

# Services Committee



## AGENDA

**DATE OF MEETING:** 2 December 2025

**LOCATION:** Committee Rooms

**TIME:** 6.30pm

### Statement of Ethical Obligations

The Mayor and Councillors are reminded that they remain bound by the Oath/Affirmation of Office made at the start of the council term to undertake their civic duties in the best interests of the people of Fairfield City and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their skill and judgement.

The Mayor and Councillors are also reminded of the requirement for disclosure of conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with the Code of Conduct and Code of Meeting Practice.

**AGENDA**  
**Services Committee**  
**Meeting Date: 2 December 2025**

ITEM	SUBJECT	PAGE
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- APOLOGIES AND REASONS ACCEPTED
- CONFIRMATION OF MINUTES

**SECTION A**

**‘Matters referred to Council for its decision’**

- 184:** Waive Fees and Charges - Request from South Western Sydney Local Health District (SWSLHD) Public Health Unit  
File Number: 12/03512 ..... 5
- 185:** NSW Department of Communities and Justice Grant - NSW Community War Memorials Fund  
File Number: 23/01993 ..... 8
- 186:** Delegation of Authority to the Mayor and General Manager during Council Recess Period  
File Number: 10/01226 ..... 11

\*\*\*\*\* **CONFIDENTIAL** \*\*\*\*\*

'It is recommended that the Press and Public be excluded from the meeting in regard to the following item.'

- 187:** RFT 109-26 - Gym Flooring and Painting Works at Prairiewood, Fairfield and Cabravale Leisure Centres
- CONFIDENTIAL - It is recommended that the Council resolve into Closed Session with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2)(d(i)) of the Local Government Act, 1993, on the grounds that:*  
*(d(i)) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.*  
*and dealing with the matter in Open Session would be, on balance, contrary to the public interest.*
- File Number: 24/12779 ..... 13

\*\*\*\*\* **CONFIDENTIAL** \*\*\*\*\*

'It is recommended that the Press and Public be excluded from the meeting in regard to the following item'

**AGENDA**  
**Services Committee**  
**Meeting Date: 2 December 2025**

**188: Senior Staff Matter**

*CONFIDENTIAL - It is recommended that the Council resolve into Closed Session with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2)(a) of the Local Government Act, 1993, on the grounds that:*

*(a) personnel matters concerning particular individuals.  
and dealing with the matter in Open Session would be, on balance, contrary to the public interest.*

File Number: Personnel ..... 24

**SECTION B**

**‘Matters submitted to the Committee for decision subject to the right of referral’**

**189: Purple Flag Accreditation for Canley Heights and Canley Vale**  
File Number: 24/21340 ..... 27

**190: Request for Donation - Mayoral Community Benefit Fund**  
File Number: 25/16199 ..... 33

**191: Divisional Update Report - 2024/2025 Quarter 3 to 2025/2026 Quarter 1 - Waste & Cleansing Operations**  
File Number: 15/20026 ..... 36

**192: Divisional Update Report - Quarter 1 - Design Services**  
File Number: 17/24808 ..... 54

**193: Divisional Update Report - Quarter 1 - Property Strategy and Services**  
File Number: 20/00262 ..... 74

**194: Information Report - Post Exhibition - Code of Meeting Practice**  
File Number: 08/00542 ..... 85

# **Services Committee**



## **SECTION A**

**‘Matters referred to Council for its decision’**

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 184

**SUBJECT:** Waive Fees and Charges - Request from South Western Sydney Local Health District (SWSLHD) Public Health Unit

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**FILE NUMBER:** 12/03512

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**PREVIOUS ITEMS:** 103 - Waive Fees and Charges - Request from South Western Sydney Local Health District (SWSLHD) Public Health Unit - Services Supplementary Reports - 29 Jul 2025

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**REPORT BY:** Hollie McPherson, Manager Libraries and Museum

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### RECOMMENDATION:

That the library venue hire fees and charges totalling one thousand seven hundred and thirty-five dollars (\$1,735.00) for the period from February to December 2026 to support the South Western Sydney Local Health District free immunisation clinics at Whitlam and Wetherill Park Libraries, be waived.

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### SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

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### CITY PLAN

This report is linked to *Theme 1 Community Wellbeing* in the Fairfield City Plan.

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### SUMMARY

This report seeks approval to waive venue hire fees and charges totalling \$1,735.00 for the period February to December 2026 to support the South Western Sydney Local Health District (SWSLHD) Public Health Unit immunisation clinics at Whitlam and Wetherill Park Libraries.

The clinics provide free vaccinations to residents and aim to improve community health outcomes by increasing access to immunisation services. The SWSLHD Public Health Unit is seeking approval to continue using Council Libraries to operate the immunisation clinics throughout 2026.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 184

### Background

The SWSLHD Public Health Unit has completed its trial of regular immunisation clinics within Fairfield City. These clinics were established to improve community access to routine vaccinations by offering free immunisations from Council-managed venues, selected for their central locations and public transport accessibility.

Vaccination rates in Fairfield City have historically been lower than the NSW average, influenced by access barriers, vaccine hesitancy and social determinants of health. These ongoing challenges highlight the importance of providing convenient, community-based immunisation services.

### Proposed Clinic Schedule and Locations

It is proposed that clinics be held from 9.30am to 2.30pm on alternating Wednesdays and Fridays each fortnight, rotating between Whitlam Library and Wetherill Park Library.

The proposed schedule would commence on Friday 6 February 2026 and continue until Friday 18 December 2026.

The associated fee changes, including the scheduled increase effective from 1 July 2026, have been incorporated into the projected costs for the program.

### Social and Economic Implications

By providing free immunisation services within accessible Council venues, residents who wish to be immunised, benefit from reduced out-of-pocket healthcare costs. The clinics contribute positively to community wellbeing by increasing equitable access to health services, especially for vulnerable groups such as children, elderly residents and those with limited mobility or transportation options. Hosting clinics at libraries also promotes community engagement and health literacy.

### Financial Implications

There is no direct financial cost to Council aside from the waiver of venue hire fees, which totals \$1,735.00 for 2026. The SWSLHD Public Health Unit will manage all clinical staffing, vaccine supply and operational costs.

### CONCLUSION

That Council waive the library venue hire fees and charges of \$1,735.00 for the period February to December 2026 to support the delivery of free vaccination clinics at Whitlam and Wetherill Park Libraries.

**SERVICES COMMITTEE**

**Meeting Date 2 December 2025**

**Item Number. 184**

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Hollie McPherson  
**Manager Libraries and Museum**

**Authorisation:**  
Director City Assets

Services Committee - 2 December 2025

File Name: **CSC02122025\_16.DOCX**  
\*\*\*\*\* END OF ITEM 184 \*\*\*\*\*

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 185

**SUBJECT:** NSW Department of Communities and Justice Grant - NSW Community War Memorials Fund

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**FILE NUMBER:** 23/01993

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**REPORT BY:** Cheryl Dewhurst, Policy Officer Recreation and Open Space Planning

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### RECOMMENDATION:

That the grant of fifteen thousand dollars (\$15,000.00 exc. GST) offered by the NSW Community War Memorials Fund for Project MPBAR2612 Cabramatta War Memorial Bandstand be received into the 2025/2026 Operational Plan and its expenditure for that purpose, be voted.

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### SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

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### CITY PLAN

This report is linked to *Theme 2 Places and Infrastructure* in the Fairfield City Plan.

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### SUMMARY

Council has received confirmation of success with an application to the NSW Community War Memorials Fund for minor repairs to the Cabravale Memorial Park Bandstand. This funding is administered by the NSW Department of Communities and Justice.

The grant provides a contribution of \$15,000.00 (exc. GST) towards the project, which was the maximum available to any application.

### Background

Project funding from the Community War Memorials Fund was sought to assist Council to protect this local heritage-listed landmark in Cabramatta as an important element of Australia's military heritage.

The Cabravale Memorial Park Bandstand is registered on the NSW Register of War Memorials. The Bandstand was constructed in 1919 and dedicated on 25 April 1922.



## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 185



*Cabravale Memorial Park Bandstand 2025*

Cabramatta War Memorial Bandstand has been programmed for minor repairs to improve the drainage and ventilation to the Bandstand. This project (MPBAR2612) had a budget of \$35,000.00 from general funds.

The project will provide improved drainage to reduce water-related deterioration and prevent soil erosion which could undermine the structure base. Improved airflow will prevent condensation, mould and mildew, which could potentially damage timber and paintwork.

It is proposed that the conservation work be timed to minimise disruption to the calendar of military commemoration services held in Cabravale Memorial Park. Cabra-Vale Diggers Club were consulted with regards to the works and provided a letter of support towards the grant application.

### **Project Funding**

The grant funding is provided by the Community War Memorials Fund, administered by the NSW Department of Communities and Justice. The grant must be expended within 12 months of its award and has an anticipated completion date of December 2026.

The awarding of \$15,000.00 (exc. GST) provides a contribution towards the project and enables the amount of \$15,000.00 to be returned to general funds.

With the grant, the proposed project funding is as follows:

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 185

State Electorate	Suburb	Project ID	Project Description	Funds	Amount (exc. GST)
Cabramatta	Cabramatta	MPBAR2612	Cabramatta War Memorial Bandstand	General	\$20,000.00
				Grant	\$15,000.00
				<b>TOTAL</b>	<b>\$35,000.00</b>

### CONCLUSION

That the amount of fifteen thousand dollars (\$15,000.00 exc. GST) offered by the NSW Community War Memorials Fund be received into the 2025/2026 Operational Plan for Project MPBAR2612 Cabramatta War Memorial Bandstand and its expenditure for that purpose, be voted and that the amount of \$15,000.00 be returned to general funds.

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Cheryl Dewhurst  
**Policy Officer Recreation and  
Open Space Planning**

**Authorisation:**  
Director City Assets

Services Committee - 2 December 2025

File Name: **CSC02122025\_18.DOCX**

\*\*\*\*\* END OF ITEM 185 \*\*\*\*\*

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 186

**SUBJECT:** Delegation of Authority to the Mayor and General Manager during Council Recess Period

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**FILE NUMBER:** 10/01226

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**REPORT BY:** Sonja Drca, Manager Governance and Audit

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### RECOMMENDATION:

That:

1. The Mayor, Frank Carbone or, in his absence, the Deputy Mayor, Councillor Kevin Lam and jointly the General Manager, Mr Bradley Cutts, or in his absence, the person appointed by the General Manager to act in the position of Acting General Manager, be delegated authority under Section 377 of the Local Government Act to deal with matters of business where necessary for the period from 9 December 2025 to 24 February 2026.
  2. All decisions made under this delegation be reported to Council in February 2026.
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### SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

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### CITY PLAN

This report is linked to *Theme 5 Good Governance and Leadership* in the Fairfield City Plan.

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### SUMMARY

The purpose of this report is to address the requirement for a delegation of authority during the recess of Council over the Christmas and New Year period ie. from 9 December 2025 to 24 February 2026.

It has been the practice in past years for the Mayor and General Manager to be jointly authorised to deal with urgent matters of business, where they comply with the policies of Council for the period from the final Ordinary Council Meeting for the current year to the first Committee meetings in the New Year.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 186

Section 55 of the Local Government Act 1993 (the Act) and Part 7 of the Local Government (General) Regulation 2021 (Regulations) sets out all of the statutory requirements for a council to procure goods and services through tendering. Previously, Section 377 of the Act expressly denied delegation of the acceptance of tenders.

The introduction of the Local Government Amendment (Governance and Planning) Act 2016 changed Section 377 of the Act regarding the general power of the council to delegate resulting in the ability of Council to delegate acceptance of most types of tenders to the General Manager.

It should be noted by Council that this delegation excludes acceptance of tenders for services currently provided by members of staff of the Council (which could therefore result in a reduction of staff positions or increase operational resourcing).

The 2 main reasons that necessitates this recommendation are:

1. The longer duration of break between Council sitting (from 9 December 2025 to 24 February 2026)
2. Procurement projects triggered by WestInvest funding that require a prompt decision.

### PROCUREMENT PROJECTS

Should any procurement decisions become critical, in order to keep these projects progressing and avoid delays, it is recommended that the General Manager be provided delegated authority to accept tenders.

### CONCLUSION

Pursuant to Section 377 of the Local Government Act, it is recommended that Council resolve for the Mayor and General Manager acting jointly, to deal with matters of business where necessary until February 2026.

Any decisions made under this delegation will be reported to Council in February 2026.

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Sonja Drca  
**Manager Governance and Audit**

**Authorisation:**  
Director People Culture and Operations

Services Committee - 2 December 2025

File Name: **CSC02122025\_6.DOCX**

\*\*\*\*\* END OF ITEM 186 \*\*\*\*\*

# Services Committee



## SECTION B

**'Matters submitted to the Committee for decision subject to the right of referral'**

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 189

**SUBJECT:** Purple Flag Accreditation for Canley Heights and Canley Vale

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**FILE NUMBER:** 24/21340

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**PREVIOUS ITEMS:** 75 - Fairfield City Economic Development Strategy 2024 - Outcomes Committee - 09 Jul 2024

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**REPORT BY:** Holden Frisoli, Manager Economic Development

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### RECOMMENDATION:

That Council's application to obtain Purple Flag accreditation from the Office of the 24-Hour Economy Commissioner for Canley Heights and Canley Vale, be endorsed.

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### SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

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### CITY PLAN

This report is linked to *Theme 4 Strong and Resilient Economy* in the Fairfield City Plan.

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### SUMMARY

It is proposed that Council seek to obtain Purple Flag accreditation for Canley Heights and Canley Vale. Purple Flag NSW is a program led by the Office of the 24-Hour Economy Commissioner in partnership with the UK Association of Town and City Management.

The Purple Flag is an internationally recognised accreditation program that identifies precincts achieving high standards of excellence in managing their night-time precincts. Canley Heights and Canley Vale have been selected as the localities for Purple Flag accreditation due to:

1. Both localities already exhibiting strong levels of vibrancy and activity into the night.
2. Council's establishment of both areas as Special Entertainment Precincts (SEPs).
3. The creation of 2 Uptown Districts (Business Associations) in these areas which have undertaken training and received funding to support a vibrant and safe night-time economy.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 189

Council's Expressions of Interest (EOI) for both precincts were successful, enabling progression through the next accreditation stages. The final stage requires an independent assessment by Purple Flag assessors, with the accreditation decision made by the governing body in the United Kingdom.

It is recommended that Council endorse progressing through to Purple Flag accreditation, noting that final accreditation will be determined following the independent assessment.

### Background

In July 2024, Council adopted the Fairfield Economic Development Strategy which included an action to assess the viability of a town centre for Purple Flag accreditation. That assessment was undertaken with Canley Heights and Canley Vale deemed the most appropriate localities at the time.

Purple Flag is an internationally recognised accreditation program which celebrates precincts that achieve high standards of excellence in managing their night-time economy. The Purple Flag precincts in NSW are the first of their kind in Australia, with Sydney joining over 90 global destinations that have Purple Flag precincts. Other regions include Stockholm in Sweden, Aberdeen in Scotland, Dublin in Ireland, Auckland in New Zealand and across the United Kingdom.

Purple Flag is administered by the Office of the 24-Hour Economy Commissioner, in partnership with the UK Association of Town and City Management (ATCM). The program also works closely with other state government agencies, local government, police, healthcare professionals, business, industry groups and consumers.

To be awarded a Purple Flag, precincts are assessed by independent Purple Flag assessors and an accreditation panel against 5 core principles, outlined below:

- **Wellbeing:** The precinct must be welcoming, clean and safe.
- **Movement:** The precinct must provide a secure pattern of arrival, circulation and departure.
- **Appeal:** The precinct must include a vibrant choice and a rich mix of entertainment and activity.
- **Place:** The precinct must be a stimulating destination and vital place with place identity.
- **Strategic Alignment:** The precinct stakeholders must share a clear aim and common purpose.

There are 4 steps in applying for and maintaining a Purple Flag accreditation. These are:

1. Submitting an EOI.
2. Preparing an application, including undertaking a self-assessment and developing a precinct map.
3. Independent assessment of the precinct(s) by Purple Flag assessors.
4. Review of the application by the accreditation panel.

Sydney has 4 accredited Purple Flag areas which are:

1. YCK (York, Clarence and Kent Streets) in the CBD.
2. Parramatta CBD.
3. Haldon Street Lakemba.
4. Illawarra Road and Marrickville Road Marrickville.

## Purpose

Council is establishing 2 Special Entertainment Precincts in Canley Heights and Canley Vale. Two business associations have also been created in Canley Heights (Canley Heights Nights) and Canley Vale (Little Asia 2166) following their completion of the NSW Government's Uptown District Accelerator Program. These 2 initiatives assist in ensuring Council and the local business community are delivering a safe, vibrant and sustainable night-time economy.

Purple Flag accreditation will place Canley Heights and Canley Vale on the international map as an area that is known to be a safe, diverse and vibrant place to visit at night. If successful, the precincts will attain or exceed a standard of excellence in:

- Night-time precinct management.
- Planning for continuous improvement and development.

The following maps show the subject areas nominated for the 2 suburbs.

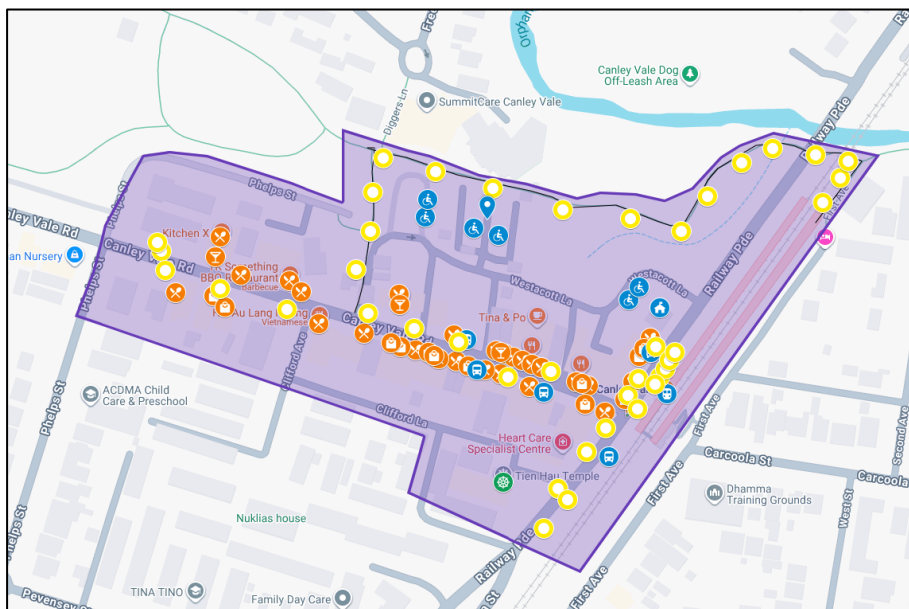


Figure 1: Canley Vale Purple Flag Map



## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 189

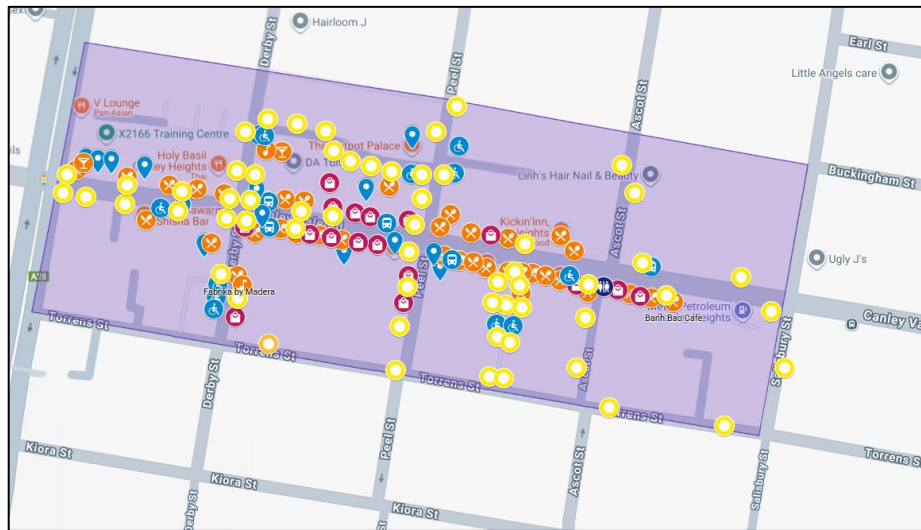


Figure 2: Canley Heights Purple Flag Map

Legend					
	Street Lights		Café / Restaurant		Retail
	Public Bus Stop		Train Station		Bars or Nightclubs
	Cultural Hubs		Community Centre		

The medium-term benefits of Purple Flag accreditation are:

- Increase in visibility and positive reputation.
- Raised profile that attracts more visitors.
- Increased foot traffic, leading to higher revenue for local businesses.
- Enhanced community engagement and stakeholder collaboration.

The long-term benefits of Purple Flag accreditation are:

- Sustainable economic growth driven by a thriving night-time economy and precinct(s).
- Attraction of new investment and business opportunities.
- Continuous development through a structured improvement framework.
- Strengthened community identity and pride.
- Creation of a vibrant, safer and diverse precinct that becomes a model for other areas.

### Consultation and Timing

The Economic Development Division has undertaken consultation with the following groups in Canley Vale as part of the initial self-accreditation process:

1. Fairfield City Police Area Command
2. Little Asia 2166 – Local Business Association
3. Transport for NSW
4. 15 Dental – Local Business

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 189

5. Golden Cherry – Local Business
6. Bar 53 – Local Business
7. Hai Au Lang Nuong – Local Business
8. Simone Luong – Local Resident
9. Traffic Transportation and Road Safety – Fairfield City Council
10. Strategic Land Use Planning – Fairfield City Council
11. Trade Services – Fairfield City Council

The same consultation was also held with the following groups in Canley Heights:

1. Fairfield City Police Area Command
2. Canley Heights Nights – Local Business Association
3. Transport for NSW
4. VIP Karaoke – Local Business
5. Pho Lam – Local Business
6. Huong Xua – Local Business
7. Aces Shawarma – Local Business
8. Simone Luong – Local Resident
9. Traffic Transportation and Road Safety – Fairfield City Council
10. Strategic Land Use Planning – Fairfield City Council

All parties were supportive of Council progressing with Purple Flag accreditation. Their feedback was compiled into the self-assessment report and has been submitted to the Office of the 24-Hour Commissioner as per the accreditation process requirements.

The Purple Flag accreditation initiative builds on the strong work already undertaken to deliver the objectives of Council's Economic Development Strategy adopted by Council. Being successful in the EOI process demonstrates that Canley Heights and Canley Vale are progressing in the right direction with significant future potential.

There is no fee that Council is required to pay to obtain, or maintain, Purple Flag accreditation. If successful, Council would also take steps to maintain and renew the accreditation. This includes:

- a) Submitting an interim progress report 12 months after accreditation.
- b) Undertaking a full renewal after 2 years.

Achieving the accreditation will solidify Canley Heights and Canley Vale as safe, vibrant and well managed night-time destinations with broader exposure worldwide. Increased visitation will have a direct impact on local employment and growth in the Fairfield Local Government Area.

Additionally, Council will have more opportunities to receive grant funding that will assist in delivering on the Purple Flag program objectives to increase awareness, strengthen local coordination and collaboration and improve perceptions of safety.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 189

It is recommended that Council endorse the Purple Flag Accreditation and progress through the assessment process. Canley Heights and Canley Vale town centres will be assessed by independent Purple Flag assessors, who will ultimately determine whether the accreditation will be granted.

### CONCLUSION

Pursuing Purple Flag accreditation for Canley Heights and Canley Vale represents a strategic next step in strengthening Council's night-time economy objectives and building on the foundations already established through the Special Entertainment Precincts and Uptown District initiatives. The successful EOI confirms that both precincts demonstrate a level of vibrancy, collaboration and governance required to meet the program's standards.

Purple Flag accreditation will elevate the reputation of Canley Heights and Canley Vale as safe, well-managed and culturally rich night-time destinations, delivering long-term economic and social benefits for local businesses, residents and visitors. The program also provides a structured framework for continuous improvement, greater partnerships with key stakeholders, and increased access to future funding opportunities.

It is recommended that Council seek to obtain Purple Flag accreditation for Canley Heights and Canley Vale.

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Holden Frisoli  
**Manager Economic Development**

**Authorisation:**  
Director City Strategy

Services Committee - 2 December 2025

File Name: **CSC02122025\_9.DOCX**

\*\*\*\*\* END OF ITEM 189 \*\*\*\*\*

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 190

**SUBJECT:** Request for Donation - Mayoral Community Benefit Fund

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**FILE NUMBER:** 25/16199

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**REPORT BY:** Anh Hoang, Senior Governance Officer

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### RECOMMENDATION:

That Council make a donation of five hundred dollars (\$500.00) from the Mayoral Community Benefit Fund to Holy Apostolic Catholic Assyrian Church of the East towards their Christmas tree display being held in Greenfield Park from Monday 1 December 2025.

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### SUPPORTING DOCUMENTS:

**AT-A** [↓](#) Mayoral Community Benefit Fund Register

1 Page

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### CITY PLAN

This report is linked to *Theme 5 Good Governance and Leadership* in the Fairfield City Plan.

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### SUMMARY

The Mayoral Community Benefit Fund was established to enable individuals or community groups to seek the provision of financial assistance for deserving or worthy causes that support the community of Fairfield. The Fund is intended to cover areas of support where other donation schemes or grants are not suitable or available.

### Holy Apostolic Catholic Assyrian Church of the East

Written representation has been received from the Holy Apostolic Catholic Assyrian Church of the East seeking financial assistance towards their annual Christmas tree display at St Hurmizd's Cathedral located at 7-9 Greenfield Road Greenfield Park to be held from Monday 1 December 2025.

The Christmas event brings together the community and is open to families, friends and local residents, fostering a strong sense of community spirit. Council's contribution will assist with the costs associated with the Christmas tree display.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 190

The Holy Apostolic Catholic Assyrian Church of the East meets the primary eligibility requirements of the Mayoral Community Benefit Fund Policy supporting worthy causes, therefore a donation of \$500.00 would be appropriate.

### Connection to Fairfield Local Government Area (LGA)

The Holy Apostolic Catholic Assyrian Church of the East is in Greenfield Park within the Fairfield LGA.

### LEGISLATIVE REQUIREMENTS

The proposed donation represents grants under Section 356 of the Local Government Act and as such must be made in accordance with a resolution of Council. Section 377(1A) of the Local Government Act allows Council to delegate the granting of financial assistance to its Committees.

At the Ordinary Council Meeting of 26 September 2017, Council resolved that the Committees be delegated authority under Section 377 of the Local Government Act to exercise the granting of financial assistance.

### FUND REGISTER

A summary of the applications received, payments made this financial period and Certificates of Appreciation or receipts received is outlined in Attachment A.

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Anh Hoang  
**Senior Governance Officer**

#### **Authorisation:**

Governance Co-ordinator  
Manager Governance and Audit  
Director People Culture and Operations

Services Committee - 2 December 2025

File Name: **CSC02122025\_12.DOCX**

\*\*\*\*\* END OF ITEM 190 \*\*\*\*\*

# ATTACHMENT A

Item: 190

Mayoral Community Benefit Fund Register

Mayoral Community Benefit Fund 2025/2026											
Key/Legend	Green = Accepted	Red = Declined	Yellow = Pending								
Application Received	Applicant	Purpose	Contact Details	Address	Fairfield LGA Yes/No	Amount Requested	Accept/ Decline	Reason Approved/ Declined	Date Approved (resolution)	Amount Awarded	Balance in Fund
											\$64,312.00
18/06/2025	Indians in Sydney	Gala			Yes	\$ 500.00	Accept	Meets criteria	12/08/2025	\$500.00	\$63,812.00
7/07/2025	Assyrian Students' Association of Australia (ASAA)	Annual Assyrian Youth Party			Yes		Decline	Retrospect			
21/07/2025	Cambodian Living Arts and Culture (CLAC)	Social Gathering			Yes	\$ 500.00	Accept	Meets criteria	12/08/2025	\$500.00	\$63,312.00
18/02/2025	Armenian Relief Society Arax Chapter	Social Events			Yes	\$ 500.00	Accept	Meets criteria	12/08/2025	\$500.00	\$62,812.00
25/08/2025	Ladies Like To Lunch	Pink Ribbon Luncheon			No	\$ 1,000.00	Accept	Meets criteria	9/09/2025	\$1,000.00	\$61,812.00
29/08/2025	Rotary Club of Fairfield	Police Officer Awards			Yes	\$ 1,500.00	Accept	Meets criteria	9/09/2025	\$1,500.00	\$60,312.00
25/09/2025	Assyrian Australian Association	Gilgamesh Festival			Yes	\$ 1,000.00	Accept	Meets criteria	14/10/2025	\$1,000.00	\$59,312.00
6/10/2025	Raw Impact	Support vulnerable families in Cambodia					Decline	No further information			
7/10/2025	Chaldean League of NSW	Babylonian New Year Event			Yes	\$ 1,000.00					
15/10/2025	Brihottor Chattagram Samity Australia	Chattagram Utshav 2025			Yes	\$ 1,000.00	Accept	Meets criteria	21/10/2025	\$ 1,000.00	\$58,312.00
15/10/2025	Vietnam Foundation	30th Anniversary Celebration			Yes	\$ 500.00	Accept	Meets criteria	11/11/2025	\$500.00	\$57,812.00
5/11/2025	Holy Apostolic Catholic Assyrian Church of the East	Christmas tree display			Yes	\$ 500.00	Accept	Meets criteria	2/12/2025	\$500.00	\$57,312.00

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191

**SUBJECT:** Divisional Update Report - 2024/2025 Quarter 3 to 2025/2026 Quarter 1 - Waste & Cleansing Operations

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**FILE NUMBER:** 15/20026

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**REPORT BY:** Glenn Meehan, Manager Waste and Cleansing Operations

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**RECOMMENDATION:**

That the report be received and noted.

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**SUPPORTING DOCUMENTS:**

There are no supporting documents for this report.

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**CITY PLAN**

This report is linked to *Theme 3 Environmental Sustainability* in the Fairfield City Plan.

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**SUMMARY**

This report covers the Waste and Cleansing Operations Division's performance for the period from January to September 2025 which includes Quarters 3 and 4 of the 2024/2025 financial year and the Quarter 1 of the 2025/2026 financial year.

- Domestic Waste Collection
- Food Organics and Garden Organics (FOGO) Service
- Kerbside Recycling Collection
- Book-in Clean-up Services
- Recycling Drop-Off Centre
- Street Cleaning
- Waste Enforcement Activities
- Waste Education Initiatives

**Domestic Waste Collection**

**A high-level overview of the last financial year**

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191

Council delivered waste services to 66,677 residential ratepayers during the year ended 30 June 2025 (2024: 66,228) and collected 89,704 tonnes of waste from Red Lidded Bins, Green Lidded Bins, Yellow Lidded Bins and kerbside collections which is an average of 1.35 tonnes per ratepayer.

A high-level overview of tonnes collected from the different domestic waste streams during the past 3 years is as follows:

Tonnes Per Waste Service			
	2022-2023	2023-2024	2024-2025
Red Lidded Bins	67,572	71,631	57,063
Yellow Lidded Bins	9,812	9,783	9,811
Fogo / Green Lidded Bins	-	-	15,055
Kerbside	6,897	6,937	7,775
<b>Total tonnes collected</b>	<b>84,280</b>	<b>88,351</b>	<b>89,704</b>
<b>No. of Domestic Waste Services</b>	<b>65,618</b>	<b>66,228</b>	<b>66,677</b>
<b>Average annual tonnes collected from all domestic waste streams</b>	<b>1.28</b>	<b>1.33</b>	<b>1.35</b>
<b>% Change</b>		<b>3.86%</b>	<b>0.85%</b>

Council introduced a Food Organics Green Organics (FOGO) service in June 2024. Prior to this the FOGO material was included in the Red Lidded Bin. This explains the decrease in tonnes of Red Lidded Bin waste disposed of during the year ended 30 June 2025 and the corresponding increase in Green Lidded Bin waste during this period. The diversion from the Red Lidded Bin (landfill) to the Green Lidded Bin provides a better financial outcome for ratepayers receiving the domestic waste service and is better for the environment.

Tonnes of Kerbside Collection waste disposed of increased during the year ended 30 June 2025 because Council increased the number of collections from a maximum of 2 pickups to a maximum of 4 pickups per annum for Single Unit Dwellings. Whilst this resulted in an increase in material disposed of through this waste stream, it helped to contain growth in other waste streams and illegal dumping.

Domestic Waste disposal costs continue to increase by more than CPI due to rising disposal costs and increases in the NSW Government's Section 88 Levy. Despite this Council is able to provide the lowest 240 Litre Bin Domestic Waste Service in Western Sydney to its residents through prudent historical management of its waste contracts.

The comparable cost of Council's Domestic Waste Services is as follows:



## SERVICES COMMITTEE

**Meeting Date 2 December 2025**

**Item Number. 191**

Council	Price Difference to Fairfield	Cost of Service 2025-26 / (2024-25)	Red Bin	Green Bin	Yellow Bin	Comments
Fairfield - red weekly (a)		\$538 / (\$523)	240L Weekly	240L F/Night	240L F/Night	Included 140L Weekly Red Lid Bin service in 2025-26 fees & charges for \$504.70 p.a.
Penrith – red fortnightly	71	\$609 / (\$591)	240L F/Night	240L Weekly	240L F/Night	140L F/Night Red Lid bin service offered for \$511 (2024-25: \$487) p.a. and 80L service for \$381
Penrith – red weekly	430	\$968 / (\$965)	240L Weekly	240L Weekly	240L F/Night	
Blacktown – red weekly (b)	250	\$788 / (\$634)	240L Weekly	240L Weekly	240L F/Night	140L Weekly Red Lid bin service offered for \$674 (2024-25: \$504) p.a. and 80L service offered for \$571 p.a.
Cumberland – red weekly	328	\$866 / (\$832)	240L Weekly	240L F/Night	240L F/Night	140L Weekly Red Lid bin service offered for \$667 (2024-25: \$641) p.a.
Liverpool – red weekly (c)	132	\$670 / (\$620)	140L Weekly	240L F/Night	240L F/Night	140L Weekly Red Lid Bin is standard service, but can pay a fee to upgrade to 240L
Liverpool – red weekly (c)	329	\$867 / (\$810)	240L Weekly	240L F/Night	240L F/Night	
Camden – all services weekly	276	\$814 / (\$733)	240L Weekly	240L Weekly	240L Weekly	120L Weekly Red Lid bin service offered for \$471 (2024-25: \$424) p.a.
Campbelltown – red weekly (d)	84	\$622 / (\$614)	140L Weekly	240L F/Night	240L F/Night	No option for 240L Red Lid Bin service. Would need to order extra \$140L bin for \$349 (2024-25: \$316) p.a.
(a)- Green lidded bin service introduced for SUD's from 3 June 2024						
(b)- Fee for Green lidded FOGO Service introduced in 2025-2026.						
(c)- Standard red lid bin service is 140L bin for \$670 (2024-25: \$620) p.a., but can pay upgrade fee of \$197.30 (2024-25: \$190.10) to receive a 240L bin						
(d)- No option for 240L bin, can only order extra 140L						

It will be necessary to achieve ongoing increases in waste diversion of FOGO from the Red Lidded Bin to the Green Lidded Bin in order to minimise increases in Domestic Waste Disposal costs in future years.

### A detailed analysis for waste information for the 9 months ended 30 September 2025

The Domestic Waste statistics for the period January to September highlight the following trends:

#### Additional Bin Requests:

- Requests fluctuated throughout the period, with the highest number in July (38) May (42) and the lowest in February (20).

#### Lid Replacements:

- Lid replacement activity peaked in January (77) and reached its lowest point in April (53) August (47).

#### Wheel Replacements:

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191

- Wheel replacements remained steady, with figures ranging from a high of 48 in January to a low of 20 in August.

### Stolen Bins:

- Stolen bin reports were highest in August (179) and lowest in February (62).

### Damaged / Replaced Bins:

- The highest number of damaged/replaced bins occurred in January (210), while the lowest occurred in August (113).

### New Services:

- New service requests remained consistent, peaking in January (26) and August (26) and falling to 16 in June.

### Missed Services:

- Missed services were highest in January (973) and lowest in March (636).
- For context, July recorded 792 missed services against an average monthly schedule of approximately 266,000 collections, equating to a very low missed service rate.

Domestic Waste	Additional Bin Requests	Lid Replacement	Wheel Replacement	Stolen Bins	Damaged/ Replaced Bins	New Services	Missed Services
January	28	77	48	90	210	26	973
February	20	74	33	62	172	17	685
March	33	78	33	98	141	17	636
April	30	53	31	76	161	17	735
May	42	56	34	117	136	17	616
June	25	58	30	102	130	16	679
July	38	65	24	126	120	25	792
August	27	47	20	179	113	26	695
September	40	59	23	103	118	18	711

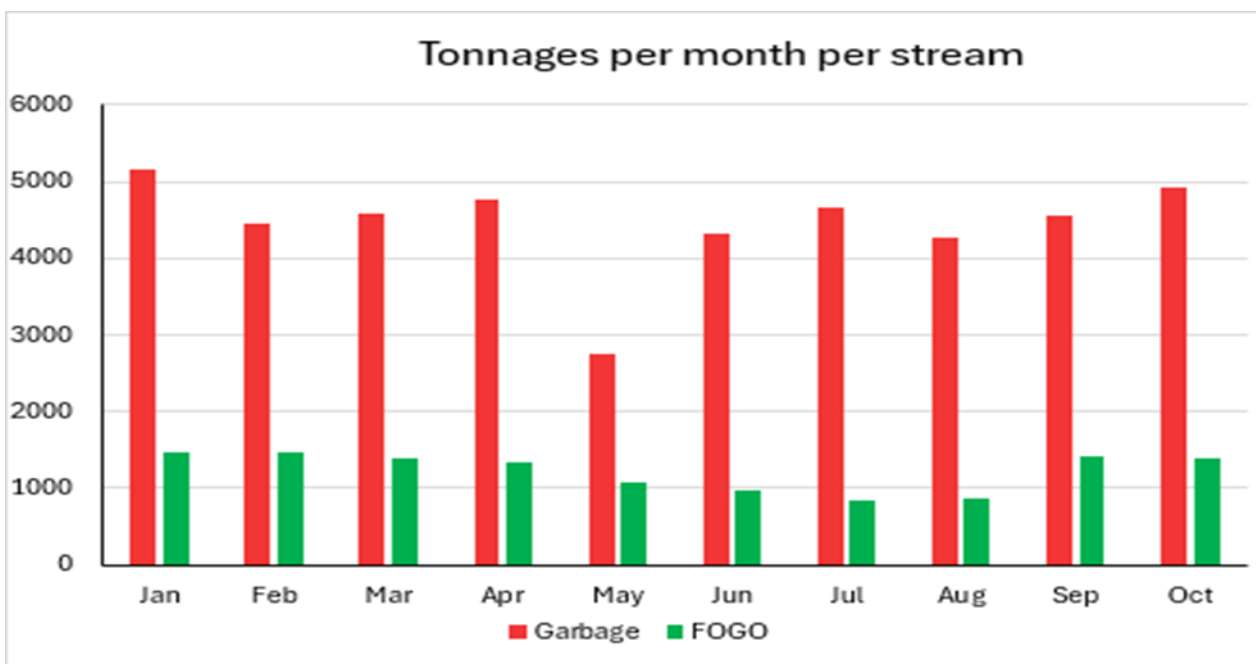
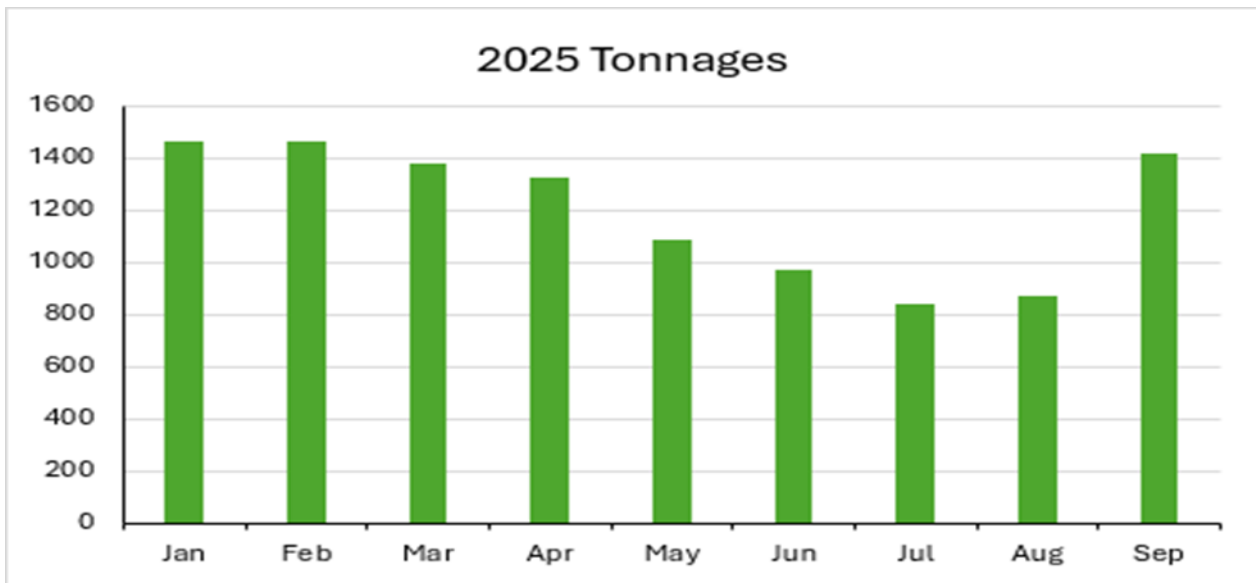
The FOGO service commenced in June 2024, introducing the 3-bin system and enabling the diversion of food and garden waste from landfill (shifting these materials from the Red Lidded Bin to the new Green Lidded Bin).

This report presents the monthly tonnage collected from January to September 2025, demonstrating the community's growing participation and adoption of the service.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191



The seasonality of FOGO tonnages during the year is driven by Green Organic material (grass clippings, leaves and branches) which increases during the spring and summer growing season.

The monthly contamination rates within the FOGO waste delivered to the disposal site is an important trend to monitor. As the contamination rate increases, the disposal cost also increases (more expensive).

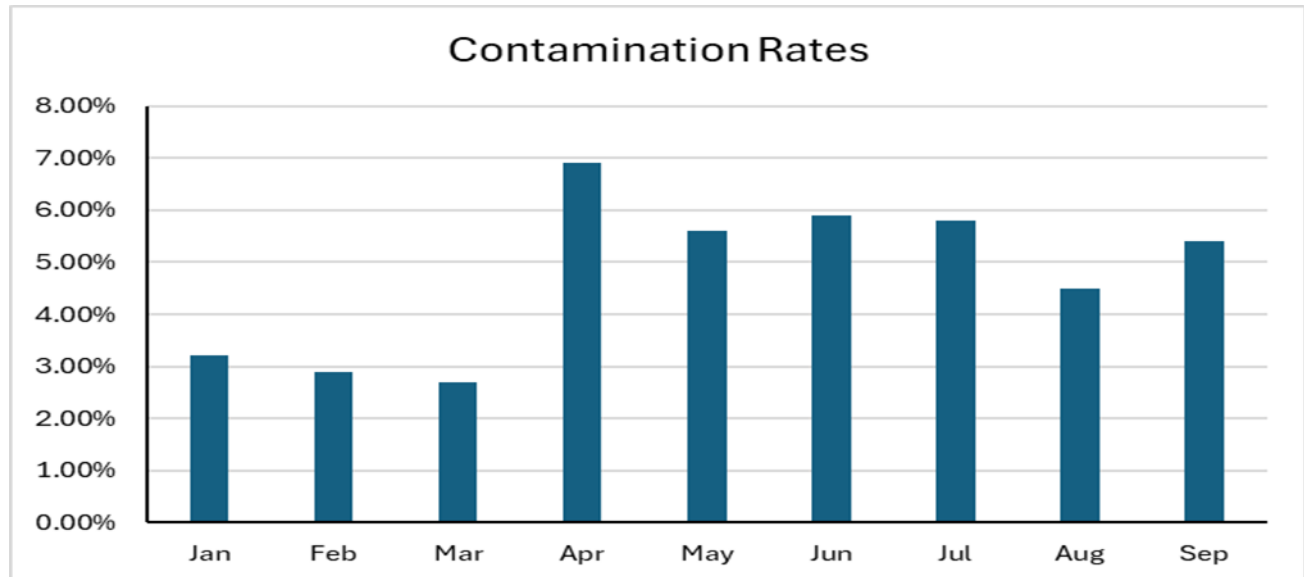
From January to September 2025, contamination rates have fluctuated month-to-month, ranging from a low of 2.7% in March to a high of 6.9% in April. The most common contaminants continue to be oversized garden organics (exceeding 20cm in diameter and/or 1m in length) and bagged general waste (as plastic bags are not permitted).

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191

### *Monthly Contamination Rates*



Key insights from the January–September 2025 results are as follows:

- **Average contamination rate YTD:** 4.8%
- **Lowest contamination rate:** March – 2.7%
- **Highest contamination rate:** April – 6.9%

Elevated contamination in April, May, June and July was largely due to bagged waste and oversized garden organics.

The FOGO diversion rate has fluctuated throughout 2025, ranging between 15% and 28% across the first 9 months of the year. This demonstrates that a significant portion of the community's food and garden organics are being successfully redirected from landfill and placed into the Green Lidded Bin as intended.

The strongest performance was recorded in May, with a diversion rate of 28%, while the lowest occurred in July at 15%. Overall, the year-to-date average diversion rate sits at 21%, meaning approximately 40% of household organic waste is currently being captured and processed through the FOGO system.

While these results show steady progress in community adoption, there is still considerable opportunity to increase participation and improve the division rates outcomes. Council is actively strengthening its FOGO education and engagement program, with a focus on residents understanding what belongs in the Green Lidded Bin, reducing contamination, and encouraging greater diversion of food waste. Through continued awareness, support, and targeted campaigns, we aim to further increase FOGO participation and improve landfill diversion across the community.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191

### Kerbside Recycling

Kerbside recycling (Yellow Lidded Bin) collects waste products able to be recycled. The following data reports on the tonnage of the various waste streams collected between January and September 2025.

A total of 7252.52 tonnes of materials were diverted from landfill including 3,911.93 tonnes of paper/cardboard and 1,325.39 tonnes of glass.

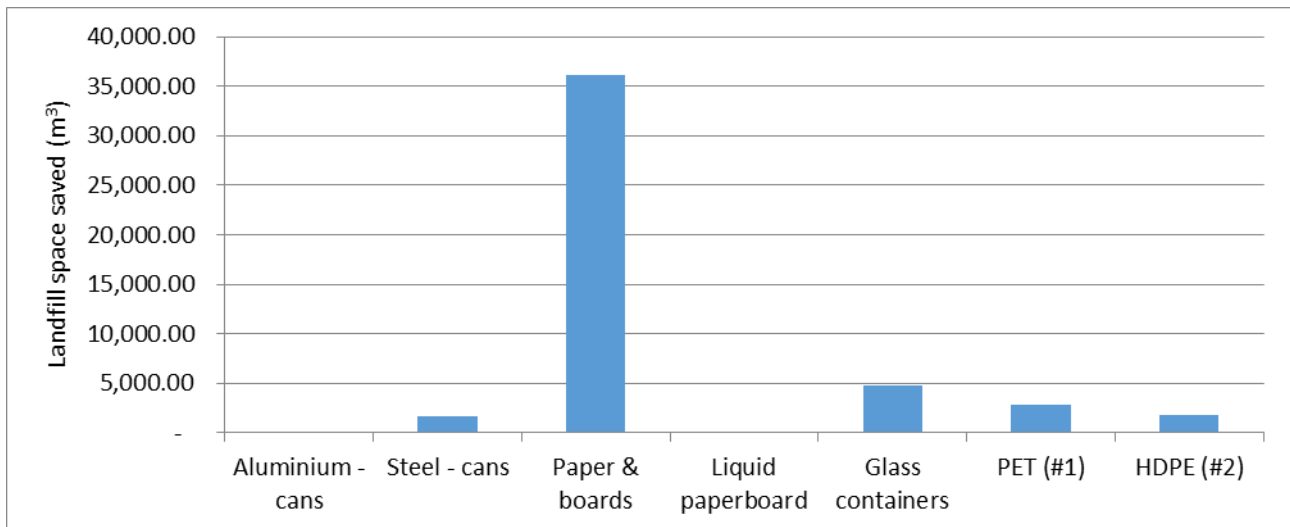
Month	Paper	Mixed Plastic	Steel	Glass	Aluminium	Other	Total co-mingled Tonnes
January	526.48	134.19	26.31	158.56	5.63	119.82	<b>971.00</b>
February	414.85	97.24	20.48	132.79	4.33	103.27	<b>772.96</b>
March	411.84	91.84	20.93	141.98	3.95	104.47	<b>775.00</b>
April	427.58	98.38	21.14	141.70	4.31	104.76	<b>797.87</b>
May	423.73	96.34	20.56	157.93	4.51	103.11	<b>806.19</b>
June	410.24	87.45	19.93	142.33	3.91	88.05	<b>751.90</b>
July	437.94	93.35	21.27	151.95	4.17	93.99	<b>802.68</b>
August	410.75	87.56	19.95	142.51	3.91	88.16	<b>752.84</b>
September	448.53	95.61	21.79	155.62	4.27	96.27	<b>822.08</b>

The following graph shows the volume of landfill saved by diverting to the recycling collection service (fortnightly).

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191



In December, an additional weekly recycling service is provided to residents. This means the 3 bins – domestic waste, recycling and FOGO – are collected on the same day instead of 2. While this improves recycling capacity, it can create congestion on footpaths and may lead to an increased rate of missed bins due to limited accessibility along kerbside parking.

### Recycling Drop-Off Centre

The Recycling Drop-off Centre operates on Saturday morning, providing residents with a convenient way to dispose of waste items not suitable for the 3 bins system.

The table below represents the total number of visitors to the Recycling Drop-Off Centre from January to September 2025.

The total garden Waste collected was **704.50 tonnes**

Type of Waste	Number of Visits: January to September 2025
Garden waste	2252
Electronic items	815
Green waste Voucher	381
Metal items	422
Bottles and cans	36
Oil	543
Paper and cardboard	778
Gas Bottles	136
Car Batteries	130
<b>Total Visits</b>	<b>5496</b>

### Trial of 4 Kerbside Book-in Clean-Up Service

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191

On 23 July 2024, Council meeting Item 100 NO22-2024 Kerbside Household Bulk Waste Disposal endorsed a 12-month trial to increase kerbside bulk waste collections from 2 to 4 pickups per household per year. This initiative aims to meet growing community demand for additional disposal options, improve neighbourhood amenity and reduce illegal dumping.

From January to September 2025, data indicates strong utilisation of the kerbside clean-up service. A total of 7,780 households made more than 1 booking, highlighting ongoing and increasing community demand. Of these:

- 5,528 households used 2 bookings.
- 1,618 households used 3 bookings.
- 634 households accessed the maximum 4 bookings available.

To put this into perspective, 3.4% of Council's 66,677 ratepayers that received Domestic Waste Services for the year ended 30 June 2025 utilised the additional 2 bookings for kerbside collections. However, the increase in available collections resulted in a 12% increase in tonnes of kerbside waste collected compared to the prior year (2025: 7,775 tonnes; 2024: 6,937 tonnes). The number of ratepayers receiving Domestic Waste Services increased by 0.7% during the same period (2025: 66,677; 2024: 66,228).

Despite the increased level of use, service delivery has remained stable, with no bookings delayed beyond 4 weeks. Operational capacity continues to keep pace with demand, ensuring reliable turnaround times for residents.

This data confirms that a significant number of households require more than the current 2 collections per year. The approved trial to expand the service to 4 collections per household is expected to:

- Better align service levels with demonstrated demand.
- Support clean streets and neighbourhood amenity.
- Reduce the likelihood of illegal dumping by providing additional legitimate disposal opportunities throughout the year.

It is recommended that following the successful completion of the trial, that the Domestic Waste Service for each Single Unit Dwelling (SUD) be increased permanently to 4 kerbside bulk waste collections per financial year.

### **Kerbside Book-in Clean-Up Service**

The kerbside book-in clean-up service provides residents with a convenient way to dispose of bulky items that are not suited for the 240L Red Lidded Bin or Green Lidded Bin.

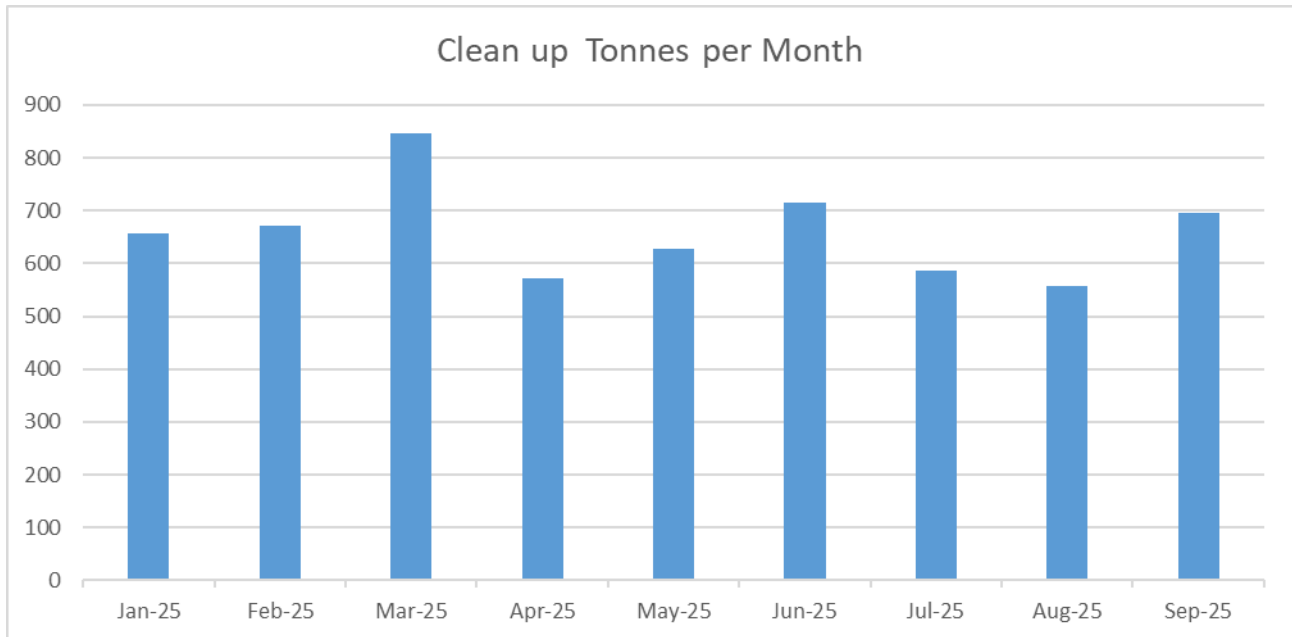
### Monthly Tonnage Collected

The chart below illustrates the monthly tonnage collected through the clean-up service for the period January to September 2025.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

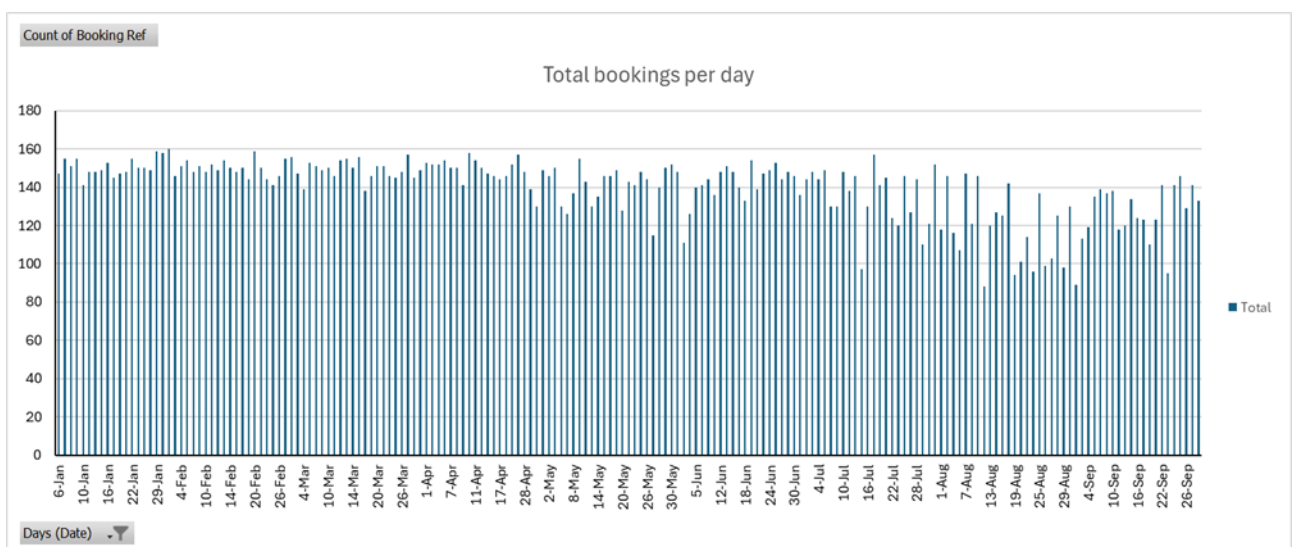
Item Number. 191



The clean-up service will not operate during the Council's scheduled shutdown period (19 December 2025 to 5 January 2026). Despite this, the service continues to demonstrate strong community engagement, as reflected in the high volume of bookings over the 9-month reporting period and on-going demand.

Bookings can be made through the Council's website. Customers who experience difficulties with the booking process can access assistance through our Council's Customer Service Division.

The chart below illustrates the number of clean-up service bookings per day from January to September 2025. During this period, the service maintained a relatively consistent daily average of approximately 130 bookings.





## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191



### Street Cleaning

Council operates 3 street sweepers to help keep litter and grit off our streets and out of the drainage system. These sweepers follow a scheduled program designed to ensure all residential streets are cleaned regularly and systematically. This structured approach provides a consistent service across all areas.

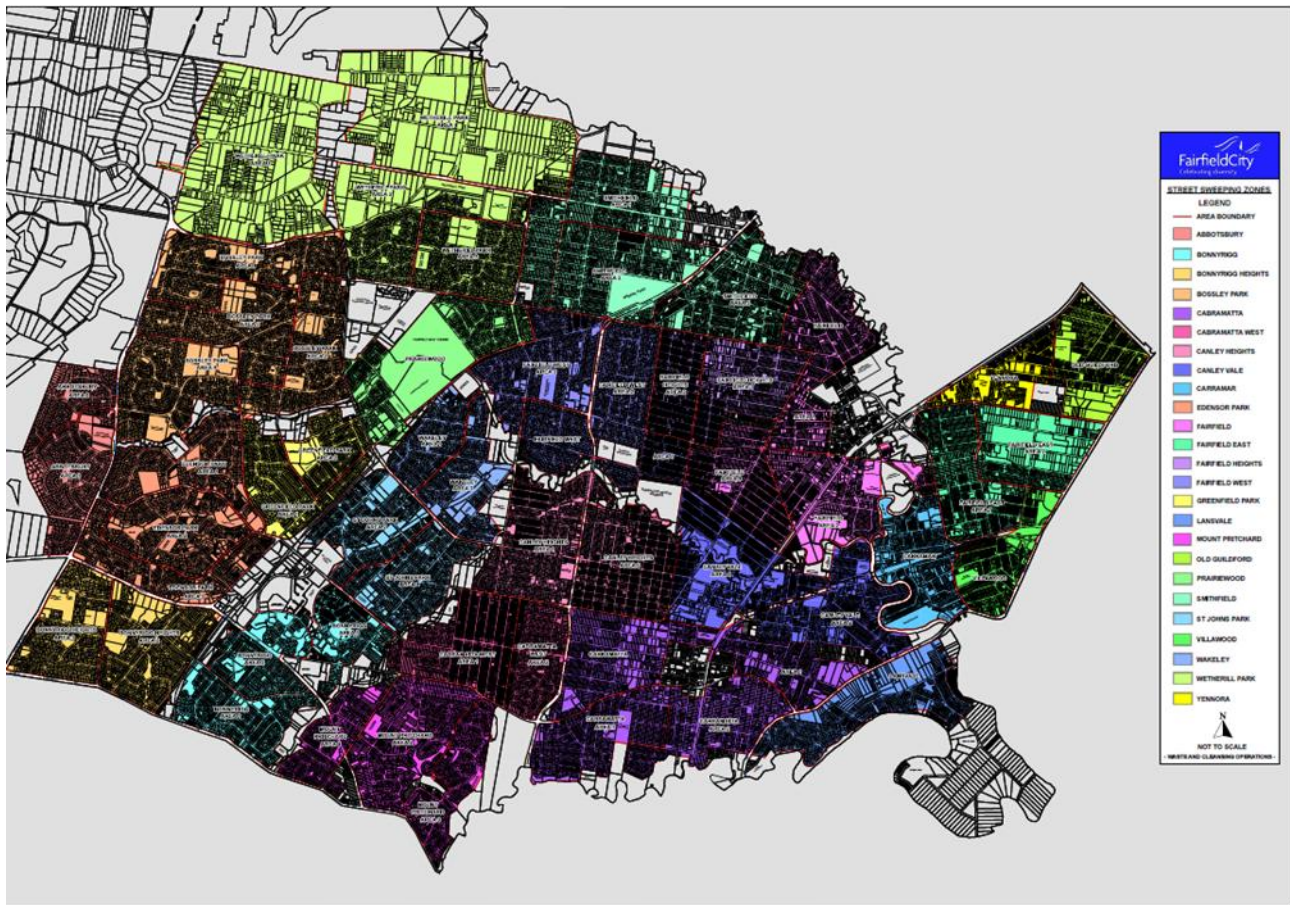
The program covers more than 1,072 km of kerb and gutter sweeping, in addition to targeted efforts for roundabouts and traffic islands. High traffic areas with greater pedestrian and vehicle activity receive focused attention, including manual litter-picking where required.

To maintain thorough coverage, 55 detailed sweeping maps guide operations across 25 suburbs within Fairfield City. These maps support the scheduled program and help ensure reliable and consistent service delivery. Below is a copy of the suburb sweeping maps.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191



Below is a sample of 1 of our sweeping maps.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191



In addition to suburb sweeping maps, 6 dedicated regional sweeping maps have been developed to ensure main regional roads are consistently maintained, kept free of litter, and presented to a high standard. These maps support operational planning and help deliver reliable and consistent sweeping services across the LGA.

A copy of 1 of the regional road sweeping maps is provided below.





## Waste Enforcement

Council is an active participant in the Western Sydney Regional Illegal Dumping (RID) Squad. This collaboration enables investigations into illegal dumping activities that may occur across 2 or more Western Sydney councils, while also addressing spot dumping issues within the region.

### Western Sydney Regional Illegal Dumping (RID) Squad

Between July and September 2025, a total of 520 illegal dumping incidents were reported and investigated by the RID Squad. Of these, 3 incidents have regulatory action pending, 3 remain under investigation, 2 infringement notices have been issued and 2 official cautions have been given.

Additionally, 27 offenders or landowners completed clean-ups without further enforcement action.

### Council Waste Enforcement Group (WEG)

Between January to September 2025, Council addressed 3,818 illegal dumping incidents reported through the Customer Request Management System (CRM) and patrol reports.

During this period, 62 infringement notices were issued for illegal dumping, resulting in fines totalling \$97,820.00.

## Educational Workshops

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191

The team delivered a series workshops tailored for diverse audience groups. These workshops provided valuable practical insights into effective waste management practices, focusing on correct waste separation, the 3 bin waste system and the fundamentals of worm farming.

Sessions conducted:

Audience Group	Number of Sessions	Number of Attendees
Schools (preschools, childcare centres, primary schools and high schools)	10	386
Community Workshops (groups, TAFE NSW, settlement services, seniors event, Navitas)	2	60

### **Community Engagement**

The team participated in 4 community events, hosting information stalls at each to provide waste-related resources and respond to general enquiries. These events included Lunar New Year, Local Government Week and the Moon Festival. In addition, the team supported 2 Clean Up Australia Day sites.

As part of developing Council's Litter Prevention Strategy, a community survey was conducted, receiving 363 responses. The consultation process also included 10 stakeholder engagement sessions across 9 multicultural agencies and external organisations, as well as 4 community focus groups.

### **Household Chemical Clean Out and E-waste Collection Day**

Council held its annual Household Chemical Clean Out and E-waste Collection event on Sunday 24 August 2025. The event attracted 1,252 vehicles, with residents disposing of unwanted household chemicals and e-waste.

A total of 38.31 tonnes of chemicals and 21.43 tonnes of e-waste were collected, all of which were recycled, refined or reprocessed into new products. The top 5 chemical waste types collected are listed below:

Waste type	2025 (litres)	Tonnes
Water based paints	13,190	13.19
Oil (>61°C)	6,116	6.11
Lead acid batteries		4.75
Oil based paints	3,629	2.53
Gas cylinders (propane)		2.43

### **Spring Clean Drop Off Event**



## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191

Council hosted its annual Spring Clean drop-off event on Sunday 14 September 2025, providing residents with a free and convenient way to dispose of unwanted bulky waste items. Accepted materials included garden waste, e-waste, whitegoods, metal items, mattresses and furniture.

This event complements Council's 4 kerbside clean-up services and plays a key role in reducing illegal dumping across our community. On the day, 1,027 vehicles attended the site, resulting in the collection of more than 111 tonnes of bulky waste. The breakdown of collected materials is as follows:

- 69.66 tonnes of bulky household items
- 13.56 tonnes of garden waste
- 9.29 tonnes of metal items
- 8.21 tonnes of e-waste
- 363 mattresses



## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 191



*Permission granted to publish photographs*

### Other Resource Recovery Initiatives:

To support the community in disposing of problem waste correctly, Council provides collection points for household batteries and mobile phones at the Administration Centre, libraries and leisure centres. During the reporting period, a total of 453.26 kg of household batteries and 35kg of mobiles phones were collected and recycled.

### CONCLUSION

It is recommended that the report be received and noted.

**SERVICES COMMITTEE**

**Meeting Date 2 December 2025**

**Item Number. 191**

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Glenn Meehan  
**Manager Waste and Cleansing  
Operations**

**Authorisation:**  
Director People Culture and Operations

Services Committee - 2 December 2025

File Name: **CSC02122025\_15.DOCX**

\*\*\*\*\* END OF ITEM 191 \*\*\*\*\*



## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192

**SUBJECT:** Divisional Update Report - Quarter 1 - Design Services

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**FILE NUMBER:** 17/24808

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**REPORT BY:** Sandra Slewa, Traffic & Transport Coordinator

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**RECOMMENDATION:**

That the report be received and noted.

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**SUPPORTING DOCUMENTS:**

There are no supporting documents for this report.

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**CITY PLAN**

This report is linked to *Theme 2 Places and Infrastructure* in the Fairfield City Plan.

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The Design Services Division is responsible for undertaking work in the areas of:

1. Traffic, Transport and Road Safety
2. Civil Design
3. Survey and Spatial Data
4. Landscape Design
5. Architectural Design Management

This report provides an overview of the activities conducted by the teams during Quarter 1 (Q1) of the 2025/2026 Operational Plan.

**1. TRAFFIC, TRANSPORT AND ROAD SAFETY**

The Traffic Team manages public enquiries and complaints in relation to the road network's signs, lines and operations. It also provides advice on proposed developments and their impact on the road network, manages the National Heavy Vehicle Regulator's permit approval process for access by oversized and/or overweight vehicles on the road network and sources grant funding for road safety projects.

A summary of activity for the team in Q1 and for the year is shown in Table 1.

**Table 1: Traffic Team activity summary for FY2024/25**

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## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192

Activity	Q1	Q2	Q3	Q4	Annual
Number of signs and lines maintenance/changes	312				
Number of traffic enquiries/complaints investigated	56				
Number of road safety initiatives undertaken	9				
Number of Development Applications (DAs) assessed	36				
Number of reports presented to the Traffic Committee	3				
Number of heavy vehicle regulator applications assessed	99				

### **Australian Government Black Spot Program**

The Black Spot Program addresses a location or short length (less than 3km) of road where a history of crashes exists.

Council was successful in obtaining 2024/2025 funding for 3 locations under the Australian Government's Black Spot Program. The announcement of the successful 2025/2026 Australian Government's Black Spot Program has not yet been made.

**Table 2: Successful Black Spot Applications for 2024/2025 Operational Plan**

<b>Project Name</b>	Oxford Street at Polding Street Fairfield
<b>Description</b>	Install street lighting at intersection, move holding line forward using kerb extensions.
<b>Project Budget</b>	\$97,152.00
<b>Project Status</b>	Completed (Asset handover ongoing)
<b>Project Status Comments</b>	Civil works are completed. Lighting upgrade completed October 2025.

<b>Project Name</b>	Gipps Street and Brenan Street Smithfield
<b>Description</b>	Improve deflection angle of existing roundabout, install flat top road humps and street lighting at intersection.
<b>Project Budget</b>	\$214,903.00
<b>Project Status</b>	In progress
<b>Project Status Comments</b>	Design and procurement of the works is complete, and construction is scheduled to commence December 2025.

<b>Project Name</b>	Polding Street and Marlborough Street Smithfield
<b>Description</b>	Improve deflection angle of existing roundabout, install flat top road humps and pedestrian refuge.
<b>Project Budget</b>	\$296,132.00
<b>Project Status</b>	Completed (Asset handover ongoing)
<b>Project Status Comments</b>	Traffic Committee approval in April 2025. Detailed design is complete. Construction completed October 2025.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192

### Local Area Traffic Management

The Local Area Traffic Management (LATM) Program addresses amenity in a Council-managed street and/or a network capacity issue.

In the 2024/2025 Operational Plan there were 7 locations identified for improvement with 3 projects constructed and in the process of being handed over to Asset for management.

Details for the progressing LATM projects is provided in Table 3.

**Table 3: LATM projects for FY 2025/2026**

Project Name and Description	Project Budget	Project Summary Status
Installation of 2 flat top road humps on Avenel Street Canley Vale.  Concept design complete. Consultation to be undertaken in November 2025.	\$190,000.00	Progressing
Installation of 2 road humps on Pritchard Street Mount Pritchard.  Concept design complete. Grant application to be made.	\$110,000.00	Progressing
Installation of flat top road hump to assist in the reduction of speeding on Shakespeare Street Wetherill Park.  Construction completed July 2025 to be followed by Asset handover.	\$80,000.00	Completed
Installation of road humps to assist with the reduction of speeding on Sweethaven Road Edensor Park.  Construction completed July 2025 to be followed by Asset handover.	\$80,000.00	Completed
Installation of flat top road hump to assist with the reduction of speeding in Brenan Street Smithfield.  Construction completed July 2025 to be followed by Asset handover.	\$80,000.00	Completed
Investigation of the intersection of Mimosa Road and Quarry Road Bossley Park, to improve traffic operations.  Request for Quotation (RFQ) for Traffic Management Plan complete and consultant engaged in November 2025. Traffic Management Plan to be completed for review February 2026.	\$60,000.00	Progressing

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192

Project Name and Description	Project Budget	Project Summary Status
Investigation of traffic signal operation at the intersection of Cabramatta Road West and Humphries Road Bonnyrigg.  Traffic signal and phasing design plan of short-term option on hold due to recent Transport for NSW (TfNSW) works at the signals. Engagement of consultant for revised modelling is aimed to be completed in February 2026.	\$78,000.00	Progressing

### Pedestrian Access and Mobility Plan

The Pedestrian Access and Mobility Plan (PAMP) identifies a list of works to improve pedestrian movements across the City. There was 1 project under this program with detail provided in Table 4.

**Table 4: PAMP Project for FY 2025/2026**

Project Name and Description	Project Budget	Project summary status
Installation of 1.2m footpath on Sweethaven Road between Edensor Road and Booralla Road Edensor Park.	\$110,000.00	Design complete, construction to be completed May 2026.

### Active Transport Program

The Get NSW Active Program invests in projects supporting safe, easy and enjoyable walking and cycling trips. The projects funded by the Transport for New South Wales (TfNSW) program include walking and cycling infrastructure and the development of strategies supporting walking and cycling in local communities.

Council was successful in obtaining funding for 1 project under the Get NSW Active Program (see Table 5).

**Table 5: Active Transport Project for Operational Plan 2025/2026**

<b>Project Name</b>	Maud Street Fairfield West
<b>Description</b>	Proposed Footpath Installation and Kerb Extensions.
<b>Project Budget</b>	\$108,000.00
<b>Project Status</b>	Progressing
<b>Project Status Comments</b>	Concept Design and consultation complete. Item to December Traffic Committee for approval.

### Road Safety Program 2024/2025 to 2025/2026

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192

The Australian and NSW Government are investing funding to improve safety and reduce crashes on NSW roads as part of the Road Safety Program.

Council was successful in obtaining funding for 2 projects under the Road Safety Program (see Table 6).

**Table 6: Road Safety Program Projects for Operational Plan 2024/2025 to 2025/2026**

<b>Project Name</b>	Neville Street Smithfield
<b>Description</b>	Installation of traffic calming devices.
<b>Project Budget</b>	\$262,350.00
<b>Project Status</b>	Progressing
<b>Project Status Comments</b>	Project delayed due to outcome of consultation and subsequent change in scope being requested. Anticipated construction completion date June 2026.

<b>Project Name</b>	Horton Street Mount Pritchard
<b>Description</b>	Installation of watts profile road hump.
<b>Project Budget</b>	\$71,540
<b>Project Status</b>	Progressing
<b>Project Status Comments</b>	Consultation in progress, matter to be reported to February 2026 Traffic Committee.

### **Towards Zero Safer Roads Program 2024/2025 to 2026/2027**

The NSW Government are investing in road safety infrastructure and speed management treatments to reduce road trauma by 2030 as part of the 2026 NSW Road Safety Action Plan.

Council was successful in obtaining funding for 1 project under the Towards Zero Safer Roads Program (see Table 7).

**Table 7: Towards Zero Safer Roads Program 2024/2025 to 2026/2027**

<b>Project Name</b>	Sackville Street and Pevensey Street Fairfield
<b>Description</b>	Installation of traffic signals with filter right turns, no right turn signs and street lighting at intersection.
<b>Project Budget</b>	\$1,574,150.00
<b>Project Status</b>	Progressing
<b>Project Status Comments</b>	Traffic Consultant engaged in April 2025. Anticipated project completion date approximately December 2026.

### **Child Restraint Vouchers**

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192

The Child Restraint Vouchers initiative allows Council to issue vouchers to help residents correctly install child restraints. This addresses the safety of children while being driven by parents/carers. A voucher allows a resident to have a child restraint correctly fitted by a professional fitter. Table 8 shows the number of vouchers issued upon request from the community.

**Table 8: Child Restraint Vouchers issued in Fairfield Local Government Area (LGA)**

Vouchers	Q1	Q2	Q3	Q4	Annual
Child Restraint Vouchers Issued	73				

## 2. CIVIL DESIGN

The Civil Design Team is responsible for the preparation of designs and cost estimates for civil infrastructure projects as well as the project management of selected projects from inception through to completion. The team supports funding applications for built works by way of concept designs and cost estimates and provides ad hoc support on engineering matters across the organisation. The team has a focus on traffic improvements and is involved in the following traffic related programs:

- Black Spot Program
- Local Area Traffic Management (LATM) Program
- Pedestrian Access and Mobility Plan (PAMP) Program
- Active Transport Program
- Safer Roads Program
- Western Sydney Infrastructure Program Roundabouts
- Traffic Facilities Renewal

This report provides an overview of some of the recent activities undertaken by the Civil Design Team and showcases the team's expertise and professionalism in delivering high-quality design and project management services.

### **Black Spot Program**

Under the Black Spot Program, Council has been successful in obtaining funding from TfNSW and the Civil Design Team has been involved in delivering the following projects.

**Oxford Street at Polding Street Fairfield Heights** – Upgrade to the existing intersection to improve pedestrian and vehicle safety achieved by an improved line marking configuration supported by a kerb extension and improved lighting. All works were completed by October 2025.

**Polding Street and Marlborough Street Smithfield** – Upgrade to the existing roundabout to improve pedestrian and vehicle safety achieved by widening the central island and installing road humps and pedestrian refuges. The works were completed by October 2025.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192



*Roundabout improvements (under construction) at the intersection of Polding Street and Marlborough Street Smithfield.*

**Gipps Street and Brenan Street Smithfield** – Upgrade to the existing intersection to improve pedestrian and vehicle safety achieved by widening the central island and installing road humps as well as improved lighting. Design and procurement of the works completed and construction is scheduled to commence December 2025.

### **Local Area Traffic Management Program**

Under the Local Area Traffic Management (LATM) Program, the Civil Design Team has been involved in delivering the following projects.

**Installation of traffic calming devices on Sweethaven Road, Greenfield Park** – Provision of 3 speed humps along Sweethaven Road between Allambie Road and Edensor Road to assist in the reduction of speeding. The works were completed in July 2025.



## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192



*New speed humps along Sweethaven Road Greenfield Park.*

**Installation of traffic calming devices on Brenan Street, Smithfield** – Provision of a speed hump along Brenan Street between Wetherill Street and Dublin Street to assist in the reduction of speeding. The works were completed in July 2025.



*New speed hump - Brenan Street Smithfield.*

**Installation of traffic calming devices on Shakespeare Street Wetherill Park** – Provision of a raised threshold along Shakespeare Street between Lilly Street and Rossetti Street to assist in the reduction of speeding. The works were completed in July 2025.





*New raised threshold along Shakespeare Street Wetherill Park.*

### **Safer Roads Program**

Under the Safer Roads Program, Council has been successful in obtaining funding from TfNSW and the Civil Design Team has been progressing the design of speed humps on Neville Street Smithfield, between Bourke Street and Wetherill Street. Design has been subject to ongoing community consultation and anticipated for completion in December 2025 with procurement and construction to follow.

### **Western Sydney Infrastructure Program Roundabouts (Local Roads Round 4 Grant)**

The Western Sydney Infrastructure Program (WSIP) Roundabouts project is funded by the Federal Government and administered by TfNSW. The Civil Design Team is responsible for the overall project management, design, procurement and delivery.

Council submitted a scope change request in July 2024 to bring the project budget within the total grant amount. This was approved by the Australian Government in December 2024. The newly approved scope comprises the construction of 5 roundabouts and detailed design of a further 3 roundabouts.

The sites for construction comprise:

- Site 2. Sweethaven Road and Cheyenne Road Greenfield Park
- Site 3. Belfield Road and Allambie Road Greenfield Park
- Site 4. Belfield Road and Prairie Vale Road Bossley Park
- Site 6. Wilson Road and Simpson Road Bonnyrigg Heights
- Site 7. Newleaf Parade and Humphries Road Bonnyrigg

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192

The sites for completion of design only comprise:

- Site 1. Sweethaven Road and Edensor Road Edensor Park
- Site 5. Canley Vale Road and Brisbane Road St Johns Park
- Site 8. Newleaf Parade and Edensor Road Bonnyrigg

A construction contract was released end of March 2025. Four roundabouts were constructed between April and May 2025. Completion of associated street lighting is August to October 2025. The fifth roundabout is expected for completion by March 2026.

**Installation of pedestrian crossing on Neville Street Smithfield** – Provision of pedestrian crossing along Neville Street between O'Connell Street and Market Street to assist in the reduction of speeding. Construction was completed in July 2025.



*New pedestrian crossing on Neville Street Smithfield.*

**Street Lighting Upgrades at Various Locations** – Upgrade of street lighting at 7 locations (across 2 packages of work) to improve lighting levels. Sites included were:

- Belfield Road Bossley Park
- Lalich Avenue Bonnyrigg
- Mulligan Street Bossley Park
- Park Road Cabramatta
- Pirie Close Wakeley
- Wilga Street Fairfield
- Railway Parade Cabramatta



## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192

Construction was completed in August 2025.

**Installation of garaport at Bonnyrigg Hub Community Garden** – Provision of a new garaport (shed with additional covered open area) with mains power. Construction was completed in September 2025.



*New garaport at Bonnyrigg Hub Community Garden.*

### **Summary**

In 2025-2026 the Civil Design Team is involved in the delivery of 36 projects. At the end of Q4, 3 out of 20 designs were complete with the remainder in various stages of planning, procurement or construction.

### **3. SURVEY AND SPATIAL DATA TEAM**

During Q1, the Survey and Spatial Data Team maintained strong support for Council's infrastructure and development programs through the delivery of high-quality survey and mapping services. The team responded to numerous requests for detail and feature surveys, providing essential base data to inform the design of drainage, road reconstruction, and open space improvement projects.

The team continued to conduct Preservation of Survey Infrastructure (POSI) surveys, preventing the disturbance of permanent survey marks and protecting the integrity of the NSW local coordinate network.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192

The team also contributed to ongoing spatial data management initiatives by updating existing survey records and integrating new datasets such as “asbestos Cell” into Council’s GIS systems. This work enhances accessibility and ensures that spatial information remains current and reliable for planning, engineering, and environmental applications.

The Survey and Spatial Data Team’s continued commitment to accuracy, efficiency, and collaboration has been instrumental in supporting Council’s design and construction activities, reinforcing its reputation as a trusted technical partner in project delivery.

The Survey and Spatial Data Team has completed the following surveys for Q1:

	Q1
Survey projects completed	25
% of Surveys completed by the due date	96%

The major surveys completed in Quarter 1 are listed below:

Client	Project	Purpose
Major Projects and Planning	Endeavour Park-Sydney water “Work as executed” survey.	Endeavour Park upgrade
Major Projects and Planning	Endeavour Park – final levels of encapsulation of the asbestos cell.	EPA requirement
Landscaping	Detail Survey of King Park (off Townsville Rd).	Park upgrade
Design Services	Detail Survey at Maud St at Karola Ave.	Road upgrade
Design Services	Survey set-out and pick-up for exposed utilities at Canley Vale Road.	Road design
Asset Management	Cabravale Memorial Bandstand.	Park upgrade
Infrastructure Services	Setout at Polding and Marlborough St Intersection.	Roundabout upgrade
Catchment Planning Branch	Galton Street Wetherill Park “Work-As-Executed” survey on the completed works.	Storm water upgrade
Waste and Cleansing Operations	Volumetric survey of the current stockpiles at the Sustainable Resource Centre.	Stockpile volume check
Leisure Centres, Showground and Golf Course	Fairfield Golf Course Irrigation Plan.	Upgrade irrigation system
City Assets	61Restwell Road Bossley Park - POSI SSM 40455	POSI Survey

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192

Client	Project	Purpose
Natural Resource Management	268 The Horsley Drive Fairfield (Lot 100 DP 1088454) Tree ownership survey	Resolve tree maintenance issue

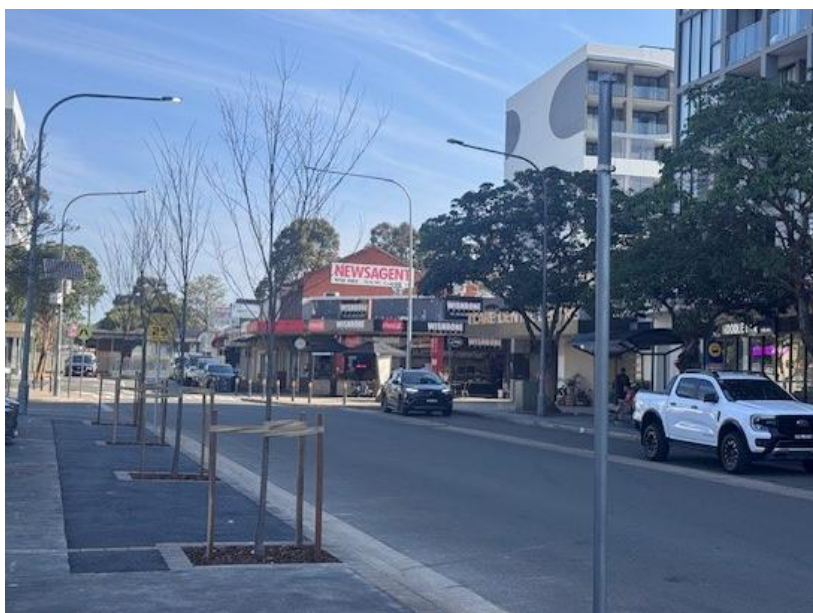
### 4. LANDSCAPE DESIGN

Landscape Design provides landscape architectural design and project management services. It is responsible for the preparation of masterplans, concept designs, detailed designs, estimating costs, preparation of statutory approvals and onsite assistance during construction works. The suite of works includes Open Space and Town Centre renewal and improvements.

In addition to landscape architectural designs, the Landscape Design Team provides technical advice and input into proposed infrastructure projects as well as major development applications and Open Space Planning policies.

Council's Landscape Design Team have completed the following construction projects in Q1:

1. Town Centre Street Trees – Villawood Town Centre (IN25935 \$100,000.00)



2. Community and Infrastructure Priorities - Gym - Lalich Park (MPCI2504-1 - \$250,000.00)

Emerson Park fitness was previously completed in Q4 2024-25.

Lalich Park fitness was completed and handed over in Q1 2025-26.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192



*Upgraded space in Lalich Park.*

The following projects have had contractors engaged and/or are in construction at the end of Q1:

1. Embellishment of Open Space – Prout Park Mount Pritchard (\$500,000.00 - SP251011)

The contractor has completed the core works and has been engaged to complete additional fencing works adjacent to the playground. Final photos will be included in the Q2 Divisional report.



2. Embellishment of Open Space - Nelson Park (\$500,000.00 - IN25795)

The contractor is currently on-site with works marked to be complete by the end of November.





*Nelson Park Works in Progress.*

**Design Program – Current:**

The Landscape Design team is currently working on several designs and related activities.

1. **Brenan Park Playground (SP24758)**

The Western Sydney Infrastructure Grant (WSIG) Program is funding transformational infrastructure projects that will enhance communities throughout Western Sydney. Council has been awarded grant funding under this program for the major upgrade of Brenan Park Smithfield and Avenel Park Canley Vale.

The concept design for Brenan Park has been realigned to remediation requirements and budget constraints. We are now moving towards 80% of the Detail Design phase for the playground in general as well as the Main Play structure, as a separate and custom design item. Additionally, we are finalising the engineering design for the tower and play item footings as well as finalising the remediation report.

2. **Canley Heights Public Domain Improvements (IN24795)**

The main public domain design is being updated with construction date being reviewed to fit in with the special entertainment precinct and night activation proposals.

3. **Bold Park Cabramatta West - Playground renewal including signage (MPOSR2436 \$150,000.00)**

A redesign of the playground is occurring to accommodate the remediation requirements in a cost-effective manner. Additional funding has been sought and sourced.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192

4. Small Town Centre Upgrades - Parks Smithfield Place - TC Signage (MPCI2506-1 - \$60,000.00)

These signs are currently in fabrication with installation scheduled for the first week of December 2025. Our property and place team are putting together a lease proposal for the permission to place one of the 2 signs in a garden bed which lies in a portion of private land. This is the same location of the current town centre sign which we are replacing.

5. Arthur Street Carpark Shade Structure (IN251002 \$300,000.00)

6. Kinghorne Park - Playground Renewal - (MPOSR2605 - \$197,000.00)

We are currently finalising the RFQ documentation with the intention to engage a contractor before the completion of the current calendar year. With construction to start in Q1.

7. Fairfield Park Adventure Park – Playground Renewal - (MPOSR2606 - \$500,000.00)

We are currently in concept design phase for this playground upgrade.

8. Bonnyrigg Town Centre Park – Playground Renewal - (MPOSR2604 - \$500,000.00)

We are currently in concept design phase for this playground upgrade.

9. Public Domain Upgrades - Barbara Street and Nelson Street (IN261046 – Year 1 - Design only)

We are currently undertaking site investigations including services search. We are awaiting funding to become available for these investigations.

10. King Park Fitness - Embellishment of Parks and Open Space (IN261082 - King Park 2 - \$1.1 million)

We are currently in concept design phase for this new fitness upgrade.

11. Lalich Park Playground Equipment, Rubber Softfall Timber Bollard (MPOSR2603 - \$197,000.00)

We are currently in concept design phase for this playground upgrade.

12. Heysen Park - Playground Equipment Replacement, Rubber Softfall (MPOSR2601 - \$200,000.00)

The play equipment has been procured from the supplier. We are currently finalising the RFQ documentation with the intention to engage a contractor before the completion of the current calendar year.



**5. ARCHITECTURAL DESIGN MANAGEMENT**

The Architectural Design Services Division manages the design and approval process of projects, including initial feasibility, time program, reviews of estimated project cost for financial viability.

We work closely with internal stakeholders and external design consultants to ensure the design meets the initial brief and fulfill various stakeholders' requirements.

The aim of this service is to provide a project outcome, through consultation with stakeholders and consultants, meeting the brief. We ensure all stakeholders are kept informed with project particulars, program and costings. We also monitor and ensure procurement procedures and approval process are adhered to in accordance with council's policies.

Design development and management of major projects in 2025-26 Q1 are:

- Fairfield Showground Cultural and Events Centre
- Showground Ancillary Building relocation
- Showground Overflow Carparking proposals
- Wetherill Park Library internal renovation
- Prairiewood Leisure Centre new accessible toilet

**1. Fairfield Showground Community and Events Centre**

- Schematic Design (SD) is complete.
- State Significant Development Application (SSDA) submitted in September 2025.
- Detail Design stage – in progress.

The project has been submitted as a State Significant Development Application (SSDA), it is currently under public exhibition it is expected the application process is expected to take 1 year.

The project is continuing its Detail Design stage, 50% detail design document review by relevant stakeholders has been completed.

**2. Fairfield Showground – Ancillary Building**

Ancillary building replacement is needed for the general renewal to the existing run-down facilities as well as to make the site area available for the proposed Community and Events Centre.

In Q4 2024-25, changes required to the ancillary buildings have been confirmed with the relevant stakeholder. BKA Architects has been engaged to complete the detail design and to produce construction drawings.

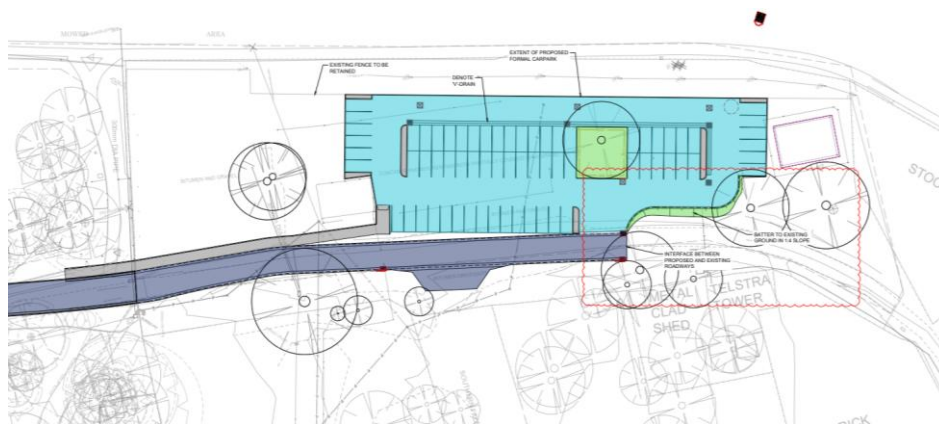
**KEY HIGHLIGHTS 2025-26 Q1**

- Architect engagement completed to begin detail design and construction documentation.
  - Detail Design stage begun work completed at 20%.
- 3. Fairfield Showground – Site-wide Infrastructure and Traffic Upgrades (including new formal carparking)**

To support the proposed Community and Event Centre, a new formal carparking area is required. An existing area towards the northwest of the site has been identified for the carparking. As well as new carparking the project team has identified parts of the proposed Community and Events Centre to be included in this scope of work due to better construction staging for the project to achieve smooth running of the overall Showground site.

The following work has been identified to be included in this scope: new formal car parking, foyer car parking, road, connecting foot and bike access pathways and sub-station.

A Review of Environmental Factors (REF) application has been submitted for the work and additional consultancy needed to develop the documents into construction documents has been engaged to begin the work.



*Proposed carparking layout.*

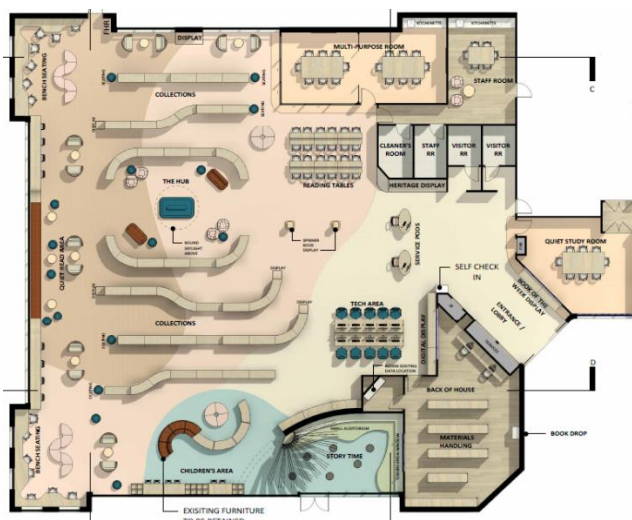


*Areas of the Community and Events Centre identified in REF #2 scope of work.*

#### 4. Wetherill Park Library internal renovation

Wetherill Park Library is due for internal renewal. Furfaro Architects has completed the concept design in October 2024, since then the project has been on hold subject to approval of grant funding. Grant funding has been confirmed and the project has re-started in this quarter.

Fee proposal received for consultant engagement for the next stage – Detail Design / Construction Documents. Currently the fee proposal is going through the proper evaluation and procurement process and policy before formal engagement.



*Proposed Floor Plan and Existing Library Entrance.*

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 192



*Quiet Reading (Hub).*



*Children's (Story time) Area.*

### KEY HIGHLIGHTS 2025-26 – Q1

- Fee proposal received and is under evaluation to begin the next stage of the project.

#### 5. Prairiewood Leisure Centre new accessible toilet

The existing gym area in the Prairiewood Leisure Centre lacks a convenient accessible bathroom. The closest ones required members to exit the gym area and access gate to use the toilet facilities in the swimming pool.

An area currently used as storage has been identified for conversion into an accessible toilet. The consultant's fee proposal has been received and is under evaluation for sign off.

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Sandra Slewa  
**Traffic & Transport Co-ordinator**

**Authorisation:**  
Manager Design Services  
Director City Delivery

Services Committee - 2 December 2025

File Name: **CSC02122025\_10.DOCX**

\*\*\*\*\* END OF ITEM 192 \*\*\*\*\*

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 193

**SUBJECT:** Divisional Update Report - Quarter 1 - Property Strategy and Services

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**FILE NUMBER:** 20/00262

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**REPORT BY:** Aelina Truong, Manager Property

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**RECOMMENDATION:**

That the report be received and noted.

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**SUPPORTING DOCUMENTS:**

There are no supporting documents for this report.

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**CITY PLAN**

This report is linked to *Theme 2 Places and Infrastructure* in the Fairfield City Plan.

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**SUMMARY**

The Property Strategy and Services Division offers a comprehensive range of real estate services designed to meet the operational needs of Council. These include acquisitions, sales, property and car park management, leasing, licensing, advisory services, community facility and sportsfields hire.

This report provides a succinct overview of the key highlights and achievements in Quarter 1 (Q1) covering the period of July to September 2025 as well as the full financial year performance over 2025-2026 for the following:

1. Multi-Storey Car Parks Performance
2. Dutton Plaza Performance
3. Leasing, Licensing and Property Management
4. Property Acquisitions, Sales and Services
5. Community Facilities and Sportsfields

**Multi-Storey Car Parks Performance**

The following table provides an overview of visitors to the 4 multi-storey car parks managed by Council during Q1 of the 2025-2026 fiscal year.



## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 193

Year	Total Visitors	Dutton Plaza Car Park	Dutton Plaza Loading	Nelson Street Car Park	Downey Lane Car Park	Fisher Street Car Park
<b>2025-2026 Q1</b>	<b>606,397</b>	<b>331,669</b>	<b>26,561</b>	<b>182,071</b>	<b>42,633</b>	<b>23,463</b>
2024-2025 Q1	607,759	336,823	25,738	175,098	46,912	23,188
% Change	<b>-0.22%</b>	<b>-1.53%</b>	<b>3.19%</b>	<b>3.99%</b>	<b>-9.11%</b>	<b>1.19%</b>
Last Quarter Q4	605,677	329,955	27,819	178,927	46,642	22,334
% Change	0.39%	2.08%	-7.49%	-2.14%	0.58%	5.06%

In Q1, 2025–2026, total visitation across the car parks remained steady with a small -0.22% decline. Slight increases in visitation at Dutton Plaza Loading, Fisher St and Nelson St Car Park helped balance out the decline in Downey Lane.

### Dutton Plaza Car Park

Visitation in Q1 of 331,669 is slightly lower than the same time last year, dropping by 5,154. However, visitation was a little higher than the previous quarter's figure of 329,955. Overall, visitation remains steady and in line with what is normally expected for the car park.

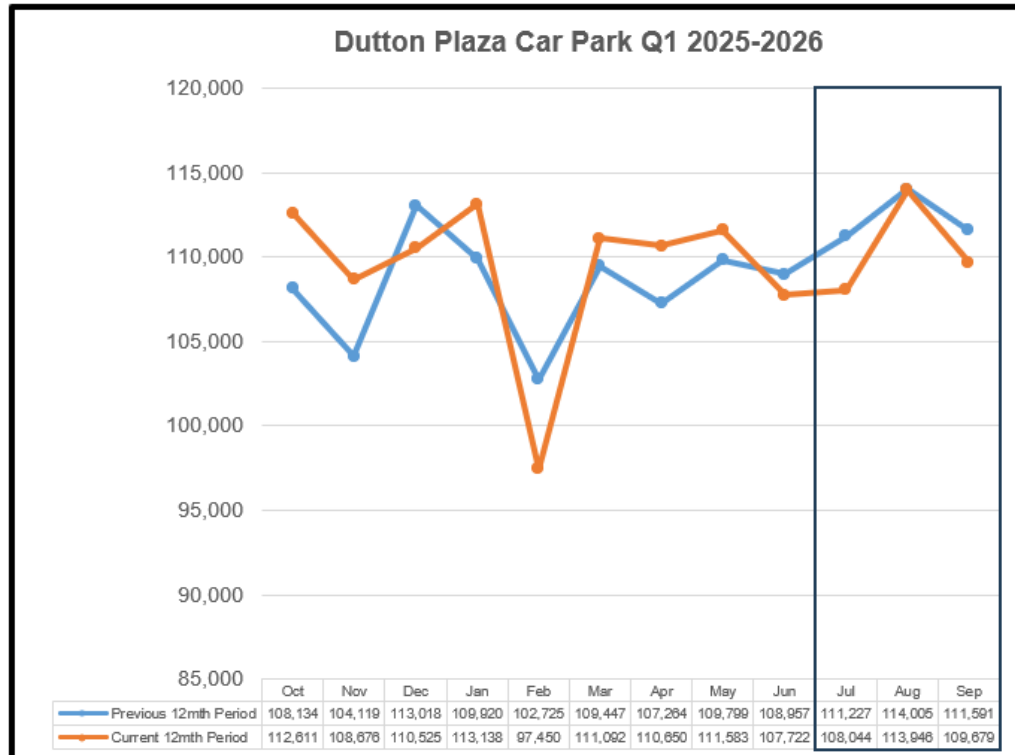


Figure 1 – Dutton Plaza Car Park Visitation Q1 2025-2026

### Dutton Plaza Loading Area

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 193

The Q1 current result of 26,561 reflects an increase of 823 compared with the previous Q1 figure of 25,738, representing growth of approximately 3.2%. However, when compared to the most recent Q4 result of 27,819, visitation has reduced by 1,258, or around 4.5%. Overall, visitation is marginally stronger than the same time last year and visitation is as anticipated.

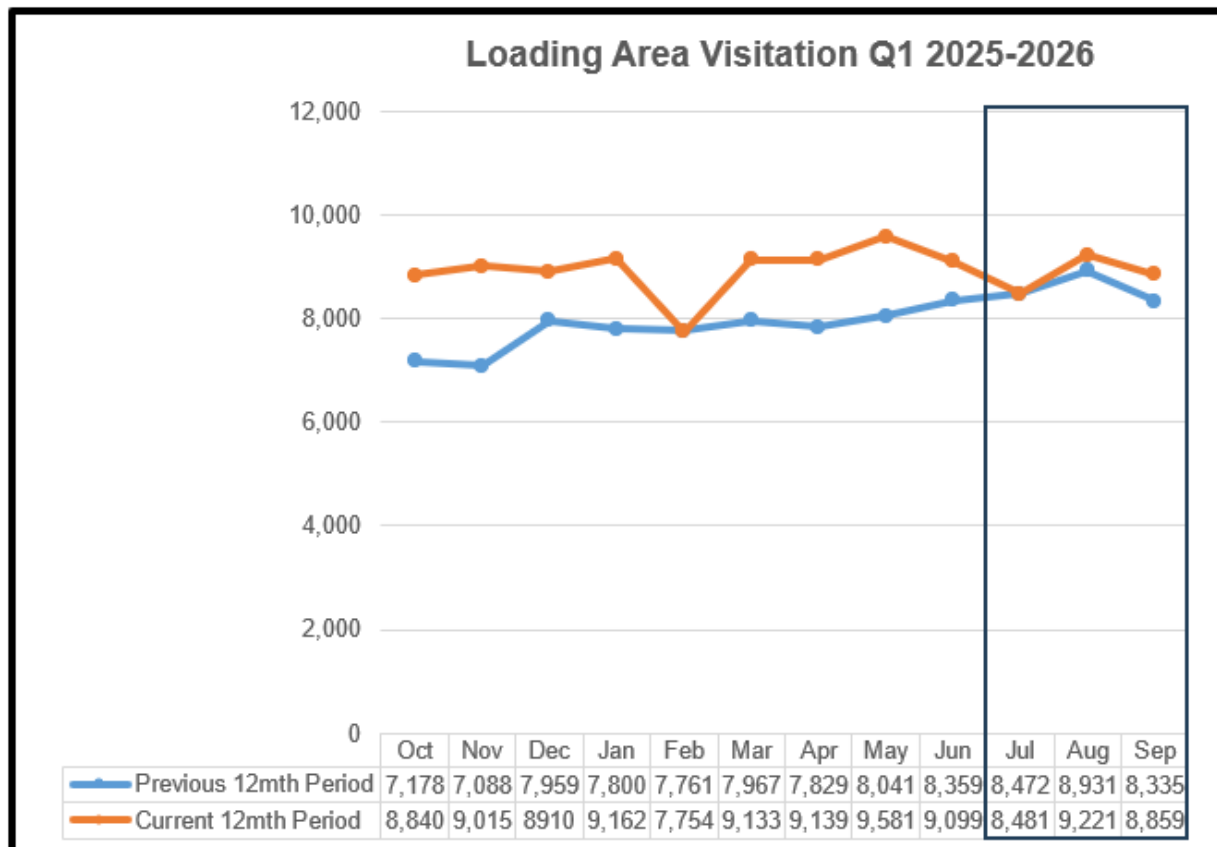


Figure 2 – Dutton Plaza Loading Area Visitation Q1 2025-2026

### Nelson Street Car Park

The Q1 current result of 182,071 is higher than both last year's Q1 figure and the previous quarter. Compared with last year's 175,098, visitation has increased by 6,973, showing steady year to year growth of about 4%.

It is also 3,144 above the Q4 total of 178,927, an increase of roughly 1.8%. Overall, the numbers show a healthy and consistent upward trend, with visitation improving both compared to last year and the last quarter.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 193

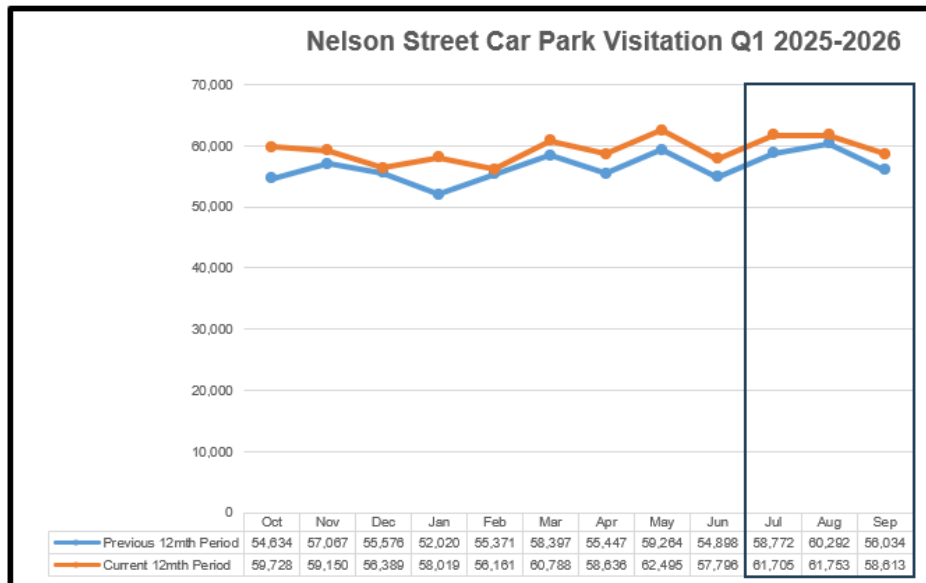


Figure 3 – Nelson Street Car Park Visitation Q1 2025-2026

### Downey Lane Car Park

The Q1 current result of 42,633 is lower than both last year's Q1 figure and the previous quarter. Compared with the Q1 previous total of 46,912, visitation has decreased by 4,279, or about 9.1%. It is also 4,009 lower than the Q4 result of 46,642, a decline of roughly 8.6%.

Overall, the data shows a drop in visitation compared with recent trends. We will continue to monitor this closely over the next quarter to determine whether the decline is ongoing and if so, identify the factors contributing to it.

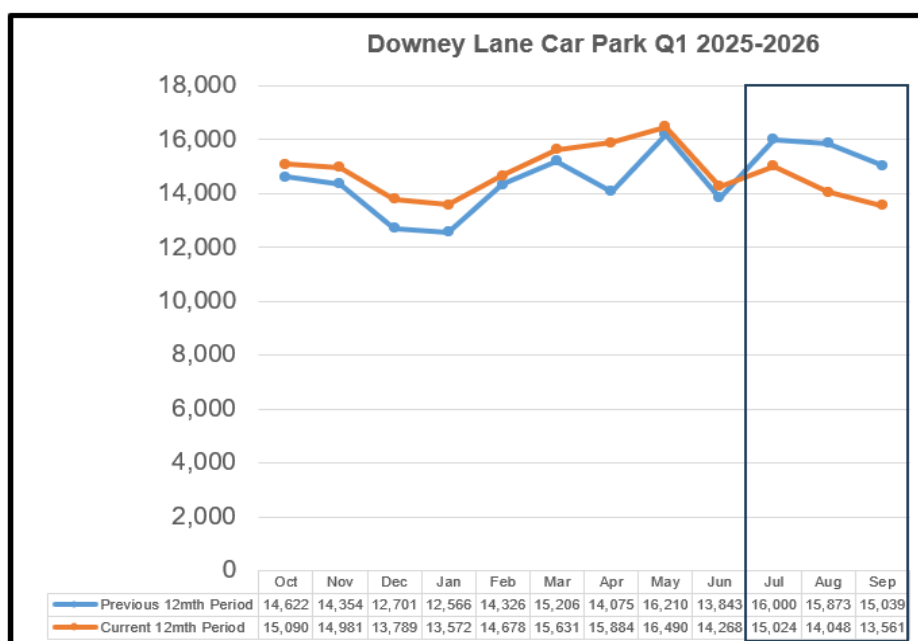


Figure 4 – Downey Lane Car Park Visitation Q1 2025-2026



## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 193

### Fisher Street Car Park

Visitation for the Q1 current result of 23,463 is slightly higher than last year's Q1 figure of 23,188, an increase of 275 or about 1.2%. It is also up compared with the previous quarter's 22,334, rising by 1,129 or just over 5%.

The figures show a small improvement on previous year indicating stable and gradually increasing visitation.

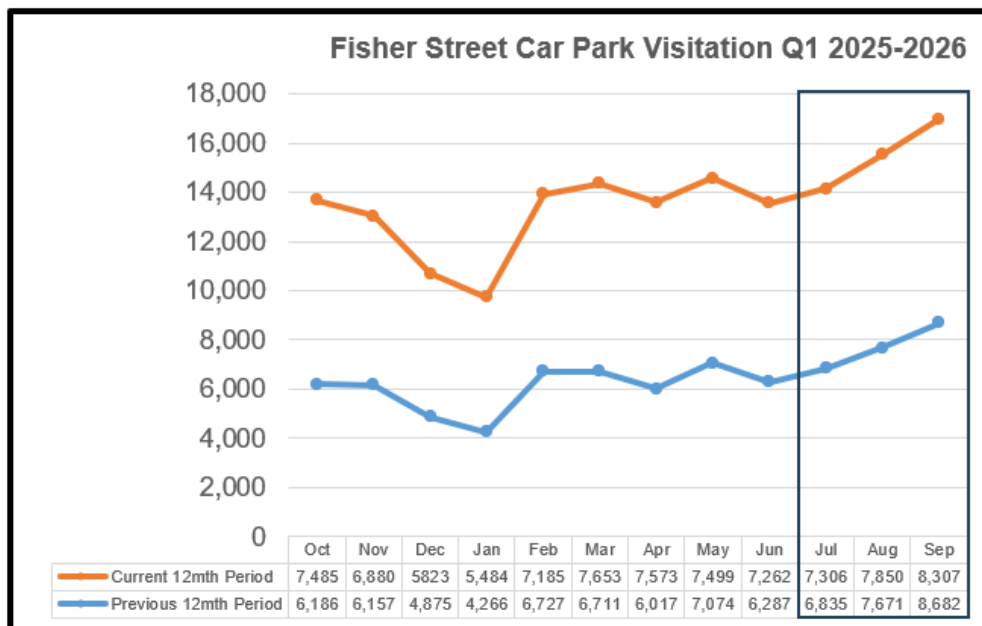


Figure 5 – Fisher Street Car Park Visitation Q1 2025-2026

### **Dutton Plaza Performance**

During the first quarter of FY2025/26, visitation to Dutton Plaza remained strong, with monthly entries ranging between 585,000 and 610,000.

The centre continued to demonstrate solid performance throughout the quarter, averaging just over 600,000 entries per month and maintaining high occupancy levels with 1 tenancy vacant. This consistent performance reflects sustained customer activity and reinforces the centre's position as a high traffic retail destination with steady pedestrian flow to Cabramatta.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 193

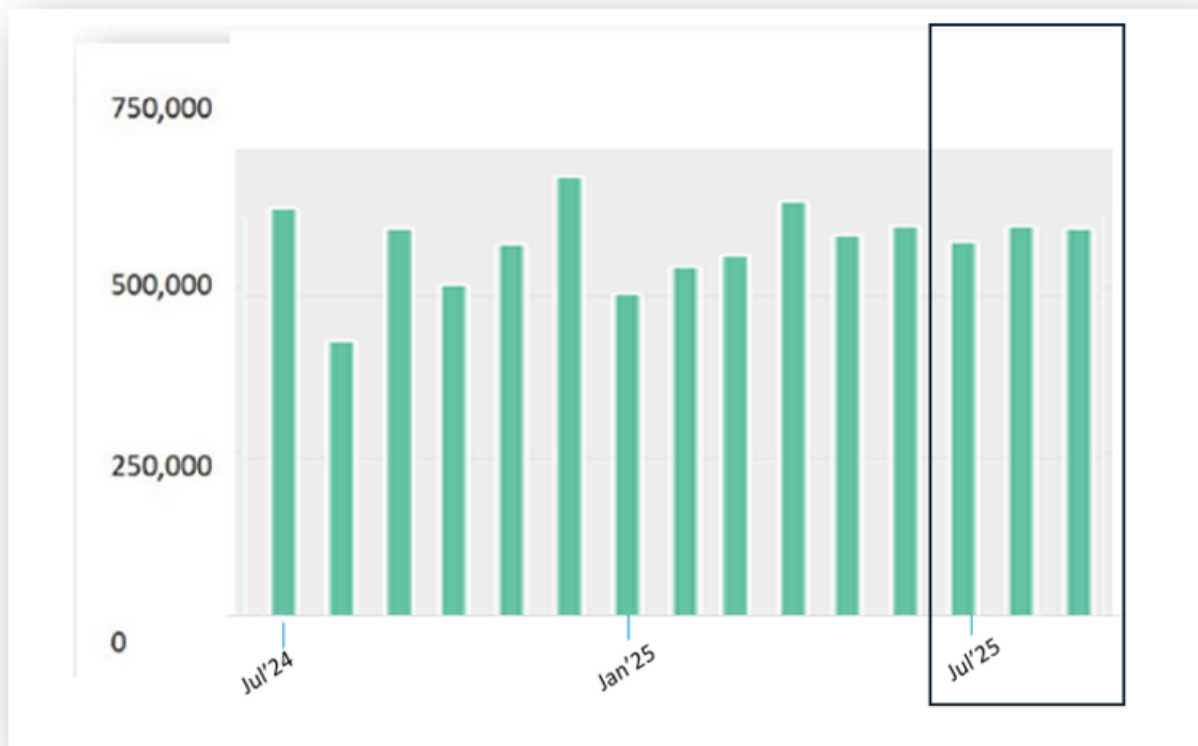


Figure 6 – Dutton Plaza Visitation Q1

During Q1, a range of promotional activities were organised at Dutton Plaza, including school holiday activities such as Friendship Bracelets and Fun with Dinosaurs – Dino Fossils. This event saw participation increase by 45% compared to the same period last year.

Council celebrated NSW Local Government Week between 4 – 10 August 2025. This event provides residents the opportunity to learn about important events and services that Council delivers to the local community. A mobile office was held at Dutton Plaza on 5 August 2025. Flyers and plants were handed out on the day to support community engagement.

Council celebrated the 25<sup>th</sup> anniversary of Cabramatta Moon Festival on Sunday 28 September 2025. As part of the celebration, Dutton Lane was closed and used to activate Gough Whitlam Place with temporary outdoor dining and children's activities.

Upcoming promotions over the next quarter will include:

- September/October school holiday activities.
- Christmas/New Year celebrations – Installation of Christmas Tree and decorations and Santa Visits at Dutton Plaza.
- Free parking on Christmas Day, Boxing Day and New Year's Day.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 193



Figure 7 – Dutton Plaza Activities and promotions.  
Permission granted to publish these photographs.



Figure 8 – Local Government Week at Dutton Plaza.  
Permission granted to publish these photographs.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 193

### Leasing, Licensing and Property Management

Council's leasing and licensing portfolio comprises of 168 assets with 2 vacancies. The increase of community class assets captures the renewal of various community licences conducted under Council's Renewal of Various Community Facilities Licences Policy.

The 2 vacancies include Office 3, Greenfield Park Community Centre and Shop 17, Dutton Plaza.

Property Class	Total	Vacancies
Community	54	1
Sporting	8	0
Telecommunication	15	0
Residential	27	0
Commercial	28	0
Property Development Fund	4	0
Dutton Plaza	32	1
<b>Total</b>	<b>168</b>	<b>2</b>

### Property Acquisitions, Sales, and Services

Other key milestones in Q1 include:

- Completion of negotiations for proposed sale of surplus land – 227C Victoria Road Wetherill Park.
- Completion of EOI for vacant tenancy over 239 Sackville Street Canley Vale.
- Completion of EOI for new premises over the Canley Heights Kiosk.
- Completion of new lease over 32-36 Harris Street Fairfield.
- Completion of new assignment of lease Shop 29- 31, Dutton Plaza.
- Commencement of marketing over Shop 17, Dutton Plaza.
- Commencement of marketing over Shop 1, 40 Harris Street.
- Completion of EOI and approval over Office space at The Hub@Bonnyrigg Dhanawi.
- Completion of review and approval for Council to dedicate 5 Widemere Road Wetherill Park.
- Commencement of new EOI for Office 2, Greenfield Park Community Centre.

### Community Facilities

The Community Facilities team manages the casual and regular hire of Council's facilities such as offices, halls, sports fields, tennis courts and community buses. The team ensure facilities are maintained to the appropriate standards by undertaking condition inspection, attending to customer and hirer enquiries, and responding to programmed repair/renewal works.

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 193

The following table represents the total number of casual and regular bookings and users of Council's halls, buses, tennis courts, futsal courts and sports fields for this quarter compared to the corresponding quarter last financial year.

Number of Bookings						
Year	Total	Halls	Bus	Tennis	Futsal	Sportsfield
2024- 2025 Q1	8,340	2280	9	2182	1,257	2,612
2023- 2024 Q1	8,350	2325	8	2228	506	2,383
% Change	- 0.12%	-1%	+12%	-2%	+148%	+9%

In 2025-2026 Q1, the total number of bookings remained relatively stable compared with the same quarter last year, showing only a marginal decline of 0.12%, including bookings for halls and tennis courts.

Despite the slight decrease, utilisation has strengthened across bus, futsal and sportsfields bookings. Bus bookings have increased this quarter, supported by recent promotion through Council's communication platforms.

Futsal courts continue to experience high demand, particularly during wet weather periods and weekdays after 5pm including throughout weekends. Sportsfields have experienced strong utilisation and anticipated to remain with recent requests from clubs and associations requesting for GALA days and zone athletics carnivals next quarter.

### Tennis

In line with Council's current operational plan, the LED lighting upgrade at Fairfield Tennis Courts have been completed, with positive feedback received from regular users. The lighting upgrade was also completed this quarter at St Johns Park Tennis which will enhance the quality of use during nighttime play.

The annual pressure clean has been completed for Avenel Tennis and Fairfield Tennis Courts. The clean improves surface presentation, enhances safety by reducing moss and debris and ensures the courts remain in optimal condition for all users.

### Futsal courts

Given wet weather during this quarter, patrons have increasingly booked Endeavour Park futsal courts, with the COLA court remaining the most popular option. Despite the fee increase, Council's futsal courts remain competitive compared to external operators and other Council-run facilities.

### Community Halls

Council's community halls continue to experience growing demand from both casual and regular hirers. This quarter saw a greater number of enquiries from not-for-profit groups that have recently received NSW Government funding for office and program space.

## **SERVICES COMMITTEE**

**Meeting Date 2 December 2025**

**Item Number. 193**

In addition, there have also been enquiries from church and youth groups seeking venues to establish their services. Applications for the renewal of regular hall hire for the new calendar year will be circulated next quarter.

### **Sportsfields**

This quarter marked the conclusion of the winter season, which finished on 31 August 2025. Some clubs extended their hire through to the end of September as they progressed to championship rounds.

Applications for the upcoming summer season have now been finalised and successful hirers have been allocated their bookings. The official summer season commenced on 1 September 2025, with a total of 12 registered clubs and associations participating across various sporting codes including oz tag, cricket and summer soccer.

In the upcoming quarter, winter season applications will be released in Mid-December for the 2026 winter season. To assist with the evaluation of allocations, applicants will be required to confirm the number of registered players. Additionally, to help clubs plan for upcoming fees, a clear breakdown of regular and mini fields including weekday and weekend usage fees will be provided.

Clubs will also be reminded that early access to fields during the season will be subject to completion of Council's annual renovation program and the availability of sportsfields following use by summer hirers.

During this quarter, ambient lighting at 11 approved sportsfields remain activated to provide additional illumination for residents using walking tracks after dark every day of the week. This will remain on until daylight savings is adjusted next quarter.

### **Endeavour Sports Park**

The EOI for the new full sized synthetic courts have now closed, and allocations have been successful awarded to suitable clubs. The clubs will be inducted to the fields and provided with suitable training on facilities and operational features including the specialised water cannons.

The grand opening of the new state-of-the-art fields was scheduled for October 2025, with full access to follow in early November 2025. The opening of these fields completes the final stages of the sporting and recreation precinct, which was funded by the NSW Government Western Sydney Infrastructure Grants Program.



## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 193



*Figure 9 – Completion of Endeavour Sports Park synthetic fields.*

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Aelina Truong  
**Manager Property**

**Authorisation:**  
Director City Strategy

Services Committee - 2 December 2025

File Name: **CSC02122025\_19.DOCX**

\*\*\*\*\* END OF ITEM 193 \*\*\*\*\*



## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 194

**SUBJECT:** Information Report - Post Exhibition - Code of Meeting Practice

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**FILE NUMBER:** 08/00542

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**PREVIOUS ITEMS:** 153 - Public Exhibition - Code of Meeting Practice - Services Committee - 14 Oct 2025

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**REPORT BY:** Sonja Drca, Manager Governance and Audit

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**RECOMMENDATION:**

That the report be received and noted.

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**SUPPORTING DOCUMENTS:**

There are no supporting documents for this report.

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**CITY PLAN**

This report is linked to *Theme 5 Good Governance and Leadership* in the Fairfield City Plan.

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**SUMMARY**

From December 2024, the Office of Local Government (OLG) revised the Model Code of Meeting Practice (Model Code) following extensive consultation. On 5 September 2025, the Local Government (General) Amendment (Model Code of Meeting Practice) Regulation 2025 was prescribed under the Local Government Act 1993. Councils are required to make the following administrative arrangements in preparation for the commencement of the new Code of Meeting Practice.

- Exhibit the Draft Code of Meeting Practice for at least 28 days and provide members of the community at least 42 days to comment on the Draft Code of Meeting Practice.
- Adopt a new Code of Meeting Practice by 31 December 2025.

**Public Exhibition**

## SERVICES COMMITTEE

Meeting Date 2 December 2025

Item Number. 194

Before adopting a new Code of Meeting Practice, Section 361 of the Local Government Act 1993 requires that it be placed on public exhibition for at least 28 days and provide members of the community at least 42 days in which to comment on the draft Code of Meeting Practice. Accordingly, the proposed Code of Meeting Practice was placed on public exhibition from Monday 20 October 2025 to Sunday 16 November 2025 and to receive comments up to Sunday 30 November 2025 (42 days).

### CONCLUSION

Due to submissions closing on Sunday 30 November 2025, a Supplementary Services Chairman's Report will be submitted to the Ordinary Council Meeting scheduled for Tuesday 9 December 2025 for Council to consider adoption of its Code of Meeting Practice.

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Sonja Drca  
**Manager Governance and Audit**

**Authorisation:**  
Director People Culture and Operations

Services Committee - 2 December 2025

File Name: **CSC02122025\_3.DOCX**

\*\*\*\*\* END OF ITEM 194 \*\*\*\*\*