS ROAD, CATHERINE FIELD

FROM: Director Planning and Environment

EDMS #: 24/631711

PURPOSE OF REPORT

The purpose of this report is to seek Council's endorsement of a Council officer submission (objection) to an amended State Significant Development Application (amended SSDA) currently being assessed by the Department of Planning, Housing and Infrastructure (DPHI).

The amended SSDA proposes to construct a new school (Minarah College) for up to 980 students at 268-278 Catherine Fields Road, Catherine Field.

BACKGROUND

The subject SSDA was originally submitted to the Department of Planning and Environment (now DPHI) in June 2022.

The proposed new school has a capital investment value exceeding \$20 million and is therefore classified as State Significant Development pursuant to *State Environmental Planning Policy (Planning Systems) 2021*.

Typically, the Minister for Planning (or delegate) is the consent authority for SSDAs however the Independent Planning Commission is the consent authority where:

- A proposal is not supported by the relevant council(s); or
- The Department has received more than 50 unique public submissions.

The site is known as 268-278 Catherine Fields Road, Catherine Field and is described as Lots 11 and 12 in DP833784. The site has a western frontage to Catherine Fields Road of approximately 192 metres and a total area of 4.5 hectares.

The surrounding area is rural in character and is currently unsewered. To the north and east of the site are large rural residential properties, with single dwellings and ancillary structures. To the south are smaller residential lots that are zoned R5 Large Lot Residential.

The site is zoned RU4 Primary Production Small Lots under Camden Local Environmental Plan 2010. *'Educational establishments'* are permissible with consent in the zone.

The subject SSDA was originally placed on public exhibition from Tuesday 28 June 2022 to Monday 1 August 2022. The DPHI received 297 community submissions, including 198 letters of objection, 97 letters of support and 2 letters providing comment.

Council staff made a submission (objection) on the original SSDA (dated 25 July 2022). The Council officer submission was referred to the Ordinary Council Meeting on 9 August 2022 where Council resolved to:

- i. endorse the Council officer’s submission objecting to the State Significant Development Application to construct a new school (Minarah College) at 268-278 Catherine Fields Road, Catherine Field;
- ii. forward a letter of endorsement of the Council officer’s submission (objection) to the Department of Planning and Environment for consideration as part of its assessment of the Development Application; and
- iii. forward a copy of the submission and Council’s endorsement of the objection to Mr Peter Sidgreaves MP, Member for Camden.



Figure 1 – The site and surrounding development (source: Revised Environmental Impact Statement – Minarah College Catherine Fields)

ORD01

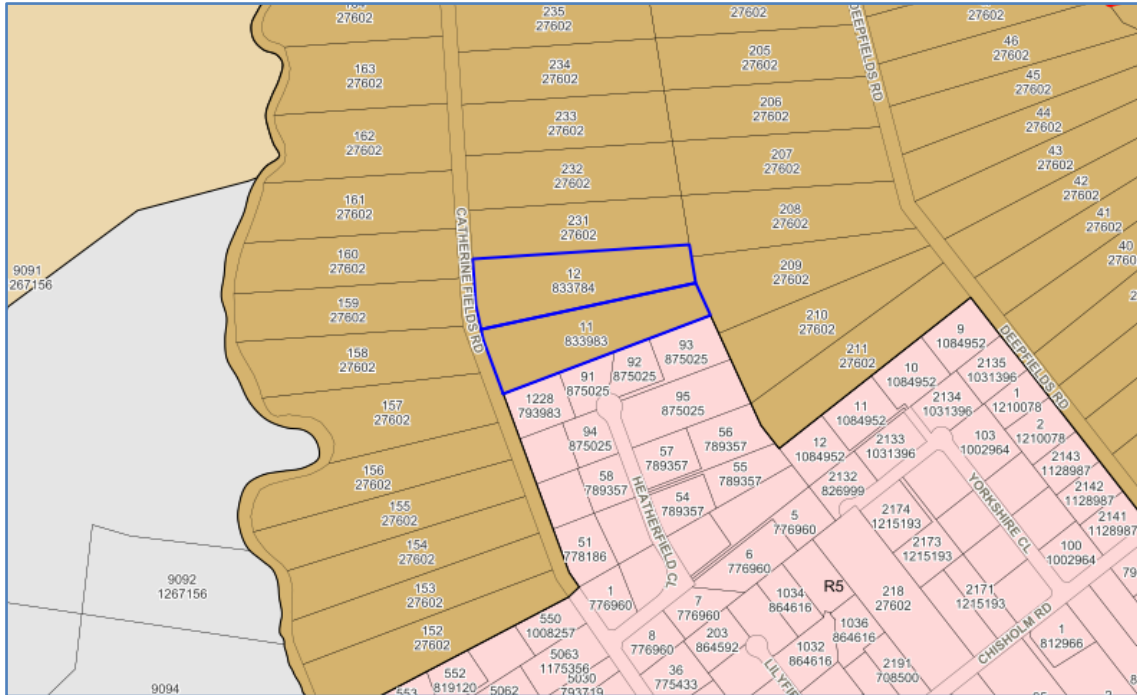


Figure 2 – Zoning Map

Councillors were briefed on this matter on 22 October 2024.

MAIN REPORT

The amended SSDA seeks to establish a new school (Minarah College) on the site in four construction stages to cater for up to 980 students (Kindergarten to Year 12), including:

- Demolition of the existing dwellings and ancillary structures on-site;
- Bulk earthworks across the site;
- The construction of the following:
 - One-storey early learning centre;
 - Two-storey administration building, with attached outside school hours care (OSHC), and wellbeing room;
 - Two-storey primary school building comprising of primary school classrooms;
 - School for Special Purpose classrooms;
 - Primary school hall;
 - Two-storey high school building comprising high school classrooms;
 - Two-storey high school hall;
 - Shared one-storey canteen adjoining the high school building; and
 - Shared library located on the second storey above the ELC and Food and Textiles building below.
 - A full-sized sport field.
- Site access from Catherine Fields Road at two points;
- Works within Catherine Fields Road to allow for a right-turn bay from Catherine Fields Road and bus bays on the eastern side of Catherine Fields Road;
- Removal of 230 trees and replacement planting and landscaping;
- Associated site landscaping and public domain improvements;
- On-site car parking; and
- Construction of ancillary infrastructure and utilities as required.

The proposed hours of operation for the different components of the proposed development are outlined below:

- ELC: 7:00am to 6:00pm, Monday to Friday;
- OOSH: 7:00am to 6:30pm, Monday to Friday;
- School Hours: 8:20am to 3:20pm, Monday to Friday;
- Multi-purpose Hall: 9:00am to 10:00pm, Saturday to Sunday;
- Primary Hall: 8:20am to 3:20pm, Monday to Friday;
- Sports field (during the week): During school hours and 5:00pm to 9:00pm, Monday to Friday;
- Sports field (weekend): 9:00am to 9:00pm, Saturday and Sunday.

The proposal has an overall capital investment value of \$123,742,670.

The site plan of the proposed school is provided in Figure 3 below.



Figure 3 – Site plan of proposed school

As noted above the development is proposed to occur in four stages, as described below:

Stage 1

Stage 1 includes:

- Demolition of existing structures;
- Excavation and bulk earthworks;
- Construction of the western wing for temporary use by primary and ELC students;
- Construction of the sports field;
- Construction of a portion of the northern car park and the kiss-and-drop area;
- Landscaping and the implementation of a temporary outdoor play area; and

ORD01

- Installation of the wastewater management system and stormwater management systems.

The operational capacity of the school at the completion of Stage 1 would be 318 students (18 ELC, 290 school and 10 SSP) and 15 (FTE) staff.

Stage 2

Stage 2 includes:

- Excavation and bulk earthworks;
- Construction of the primary school;
- Landscaping and the extension of the temporary outdoor play area; and
- Construction of the southern car park and the extension of the kiss-and-drop zone.

The operational capacity of the school at the completion of Stage 2 would be 652 students (42 ELC, 600 school and 10 SSP) and 33 (FTE) staff.

Stage 3

Stage 3 includes:

- Excavation and bulk earthworks;
- Construction of the high school wing as well as the central spine;
- Installation of a covered outdoor learning area to connect the high school and primary school;
- Finalisation of the northern car park;
- Delivery of the high school outdoor play area and playing courts;
- Stage 3 will also see the implementation of proposed road widening and upgrades to Catherine Fields Road including the introduction of a channelised right hand turning lane.

The operational capacity of the school at the completion of Stage 3 would be 980 students (60 ELC, 890 school, 30 SSP) and 51 (FTE) staff.

Stage 4

Stage 4 includes:

- Excavation and bulk earthworks; and
- Construction of the secondary school hall.

There are no changes to the student and staff numbers as part of Stage 4, as the school is proposed to reach operational capacity at the completion of Stage 3.

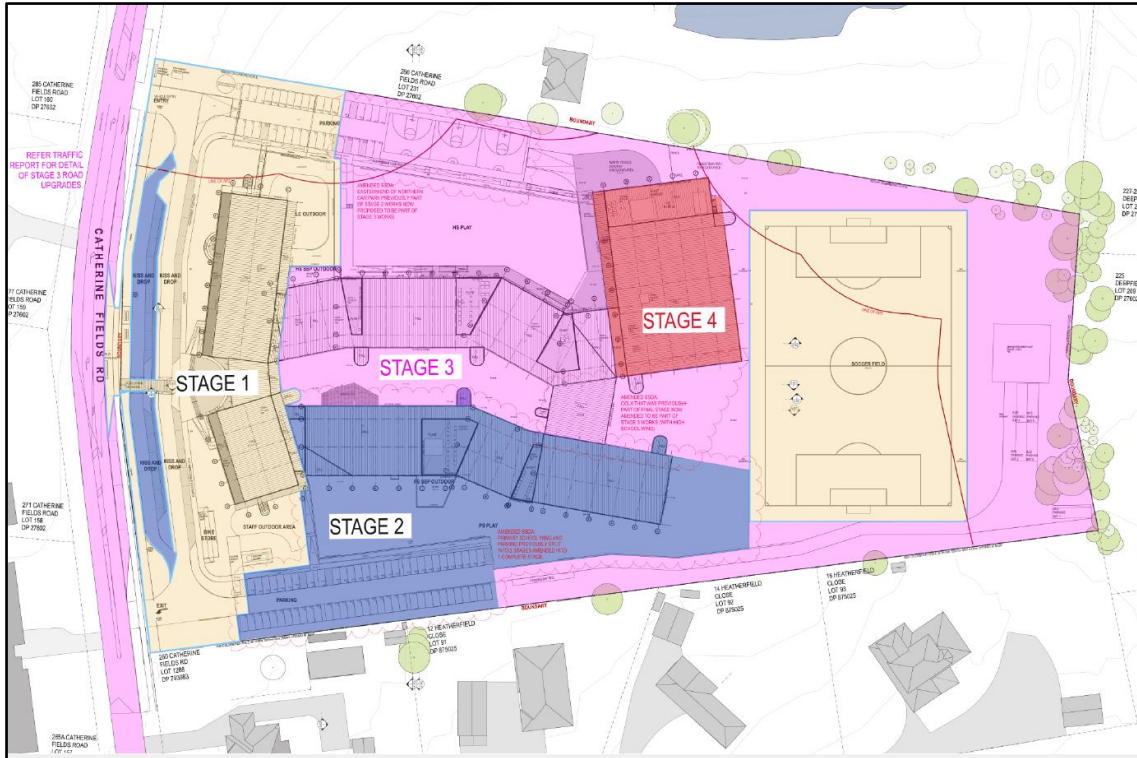


Figure 4 – Staging plan of proposed school

A full copy of the proposed plans is provided as **Attachment 1** to this report.

Assessment

Council staff have undertaken a review of the Amended Environmental Impact Statement and maintain concerns regarding the suitability of the site for the proposed development. It is recommended that Council object to the proposed development as detailed in the Council officer submission attached to this report.

A summary of the key issues is provided below:

Public Interest

Since mid-2022, Council has received a significant number of letters, emails and phone calls from concerned residents in relation to this proposal.

The community has raised the following key concerns with the proposed development:

- The site is an inappropriate location for a school.
- The proposal will result in unacceptable traffic impacts.
- Catherine Fields Road is a rural road that is not designed to cater for the level of traffic (both vehicle and pedestrian) that will result from this proposal.
- The site and surrounding area are not serviced by sewer.
- There will be significant water runoff and there is a lack of established drainage system to cater for the runoff.
- The site and Catherine Fields Road are subject to flooding and the proposed development may lead to increased flooding for downstream properties.
- Being a rural area, there is a lack of infrastructure to support a school.
- There are no footpaths/bike paths for the use of students.

ORD01

- The proposed school will have an unreasonable impact on the rural amenity of the area.
- The proposed school does not cater for the local community and yet results in significant/unreasonable impacts for surrounding residents.
- The poor local infrastructure (rural road with no lighting) will result in safety issues for vehicles and pedestrians.
- The approval of this school will have a significant impact on future planning within the Catherine Field Precinct.
- The on-site sewage management system proposed for the school is not appropriate and there are risks for children being exposed to effluent.
- The proposal is inconsistent with the RU4 Primary Production Small Lot zone.
- The proposed school will make no financial contribution to the provision of local amenities.
- The proposed road upgrades are not proposed until Stage 3 and Catherine Fields Road will be severely impacted by the traffic generated by the school.
- The proposed school includes uses that could be considered commercial enterprises/commercial uses.
- There are inconsistencies in the documentation submitted with the Amended SSDA (e.g. staff numbers and car parking).
- The proposed development will result in property devaluation.
- The proposed development will result in unacceptable amenity impacts for residents of adjoining properties.
- The proposed hours of operation are excessive and will have a negative impact on the amenity of the surrounding area.
- The physical reduction in the size of the school (i.e. approximate 10% less gross floor area proposed) is not commensurate with the reduction in the school population (i.e. 600 less students or 38% decrease).
- The number of students proposed exceeds the suggested limit of 650 students identified by the DPHI following a preliminary assessment of the application.

Given the significant and substantiated concerns raised by the community, it is considered that approval of the application would not be in the public interest.

Site suitability

The proposed school site is currently zoned RU4 Primary Production Small Lots and is located on a rural road with no shoulder, formed kerb and gutter, footpath, lighting or piped underground stormwater system. The land is also not served by reticulated sewer. A rural site of this nature is not suitable for the proposed school.

Inconsistent with zone objectives

The objectives of the RU4 Primary Production Small Lots zone are:

- *To enable sustainable primary industry and other compatible land uses;*
- *To encourage and promote diversity and employment opportunities in relation to primary industry enterprises, particularly those that require smaller lots or that are more intensive in nature;*
- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*

The proposed development is not compatible with primary industry, does not encourage or promote employment opportunities in relation to primary industry enterprise, and does not minimise conflict between land uses within this zone. A school of this scale effectively alienates any potential primary industry on adjoining or nearby sites due to conflicts in terms of amenity for school children.

Impact on future precinct planning

The proposed development precludes future urban and employment development land uses from this site and the development will hinder the orderly and co-ordinated provision of infrastructure for the Catherine Fields Growth Centre. If approved, the school would need to be 'planned around' rather than forming part of the precinct planning process itself.

Schools are a critical piece of infrastructure for Growth Centres, which often have ramifications for the placement of collector roads, playing fields, recreation spaces and neighbourhood centres. By approving the location of the school ahead of any precinct planning occurring, the consent authority would be 'putting the cart before the horse' rather than planning the location of a future school within the Catherine Fields Growth Centre in an orderly and co-ordinated fashion.

Unsewered land

The Wastewater Management Assessment Report submitted as part of the amended SSDA acknowledges that there is *"no clear commitment from Sydney Water to provide wastewater infrastructure to the site"* and accordingly a *"permanent onsite wastewater management system may be required indefinitely"*.

The Wastewater Management Assessment Report outlines recommendations for a wastewater treatment and effluent disposal system for the school. The proposed sports field is identified as an area to be used for effluent irrigation.

The proposed effluent management areas (EMAs) are not suitable given:

- There are risks to children being exposed to effluent by using the EMA as a sports field.
- There is risk of damage to the EMA due to high traffic and sporting use.
- Should the EMA be damaged or fail, there is no reserve area available for effluent disposal, and
- There is the potential risk of disease outbreaks should school children come in contact with effluent.

Overall, given the health and environment risks associated with the proposed EMA and non-compliance with Council's Onsite Sewage Management Policy, the development is not supported.

Noise

The proposed development will impact on the residential amenity enjoyed by residents of adjoining properties (both during construction and operation).

ORD01

To reduce the acoustic impact from the operation of the school, acoustic walls ranging from 1.5 metres to 2.4 metres are required within the proposed school and along the boundary. The proposed acoustic walls, which include a 1.8 metres to 2 metres high Colorbond fence extending along the entire length of the side and rear property boundaries, will have a negative impact on the visual amenity of the surrounding rural landscape.

Overall, the proposed development is considered to have an unreasonable impact on the amenity of the surrounding area, both during construction and ongoing operation.

A copy of the Council officer's submission is provided as **Attachment 2** to this report.

FINANCIAL IMPLICATIONS

This matter has no direct financial implications for Council.

CONCLUSION

The Department of Planning, Housing and Infrastructure has publicly exhibited an amended SSDA for a proposal to construct a new school (Minarah College) at 268-278 Catherine Fields Road, Catherine Field. Council staff have prepared a submission (objection) for Council's consideration and endorsement.

RECOMMENDED

That Council:

- i. **endorse the Council officer's submission objecting to the amended State Significant Development Application (amended SSDA) to construct a new school (Minarah College) at 268-278 Catherine Fields Road, Catherine Field;**
- ii. **forward a letter of endorsement of the Council officer's submission (objection) to the Department of Planning, Housing and Infrastructure for consideration as part of its assessment of the amended SSDA; and**
- iii. **forward a copy of the submission and Council's endorsement of the objection to Mr Nathan Hagarty MP, Member for Leppington.**

ATTACHMENTS

1. Architectural Plans
2. Council officer submission on Amended SSDA - Proposed Minarah College

ORD02

ORD02

SUBJECT: ADOPTION OF THE ANNUAL FINANCIAL STATEMENTS - FINANCIAL YEAR ENDING 30 JUNE 2024
FROM: Director Growth and Finance
EDMS #: 24/340578

PURPOSE OF REPORT

The purpose of this report is to recommend that Council adopt the 2023/24 Annual Financial Statements, invite the Audit Office of NSW to address Council on the Annual Financial Statements for the year ending 30 June 2024, and thank the Audit Office of NSW for its services.

BACKGROUND

In accordance with section 418 of the *Local Government Act 1993* (the Act), a copy of Council's Annual Financial Statements has been made available to the public for inspection since 5 November 2024 at the Oran Park Customer Service Centre and on Council's website.

Under section 420 of the Act, "Any person may make submissions in writing to the Council with respect to the Council's audited Financial Statements or with respect to the auditor's report".

Submissions must be in writing and received by Council before close of business on 19 November 2024 (the Act allows seven days for submissions after Council has considered the Financial Statements and auditor's report).

Any submissions received are not considered by Council; they are forwarded to Council's external auditor for comment.

A Councillor briefing was held on 29 October 2024 to provide information on this report and the process.

MAIN REPORT

Council signed the Draft Annual Financial Statements on 15 October 2024. A copy of the Draft Annual Financial Statements was provided to Councillors on 8 October 2024 as a supporting document to the report.

The audit of Council's Annual Financial Statements has been completed by the Audit Office of NSW. A copy of the audited Annual Financial Statements is provided as an **attachment** to this report.

The Audit Office of NSW will attend tonight's Council meeting to present the audit report and address Council on its financial performance for the 2023/24 Financial Year.

Changes to the Draft Annual Financial Statements

There have been no material changes to the draft Annual Financial Statements which were provided to Council on 8 October 2024. The only changes were minor disclosure improvements, which have been made based on recommendations from the Audit Office of NSW and the Audit, Risk and Improvement Committee (ARIC).

Audit Risk and Improvement Committee

Council's Audit, Risk and Improvement Committee met on 21 October 2024 to review and provide an independent assessment of the 2023/24 Annual Financial Statements.

The meeting included a presentation to the Committee by Council's external auditors (Audit Office of NSW) on the conduct of the 2023/24 Audit. The Committee resolved the following, noting that the Special Schedules are not audited:

- i. noted the Engagement Closing Report;
- ii. noted the Draft Management Representation Letter, including the certification on the effectiveness of internal controls;
- iii. endorsed the General Purpose Financial Statements for the year ended 30 June 2024 for submission to Council for adoption;
- iv. endorsed the Special Purpose Financial Statements for the year ended 30 June 2024 for submission to Council for adoption;
- v. endorsed Special Schedules for the year ended 30 June 2024 for submission to Council for adoption; and
- vi. commended management on the quality of the financial statements and thanked the Audit Office and Council's finance and assets teams for completion of the external audit and a clean set of accounts.

All minor corrections or disclosure improvements recommended by the Audit, Risk and Improvement Committee have been made to the Financial Statements.

CONCLUSION

The audit of the 2023/24 Annual Financial Statements has been completed and Council has received an unqualified audit report.

Council's independent Audit, Risk and Improvement Committee has endorsed the Statements, which provides Council with confidence as to their completeness, accuracy and compliance with the Act, and Code of Accounting Practice and Financial Reporting. Subject to Council considering the presentation by the Audit Office of NSW at tonight's meeting, Council's Financial Statements can be considered for adoption.

RECOMMENDED

That Council:

- i. resolve that a representative/s from Council's external auditor, Audit Office of NSW, address Council on the Annual Financial Statements and Financial Performance for the year ending 30 June 2024;
- ii. adopt the Annual Financial Statements for the Financial Year ending 30 June 2024; and
- iii. write to the Audit Office of NSW, thanking it for its services this year.

ATTACHMENTS

1. Camden Council – Financial Statements 2023-24

ORD03

ORD03

SUBJECT: RESULTS AGAINST BUDGET AND REVOTES FOR YEAR ENDING 30 JUNE 2024
FROM: Director Growth and Finance
EDMS #: 24/340968

PURPOSE OF REPORT

The purpose of this report is to advise Council of the final cash budget result for the 2023/24 financial year and the proposed revotes and works in progress program to be carried forward into the 2024/25 Budget.

BACKGROUND

In adopting the 2023/24 Budget, Council approved a balanced cash budget position. A balanced cash budget position has been maintained (after transfers to/from reserves) at each quarterly review presented to Council during the 2023/24 financial year.

Variations to budget identified at the June 2024 Budget Review represents a cash budget surplus position of \$4,241,900 for the 2023/24 financial year primarily due to one-off extraordinary income. 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 29 October 2024.

MAIN REPORT

PROPOSED ALLOCATION OF THE 2023/24 BUDGET SURPLUS

It is recommended that the surplus of \$4,241,900 be allocated as follows.

Proposed Budget Surplus Allocation		
Proposed Budget Surplus for Allocation		\$4,241,900
Transfer to Capital Works Reserve	\$2,336,400	
Transfer to Asset Renewal Reserve	\$1,000,000	
Transfer to Working Funds Reserve	\$905,500	
Total - Allocation of Budget Surplus		\$4,241,900

The proposed increases in the Capital Works Reserve and Asset Renewal Reserve will reinstate the uncommitted balances within each reserve to a sustainable level of discretionary funding. These reserves assist with ensuring Council has sufficient funding available to meet any unexpected infrastructure works required and/or match grant funding where a Council contribution is required.

The proposed allocation to the Working Funds Reserve will increase the uncommitted balance of this reserve to \$1,000,000. This can either be used to assist in funding additional costs identified as part of the 2024/25 budget and/or assist with funding programs or projects identified as part of the 2025/26 Annual Budget.

The detailed reserve balances are outlined in the following section of this report.

PROPOSED 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 2024	\$1,510,600
Add: Flood Insurance Funding – Flood Recovery Projects	\$2,241,800
Add: Proposed Year End Review Transfer	\$2,336,400
Proposed Balance of Reserve	\$6,088,800
Committed Funds Held in Reserve:	
Less: 2023/24 Proposed Revoted projects	(\$785,500)
Less: Flood Damaged Works - Insurance Funds	(\$2,241,800)
Total Committed Funds	(\$3,027,300)
Uncommitted Balance – Capital Works Reserve	\$3,061,500

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.

It is recommended that the uncommitted balance of this reserve be increased by \$1,000,000. The balance of the Asset Renewal Reserve is as follows:

Asset Renewal Reserve	
Reserve Balance – 30 June 2024	\$316,600
Add: Advance Payment of Low Cost Loan Initiative Grant	\$283,600
Add: Proposed Year End Review Transfer	\$1,000,000
Proposed Balance of Reserve	\$1,600,200
Committed Funds Held in Reserve	
Less: 2023/24 Proposed Revoted projects	(\$340,500)
Total Committed Funds	(\$340,500)
Uncommitted Balance – Asset Renewal Reserve	\$1,259,700

ORD03

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.

It is recommended that the uncommitted balance of this reserve be increased to \$1,000,000. This can either be used to assist in funding additional costs identified as part of the 2024/25 budget and/or assist with funding programs or projects identified as part of the 2025/26 Annual Budget.

The balance of the Working Funds Reserve is as follows:

Working Funds Reserve	
Reserve Balance – 30 June 2024	\$349,400
Add: Proposed Year End Review Transfer	\$905,500
Proposed Balance of Reserve	\$1,254,900
Committed Funds Held in Reserve	
Less: 2023/24 Proposed Revoted projects	(\$409,900)
Add: Budget Transfer 2025/26 – Transfer to Reserve	\$155,000
Total Committed Funds	(\$254,900)
Uncommitted Balance – Working Funds Reserve	\$1,000,000

Biodiversity Credits (Part B) Reserve

Council entered a Biobanking Agreement for 37.5 hectares of land located in Gundungurra Reserve, Elderslie in May 2019. The Biobanking Agreement generated biodiversity credits which were sold to parties that require credits to offset their development or project. The funds generated from the sale of the credits were classified as either a Part A payment or Part B payment.

On the transfer of credits, payment was made into the Biodiversity Stewardship Payments Fund (known as Part A payment). Annual payments are then made to Council from the fund to undertake management actions, including weed management, fire management, pest management and bushland restoration activities, within the biobanking area. These payments must be used in accordance with the agreed management plan for the site that forms part of the Agreement. A separate Council reserve has been established to ensure the funds can be set aside and allocated for the purpose of the agreement.

Part B payments are received from the sale of any further biodiversity credits and are to be treated as consolidated revenue and can form part of Council’s General Fund. As part of the December Review of the 2023/24 Budget, Council approved the creation of a Biodiversity Credits Reserve (Part B) for the receipt and allocation of Part B Biodiversity credits. This is an internal reserve over which Council has discretion in relation to how the funds are allocated.

The initial transfers to/from the Reserve as per the December Quarterly Review resulted in an uncommitted balance of \$613,400. Following a review of actual costs for Biodiversity staffing and projects incurred during the 2023/24 financial year and the proposed revotes, the draft level of uncommitted funds in this reserve is \$645,900.

Biodiversity Credits (Part B) Reserve	
Reserve Balance – 30 June 2024	\$2,245,800
Add: Biodiversity Sales – June 2024	\$3,735,000
Less: Proposed transfer to Capital Works Reserve	(\$2,241,000)
Less: Proposed transfer to Asset Renewal Reserve	(\$1,000,000)
Less: Proposed transfer to Working Funds Reserve	(\$494,000)
Proposed Balance of Reserve	\$2,245,800
Committed Funds Held in Reserve	
Less: 2023/24 Proposed Revoted projects	(\$100,400)
Less: 2024/25 Approved Biodiversity Staffing and Projects	(\$536,900)
Less: 2025/26 Approved Biodiversity Staffing and Projects	(\$550,300)
Less: 2026/27 Approved Biodiversity Staffing	(\$412,300)
Total Committed Funds	(\$1,599,900)
Uncommitted Balance – Biodiversity Credits (Part B)	\$645,900

MAJOR VARIATIONS TO BUDGET – 30 JUNE 2024

Variations between the adoption of the March Review of the 2023/24 budget and the final budget result for 2023/24 represent a cash budget surplus of \$4,241,900.

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

June Review of the 2023/24 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. Sale of Biodiversity Credits (Part B – General Revenue)	\$3,735,000
2. Development Assessment & Certification Income	(\$2,972,300)
3. Significant Planning Proposal Agreements	\$703,100
4. Corporate Revenue – Investment Income (General Fund)	\$390,600
5. Sports and Recreation - Facility and Ground Hire Income	\$383,300
6. Capital Works Program – Grant Funding	(\$338,700)
7. Flood Recovery – Insurance Costs Recoupment	\$291,400
8. Regulatory Compliance – Fines & Compliance Income	(\$221,100)
9. Camden Civic Centre – Trading & Hall Hire Income	\$173,800
10. Family Day Care – Operational Income	(\$96,100)
Sub Total - Income Adjustments	\$2,049,000

ORD03

June Review of the 2023/24 Budget Major Variations	Budget Impact Increase/ (Decrease)
Expenditure Adjustments	
<i>Note: (Increase) in expenditure is a decrease to the budget Saving in expenditure is an increase to the budget</i>	
11. Corporate Expenditure – Technology Projects Licensing & Leasing	\$1,560,600
12. Corporate Expenditure – Staffing Expenditure	\$1,461,400
13. Community Events - Program Expenditure	(\$623,900)
14. Libraries Services - Expenditure	\$568,800
15. Parks and Gardens - Operational Expenditure	(\$544,300)
16. Community Facilities – Operational Expenditure	(\$378,600)
17. City Presentation Services – Operational Expenditure	(\$367,600)
18. Property Services – Strategic Studies Expenditure	\$356,100
19. Divisional Program Expenditure - Operational Expenditure	\$270,600
20. Mount Annan Leisure Centre & Camden War Memorial Pool	(\$120,600)
Minor Budget Variations < \$20,000	\$10,400
Sub Total - Expenditure Adjustments	\$2,192,900
Council Authorised Variations	Nil
Total - Variations to Budget - Cash Budget Surplus	\$4,241,900

Income Adjustments Commentary

1. Sale of Biodiversity Credits (Part B General Revenue) – Increase in Income of \$3,735,000

Part B Biodiversity Credit payments are received from the sale of Biodiversity Credits and are to be treated as general revenue and can form part of Council’s General Fund. Council received \$3.735M in June 2024 from the sale of biodiversity credits.

2. Development Assessment & Certification Income – Decrease in Income of \$2,972,300

Development income and expenditure was below budget expectations for the 2023/24 financial year. Development income was \$3.846 million below budget expectations as the level of development activity was lower than anticipated.

This shortfall represents a 44% reduction in development income when compared to budget projections for the 2023/24 financial year of \$8.635 million. The reduction in development income has been partially offset by a \$874K saving in staff and operational expenditure.

3. Significant Planning Proposal Agreements – Increase in Income of \$703,100

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 2023/24 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 \$703K above budget expectations.

4. Corporate Revenue Investment Income (General Fund) – Increase in Income of \$390,600

Investment income has continued to exceed budget expectations over the course of the 2023/24 financial year. Investment income has been favourably impacted by a higher level of funds available for investment resulting in additional income of \$391K above budget projections of \$3.182M. This represents a 12% increase on budget projections.

Interest rates and the level of funds available for investment will continue to be closely monitored and improvements in investment income forecasts will be reported as part of future quarterly reviews of the 2024/25 Budget.

5. Sports and Recreation Facilities & Ground Hire Income – Increase in Income of \$383,300

Income generated from the hire of Council's sporting and recreation facilities (community halls) has exceeded budget projections by \$383K (a 40% increase over budget). This increase primarily relates to new facilities, which are now available for community hire, and a return to pre-COVID utilisation levels of community halls and sports grounds. This increase in income offsets the additional community facilities operational expenditure identified further on in this report.

6. Capital Works Program Grant Income – Decrease in Income of \$338,700

Council obtained grant funding under the Western Sydney Infrastructure Program in November 2019 (ORD 208/19) for the Porrende Street Upgrade. The final project cost has been confirmed at \$3.053M of which \$2.714M has been funded through the approved grant. Council has confirmed with the funding body that the additional project costs cannot be funded through an increase in grant funding.

7. Flood Recovery Insurance Costs Recoupment – Increase in Income of \$291,400

Council received final confirmation of its recoupment of flood recovery costs from its insurer in May 2024. Council received a final settlement payment of \$4.193 million for the 2022 flood events. \$1.660 million of the settlement amount related to works already completed by Council. The remaining balance of \$2.242 million relates to works which have not yet been completed. These works include major repairs to Little Sandy Bridge, the Town Farm Cottage and BEP infrastructure.

The following table breaks down the insurance funds received in May 2024;

2022 Flood Events	
Insurance Funding	\$4,193,000
Consists of:	
2021/22 and 2022/23 – Flood Recovery Expenditure	\$1,199,000
2023/24 – Flood Recovery Expenditure	\$460,800
Flood Recovery Projects for 2024/25 (Not Yet Complete)	\$2,241,800
Total Flood Costs	\$3,901,600
Additional Funds Claimed under Insurance Policy	\$291,400

Council took a conservative view in 2021/22 and 2022/23 in terms of the level of expenditure which could be claimed under its insurance policy. These works were initially funded through General Fund. In submitting its final claim, Council officers were able to recover these costs through its insurance policy, resulting in an additional amount of \$291K which has now been returned to Council’s General Fund.

With respect to works not yet complete, the amount of \$2,241,800 is proposed to be transferred to the Capital Works Reserve so that the works can be funded and undertaken as part of the 2024/25 budget.

8. Regulatory Compliance Fines & Compliance Income - Decrease in Income of \$221,100

The level of income received from fines is \$221K lower than budget expectations, representing a 30% shortfall when compared to the original budget. Council uses a graduated and risk-based approach to taking regulatory action which includes educating builders/developers before issuing fines.

9. Camden Civic Centre Trading & Hall Hire Income – Increase in Income of \$173,800

The 2023/24 budget was based on the Camden Civic Centre being closed at the end of March 2024 for major refurbishment. The closure at the end of June gave the opportunity for additional functions and events to be delivered and resulted in a favourable budget position of \$174K.

10. Family Day Care Service Operational Income – Decrease in Income of \$96,100

Family Day Care income from fees charged to carers is lower than budgeted levels due to lower than anticipated service user numbers. Historically, this service has been part-funded through the Family Day Care Reserve. Following a transfer of \$77K from the Family Day Care Reserve as part of the 2023/24 financial year, the reserve has been exhausted therefore requiring a subsidy from General Fund. The funding model for FDC is to be reviewed as part of the 2025/26 budget process.

Expenditure Adjustments Commentary**11. Corporate Expenditure – Technology Projects Licensing and Leasing Costs – Decrease in Expense of \$1,560,600**

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 savings of \$208K. In addition to these savings, the implementation of the master operating lease facility for the purchase of technology equipment has resulted in additional savings of \$157K.

In addition to the above adjustments, a re-phasing of Council's Digital Innovation Strategy has resulted in a savings of \$1.195M within the 2023/24 Budget. The funding required for the continued delivery of the Digital Innovation Strategy will be considered as part of the 2024/25 quarterly review process and 2025/26 Budget.

12. Corporate Expenditure - Staffing Expenditure - Decrease in Expense of \$1,461,400

During the 2023/24 financial year there were savings of \$948K as a result of the time taken to recruit new and vacant positions as approved in the budget. The industry is experiencing a shortfall in candidates in many key positions resulting in positions being vacant for longer than anticipated. This represents 1.4% of Council's total salaries and wages budget.

In addition to staffing savings, there was a further saving realised in workforce development budget allocations of \$197K and a further saving in relation to trainees and apprentices of \$316K. This was primarily due to the timing of an increase in funding allocated towards trainees and the trainees not commencing until mid-way through the year.

13. Community Events Program Expenditure – Increase in Expense of \$623,900

Additional costs were incurred in relation to the delivery of Council's community events program. This primarily related to costs associated with traffic management and event logistics. Council has recently reviewed and endorsed a new Events Strategy with additional funding allocated over the next four years to assist with the increase in event planning relating to traffic and logistics.

14. Library Services Expenditure – Decrease in Expense of \$568,800

Library service expenditure was below budget expectations over the course of the 2023/24 financial year. The savings were primarily a result of vacant staffing positions, and a reduction in operational programs and service expenditure when compared to budget. This decrease in expense of \$569K represents a decrease of 17% compared to the 2023/24 budget of \$3.3M.

15. Parks and Gardens Operational Expenditure - Increase in Expense of \$544,300

Additional costs were incurred due to growth and an increase in contractor costs for landscaping and mowing maintenance of \$428K. There was also an increase in maintenance costs for waterplay splash parks which exceeded budget by \$116K.

This increase in expense of \$544K represents an increase of 5% over the 2023/24 budget of \$11.8M.

ORD03

16. Community Facilities Operational Expenditure – Increase in Expense of \$378,600

This increase primarily relates to public amenities cleaning which has exceeded budget by \$257K. Additional maintenance, security and cleaning costs have also been incurred in relation to community halls and buildings, resulting in an increase of \$122K. The increase in expenses of \$379K is primarily driven by growth and represents an increase of 7% over the 2023/24 budget of \$5.3M.

17. City Presentation Operational Expenditure – Increase in Expense of \$367,600

There has been additional expenditure incurred in relation to an increase in the cost of asbestos removal and illegal dumping, totalling \$179K compared to budget. There has also been an increase in street bin collection expenditure of \$189K due to an increase in the frequency of collections and a higher number of facilities with bins requiring collection. This increase in expense of \$368K represents an increase of 23% over the 2023/24 budget of \$1.6M.

18. Property Services – Strategic Studies - Decrease in Expense of \$356,100

Funding allocated towards strategic property matters and studies were not required during the 2023/24 financial year. If funding is required in the future, funding requests will be submitted as part of the quarterly review process or as part of the 2025/26 Budget.

19. Divisional Program Expenditure – Decrease in Expense of \$270,600

This represents savings across divisional program budget allocations that were not required during the 2023/24 financial year due to works and/or projects being delivered within budget or delivered using allocations approved as part of the original budget.

20. Mount Annan Leisure Centre & Camden War Memorial Pool – Increase in Expense of \$120,600

There was an increase in operating expenditure identified in relation to both leisure facilities of \$295K which was largely offset by an increase in operational income of \$304K, therefore the operations of the Leisure Centre and Pool essentially performed as expected when compared to budget projections.

In addition to these adjustments in trading income, there was additional expenditure of \$185K, which relates to transition costs for the commencement of the new leisure centre operations contract that commenced on 1 July 2024. The transition costs mainly relate to equipment that was not in Council's ownership but was required to ensure continuity of service. These costs were offset by savings in capital expenditure for the centre of \$55K.

COUNCIL AUTHORISED VARIATIONS

Council has authorised three (3) budget variations since the adoption of the March Quarterly Review of the 2023/24 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)
Acceptance of Grant Funding - Saving our Species - Elderslie Banksia Scrub Forest (ORD57/2024)	(\$12,500)	\$12,500	-
Acceptance of Grant Funding - Transport for NSW – Vibrant Streets Package - Open Streets Program 2024 - Camden Christmas Festival (ORD58/2024)	(\$140,000)	\$140,000	-
Acceptance of Grant Funding - Protecting Our Communities (Disaster Resilience) - Camden Resilience Plan (ORD79/2024)	(\$166,700)	\$166,700	-
Total Authorised Variations	(\$319,200)	(\$319,200)	

CONTRA ADJUSTMENTS

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

During this quarter (1 April 2024 to 30 June 2024), six (6) contra adjustments have been required totalling \$8,055,300. These contra movements are summarised in **Attachment 1** to this report.

ORD03

EXPENDITURE REVOTES

Each year Council adopts an 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.

Clause 211(3) of the *Local Government (General) Regulation 2021* (The Regulation) states all budget approvals and votes lapse at the end of the financial year. However, this does not apply to approvals and votes relating to:

- Work carried out or started, or contracted to be carried out; or
- Any service provided, or contracted to be provided; or
- Goods or materials provided, or contracted to be provided; or
- Facilities provided or started, or contracted to be provided, before the end of the financial year.

As a result, Council is required under the Regulation to pass a resolution to include those projects in the new year’s budget. The projects (expenditure) included in the new financial year budget are referred to as expenditure revotes.

Provided below is a summary table of the revotes and works in progress to be carried over into the 2024/25 Budget which have been identified as part of the June 2024 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.

The table below shows the total works in progress and works not commenced for 2023/24.

Source of Funding	Works Not Commenced (Revotes)	Works in Progress (Carry Forward)	Total
Developer Contributions	\$0	\$20,179,600	\$20,179,600
External Grants	\$0	\$29,277,500	\$29,277,500
Waste Management	\$0	\$1,869,900	\$1,869,900
Internal Reserves	\$597,200	\$11,232,700	\$11,829,900
General Revenue	\$239,300	\$3,293,900	\$3,533,200
Other Sources	\$0	\$176,400	\$176,400
TOTAL	\$836,500	\$66,030,000	\$66,866,500

The general revenue (General Fund) component of the revotes and works in progress total \$3,533,200, which will be transferred to Council’s revotes and works in progress reserve to ensure funds are available for those projects in the 2024/25 financial year. All other funding sources are already held in a cash reserve with a minor balance funded through revenue (other sources).

From the total \$66,866,500 in requested revotes, \$51,327,000 relates to developer contributions, grants and waste management. These are externally restricted activities, where funds can only be spent on those projects, programs, activities, and services for which the funds were collected. This represents 77% of the total revotes.

There are several contributing factors that have led to delays in the delivery of some capital projects, including contractor delays and supply chain constraints, which continue to impact both domestic and global markets.

In recent years, Council has been successful in receiving a significant level of external grant funding for infrastructure projects from the Accelerated Infrastructure Fund, Housing Acceleration Fund and Western Sydney Infrastructure Grants. As these projects have progressed, there has been the need to confirm design and prepare for market engagement (tender process), which have both contributed to the need to adjust the cash flow for a number of these projects. The following table provides the top ten projects, which are included as works in progress (WIP).

Project – top 10 Works In Progress	WIP Amount
Liz Kernohan Drive / Hilder Street Project	\$9,604,500
Leppington Land Acquisition	\$5,431,200
Leppington Road Design Works (Grant Funded)	\$5,298,000
Oran Park Leisure Centre Construction	\$4,595,500
Leppington Program - Roads	\$3,023,100
Leppington Program - West Invest	\$1,994,000
Domestic Waste Plant Acquisition	\$1,869,900
Community Support Program - Shared Paths	\$1,699,600
Springs Rd / Macarthur Rd Intersection	\$1,694,000
Lodges Road / Franzman Roundabout	\$1,579,500
Total	\$36,789,300

The revotes and carry forwards outlined in this report are in addition to the cash flow adjustments approved as part of the December 2023 Quarterly Budget Review, which totalled \$59,755,800.

These cash flow adjustments arose following a review of Council’s Capital Works Program, including the phasing of Western Sydney Infrastructure Grant Projects. These adjustments are included within the Adopted 2024/25 and future years’ budgets as approved by Council on 11 June 2024.

A summary of the total revotes carried forward into the 2024/25 Budget (inclusive of the December 2023 Quarterly Budget Review cash flow adjustments) is shown in the following table:

ORD03

Source of Funding	Total Revotes June 2024	December QBRS Approved Adjustments	Total
Developer Contributions	\$20,179,600	\$21,127,700	\$41,307,300
External Grants	\$29,277,500	\$27,761,800	\$57,039,300
Waste Management	\$1,869,900	-	\$1,869,900
Internal Reserves	\$11,829,900	\$1,600,000	\$13,429,900
General Revenue	\$3,533,200	-	\$3,533,200
Other Sources (Incl Loans)	\$176,400	\$9,266,300	\$9,442,700
TOTAL	\$66,866,500	\$59,755,800	\$126,622,300

2023/24 LOAN BORROWINGS

In adopting the 2023/24 Budget, Council approved loan borrowings of \$16.45 million, which were to part-fund Council’s Road reconstruction program (\$3.5 million) and part-fund the fourth year of Council’s Community Support Package Stage 3 (\$12.95 million).

A review of Council's capital works program identified that \$9.266 million of the program funded through loan borrowings was not required until 2024/25 and 2025/26. This reduction in loan borrowings was approved by Council on 13 February 2024. The revised Council approved loan borrowings for the 2023/24 budget were \$7.184 million.

Council secured the \$7.184 million loan through NSW Treasury Corporation (TCorp) and the loan was drawn down (transferred to Council) on the 13 June 2024. The borrowings were drawn down under two separate loans in line with Council’s adopted budget:

- \$3.50M ten-year fixed interest loan at 5.5%; and
- \$3.684M twenty-year fixed interest loan at 5.85%.

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 2025/26 Annual Budget to reflect the revised payments due under these interest rates compared to budget.

COUNCILLOR CONSOLIDATED WARD FUNDS

The balance of Consolidated Ward Funds as at 30 June 2024 was \$66,844.

Consolidated Ward Funds - 30 June 2024	
2023/24 Budget Allocation	\$30,000
2022/23 Ward Funds Revote	\$136,844
Total Funds Available	\$166,844
Funding Allocated:	
Camden Community Gardens Pathway Repairs (ORD 157/23)	\$40,000
Doohan Reserve Safety Infrastructure (ORD 37/24)	\$60,000
Total Funding Allocated in 2023/24	\$100,000
Balance of Consolidated Ward Funds	\$66,844

It should be noted that the unspent balance of Consolidated Ward Funds has been included in the proposed revotes to be carried over into the 2024/25 Budget.

SUMMARY OF YEAR END RESULTS AGAINST BUDGET

The following table is a summary of budget adjustments up to 30 June 2024.

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 2023 Review Adjustments	(\$14,847,000)	14,847,000	\$0
December 2023 Review Adjustments	\$53,336,400	(\$53,336,400)	\$0
March 2024 Review Adjustments	(\$11,397,800)	\$11,397,800	\$0
Available Working Funds 31 March 2024			Balanced
Note 1: Major Variations	\$2,192,900	\$2,049,000	\$4,241,900
Note 2: Authorised Variations	(\$319,200)	\$319,200	\$0
Note 3: Contra Adjustments	\$8,055,300	(\$8,055,300)	\$0
Sub Total – June Review Adjustments			\$4,241,900
Proposed Transfer to Reserves			(\$4,241,900)
Available Working Funds (Uncommitted cash)			Balanced

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 2024 indicates that Council’s 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 2023/24 financial year and the proposed revotes and works in progress program to be carried forward into the 2024/25 financial year.

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

ORD03

RECOMMENDED

That Council:

- i. approve the budget variations contained within this report;
- ii. approve the allocation of the revised budget surplus position as outlined in the following table:

Budget Surplus Allocation		
Budget Surplus for Allocation		\$4,241,900
Transfer to Capital Works Reserve	\$2,336,400	
Transfer to Asset Renewal Reserve	\$1,000,000	
Transfer to Working Funds Reserve	\$905,500	
Total - Allocation of Budget Surplus		\$4,241,900

- iii. approve the expenditure revotes program (works not commenced) totalling \$836,500, as outlined in Attachment 2 to this report; and
- iv. approve the transfer of \$3,533,200 to the revotes and works in progress reserve, representing the general fund portion of the revotes and works in progress program.

ATTACHMENTS

- 1. Contra Adjustments
- 2. Works Not Commenced

ORD04**ORD04**

SUBJECT: RATES, ANNUAL CHARGES AND SUNDRY DEBTORS WRITTEN OFF FOR THE 2023/24 FINANCIAL YEAR

FROM: Director Growth and Finance

EDMS #: 24/340536

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 2023/24 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 29 October 2024.

MAIN REPORT

The amounts of rates, annual charges and sundry debtors to be written off in the 2023/24 financial year are set out below.

1. Postponed Rates – \$4,324

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 (4) properties which are entitled to an adjustment for postponed rates.

The postponed rates amount written off for the 2023/24 financial year are as follows:

Rates written off from 2019/20	\$3,486
Interest written off from 2019/20	\$838
Total Postponed Rates	\$4,324

ORD04

2. Rates and Charges – Mandatory Pension Rebate – \$928,990

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 2023/24 financial year relating to the mandatory pension rebate total \$928,990.

Council is then able to claim 55% (\$510,945) of the pensioner rebate from the NSW State Government. The remaining 45% (\$418,045) is a cost to Council, which is provided for as part of the budget each year.

3. Rates and Charges – Voluntary Pension Rebate – \$182,118

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 2023/24 financial year relating to the voluntary pension rebate total \$182,118. No percentage of this amount is reimbursed from the State Government.

4. Stormwater Management Levy – Voluntary Pension Rebate – \$81,450

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 2023/24 financial year is \$81,450.

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

5. Accrued Interest and Miscellaneous Amounts – \$7,136

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	\$4,587
Pension interest written off in accordance with Council Policy	\$2,549
Total	\$7,136

6. Sundry Debtor Amounts – \$15,926

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 2023/24 financial year is \$15,926.

FINANCIAL IMPLICATIONS

In accordance with the relevant sections of the *Local Government Act 1993*, the total amount to be written off in the 2023/24 financial year is \$1,219,944. 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 \$1,219,944 for the 2023/24 financial year.

ORD05

ORD05

SUBJECT: CAMDEN SPORTS CLUB - 10, 10A AND 10B CAWDOR ROAD, CAMDEN
FROM: Director Growth and Finance
EDMS #: 24/584135

PURPOSE OF REPORT

The purpose of this report is to seek additional funding for accessibility works required at Camden Sports Club (CSC), which include a lift, upgrade of the amenities and associated works.

BACKGROUND

10, 10A and 10B Cawdor Road, Camden is owned by Council. The building was established in 1954, is on community land and is flood affected. The building is also located within the local heritage conservation of Onslow Showground. The CSC lease the building for the purpose of recreational bowls and Club activities, and the current lease expires on 31 August 2028. Under the lease, Council is responsible for the structure and renewal of the building.

Following enquiries from the CSC and members of the public, an Accessibility Audit report was commissioned by Council. The report identified numerous recommendations with respect to meeting the standards/objectives of the *Disability Discrimination Act 1992*.

A review and consultation occurred with the relevant sections of Council to identify the appropriate works program and what items could be addressed in the report. The items that could be easily addressed have been completed by Council's Building Maintenance Team; however, the main items in the report such as the accessible amenities and lift installation require completion.

The premises were directly impacted by the floods that Camden experienced in 2022 and Council worked with the CSC to restore the facility as best as possible to pre flood conditions. However, the stair chair lift that provided accessible access to the function room on level 1 was decommissioned, with a view that a better solution was required. The general amenities in the building are also in need of renewal following a number of flood events, where general maintenance can no longer renew the amenities to an acceptable standard for a Council owned building.

Council officers consult and update the CSC on this project fortnightly.

Councillors were briefed on this matter on 29 October 2024.

MAIN REPORT

CSC successfully obtained a grant of \$193,364 (excl. GST) from NSW Office of Sport for the installation of a lift; however, the cost of the lift installation substantially exceeds this sum. There will be associated works required to accommodate the lift including electrical relocation and installation, air conditioning relocation, foyer amendments and upgrades, staircase repairs, upper landing works on the first level and building façade.

All of this needs to have flooding considerations as a measure to protect the asset in the event of future flooding.

The amenities in the building (both floors) need to be altered in design to meet the accessibility requirements and ensure the building meets the expected standard of a Council owned facility.

Council, as owner of the building, needs to ensure that works meet the required building codes and standards and will project manage the work to ensure the outcomes meet those requirements.

Following engagement of a Design Consultant, a detailed assessment was completed along with preparation of plans for the project which resulted in the below cost estimates:

Works to be completed	Cost (excl. GST)
Lift Install and foyer modifications	\$673,242
Amenities upgrades and modifications	\$571,220
Project management fee	\$100,000
Design Fee	\$150,000
Total	\$1,494,462

During discussions, the CSC requested Council investigate a reduction in the width of the structural piers within the upstairs function room on level 1, as they are a hindrance to the layout of the function room due to their large size and location.

A reduction to the piers would be at a cost of \$65,982 (excl. GST) in addition to the total cost in the table above. Inclusion of works to the piers would bring the total cost to \$1,560,444 (excl. GST).

It should be noted that the works to the piers do not form part of the accessibility audit report, and they have been requested by the CSC as additional works.

The Development Application (DA) will be in 3 stages, as shown below:

Stages	Works to be completed	Cost (excl. GST)
Stage 1	Lift and foyer modifications	\$673,242
Stage 2	Upgrade works to amenities	\$571,220
Stage 3	Structural modifications to piers within function room	\$65,982
	Design Fee and Project Management Fee (total all stages)	\$250,000
	Total Funding Required	\$1,560,444

The primary reason for staging the works is to ensure completion of the lift installation within the period that the NSW Government Grant has allowed for, and additional funding is required to be approved by Council if stages 2 and 3 are to proceed.

FINANCIAL IMPLICATIONS

Council endorsed \$100,000 to commence preliminary design works as part of the 2023/24 September Quarterly Budget Review.

As part of adopting the 2024/25 Community Infrastructure Renewal Program (CIRP), Council allocated \$460,000 for renewal works at the CSC. This funding was over two years, \$60,000 in 2024/25 and \$400,000 in 2025/26. It is proposed to bring the 2025/26 CIRP allocation forward to complete stage 1 of the works program.

Including the NSW Government Grant, the total funding available for stage 1 is \$753,364. While there is sufficient funding to complete stage 1, the table below identifies that additional funding of \$807,080 will be required to complete stages 2 and 3. It is proposed that the additional funding of \$807,080 be funded from the Asset Renewal Reserve (\$307,080) and Capital Works Reserve (\$500,000). The use of reserve funds will not impact Council’s adopted Capital Works Program.

	Total Funding Required	\$1,560,444
Less	Design Budget (preliminary design) – 2023/24 September Quarterly Budget Review	\$100,000
Less	NSW Office of Sport Grant	\$193,364
Less	Community Infrastructure Renewal Program – 2024/25 Annual Budget (includes forward funding)	\$460,000
	Additional Funding Required for Stages 2 and 3	\$807,080
Less	Asset Renewal Reserve	\$307,080
Less	Capital Works Reserve	\$500,000
	Project Funding Required	\$0

It should be noted that the availability of funding in reserves is subject to Council endorsing the 2023/24 Year-end Budget Result report as tabled at tonight’s Council meeting.

CONCLUSION

Accessibility works are required at 10, 10A and 10B Cawdor Rd, Camden to ensure that Council meets its requirements under the *Disability Discrimination Act 1992* and provides reasonable and equitable access to facilities for all members of the public. After a number of flooding events, the works will also renew the amenities within the building to an appropriate standard for a Council owned facility.

Council will work closely with the CSC to ensure the works program is completed without significantly impacting the operations of the club.

It is recommended that Council proceed with the additional proposed works and endorse the funding as detailed in the financial implications section of this report, noting that all works are subject to the appropriate Development Application approval.

RECOMMENDED**That Council:**

- i. endorse the proposed staged works at 10, 10A and 10B Cawdor Road Camden, subject to the approval of the Development Application;**
- ii. endorse the additional funding of \$807,080 to be funded from the Asset Renewal Reserve (\$307,080) and Capital Works Reserve (\$500,000) as detailed in the Financial Implications section of this report; and**
- iii. endorse the funding allocated in the 2025/26 Community Infrastructure Renewal Program (CIRP) of \$400,000 for the Camden Sports Club to be brought forward to the 2024/25 budget.**

ORD05

SUBJECT: SEPTEMBER REVIEW OF THE 2024/25 BUDGET
FROM: Director Growth and Finance
EDMS #: 24/341000

PURPOSE OF REPORT

This report presents the September Quarterly Budget Review for the 2024/25 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 2024/25 Budget for the reporting period ending 30 September 2024 and to consider other changes put forward for determination.

BACKGROUND

In adopting the 2024/25 Budget, Council approved a balanced cash budget position. Budget adjustments proposed as part of the September Quarterly Review of the 2024/25 Budget represent a projected budget surplus for the 2024/25 financial year of \$6,500.

A Councillor briefing was held to discuss this report on 29 October 2024.

MAIN REPORT

PROPOSED ALLOCATION OF THE 2024/25 PROJECTED BUDGET SURPLUS

It is recommended that the projected budget surplus of \$6,500 be allocated as follows:

Proposed Budget Surplus Allocation		
Budget Surplus Available for Allocation		\$6,500
Transfer to Capital Works Reserve	\$6,500	
Total - Allocation of Budget Surplus		\$6,500
Proposed Budget Position		Balanced

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 2024	\$1,510,600
Add: Flood Insurance Funding – Flood Recovery Projects	\$2,241,800
Add: Proposed Year End Review Transfer	\$2,336,400
Add: Proposed September 2024 Transfer	\$6,500
Proposed Balance of Reserve	\$6,095,300
Committed Funds Held in Reserve:	
Less: 2023/24 Proposed Revoted Projects	(\$785,500)
Less: Flood Damaged Works - Insurance Funds	(\$2,241,800)
Less: Proposed Transfer from Reserve – Camden Sports Club	(\$500,000)
Total Committed Funds	(\$3,527,300)
Proposed Uncommitted Balance – Capital Works Reserve	\$2,568,000

It should be noted that the available balance of the Capital Works Reserve is subject to Council authorising the allocation of \$2,336,400 to this reserve as outlined in the 2023/24 Year-end Budget Result report as tabled at tonight’s Council meeting.

There is a further report to be considered at tonight’s meeting with respect to the Camden Sports Club which recommends the allocation of \$500,000 from the Capital Works Reserve towards accessibility improvements which is submitted for Council approval.

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 2024	\$600,200
Add: Proposed Year End Review Transfer	\$1,000,000
Proposed Balance of Reserve	\$1,600,200
Committed Funds Held in Reserve	
Less: 2023/24 Proposed Revoted Projects	(\$340,500)
Less: Proposed Transfer from Reserve – Camden Sports Club	(\$307,080)
Total Committed Funds	(\$647,580)
Proposed Uncommitted Balance – Asset Renewal Reserve	\$952,620

It should be noted that the available balance of the Asset Renewal Reserve is subject to Council authorising the allocation of \$1,000,000 to this reserve as outlined in the 2023/24 Year-end Budget Result report as tabled at tonight’s Council meeting.

There is a further report to be considered at tonight’s meeting with respect to the Camden Sports Club which recommends the allocation of \$307,080 from the Asset Renewal Reserve towards accessibility improvements which is submitted for Council approval.

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 2024	\$349,400
Add: Proposed Year End Review Transfer	\$905,500
Proposed Balance of Reserve	\$1,254,900
Committed Funds Held in Reserve	
Less: 2023/24 Proposed Revoted Projects	(\$409,900)
Add: Budget Transfer 2025/26 – Transfer to Reserve	\$155,000
Total Committed Funds	(\$254,900)
Proposed Uncommitted Balance – Working Funds Reserve	\$1,000,000

It should be noted that the available balance of the Working Funds Reserve is subject to Council authorising the allocation of \$905,500 to this Reserve as outlined in the 2023/24 Year-end Budget Result report as tabled at tonight’s Council meeting.

SEPTEMBER QUARTERLY REVIEW OF THE 2024/25 BUDGET

Further information and explanation of the proposed budget variations to the 2023/24 budget are detailed below.

Proposed Variations to Budget

Proposed variations which have been identified as part of the September Quarterly Budget Review have led to a projected surplus of \$6,500. A list of the variations (greater than \$20,000) is provided in the following table. Brief explanations follow the table.

September Review of the 2024/25 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 - Investment Income (General Fund)	\$225,000
2. Corporate Revenue - Financial Assistance Grant	\$115,000
Sub Total - Income Adjustments	\$340,000

September Review of the 2024/25 Budget Proposed Variations	Budget Impact Increase/ (Decrease)
Expenditure adjustments	
Note: (Increase) in expenditure is a decrease to the budget Saving in expenditure is an increase to the budget	
3. Emergency Services Levy - Statutory Contribution	(\$281,600)
4. Narellan Sports Hub - Relocation of Irrigation Pump Shed	(\$45,000)
Minor Budget Variations < \$20,000	(\$6,900)
Sub Total - Expenditure Adjustments	(\$333,500)
Council Authorised Variations	Nil
Total - Proposed Variations to Budget - Surplus	\$6,500

Income Adjustments Commentary

1. Investment Income (General Fund) – Increase in Income of \$225,000

Investment Income for the first quarter of the 2024/25 financial year is above budget expectations. Despite a reduction in the forecast interest rate from 5.60% to 5.00% to reflect current market rates, Council has had a significantly higher level of funds available for Investment. This has resulted in an increase in General Fund Investment Income of \$325K, which is in addition to the original budget forecast of \$2.552 million. This increase has been partly offset by an increase in interest payable on refundable bonds held for development purposes of \$100K.

2. Financial Assistance Grant – Increase in Income of \$115,000

Council's Financial Assistance Grant allocation has exceeded original budget expectations. The 2024/25 Original Budget included forecast income through the Financial Assistance Grant of \$5.680 million. Council was advised in July 2024 that its allocation for the 2024/25 financial year was \$5.795 million, resulting in an increase when compared to the original budget of \$115K. The increase in the grant is primarily driven by population growth.

Expenditure Adjustments Commentary

3. Emergency Services Levy Statutory Contribution – Increase in Expense of \$281,600

Council's statutory contribution towards the funding of emergency services has increased by \$282K when compared to the 2024/25 Original Budget of \$2.275M. The increase in expenditure relates to the increased cost of providing emergency services across NSW. This is a statutory payment which all councils are required to pay under the *Emergency Services Levy Act 2017*.

4. Narellan Sports Hub – Increase in Expense of \$45,000

The Narellan Sports Hub irrigation is located in an area which is impacted by significant rainfall events. The localised flooding poses a risk to users of the facility and members of the public. The pump equipment and controls need to be moved to a new location at a higher level to eliminate the current risks.

COUNCIL AUTHORISED VARIATIONS

Council has authorised six (6) budget variations since the adoption of the 2024/25 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 - NSW Office of Sport - Construction of Female Friendly Amenities Building at Harrington Park Reserve ORD100/24	(\$1,400,000)	\$1,400,000	\$0
Grant Funding – Get NSW Active Program - Construction of a shared use path - Narellan Road and Bransby Place ORD100/24	(\$1,251,000)	\$1,251,000	\$0
Grant Funding - Get NSW Active program - Construction of wombat crossing - Gregory Hills Shopping Centre ORD100/24	(\$400,000)	\$400,000	\$0
Grant Funding - Department of Planning, Housing and Infrastructure - Metropolitan Greenspace Program - Foothills Bike Park ORD115/24	(\$1,037,300)	\$1,037,300	\$0
Grant Funding - Local Small Commitments Allocation ORD117/24	(\$174,700)	\$174,700	\$0
Grant Funding - Department of Social Services - Changing Places facility - Oran Park Leisure Centre ORD118/24	(\$56,800)	\$56,800	\$0
TOTAL	(\$4,319,800)	\$4,319,800	\$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 2024 to 30 September 2024), there have been nineteen (19) proposed contra adjustments amounting to \$1,420,300. A detailed list of these contra adjustments is provided in **Attachment 1** of this report.

Grant Funding – NSW Environmental Protection Authority – Illegal Dumping Prevention Program

As part of the NSW Waste and Sustainable Materials Strategy 2041, which aims to address illegal dumping across the state, the Government has allocated over \$4 million to help Councils, businesses, community groups and public land managers tackle illegal dumping and help protect our local environment.

Council applied for funding under Round 2 of the EPA’s Illegal Dumping Prevention Program to address illegal dumping in Leppington using CCTV surveillance, signage, and educational initiatives. The NSW EPA advised Council of its successful grant application for \$50,000 (excl GST) under the Illegal Dumping Prevention Program.

Leppington has been identified as a hotspot, with 145 reported illegal dumping incidents from 1 January 2022 to 1 March 2024 accounting for 16% of illegal dumping incidents in the Camden Local Government Area. Illegal dumping in this area presents risks for Council, including environmental pollution, public health hazards and increased cleanup costs.

Grant Funding – NSW Department of Communities and Justice – Grandparents Day 2024

NSW Grandparents Day celebrates the contributions grandparents make to their families and communities. It recognises the diversity of grandparent relationships and the roles of older people in our community. NSW Grandparents Day aims to foster intergenerational learning and offers older people opportunities to participate in their local communities. Grandparents Day is on Sunday 27 October 2024. Council has been advised that it has been successful in receiving a grant of \$454.55 (excl GST) to host a Grandparents Day celebration in the Oran Park library.

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 2024 reporting period is \$96,844.

Consolidated Ward Funds	
2024/25 Budget Allocation	\$30,000
2023/24 Proposed Ward Funds Revote	\$66,844
Total Funds Available	\$96,844
Funding Allocated	
Nil	Nil
Total Funding Allocation in 2024/25	Nil
Balance of Consolidated Ward Funds	\$96,844

ORD06

SUMMARY OF SEPTEMBER REVIEW ADJUSTMENTS

The following table is a summary of budget adjustments up to 30 September 2024.

Budget Adjustment Summary	Expenditure (Increase) / Decrease	Income Increase / (Decrease)	Budget Impact Increase / (Decrease)
2023/24 Carry-Forward Working Funds			\$1,000,000
2024/25 Adopted Budget Position			Balanced
Less: Minimum Level of Working Funds			(\$1,000,000)
Available Working Funds 1 July 2024			\$0
September Review 2024			
Note 1: Proposed Variations	(\$333,500)	\$340,000	\$6,500
Note 2: Authorised Variations	(\$4,319,800)	\$4,319,800	\$0
Note 3: Contra Adjustments	(\$1,420,300)	\$1,420,300	\$0
Sub Total – September Review Adjustments	(\$6,073,600)	\$6,080,100	\$6,500
Proposed Transfer to Capital Works Reserve			(\$6,500)
Available Working Funds 30 Sept 2024 (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 2024 to 30 September 2024, Council processed 83 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 2024 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 2024 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 Budget Review of the 2024/25 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 \$6,500 to the Capital Works Reserve to balance the projected 2024/25 cash budget position;**
- ii. **accept grant funding of \$50,000 (excluding GST) through the NSW EPA Illegal Dumping Prevention Grants for the deterrence, prevention and enforcement of illegal dumping in Leppington;**
- iii. **accept grant funding of \$454.55 (excluding GST) for Grandparents Day Funding 2024 from the NSW Department of Communities and Justice;**
- iv. **write to the relevant NSW Government Ministers, thanking the NSW Government for the grants; and**
- v. **write to Mrs Sally Quinnell MP, Member for Camden, and Mr Nathan Hagarty MP, Member for Leppington, thanking them for their support.**

ATTACHMENTS

1. September Review 2024-25 Contra Adjustments
2. September Review 2024-25 QBRS

ORD07

ORD07

SUBJECT: 2023-2024 ANNUAL REPORT AND 2022-2024 STATE OF THE CAMDEN LOCAL GOVERNMENT AREA REPORT
FROM: Director Customer and Corporate Strategy
EDMS #: 24/595281

PURPOSE OF REPORT

The purpose of this report is to seek Council's endorsement of the 2023-2024 Annual Report and 2022-2024 State of the Local Government (LGA) Report.

BACKGROUND

In accordance with the *Local Government Act 1993* (the Act), 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 their community's vision and aspirations.

The documents that form part of our IPR framework include:

- **Community Strategic Plan (10+ years)**

The Community Strategic Plan is the highest level of plan, 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. The Operational Plan is the sub-set of the Delivery Program.

- **Resourcing Strategy**

The Strategy ensures the community's long-term objectives are met and articulates how Council will allocate its resources to deliver the objectives. The associated plans are:

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

The IPR framework requires councils to prepare and endorse an Annual Report within five months of the end of the financial year.

Additionally, a report on the progress of implementation of the Community Strategic Plan must be presented to and endorsed at the second meeting of a newly elected councils.

A Councillor Briefing on the 2023-2024 Annual Report and 2022-2024 State of the LGA Report was held on 29 October 2024.

MAIN REPORT

2023-2024 Annual Report

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

1. Welcoming – Embracing our Vibrant and Diverse Community;
2. Liveable – Strong and Integrated Connections between our People and our Services;
3. Prosperous – Advancing Local Economic Opportunities and Job Creation;
4. Balanced – Providing Sustainable and Responsible Solutions that Enhance our Heritage and Natural Environment; and
5. Leading – A Successful Advocate for our People and Places.

The Annual Report captures the status of the 27 performance indicators within the 2022-2026 Delivery Program and the 156 actions within the 2023-2024 Operational Plan.

Additionally, the report responds to Council's statutory reporting requirements, as mandated by the Act and the *Local Government (General) Regulation 2021*.

Council's 2023-2024 Annual Report is provided as **Attachment 1** to this report.

2022-2024 State of the Local Government Area (LGA) Report

The State of the LGA Report provides a comprehensive review of Council's performance in implementing the Community Strategic Plan, assessing its effectiveness over the past two years.

The State of the LGA Report presents an update on the 11 indicators outlined in Camden's Community Strategic Plan 2036, with a performance summary provided for each Key Direction. It also highlights several major projects, events, and awards received throughout the reporting period, concluding with reflections and insights.

The report is required by the Act to be appended to the Annual Report.

Council's 2022-2024 State of the LGA Report is provided as **Attachment 2** to this report.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

CONCLUSION

The 2023-2024 Annual Report and 2022-2024 State of the LGA Report highlight that Council is progressing in implementing Camden's Community Strategic Plan 2036.

RECOMMENDED

That Council endorse the 2023-2024 Annual Report and 2022-2024 State of the Camden LGA Report.

ORD07

ATTACHMENTS

1. 2023-2024 Annual Report
2. 2022-2024 State of the LGA Report

ORD08**ORD08**

SUBJECT: ACCEPTANCE OF GRANT FUNDING - TECH SAVVY SENIORS
FROM: Director Sport, Community and Activation
EDMS #: 24/502673

PURPOSE OF REPORT

The purpose of this report is to advise Council of the successful grant funding application of \$8,640 (excl. GST) from the State Library of NSW's Tech Savvy Seniors Program, and to seek Council's endorsement to accept the funding.

BACKGROUND

The Tech Savvy Seniors Program is a NSW Government initiative in partnership with Telstra, designed to help seniors develop the skills and confidence to use computers, tablets, and smartphones.

The funds provided under this grant will enable Council to increase the training opportunities offered through our libraries to better support seniors in our local community.

MAIN REPORT

The State Library of NSW has advised Council that it has been successful in securing a grant of \$8,640 (excl. GST) to run Tech Savvy Seniors training sessions through our libraries.

The grant funding will provide Council with the opportunity to deliver 32 Tech Savvy Seniors training sessions in English and four sessions in Arabic, with the aim of 300 seniors receiving training.

FINANCIAL IMPLICATIONS

Council has been successful in its application for a \$8,640 (excl. GST) grant to deliver Tech Savvy Seniors training sessions at Council libraries.

CONCLUSION

Council has been successful in its application for a \$8,640 (excl. GST) grant from the NSW Government to deliver Tech Savvy Seniors training sessions in the Camden LGA. The funding will enable Council to increase our seniors training program to better support the needs of our local seniors.

ORD08

RECOMMENDED

That Council:

- i. accept the grant funding of \$8,640 (excl. GST) through the State Library of NSW's Tech Savvy Seniors Program and allocate the funding in the 2024/25 budget;
- ii. write to The Hon. John Graham MLC, Minister for Roads, the Arts, Music and Night-time Economy, and Jobs and Tourism, thanking him for the grant;
- iii. write to the State Library of NSW, thanking them for the grant; and
- iv. 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.

ORD09

ORD09

SUBJECT: ACCEPTANCE OF GRANT FUNDING - ROADS TO RECOVERY
FROM: Director Growth and Finance
EDMS #: 24/553431

PURPOSE OF REPORT

The purpose of this report is to seek Council’s acceptance of the Roads to Recovery (RTR) funding provided by the Australian Government’s Department of Infrastructure, Transport, Regional Development, Communications and the Arts for the period 2024-2029.

BACKGROUND

The Australian Government’s Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department) provides support for Local Government to conduct road maintenance and construction works through the RTR program.

Over the last five-year period of the RTR program from 2019/20 to 2023/24, Council received a total of \$4,373,460 (excl. GST), which was used in various road renewal works.

The Department has committed to providing Council with an increased total of \$7,697,315 (excl. GST) under the program for the next five years representing a total increase of \$3,323,855 (excl. GST). This will allow for more effective long-term planning for the maintenance and renewal of Council’s roads.

MAIN REPORT

The Department continues its support for road renewal through the RTR program with \$7,697,315 (excl. GST) being made available for Camden Council over the next five years. This equates to \$1,539,463 (excl. GST) per year for the period of 2024/25 to 2028/29.

The increased RTR funding is welcomed following the discontinuation of the Transport for New South Wales (TfNSW) REPAIR Grant of \$300,000 (excl. GST) per year. The additional funds will be utilised in the annual road renewal program to improve road conditions and achieve asset management objectives.

Indicative breakdown of the RTR Fund from FY2025 to FY2029:

Financial Year	RTR Funding Amount (excl. GST)
2024-2025	\$1,539,463
2025-2026	\$1,539,463
2026-2027	\$1,539,463
2027-2028	\$1,539,463
2028-2029	\$1,539,463
Total	\$7,697,315

ORD09

The funding is required to be utilised by 30 June 2029 and will be reported through the Department's Infrastructure Management System on a quarterly and annual basis. Quarterly reports will be forwarded to our two local federal members.

FINANCIAL IMPLICATIONS

The RTR funding will be included in the Annual Road Renewal Budgets for the years covered by the funding agreement. This integration will enable the Council to plan and execute road maintenance and renewal projects without incurring additional costs or affecting other budgeted programs.

CONCLUSION

Accepting the RTR funding will enhance Council's ability to improve the condition and accessibility of its road network. This funding comes at no additional cost to the Council and supports our commitment to providing safe and reliable infrastructure for our community. It is recommended that Council accept the grant funding totalling \$7,697,315 (excl. GST) over five years.

RECOMMENDED**That Council:**

- i. accept the grant funding from the Australian Government's Department of Infrastructure, Transport, Regional Development, Communications and the Arts amounting to \$1,539,463 (excl. GST) per year for the period from 1 July 2024 to 30 June 2029 for road renewal; and**
- ii. write to The Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government, Mr Angus Taylor MP, Federal Member for Hume, and Dr Mike Freelander MP, Federal Member for Macarthur, expressing gratitude for the continued support through the Roads to Recovery Program.**

ORD10**ORD10**

SUBJECT: PRE-PUBLIC EXHIBITION - DRAFT COMMUNICATIONS AND COMMUNITY ENGAGEMENT STRATEGY 2024 - 2028

FROM: Director Sport, Community and Activation

EDMS #: 24/641662

PURPOSE OF REPORT

The purpose of this report is to seek Council's endorsement to place the Draft Communications and Community Engagement Strategy on public exhibition for a period of 28 days.

BACKGROUND

The Draft Communications and Community Engagement Strategy (the Strategy), provided as an **attachment** to this report, has been developed to ensure that Council continues to engage effectively with our growing and diverse community. The Strategy outlines Council's framework for communication and community engagement, reflecting feedback from the community, sector best practice and the results of recent consultations.

The Strategy was identified as a key deliverable in Council's Delivery Program, supporting initiatives that aim to improve transparency, accessibility and community involvement in decision-making.

MAIN REPORT

The Draft Communications and Community Engagement Strategy 2024- 2028 focuses on ensuring that the Camden Local Government Area's rapidly expanding population has ample opportunity to participate in planning, decision-making and other Council processes. The Strategy sets out a framework to enhance communication methods, address barriers to engagement and create a more inclusive environment for all stakeholders.

The Strategy is informed by community feedback gathered through surveys, pop-up information sessions and direct interactions during Council's day-to-day activities. It also aligns with current trends and standards in communication and engagement practices, ensuring that Council maintains a proactive and community-centric approach to how we communicate and engage.

The purpose of this Strategy is to:

- Provide clear and consistent communication across multiple channels;
- Ensure that all community members have opportunities to participate in Council's decision-making processes;
- Address accessibility and inclusivity concerns to improve community engagement; and
- Promote innovative engagement methods to reach diverse and hard-to-reach community groups.

Strategic Context

The Strategy aligns with and supports several of Council's existing plans and strategies, including:

- Community Strategic Plan;
- Economic Development Strategy;
- Cultural Activation Strategy;
- Youth Strategy;
- Disability Inclusion and Accessibility Plan; and
- Community Participation Plan.

Strategy Pillars

The Strategy is anchored by six pillars, listed as objectives, that guide all communication and engagement activities:

1. Carefully design, plan and execute our communications and engagement activities to remove barriers and minimise obstacles to increase participation;
2. Our communications material will be easy to understand and we will provide varied opportunities for the community to have their say;
3. Our communication will be candid, factual and relevant to our community. Consultations undertaken will be genuine and clearly identify the expected level of input or collaboration;
4. Adapting to the needs of our growing community, we will deliver communication in a timely and consistent manner, and undertake consultation in a way that offers residents a reasonable amount of time to respond and engage;
5. Our community feels we are appreciative of their time, and their contribution is valued and worthwhile. Consultations undertaken will be genuine and clearly identify what the community is able to influence; and
6. Our communication and engagement practitioners will explore innovative practices to inspire community participation and continuously improve how we communicate and engage with our stakeholders.

Community and Stakeholder Engagement

To ensure the Strategy is responsive to community needs, engagement efforts included:

- Reviewing feedback from previous community engagement activities;
- Conducting surveys and pop-up information sessions;
- Benchmarking against best practice standards in government communication; and;
- Consulting staff across departments to gather insights for internal process improvements.

Feedback gathered throughout the consultation process indicated a preference for a mix of digital and in-person engagement options and emphasised the importance of accessibility and inclusiveness in communication and engagement practices.

Public Exhibition

It is proposed that the Draft Communications and Community Engagement Strategy be placed on public exhibition for a period of 28 days. The public exhibition will be promoted through:

- Council's engagement website (YourVoice Camden);
- Social media channels;
- Printed copies available at Council offices and local libraries; and
- Direct notification to previously engaged stakeholders inviting feedback.

FINANCIAL IMPLICATIONS

The financial impact of implementing the Strategy will be considered as part of the 2025/26 budget planning process.

CONCLUSION

The Draft Communications and Community Engagement Strategy has been developed to ensure that Council effectively communicates and engages with our growing community. Public exhibition of the Strategy will allow residents, businesses and other stakeholders to provide feedback, ensuring that the final document reflects the community's needs and aspirations.

RECOMMENDED

That Council:

- i. authorise the draft Communications and Community Engagement Strategy 2024 - 2028 to be placed on public exhibition for a period of 28 days; and**
- ii. if no unresolved submissions are made, adopt the Communications and Community Engagement Strategy 2024 - 2028 effective from the day after the close of the exhibition period; or**
- iii. if any unresolved submissions are made, be provided a further report following the exhibition period to review submissions made and consider adopting a final Communications and Community Engagement Strategy 2024 – 2028.**

ATTACHMENTS

1. Draft Camden Communications and Community Engagement Strategy 2024 - 2028

SUBJECT: POST-PUBLIC EXHIBITION - DRAFT DEVELOPMENT CONTROLS - RIDGELINES AND STEEP LAND

FROM: Director Planning and Environment

EDMS #:

PREVIOUS ITEMS: ORD01 - Pre-Public Exhibition - Draft Development Controls - Ridgelines and Steep Land - Ordinary Council - 14 May 2024

PURPOSE OF REPORT

The purpose of this report is to inform Council of the outcome of the public exhibition of the draft 'Development Controls for Ridgelines and Steep Land', which have been included in the Camden Development Control Plan (DCP) 2019, the Camden Growth Centre Precincts DCP (Growth Centre DCP) and the Oran Park DCP.

The report considers the submissions received during the public exhibition and recommends Council endorse the DCP amendments, subject to recommended post-exhibition changes outlined within the report.

The draft controls (including the proposed post-exhibition amendments) are provided as an **attachment** to this report.

BACKGROUND

On 12 March 2024, Council endorsed an amendment to the Oran Park Contributions Plan. The amendment removed land and works associated with the ridgetop open space areas of the Oxley Ridge development from the Contributions Plan.

Council deferred commencement of the Contributions Plan amendment until the Oran Park DCP is amended to include development controls for the ridgetop land.

On 14 May 2024, Council considered a pre-exhibition report on the draft 'Development Controls for Ridgelines and Steep Land' and endorsed the draft DCP controls for public exhibition.

The draft DCP amendments were publicly exhibited from 24 June 2024 until 22 July 2024. Ten submissions were received, including five agency and five public submissions. A copy of the submissions is provided as a **confidential attachment** to this report.

Councillors were briefed on the outcome of the public exhibition on 22 October 2024.

MAIN REPORT

The draft development controls are general and, in many instances, will be consistent with controls applying in specific precincts. In instances where specific precinct controls are adopted, they will prevail over the general controls.

The controls will apply to land with a slope of 15% or more, and to land on or near the top of a ridgeline (regardless of slope).

The objectives of the controls are to:

- *maintain, protect and enhance the environmental values of ridgeline land;*
- *maintain the social and economic values of ridgeline land;*
- *manage and reduce the natural/environmental hazards on ridgeline land;*
- *ensure development responds to the natural environment and its visual amenity;*
- *ensure the scale, location and height of buildings recedes into the landscape; and*
- *ensure the design follows the slope of the land to minimise cut and fill.*

The controls require development applications (DAs) to be accompanied by environmental assessments, including visual landscape, geotechnical, biodiversity, bushfire, and heritage. For subdivision DAs, these assessments will inform the future protection and management of ridgelines and steep land.

The amendment also includes building controls to ensure development considers the natural topography of the land, such as controls relating to the design of rooflines.

Public Exhibition

In accordance with the Camden Community Participation Plan 2024, the draft DCPs were publicly exhibited for a minimum 28 days. The draft DCPs were advertised on Camden's YourVoice webpage and the following State agencies were notified.

- Department of Planning, Housing and Infrastructure;
- Transgrid;
- Jemena;
- Endeavour Energy;
- Transport for NSW;
- Tharawal Land Council;
- NSW SES;
- Water NSW;
- Biodiversity, Conservation and Science Group ;
- NSW Rural Fire Service;
- Heritage NSW; and
- Sydney Water.

In response to the public exhibition, five agency and five public submissions were received. A summary of the submissions and Council officer responses is provided in the Submissions Response Table, **attached** to this report.

Agency Submissions

A summary of the key matters and Council officer consideration is provided below.

NSW Rural Fire Service (RFS)

The RFS raised no objection to the proposed controls. The RFS submission notes that Council may wish to include references to Planning for Bushfire Protection 2019 (PBF).

Officer Comment

It is not necessary to reference PBF within the DCP amendments, as the main body of each DCP already highlights the requirement to be consistent. Where required, the RFS will be consulted during the DA assessment to ensure compliance with PBF.

WaterNSW

WaterNSW support Council's initiative of including specific DCP controls for ridgelines and steep land in the Camden Local Government Area (LGA). WaterNSW note there is no comprehensive mapping of these ridgelines and steep slopes or of where the provisions will apply.

WaterNSW suggest consideration could be given to recognising the need for groundcover to help stabilise soils and landforms and reduce erosion risks and resulting turbidity risks to water quality.

Officer Comment

It is acknowledged that the draft controls do not include detailed mapping. The intent is to provide general controls that will apply in the absence of site-specific controls.

In most instances, site specific controls will apply which will be informed by environmental and other supporting assessment reports.

The draft controls aim to ensure that any future development on ridgeline and steep land considers and mitigates environmental constraints including erosion and land stability risks.

Heritage NSW

Heritage NSW support the intent of the controls within the DCPs and recommend appropriate risk-based level Aboriginal Cultural Heritage Assessments are undertaken early in the planning process.

Officer Comment

The controls require DAs to include a Heritage and Connecting with Country assessment. Depending on the type of development, further heritage documentation and/or consultation with Heritage NSW may be required during the DA stage.

Transport for NSW

Transport for NSW raised no objection to the DCP amendments.

Officer Comment

The Transport for NSW response is noted.

NSW State Emergency Service (SES)

The SES recommend considering potential overland flow paths as part of the amendment as terrain slopes are linked to increases in the velocity of floodwater and may result in a hydraulic hazard. However, the SES acknowledged that flood risk considerations are included in other sections of the DCPs.

Officer Comment

Flooding and stormwater management controls are provided within the DCPs and related policies. Therefore, it is not necessary to include further flooding and stormwater management controls as part of this amendment.

Other Submissions

The key matters raised in the public submissions are summarised below and detailed in the Submissions Response Table **attached** to this report.

Submission 1

Submission 1 supports the proposed amendment and notes that the outcome of the Belmore Road Precinct Rezoning Review provides specific recommendations for the ridgeline within that precinct to be considered in site specific development controls. It notes that the site-specific provisions will prevail over the proposed LGA wide controls.

Officer Comment

This submission is noted. It acknowledges that site-specific provisions will prevail over the general controls.

Submission 2

The submission notes that the draft controls result from amendments to the Oran Park Contributions Plan and requirements for the Oxley Ridge Precinct within the Oran Park DCP.

The submission states that it is not appropriate to apply the proposed controls across the LGA, including the South West Growth Area, as each urban release area is subject to detailed site investigation and integrated development controls.

Officer Comment

The intent of the amendment is to introduce controls to apply in the absence of site-specific controls. As outlined in the 14 May 2024 Council report, any site specific DCP controls for ridgeline and steep land that are prepared as part of precinct planning, will prevail over the proposed general controls. Further clarity on this is provided in the post-exhibition amendment.

Submission 3

The submission states that the LGA wide draft controls are not warranted as they were drafted to address concerns resulting from amendments to the Oran Park Contributions Plan. The submission states that including the proposed amendments in the Camden Growth Centre DCP is not appropriate. Further, it notes that each area should be addressed on a case-by-case basis as individual ridgelines and areas of steep lands have different values.

The submission notes that the Maryland precinct has a dam wall with a slope of 15% or greater, and the proposed controls would therefore apply to this wall.

The submission recommends mapping and definitions of 'ridgeline' and 'hill' would improve clarity. The submission requests the removal of the requirement for environmental assessments as these would be required at the Planning Proposal stage.

Officer Comment

A map is not provided in the draft DCP controls, as they are intended to be generic controls to cover situations where no site-specific controls for ridgeline land and steep land are in place.

Environmental assessments are required where sites have not been subject to detailed planning consideration. In many precincts, site-specific DCP controls will be prepared and will prevail over the general controls introduced via this amendment.

To improve clarity, as part of the post exhibition changes, it is recommended to include definitions of 'ridgeline land' and 'steep land'.

Submission 4

The submission questions the need for LGA wide controls for ridgelines and steep lands. It notes that the issue stems from the Oran Park Precinct and there has been no underlying assessment of the ridgelines and steep lands.

The submission highlights the need for a definition, as the draft DCP provisions do not identify which ridgelines are to be considered, and do not highlight the prominent ridgelines within the LGA.

It also notes the controls for roof forms are difficult to assess, specifically the term 'appear' as it is considered vague to address via a DA.

Officer Comment

As part of the post exhibition changes, it is recommended to include definitions of both 'ridgeline land' and 'steep land'.

The proposed controls for rooflines are standard controls to minimise the visual impact of built elements on ridgelines and steep lands. Applicants will need to demonstrate how they can achieve this through the Statement of Environmental Effects (SEE) and/or section diagrams provided with DAs. The information will be considered as part of the DA assessment.

Submission 5

The submission raises concerns that infrastructure (i.e. hospitals) should be provided early in the development of new communities. The submission requests Council address the shortfalls in infrastructure provision prior to allowing further housing growth.

Officer Comment

This submission does not directly relate to the proposed DCP amendment. However, the need for the early provision of infrastructure is acknowledged. Council regularly advocates to State and Federal government agencies for the delivery of services and infrastructure required to support housing.

Recommended Post-Exhibition Changes

As a result of the submissions, minor post-exhibition changes are recommended to improve clarity of the draft controls, including the addition of two definitions:

Ridgeline land - is defined as elevated land characterised by its separation from surrounding terrain by steep side slopes and includes the high points along ridgelines and hilltops, and the steeper upper and lower side slopes.

Steep land - is defined as land which has a gradient of 15% or greater.

To improve the useability and clarify where the draft controls apply, it is proposed to divide the draft controls into a 'Ridgeline land' section and 'Steep lands' section within each of the three DCPs.

For future DAs:

- Ridgeline land may need to comply with both the ridgeline land and the steep land sections,
- Steep land may only need to address the steep land section as not all steep land falls within ridgeline areas.

Furthermore, wording changes are proposed to clarify that the proposed controls can be overridden where site specific development controls for ridgelines and steep land apply.

Next Steps

Subject to the draft DCP amendments (including the proposed post-exhibition changes) being endorsed by Council, the draft DCP amendments will be adopted under delegation.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

CONCLUSION

Subject to Council endorsement, it is proposed to amend the Camden DCP 2019, the Camden Growth Centre DCP and the Oran Park DCP by inserting the draft Development Controls for Ridgelines and Steep Land (inclusive of the proposed post-exhibition amendments outlined in this report).

Council officers have assessed the submissions received in response to the public exhibition and consider that (inclusive of post-exhibition changes outlined in this report), the revised draft DCP amendment demonstrates planning merit to be adopted.

RECOMMENDED

That Council:

- i. **endorse the draft Camden Growth Centres DCP and the Oran Park DCP – Ridgelines and Steep Land amendments including the post-exhibition amendments made in response to community and state agency submissions;**
- ii. **grant delegation to the General Manager to adopt the draft Camden Growth Centres DCP and Oran Park DCP – Ridgelines and Steep Land amendments in accordance with the Instrument of Delegation (as amended) issued to Council on 19 January 2015 from the Secretary of the Department of Planning and Environment;**
- iii. **endorse the draft Camden Development Control Plan 2019 – Ridgelines and Steep Land amendment, including the post-exhibition amendments made in response to community and State agency submissions;**
- iv. **grant delegation to the General Manager to adopt the draft Ridgelines and Steep Land amendments to the Camden Development Control Plan 2019;**
- v. **forward a copy of the DCP amendment to the Department of Planning and Environment in accordance with the Instrument of Delegation (as amended) issued to Council on 19 January 2015 from the Secretary of the Department of Planning and Environment;**
- vi. **publicly notify the adoption of the DCPs in accordance with the provisions of the *Environmental Planning and Assessment Act 1979* and the *Environmental Planning and Assessment Regulation 2021*; and**
- vii. **notify the submitters and public agencies of Council’s decision.**

ATTACHMENTS

1. Ridgeline and Steep Lands - Draft DCP provisions - APP DCP - Post-Exhibition, Clean Copy
2. Ridgeline and Steep Lands - Draft DCP provisions - APP DCP - Post-Exhibition Markup
3. Submission Response Table - Ridgeline and Steep Land DCP
4. Draft DCP Provisions for Ridgelines and Steep Land - Submissions - *CONFIDENTIAL*

ORD12

ORD12

SUBJECT: COUNCILLOR REPRESENTATION ON COMMITTEES AND OTHER BODIES
FROM: Director Customer and Corporate Strategy
EDMS #: 24/645529

PURPOSE OF REPORT

The purpose of this report is to recommend that Council endorse a revised advisory committee and reference group structure and determine Councillors’ membership on relevant panels, committees, reference groups and other bodies. It also recommends that Council endorse revised Model Terms of Reference (TOR) for Advisory Committees and Reference Groups respectively as well as the Expressions of Interest (EOI) process for community representatives on advisory committees and reference groups.

BACKGROUND

Following each Council election, it is normal practice to endorse a committee structure for the new Council term and to appoint Councillor representatives to relevant panels, committees, reference groups and other bodies for the term of Council or for such other periods as might apply.

A Councillor briefing on this matter was held on 5 November 2024.

MAIN REPORT

Councillor Representatives on Committees and Other Bodies

The different types of panels, committees, reference groups and other bodies in Council’s committee structure are summarised in Table 1, below.

Table 1

Committee / Group Type	General Characteristics
Advisory Committees	Provide strategic or technical advice and may make recommendations to Council. Administered by Council and includes community representatives.
Reference Groups	Action-oriented and often advise on the planning and delivery of particular projects or events. Administered by Council and includes community representatives.
Statutory Committees and Other Bodies	Have delegated authority or a statutory function. May make decisions or provide advice depending on the particular function.
Non-Council Committees and Other Bodies	Not administered by Council. May be established under statute. Comprise several agencies or organisations with a common interest or function.

A list of the relevant panels, committees, reference groups and other bodies for which Councillor representatives can be appointed is provided at **Attachment 1**, subject to the proposed dissolution of the advisory committees and reference groups as identified in that attachment and detailed further below.

Advisory Committees and Reference Groups

As part of a wider review of Council's committee structure, consideration has been given to the optimal functions of its advisory committees and reference groups. The review considered the range of activities that the advisory committees and reference groups provide advice to Council on, the risks and opportunities, legislative requirements and how input and knowledge from the community can be best captured.

Having considered the identified committee outcomes and support required from Council, it is recommended that the following changes be made to the committee structure that was in place for the previous Council term.

Heritage Advisory Committee

The customised TOR for the Heritage Advisory Committee requires that the Committee meets at least quarterly, though the practice has generally been for meetings to be held bimonthly. Having regard to the number of agenda items that are typically reported, it is proposed to meet quarterly as per the TOR.

Camden Cycling Reference Group

The Camden Cycling Reference Group was inactive for the previous Council term as no community representatives had expressed interest in participating. It is proposed to rename this as the Active Transport Reference Group, and tailor the customised TOR for this retitled Reference Group to suit its broader purpose. The proposed renaming is consistent with the terminology adopted by the NSW Government in its Active Transport Strategy.

Camden International Friendship Association (CIFA) Reference Group

It is proposed to dissolve the CIFA Reference Group and instead have the current Camden International Friendship Agreement and associated outcomes managed by Council staff through existing budgets and staff resourcing, as the Reference Group no longer serves its original purpose of facilitating children and school exchanges due to the changing legislative requirements and increased risks in relation to such programs.

Cohesive Communities Reference Group

It is proposed to rename the Cohesive Communities Reference Group as the Multicultural Reference Group and tailor the customised TOR for this Reference Group accordingly, to better address the needs of the Camden Local Government Area's diverse community.

Events Reference Group

It is proposed to amend the customised TOR for the Events Reference Group so that up to two Councillors are appointed as members, rather than up to five Councillors, subject to the recommended changes to the Model TOR for Reference Groups detailed below which would give Council the discretion to appoint more than two Councillor members if it wished. It is also proposed to amend the current meeting frequency from monthly to being as needed, to reflect a revised purpose that focuses on seeking community input into new event ideas and for judging event awards such as the Australia Day Awards.

These proposed changes are also noted at **Attachment 1**.

Terms of Reference

Model TORs for advisory committees and reference groups respectively were previously endorsed by Council. These align with industry best practice and seek to ensure a consistent approach across Council. Each Model TOR includes provisions in relation to the following:

1. Purpose;
2. Alignment with Community Strategic Plan;
3. Membership, Selection and Tenure;
4. Roles and Responsibilities;
5. Meeting Venue and Frequency;
6. Meeting Procedure;
7. Quorum, Voting and Casual Vacancies;
8. Agendas, Minutes and Reporting Requirements;
9. Code of Conduct and Other Policies;
10. Work Health and Safety;
11. Financial Arrangements; and
12. Variation of Terms of Reference

Following their adoption by Council, the Model TORs were customised to suit each individual advisory committee and reference group, and the customised TORs were subsequently also endorsed by Council.

A review of the Model TORs has been undertaken and the following amendments are proposed to enhance the effective administration and functioning of Council's advisory committees and reference groups:

- Clause 3.1 (Advisory Committees and Reference Groups) – It is proposed to standardise a requirement for each advisory committee or reference group to have up to two Councillors as voting members, while expressly providing Council with the flexibility to appoint more than two Councillors if it wished. For advisory committees only, it is also proposed that the General Manager will nominate a staff member as the Chairperson and another as the alternate Chairperson, so that Councillor members can participate without the additional obligations required of a Chair. This change was not required for reference groups as they select one of their members as the Chairperson and another as the alternate Chairperson.
- Clause 3.8 (Advisory Committees) / Clause 3.9 (Reference Groups) – It is proposed to further enhance the diversity of civic participation by strengthening the requirement for community members to be appointed for a maximum of two consecutive Council terms and also extending that requirement to Councillors.
- Clause 3.10 (Advisory Committees) / Clause 3.11 (Reference Groups) – It is proposed that, where an advisory committee or reference group includes community representatives who represent relevant community groups that are not expressly identified in the applicable TOR, an alternate representative from that same user group should be expressly allowed to attend a meeting where the appointed community representative is unavailable.

ORD12

- Clause 3.11 (Advisory Committees) / 3.12 (Reference Groups) – It is proposed that further detail be provided to clarify the ongoing caretaker role of advisory committees and reference groups during the period associated with the end of a Council term.
- Clause 7.1 (Advisory Committees) – It is proposed to enable greater flexibility for determining what constitutes a quorum for advisory committee meetings, by enabling flexibility for a customised TOR for a particular advisory committee to select either a specified minimum number of voting members or a majority of voting members as being necessary for a quorum to be established.
- Clause 7.2 (Advisory Committees) / Clause 7.3 (Reference Groups) – It is proposed to clarify that where a Council staff member is the Chairperson of a meeting, they are not entitled to exercise either an original or a casting vote, and also that in the event of a tied vote when a Council staff member is the Chairperson, the vote will be deemed to have been lost.
- Clauses 7.4-7.5 (Advisory Committees) / Clauses 7.5-7.6 (Reference Groups) – It is proposed to encourage more consistent attendance at meetings by clarifying further the circumstances in which a leave of absence may be granted and providing that the withdrawal of membership when three consecutive meetings are missed without a leave of absence is immediate and applies to Councillor representatives as well as to community members.
- Clause 12.1 (Advisory Committees and Reference Groups) – It is proposed to allow the General Manager or their sub-delegate to approve minor amendments to the Model TORs, to improve the efficient administration of advisory committees and reference groups.

These proposed changes are marked-up in **Attachments 2** (Advisory Committees) and **3** (Reference Groups).

In addition to the above, it is noted that the current meeting arrangements for all advisory committees and reference groups are subject to change as they will be reconsidered, in consultation with the appointed Councillor representatives, when the customised TORs are reviewed.

It is intended that the customised TORs for advisory committees and reference groups will be reported to Council for endorsement at the Ordinary Council meeting of 11 February 2025 together with the outcome of the EOI process for community members.

Expression of Interest Process

It is recommended that an EOI process is undertaken via Council's 'Your Voice Camden' community engagement website seeking applications from community members and groups who would like to join an advisory committee or reference group. The EOI process will provide detail on the recruitment process, information about each advisory committee and reference group, position descriptions (including relevant selection criteria) and the Model TORs. Communications staff will also be engaged, and volunteer communication channels utilised, to assist with promoting the EOI opportunities during the advertisement period. Current members of advisory committees and reference groups will also be notified.

The proposed timeline for the EOI process is as follows:

- 20 November 2024 - 8 January 2025 – EOIs advertised
- 9 - 23 January 2025 – Shortlisting and selection of members against selection criteria by relevant staff
- 11 February 2025 – Report to Council recommending the appointment of community members to advisory committees and reference groups
- 19 February - 19 March 2025 – Registration and induction of community members.

Other Membership Requirements

Certain Councillor members of panels, committees, groups and other bodies have other obligations that they are required to meet. These are detailed below.

Audit, Risk and Improvement Committee

The Audit, Risk and Improvement Committee (ARIC) provides independent assistance to Council by monitoring, reviewing and providing advice about Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

The ARIC TOR, consistent with the Model TOR for local government audit, risk and improvement committees prescribed under the *Local Government (General) Regulation 2021* (the Regulation), provides for one non-voting Councillor member with an option to add up to one alternate non-voting Councillor member. A non-voting Councillor member should meet the eligibility criteria for Councillor members outlined in the Guidelines for Risk Management and Internal Audit for Local Government in NSW issued under section 23A of the *Local Government Act 1993* (the Act). Under the ARIC TOR, the Mayor cannot be appointed as a Councillor member of the ARIC.

Nomination forms for Councillors to nominate as a non-voting Councillor member on Council's ARIC for the 2024-2028 Council term were made available to Councillors electronically and the completed forms will be tabled at this meeting.

Macaria Gallery Limited

Macaria Gallery Limited (the Company) was established to act as the corporate trustee of the Alan Baker Art Gallery Trust and to establish, operate and maintain a public art gallery in the Camden Local Government Area. Council is the sole member of the Company and appoints its Directors. The Company's Board (the Board) is required to be made up of a majority of Council-appointed Directors, effectively a minimum of three to establish a quorum at Board meetings. The Board was most recently comprised of seven Directors, including:

- Council appointed - Four Councillors and the General Manager; and
- Independent - Two Directors.

The General Manager and the independent Directors remain current Directors and do not require reappointment.

The Board is supported by a Company Secretary and Public Officer.

ORD12

To ensure a quorum for meetings is consistently achieved under the Company's constitution, it is recommended that four Councillor representatives are appointed.

Councillors appointed as Directors are subject to the duties and obligations of the *Corporations Act 2001* (Cth), are required to hold or obtain a Director Identification Number through Australian Business Registry Services, and must complete a Director's Consent Form. Directors must also act in accordance with the Company's constitution and trust deed.

Sydney Western City Planning Panel

The Sydney Western City Planning Panel (SWCPP) provides independent, merit-based decision making on regionally significant development applications. Regionally significant development is generally development with estimated development costs over \$30 million. The SWCPP may also have a role in planning proposals, to undertake rezoning reviews or to act as the relevant planning authority when directed.

Camden Council lies within the SWCPP area, together with the Blue Mountains City, Campbelltown City, Fairfield City, Hawkesbury City, Liverpool City, Penrith City and Wollondilly Shire Councils.

A meeting of the SWCPP consists of five members, with three State appointed members and two Council appointed members. Council can appoint any eligible person to the SWCPP for the maximum term of three years, and members are eligible for re-appointment. Council has previously appointed two Councillor members, two alternate Councillor members and five non-Councillor alternate members to enable the regular rotation of members and maintain Council's representation on the SWCPP if a conflict of duties applies to a Councillor member. The requirements in relation to the rotation of members and conflicts of duties are outlined in the Sydney District and Regional Planning Panel Operational Procedures and Sydney District and Regional Planning Panels Code of Conduct. The three State members are appointed by the Minister for Planning and Public Spaces.

It is noted that currently, only the non-Councillor members are remunerated for participating in the SWCPP.

Members must not be property developers or real estate agents and are also required to successfully complete probity checks which include a public register of real estate agents check, a bankruptcy record check and a National Police Check through the Australian Criminal Intelligence Commission.

At least one Council member must also have expertise in one or more of the following areas – planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism. This expertise requirement is currently met by the non-Councillor alternate members; however, in appointing any members to the SWCPP, Council is required to identify if they have expertise in any of the above fields.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

CONCLUSION

It is recommended that Council endorse a revised advisory committee and reference group structure and determine Councillor membership to panels, committees, reference groups and other bodies, and also endorse the revised Model TORs and the proposed EOI process for community representatives.

RECOMMENDED

That Council:

- i. dissolve the Camden International Friendship Association Reference Group;**
- ii. endorse the proposed changes to the Heritage Advisory Committee, Camden Cycling Reference Group, Cohesive Communities Reference Group and Events Reference Group as outlined in this report and Attachment 1;**
- iii. nominate and appoint Councillors as members of the respective panels, committees, reference groups and other bodies in accordance with the proposed nominations outlined in Attachment 1 or as otherwise determined by Council, excluding any committees or reference groups that have otherwise been dissolved;**
- iv. endorse the revised Model Terms of Reference for Advisory Committees provided at Attachment 2 and the Model Terms of Reference for Reference Groups provided at Attachment 3;**
- v. endorse the Expressions of Interest process for community representatives on Advisory Committees and Reference Groups as detailed in this report; and**
- vi. receive a further report providing the customised terms of reference for each Advisory Committee and Reference Group and the recommendations for appointing community representatives to membership of the Advisory Committees and Reference Groups.**

ATTACHMENTS

1. Committees, Reference Groups and Other Bodies with Councillor Representation
2. Model Advisory Committee Terms of Reference - Revised
3. Model Reference Group Terms of Reference - Revised

SUBJECT: DRAFT SUBMISSION - COUNCILLOR CONDUCT FRAMEWORK REVIEW
FROM: Director Customer and Corporate Strategy
EDMS #: 24/642070
PREVIOUS ITEMS: ORD05 - Review of the Councillor Misconduct Framework - Ordinary Council - 12 Apr 2022

PURPOSE OF REPORT

The purpose of this report is to seek Council endorsement of a draft submission on the review of the Councillor conduct framework (the review) to be sent to the Office of Local Government (OLG).

BACKGROUND

In 2022, the Minister for Local Government initiated a review of the Councillor misconduct framework review. At its Ordinary Meeting of 12 April 2022, Council endorsed a submission on the Councillor misconduct framework review that, among other things, recommended the following:

- Separate Codes of Conduct for Councillors and other Council officials;
- Further guidance with respect to managing lobbying;
- Appointment of a complaints coordinator or similar at each Council with primary responsibility for dealing with complaints about Councillors;
- Maintaining the current emphasis on the informal resolution of complaints, especially for lower- and mid-level breaches;
- A maximum timeframe for investigations to be completed;
- Distinguishing between higher-level misconduct and lower-level behavioural breaches;
- Particularly for higher-level misconduct, the ability to recover the cost of dealing with complaints about Councillors by other Councillors, where the other Councillors have been found to have engaged in misconduct;
- Establishment of a pre-qualified panel of independent investigators.

Further to this, the OLG has now published proposed revisions to the Councillor conduct framework. The 'Councillor Conduct and Meeting Practices – A New Framework Discussion Paper' (Discussion Paper) has been issued to seek the views of the community, key stakeholders and local government sector about the proposed changes. Submissions are required to be lodged by Friday, 15 November 2024.

Councillors were briefed on this matter on 22 October 2024.

MAIN REPORT

Discussion Paper

The Discussion Paper outlines the key focus areas of the review, which comprise:

- Principles of change
- Potential changes to the Code of Conduct and Oath of Office
- Potential changes to the definitions and assessment of Councillor misbehaviour –
 - Conflicts of interest
 - Councillor misbehaviour in public office
 - Addressing inappropriate lobbying
- Dispute resolution and penalty framework –
 - Abolishing the ‘two-step’ process
 - Giving OLG the power to issue penalty infringement notices
 - NSW Local Government Privileges Committee
 - Referral of significant sanctions to appropriate tribunal or body
- Restoring dignity to Council meetings –
 - Proposed reforms to the Model Code of Meeting Practice
 - Banning briefing sessions.

These focus areas are further detailed in the Discussion Paper, a copy of which is provided as **Attachment 1**.

Draft Submission

The OLG has advised that feedback from the consultation process will be analysed and incorporated to complete the review, following which the OLG will finalise necessary draft legislation, regulations and materials for implementation of the revised model. This offers Council a valuable opportunity to seek to influence prospective enhancements to the final Councillor conduct framework that is adopted.

A draft submission has been prepared which provides feedback on each of the focus areas identified in the Discussion Paper. The proposed feedback is summarised below:

- The principles of change:
 - The proposed principles of change are supported.
- Potential changes to the code of conduct and oath of office:
 - The development of a separate Code of Conduct for Councillors that is similar to the Parliamentary Codes for NSW politicians and an explicit alignment between the Code of Conduct and the Oath or Affirmation of Office for Councillors are all endorsed, as these will simplify and reinforce the applicable behavioural standards.
 - The proposal to make the Code of Conduct aspirational rather than enforceable should receive further consideration, given several recent Independent Commission Against Corruption investigations evidencing corruption at some NSW councils.
- Potential changes to the definitions and assessment of Councillor misbehaviour:
 - The proposed conflicts of interest framework is supported, subject to adequate guidance being provided for Councillors akin to the examples provided in the existing Code of Conduct.

ORD13

- Council does not hold a strong view in relation to the planned requirement for Councillors to divest themselves from real estate or development business activities and contractual obligations, but notes that a less onerous approach may be achievable if it is more robustly dealt with under the proposed conflicts of interest framework.
- The proposed definition of misbehaviour is endorsed, so long as it applies to serious rather than trivial behaviours.
- The introduction of lobbying guidelines and a model lobbying policy is supported, subject to it being appropriately tailored to the local government context rather than simply applying the *Lobbying of Government Officials Act 2011* (LOGO Act), which was specifically developed to combat Parliamentary and State agency corruption in NSW, to councils.
- Dispute resolution and penalty framework:
 - The proposed abolition of the existing ‘two step process’ for resolving complaints is supported as it should enable timelier resolution and reduced costs for councils.
 - A maximum of \$200 should be considered for the issuing of penalty infringement notices (PINs) for minor or insignificant conflicts of interest breaches, having regard to matters such as the substantial variation in fees paid to Councillors across NSW.
 - The wide range of penalty options that are proposed is supported as this will allow for proportionality; however, decisions on serious sanctions should be made by an independent tribunal rather than the Departmental Chief Executive so that an unelected official is not standing in judgement on an elected Councillor.
 - Careful consideration should be given to the proposed role of Mayors and ex-Mayors in the planned NSW Local Government Privileges Committee (the Committee) before its composition and governance framework are finalised, noting that while it could enable judicious assessment by peers when considering alleged misbehaviour, it may also create a risk of partial or political decision-making and place an undue burden on Committee members. The involvement of external governance or conduct experts may therefore be more appropriate.
 - Further consultation should take place regarding what circumstances would require individual Councillors or their councils to pay for the Privileges Committee process.
- Restoring dignity to Council meetings:
 - The proposed powers for Mayors to deal with acts of disorder at Council meetings, and a Councillor’s right of review in relation to this, are supported.
 - The proposed requirement for Councillors to stand is impractical and inefficient for several reasons and will not significantly influence the dignity of meetings as this is primarily a result of strong and consistent leadership of the meeting.
 - Although acknowledging the importance of transparency, it would be counter-productive for confidential briefing sessions to be banned entirely as, among other things, a ban could simply drive confidential discussions underground without the benefit of all Councillors having the ability to discuss matters together and openly. It is recommended that an alternative approach could be to limit restrictions to matters more commonly associated with corruption risks, establish a robust governance framework for briefings (for example, enhancing transparency with respect to informing the public about what matters generally are covered at particular briefing sessions) and ensure briefing sessions remain confidential where they relate to the types of matters listed at section 10A of the *Local Government Act 1993* as grounds on which a Council meeting can be closed to the public.

The draft submission is provided as **Attachment 2**.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

CONCLUSION

It is recommended that Council endorse the submission on the Councillor conduct framework review, as this offers an opportunity to provide feedback on the proposed changes to the framework.

RECOMMENDED

That Council endorse the submission on the Councillor Conduct Framework Review, included as Attachment 2 of the report, to be sent to the Office of Local Government.

ATTACHMENTS

1. Councillor Conduct and Meeting Practices Discussion Paper
2. Draft Submission on the Councillor Conduct Framework Review

SUBJECT: PLACE NAMING PROPOSAL - NEW SUBURB "BARKER"
FROM: Director Customer and Corporate Strategy
EDMS #: 24/641801

PURPOSE OF REPORT

This report seeks Council's endorsement of the proposed new suburb name "Barker" within the Lowes Creek Maryland precinct and referral of the proposal to the NSW Geographical Names Board (GNB) for its consideration.

BACKGROUND

Council received a proposal from Maryland Estate Developments (MED) to consider a proposed new suburb named "Barker".

Information supplied by MED in support of the proposal is provided as an **attachment** to this report.

A Councillor briefing on this matter was held on 5 November 2024.

MAIN REPORT

In July 2023, MED submitted a proposal to Council for a new suburb named "Barker".

The proposed new suburb area is currently part of the large rural suburb of Bringelly and is located in the Lowes Creek Maryland precinct. The precinct is within the Southwest Growth Area (SWGGA) and was rezoned in July 2021, with over 7,000 homes planned, along with schools, a town centre, sporting fields, parks and open space. Central to the precinct is Maryland Homestead and its associated buildings, which are of State Heritage significance.

MED proposes that the suburb be named "Barker" to commemorate the builder and original owner of Maryland Homestead. Thomas Barker purchased and named Maryland Estate in 1854 and the construction of the homestead within the Estate was undertaken in 1860-61. Council's research confirms the historical accuracy of the information provided by MED.

MED has consulted with other owners within the affected area, all of whom are supportive of the creation of the suburb and have provided written confirmation of such.

After initial consultation with MED and GNB, the original proposal was amended to adjust proposed suburb boundaries, resulting in the realignment of three properties from the suburb of Bringelly to Cobbitty. Council has been in contact with all landowners, who have advised they are in favour of the proposed change.

A map showing the boundaries of the new suburb and realignment of properties from Bringelly to Cobbitty is provided as an **attachment** to this report.

Council has completed preliminary consultation with GNB on the final proposal, which has indicated Council should proceed with the process and formal submission to GNB, as **attached**.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

CONCLUSION

MED has submitted a proposal for a new suburb named “Barker”. The proposal as outlined in this report is in accordance with GNB guidelines.

It is recommended that Council endorse the proposed suburb name and refer the application to GNB to continue the place naming process.

RECOMMENDED

That Council:

- i. **endorse the proposed suburb name “Barker” as received by Maryland Estate Developments; and**
- ii. **refer this decision to the NSW Geographical Names Board for final determination.**

ATTACHMENTS

1. Application to Council by Maryland Estate Developments - July 2023
2. Proposed Suburb Named Barker - Site location
3. GNB Advice to Proceed - Suburb Barker

SUBJECT: INVESTMENT MONIES - JULY, AUGUST AND SEPTEMBER 2024
FROM: Director Growth and Finance
EDMS #: 24/545382

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 the end of 31 July 2024, 31 August 2024 and 30 September 2024 is provided.

It should be noted that Council is required to report the status of its investments monthly; however, due to the timing of the Council election and no Council meeting being held in September 2024, reports have been held over until the first available Council meeting.

A Councillor briefing was held to discuss this report on 29 October 2024.

MAIN REPORT

The weighted average return on all investments for the period July 2024 to September 2024 is shown in the table below.

Month	Weighted Average Return	Ausbond Bank Bill Index (Benchmark)	Performance Against Benchmark
July 2024	5.20%	4.49%	> 0.71%
August 2024	5.17%	4.54%	> 0.63%
September 2024	5.13%	4.45%	> 0.68%

The official cash rate as determined by the Reserve Bank of Australia has remained at 4.35%.

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.

Investment reports for the periods July 2024, August 2024, and September 2024, are provided as **attachments** 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 2024, August 2024 and September 2024; and
- iii. note the weighted average interest rate return of 5.20%, 5.17% and 5.13% p.a. for the months of July 2024, August 2024 and September 2024 respectively.

ATTACHMENTS

1. Investment Summary Report - July 2024
2. Investment Summary Report - August 2024
3. Investment Summary Report - September 2024

SUBJECT: MINUTES TO THE 19 JUNE 2024 AND 19 AUGUST 2024 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETINGS

FROM: General Manager

EDMS #: 24/454668

PURPOSE OF REPORT

The purpose of this report is to provide Council with the minutes of the 19 June 2024 and 19 August 2024 Audit, Risk and Improvement Committee meetings.

BACKGROUND

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

Council resolved to adopt the Committee's revised Audit, Risk and Improvement Committee Terms of Reference (ARIC ToR) on 11 June 2024. The ARIC ToR includes a requirement to report draft minutes to Councillors via the Councillor Update, and to subsequently report the final minutes to Council for noting after they have been approved at the next Audit, Risk and Improvement Committee meeting.

MAIN REPORT

The Audit, Risk and Improvement Committee met on 19 June 2024. The agenda discussed at the meeting included:

- Internal Audit Reports issued since last meeting – Investments Process, IT Incident Response and Reporting and Senior Executive and Management Recruitment;
- General Manager's Update;
- Enterprise Risk Management;
- External Audit Update;
- Audit Report Recommendations – Implementation Status Update – April 2024;
- Heavy Vehicles Audit Action Plan;
- Camden: Towards Net Zero 2023 and Sustainability Reporting Requirements;
- Quarterly Legislative Compliance Declarations;
- Internal Audit Plan Status Update;
- Audit, Risk and Improvement Committee reporting requirements to Council;
- Audit, Risk and Improvement Committee Annual Work Plan and 4-Year Strategic Work Plan; and
- Update on Reports from Authoritative Bodies.

The Audit, Risk and Improvement Committee met on 19 August 2024. The agenda discussed at the meeting included:

- Internal Audit Reports issued since last meeting – Essential Eight Maturity Assessment and DRIVES24;
- Cyber Security six-monthly update;
- General Manager's Update;

- Enterprise Risk Management;
- Priority Projects;
- External Audit and Accounting Standards Update;
- Payment Card Industry Data Security Standards Compliance Review and Payment Acceptance Technology Health Check;
- Audit Report Recommendations – Implementation Status Update – June 2024;
- Long Term Financial Plan Update;
- Update on the Legislative Compliance Framework;
- Governance Information Report – 30 June 2024;
- Work, Health and Safety Update – January to June 2024;
- Six Month Quality Assurance and Improvement Program – Balanced Scorecard/KPI report – May 2024; and
- Internal Audit Plan Status Update.

The draft minutes of the 19 June 2024 and 19 August 2024 Audit, Risk and Improvement Committee meetings were circulated to Councillors as part of the Weekly Councillor Updates on 12 July 2024 and 11 October 2024 respectively, and subsequently approved at the 19 August 2024 and 21 October 2024 Committee meetings. The approved minutes are provided as **attachments** to this report.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

CONCLUSION

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

RECOMMENDED

That Council note the minutes of the 19 June 2024 and 19 August 2024 Audit, Risk and Improvement Committee Meetings.

ATTACHMENTS

1. Minutes to the 19 June 2024 Audit Risk and Improvement Committee Meeting
2. Minutes to the 19 August 2024 Audit, Risk and Improvement Committee Meeting

ORD17

ORD17

NOTICE OF MOTION

SUBJECT: NOTICE OF MOTION - PUBLIC ADDRESS

FROM: Cr McLean

EDMS #: 24/658002

"I, Councillor Peter McLean, hereby give notice of my intention to move the following at the Council Meeting of 12 November 2024:

That Council amend the Code of Meeting Practice to allow the community to speak publicly on any item. Specifically, this would require amending section 4.1 to:

The public address session at a Council meeting provides an opportunity for people to speak publicly on any item which concerns operations and functions of Camden Council.

As well as other amendments in the Code of Meeting Practice, including altering Appendix D to reflect this change, this includes part (i) and part (viii,c).

Report back to Councillors within four weeks on the completed implementation.

BACKGROUND

Currently, there are very few public addresses at Camden Council meetings (compared with other Councils) so this amendment would encourage more public addresses and =engagement at Council meetings. This will better engage the community and potentially raise issues with the entire Council as a positive outcome for the entire community.

Creating a genuine dialogue and engagement with community is critical for any Council's reputation, transparency and sentiment. At Camden Council, it must be noted that the community can currently provide feedback in a variety of other forms including public addresses on agenda items plus Councillors regularly receive feedback from individual community members. However, this amendment enhances the current engagement and provides a direct form of input or feedback to Councillors when the community wants to provide it rather than when it aligns to a specific agenda item. This means that the community can address Council (when it related to functions and operations of Council) when they want rather than when Council wants.

A community that is listened to, will often be more willing to listen to their local Council and respect the decision which Council makes. Council should hear all positions and opinions from the community; this engages community in the decisions and activities of Council.

This amendment will assist Camden Council to more strongly address the guiding principles for Councils set out in section 8A of the *Local Government Act 1993*.

Please note that the current Code of Meeting Practice would all remain the same and public addresses would all have to follow the existing procedures and guidelines for a public address listed in clause 4 and Appendix D.

This amendment isn't suggesting Camden Council doesn't engage or listen to community because it clearly does; this amendment simply improves the level of engagement and further highlights that we are always available to listen."

RECOMMENDED

That Council:

- i. endorse amending the Code of Meeting Practice to allow the community to speak publicly on any item as follows:**
 - a. amending clause 4.1 to the following:**

The public address session at a Council meeting provides an opportunity for people to speak publicly on any item which concerns operations and functions of Camden Council.
 - b. making further amendments to Appendix D of the Code of Meeting Practice as follows:**
 - A. section i – amend the last sentence to read:**

All applications must be in respect of operations and functions of Council;
 - B. section viii c – amend to read:**

only speak on matters in respect of operations and functions of Council;
- ii. authorise the public exhibition of the draft amended Code of Meeting Practice for a period of 28 days in accordance with Section 361 of the *Local Government Act, 1993*, allowing 42 days after the date on which the draft Code is placed on public exhibition for submissions to be made to Council;**
- iii. if no submissions are made, adopt the draft Code of Meeting Practice effective from the day after the close of the submission period; or**
- iv. if submissions are received, receive a further report following the exhibition period to consider submissions made and to adopt a final Code of Meeting Practice.**

NOTICE OF MOTION

SUBJECT: NOTICE OF MOTION - MAINTENANCE OF STATE ROADS IN CAMDEN
FROM: Cr Campbell
EDMS #: 24/677739

"I, Councillor Eva Campbell, hereby give notice of my intention to move the following at the Council Meeting of 12 November 2024:

That Council contact the relevant State Ministers, State Members, and Roads and Maritime Services expressing concerns over inadequate maintenance of State roads in the Camden Local Government Area (specifically, Camden Bypass, Remembrance Drive (the old Hume Highway), Narellan Road, the Northern Road and Camden Valley Way and the Macarthur Bridge) including the frequency and standard of sweeping the carriageway, road verges, gutters and exit ramps, and the treatment and disposal of rubble and contaminated material.

BACKGROUND

The State Government has a contract with a supplier providing road and gutter sweeping, which picks up rubbish, grime, and rubble (grit/gravel), along State roads. Questions have been raised around the alleged inadequate frequency of sweeping and the standard of sweeping the carriageway, road verges and gutters, the inappropriate disposal of contaminated material, failure to sweep exit ramps at all, the treatment of rubble and contaminated material that is collected and, specifically, the potentially destructive impact of inadequate maintenance on the Macarthur Bridge."

RECOMMENDED

That Council contact the relevant State Ministers, State Members, and Roads and Maritime Services expressing concerns over inadequate maintenance of State roads in the Camden Local Government Area (specifically, Camden Bypass, Remembrance Drive (the old Hume Highway), Narellan Road, the Northern Road and Camden Valley Way and the Macarthur Bridge) including the frequency and standard of sweeping the carriageway, road verges, gutters and exit ramps, and the treatment and disposal of rubble and contaminated material.

ORD19**ORD19****NOTICE OF MOTION**

SUBJECT: NOTICE OF MOTION - SOLAR PANELS FOR CAMDEN SPORTS CLUB
FROM: Cr Campbell
EDMS #: 24/677813

“I, Councillor Eva Campbell, hereby give notice of my intention to move the following at the Council Meeting of 12 November 2024:

That Council contribute \$44,562 towards the installation of solar panels at the Sports Club, located at 10/10A/10B Argyle Street, Camden.

BACKGROUND

Utilise available Ward Funds to support the installation of solar panels on this exceptional community facility, thereby setting an excellent cost saving example at a Council owned building, providing a positive economic benefit towards the continued viability of the Sports Club’s activities and making a meaningful contribution towards Council’s energy and environmental sustainability aims.”

RECOMMENDED

That Council contribute \$44,562 from Ward Funds towards the installation of solar panels at the Sports Club, located at 10/10A/10B Argyle Street, Camden.

ORD20

ORD20

SUBJECT: CLOSURE OF THE MEETING TO THE PUBLIC
FROM: General Manager
EDMS #: 24/659244

In accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*, the following business:

- Acquisition of Land – Bringelly;

is, in the opinion of the General Manager, of a kind referred to in Section 10A(2) of the Act, being:

- information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)); and
- commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i));

and should be dealt with in a part of the meeting closed to the media and public.

Before a part of the meeting is closed, members of the public may make representations as to whether that part of the meeting should be closed. Representations can only be made in writing to the General Manager prior to the commencement of the meeting or a fixed period immediately after the motion is moved and seconded. That period is limited to four minutes under Council's Code of Meeting Practice.

The meeting will only be closed during discussion of the matters directly the subject of the report and no other matters will be discussed in the closed part.

Members of the public will be readmitted to the meeting immediately after the closed part has ended and, if Council passes a resolution during the closed part, the Chairperson will make the resolution public as soon as practicable after the closed part has ended.

RECOMMENDED

That Council:


- hear any objection or submission by a member of the public, limited to a period of four minutes, concerning the closure of the meeting; and**
- close the meeting to the media and public to discuss reports dealing with commercial matters in accordance with the provisions of Sections 10A(2)(c) and 10A(2)(d)(i) of the *Local Government Act 1993*.**

 70 Central Avenue
Oran Park NSW 2570

 PO Box 183
Camden NSW 2570

 13 22 63

 ABN: 31 117 341 764

 mail@camden.nsw.gov.au

 www.camden.nsw.gov.au

 www.facebook.com/camden council



camden
council