# **Services Committee**



# **AGENDA**

**DATE OF MEETING:** 8 July 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: 8 July 2025**

ITEM SUBJECT PAGE

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- CONFIRMATION OF MINUTES

# **SECTION A**

	'Matters referred to Council for its decision'
97:	2025 Local Government NSW (LGNSW) Annual Conference File Number: 24/05714
'It is	**************************************
98:	Dutton Plaza Performance and Operational Update
	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)(c)(d(i)) of the Local Government Act, 1993, on the grounds that:  (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business; and (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: 24/07821
'It is	**************************************
99:	RFT 131-25 2025-2026 Roads Program
	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: 24/12778
'It is	********* CONFIDENTIAL ******** s recommended that the Press and Public be excluded from the meeting in regard to the following item.'

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# **AGENDA**

# Services Committee Meeting Date: 8 July 2025

100:	RFT 133-25 - Polding Street and Marlborough Street Smithfield - Roundabou									
	Improvements  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: 24/1278051									
	SECTION B									
'N	Matters submitted to the Committee for decision subject to the right of referral'									
101:	<u>Divisional Update Report - Quarter 3 - Governance</u> File Number: 19/33579									
102:	Divisional Update Report - Quarter 3 - Property Strategy and Services File Number: 20/00262									

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# **Services Committee**



# **SECTION A**

'Matters referred to Council for its decision'

#### Meeting Date 8 July 2025

Item Number. 97

**SUBJECT:** 2025 Local Government NSW (LGNSW) Annual Conference

**FILE NUMBER:** 24/05714

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

#### **RECOMMENDATION:**

#### That:

- 1. Council appoint delegates to attend the 2025 Local Government NSW Annual Conference with the General Manager and staff nominated by him, being held in Penrith from Sunday 23 November to Tuesday 25 November 2025:
  - 1.1 Up to 10 voting delegates for voting on motions.
  - 1.2 Up to 9 voting delegates for voting on Board Election.
- 2. Council appoint any non-voting delegates it wishes to attend.
- 3. Any voting delegate that withdraws from the Conference be replaced with non-voting delegates, to be selected by the Mayor.

#### **SUPPORTING DOCUMENTS:**

AT-A U 2025 LGNSW Conference Draft Program

4 Pages

#### **CITY PLAN**

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

#### **SUMMARY**

The Local Government NSW (LGNSW) Conference is held annually with over 600 delegates from member councils, as well as representatives from county councils, associate members and the NSW Aboriginal Land Councils, meeting to discuss and set policies for the coming year. At the annual conference, local councillors vote on policy decisions affecting local government.

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Correspondence has been received from LGNSW advising the 2025 LGNSW Annual Conference is being held at the Panthers Penrith Leagues Club and Western Sydney Conference Centre from Sunday 23 November to Tuesday 25 November 2025.

Delegates will hear from a range of highly specialist keynote speakers as well as have the opportunity to meet, network and engage with fellow councillors.

Councils have the opportunity to submit motions for consideration and debate by delegates. Motions to the LGNSW Conference require a Council resolution and a separate report will be submitted to the Ordinary Meeting to be held on 23 September 2025.

## **Conference Program Outline**

At the time of compiling this report, a Draft Program as shown in Attachment A was available.

## **Delegates**

The number of voting delegates Council is entitled to register is determined by its population size. As 2025 is a Board election year, voting for the LGNSW President and Director positions will also take place at this year's Conference, therefore, this year's Conference will involve 2 types of voting and have 2 separate rolls of voters - 1 roll for voting on motions and another roll for voting on the election for Officer Bearers and the Board.

Council has received confirmation from LGNSW to advise on the number of voting delegates. Fairfield City Council is entitled to register 10 voting delegates for voting on motions and 9 voting delegates for voting on the Board election at the 2025 Conference.

Separate from the Conference registration, members will need to nominate the names of their voting delegates (for both types of voting) by Friday 7 November 2025.

## Registration

Registration opens on Tuesday, 1 July 2025, with the following fees:

Registration Type	Opening Date	Price (incl GST)	
Member Early Bird Registration	Opens 1 July 2025	\$1,250 per person	
Member Standard Registration	Opens 1 October 2025	\$1,550.00 per person	
Non-member Standard Registration	Opens 1 October 2025	\$2,500.00 per person	
Conference Dinner Ticket	Not Included in Registration	\$245.00 per person	
Cancellation Fee	Within 30 days	\$350.00	

Voting delegates must be registered to attend the Conference and also be registered as a nominated voting delegate.

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Any additional costs incurred as a result of a councillor's partner attending will be borne by the councillor.

## Cancellation

If a nominated delegate is unable to attend once registered, a substitute delegate is welcome to attend in their place at no additional charge.

Cancellations made by 5.00pm on Friday 7 November 2025 will be eligible for a full refund, less a \$110.00 administration fee per registration. Cancellations made after 5.00pm on Friday 7 November 2025 are not refundable.

## **Accommodation**

Accommodation will not be required due to the proximity of the function to Fairfield City Council.

# **Travel Options**

The Conference venue is located approximately 35kms (33 minutes) from Wakeley. The site is accessible by car or train and is a 25 minute walk from Penrith train station. There is free onsite parking available. A Council vehicle can be made available for Councillors' use if required.

Council's Executive Manager will co-ordinate the registration and travel requirements of Council's delegates to the Conference.

Travel reimbursements can be made by completing the Reimbursement of Expenses Form and providing receipts to the Executive Manager.

Anh Hoang
Senior Governance Officer

# **Authorisation:**

Governance Co-ordinator Executive Manager Director City Planning

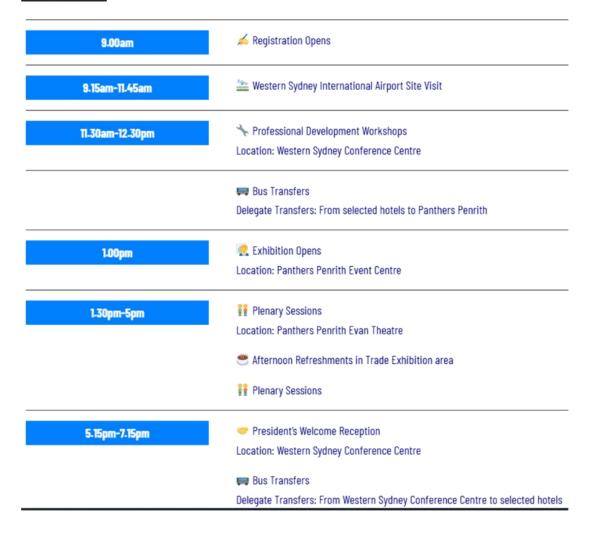
Services Committee - 8 July 2025

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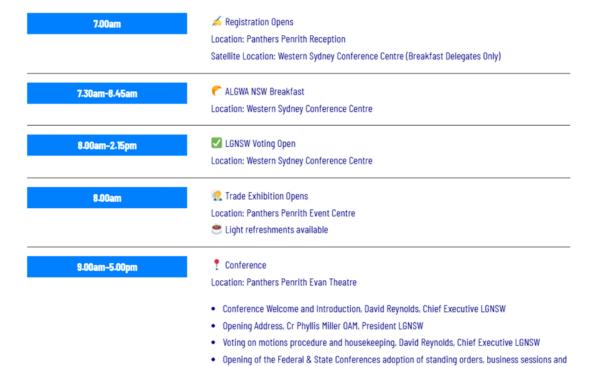
\*\*\*\*\* END OF ITEM 97 \*\*\*\*\*

# LGNSW Conference Draft Program 2025

#### 23 November



# 24 November



consideration of motions and conference business

Presentation of financial reports, Cr Julie Griffiths, LGNSW Treasurer
 Commencement of consideration of motions and conference business

Morning refreshments

Location: Trade Exhibition, Panthers Penrith Event Centre

LGNSW Voting

Location: Western Sydney Conference Centre

Address by Elite Partner

Consideration of Conference Business continued

**Y** Lunch

· Delegates

Location: Trade Exhibition, Panthers Penrith Event Centre

• GM Lunch - partnered by StateCover Mutal

Location: Western Sydney Conference Centre

LGNSW Voting

Location: Western Sydney Conference Centre

Consideration of Conference Business continued

Location: Panthers Penrith Evan Theatre

Afternoon refreshments

Location: Trade Exhibition, Panthers Penrith Event Centre

Consideration of Conference Business continued

Location: Panthers Penrith Evan Theatre

5.00pm-6.30pm

Networking Drinks

Location: Trade Exhibition, Panthers Penrith Event Centre

**Bus Transfers** 

Delegate Transfers: Panthers Penrith to selected hotels to Western Sydney Conference Centre

6.30pm-10.30pm

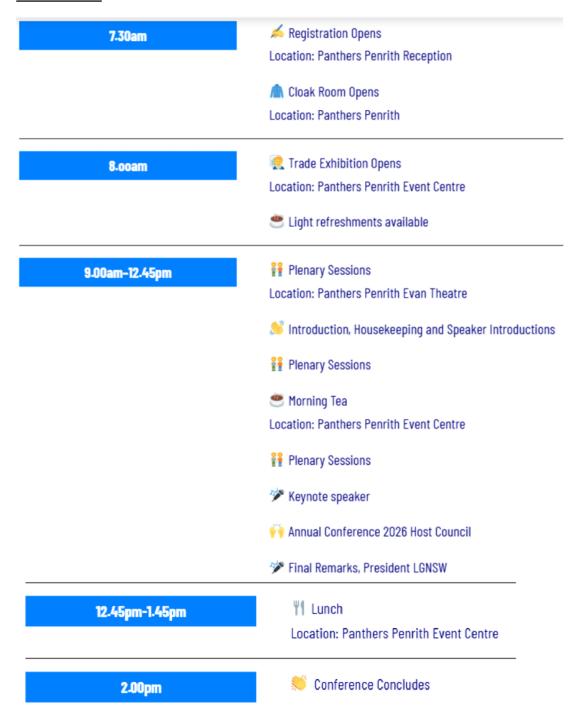
LGNSW Conference Dinner

Location: Western Sydney Conference Centre

Bus Transfers

Delegate Transfers: From Western Sydney Conference Centre to selected hotels

#### 25 November



# **Services Committee**



# **SECTION B**

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

#### Meeting Date 8 July 2025

Item Number. 101

**SUBJECT:** Divisional Update Report - Quarter 3 - Governance

**FILE NUMBER:** 19/33579

**REPORT BY:** Sonja Drca, Executive Manager

#### **RECOMMENDATION:**

That the report be received and noted.

#### **SUPPORTING DOCUMENTS:**

There are no supporting documents for this report.

#### **CITY PLAN**

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

#### SUMMARY

#### Free Speech in Local Government in NSW Guideline

Circular 25-11 has been received from the Office of Local Government advising that the new *Free Speech in Local Government in NSW Guideline* (Guideline) has been issued under Section 23A of the Local Government Act (LG Act).

The Guideline provides practical guidance to Council on what free speech means in the context of NSW local government and give useful information on how political speech is regulated, the role of political speech in debates and how the Model Code of Conduct and Model Code of Meeting Practice apply. The Guideline should be taken into consideration by Council and Council Officials when exercising their functions. It must also be considered by Conduct Reviewers when dealing with Code of Conduct matters.

The Guidelines have been distributed under separate cover to the Mayor and Councillors, with an overview of the new Guidelines to be provided at a future Councillor Briefing at the same time when the new Code of Conduct training is provided.

# **Local Government Amendment (Elections) Bill 2025**

# Meeting Date 8 July 2025

Item Number. 101

The Minister for Local Government has introduced the Local Government Amendment (Elections) Bill 2025 (Bill) into NSW Parliament.

The Bill seeks to make a number of changes including mandating the use of the NSW Electoral Commission (NSWEC) for council elections (removes the option for Council to engage a private electoral services provider), limiting pre-poll voting to 5 days, requiring polling places to be located in the relevant Local Government Area and remove the option for councils to fill vacancies using countbacks from September 2028.

Council has been invited by the Standing Committee on State Development to make a submission to an inquiry into the Bill. Council will make a submission by the deadline ie. Tuesday 8 July 2025.

#### **Fines and Cost Orders**

In accordance with Regulation 413A Functions of General Manager of the Local Government (General) Regulation 2021, it is the duty of the General Manager to ensure that the following information is made available to all Councillors as soon as practicable after such an order is made:

- The date on which the order was made
- The amount of the fine, penalty or costs
- The act or omission giving rise to the fine or penalty, or the nature of the legal proceedings giving rise to the costs, as the case may be.

Councillors are hereby advised that there were no fines or cost orders incurred from 1 March to 30 June 2025.

Sonja Drca

**Executive Manager** 

# **Authorisation:**

**Director City Planning** 

Services Committee - 8 July 2025

File Name: CSC08072025 2.DOCX

\*\*\*\*\* END OF ITEM 101 \*\*\*\*\*

#### Meeting Date 8 July 2025

Item Number. 102

**SUBJECT:** Divisional Update Report - Quarter 3 - Property Strategy and Services

**FILE NUMBER: 20/00262** 

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

#### **RECOMMENDATION:**

That the report be received and noted.

#### **SUPPORTING DOCUMENTS:**

There are no supporting documents for this report.

#### **CITY PLAN**

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

#### 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 sportsfield hire.

This report provides a succinct overview of the key highlights and achievements in Quarter 3 (Q3), covering the period of January to March 2025 and includes:

- 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 Sports Fields.

#### **Multi-Storey Car Parks Performance**

The following table provides an overview of visitors to the 4 multi-storey car parks managed by Council during Q3 of the 2024-2025 fiscal year, compared to the previous quarter and the same period in the previous year of 2023-2024.

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Year	Total Visitors	Dutton Plaza Car Park	Dutton Plaza Loading	Nelson Street Car Park	Downey Lane Car Park	Fisher Street Car Park
2024-2025 Q3	586,900	321,680	26,049	174,968	43,881	20,322
2023-2024 Q3	571,210	322,092	23,528	165,788	42,098	17,704
% Change	3%	0%	10%	5.5%	4.4%	14.7%
Last Quarter Q2	597,892	331,812	26,765	175,267	43,860	20,188
% Change	-2%	-3%	-3%	0%	0%	1%
YTD 2025	1,792,551	990,315	78,552	525,333	134,653	63,698
YTD 2024	1,715,303	968,872	65,663	501,291	124,363	55,114
% Change	5%	2%	20%	5%	8%	16%

For 2024-2025 Q3, total visitors across all car parks increased by 3% compared to 2023-2024 Q3, reaching 586,900 visitors. The most significant growth was seen in Dutton Plaza Loading and Fisher Street Car Park, which experienced a 10% and 20% rise respectively, suggesting continued adoption of this area for loading by local businesses and higher usage from workers returning to the office. Other car parks saw moderate growth while Dutton Plaza Car Park remained steady.

For the Year-To-Date (YTD) 2025, total visitors reached 1,792,551 marking a 5% increase compared to YTD 2024. These figures indicate a stable performance to date overall with continued increased usage across all locations.

# **Dutton Plaza Car Park**

Dutton Plaza Car Park recorded similar visitation numbers in Q3 compared to the same period last year, with no change. For the YTD 2025, Dutton Plaza Car Park is trending towards a slight increase of 5% compared with last year, maintaining consistent and steady growth. The performance of Dutton Plaza Car Park for Q3 is shown in Figure 1.

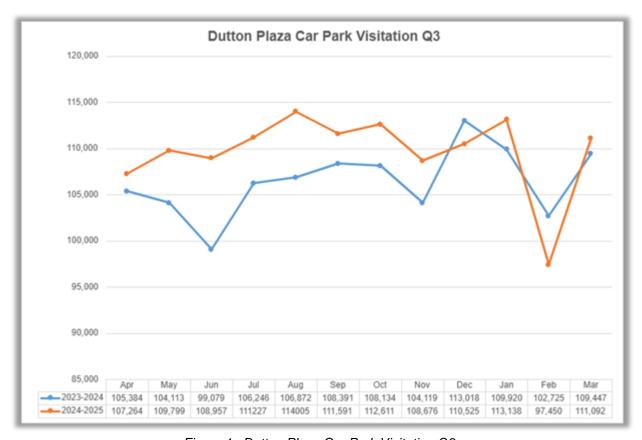


Figure 1: Dutton Plaza Car Park Visitation Q3.

# **Dutton Plaza Loading Area**

The graph below highlights the visitation trends for the loading area between 2024 and 2025 showing a steady upward trajectory and reflecting increased patronage over time. Visitation in 2025 Q3 also remains higher compared to the same period in 2024, growing by 10% for the quarter. Looking at the broader annual trends, both years exhibit a consistent increase in visitation and growth year-on-year. The performance of Dutton Plaza Loading Area for Q3 is shown in Figure 2.

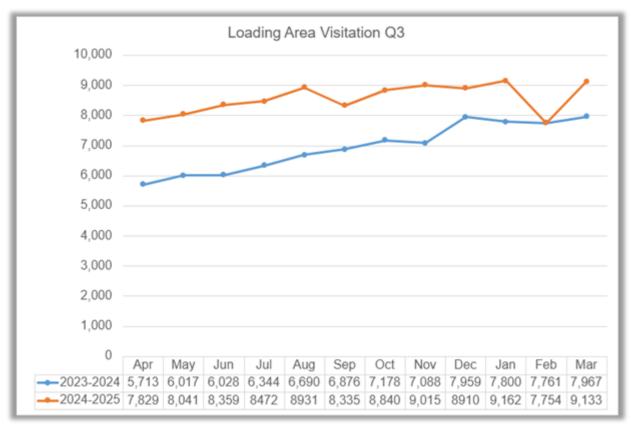


Figure 2: Dutton Plaza Loading Area Visitation Q3.

# Fisher Street Car Park

The Fisher Street Car Park continues to show notable growth in 2025 compared to 2024 with higher visitation this quarter at 14.7% growth and YTD of 16%. This is a result of more workers returning to the office by public transport and the reduction of work from home days. The performance of Fisher Street Car Park for Q3 is shown in Figure 3.

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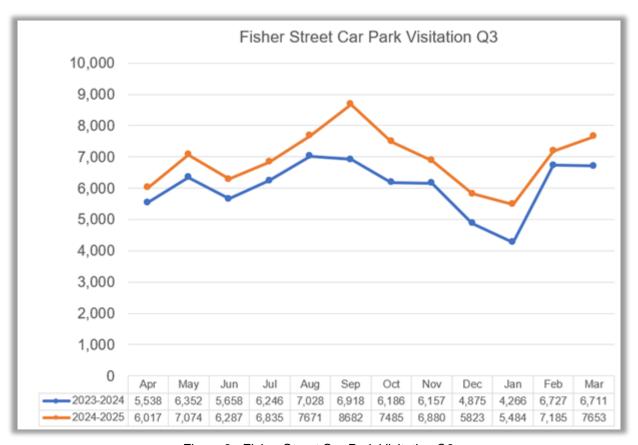


Figure 3: Fisher Street Car Park Visitation Q3.

# **Downey Lane Car Park**

Q3 visitation remained steady performing consistently above the same period last year with a slight increase of 4.4% this quarter compared with the same period last year. The performance of Downey Lane Car Park for Q3 is shown in Figure 4.

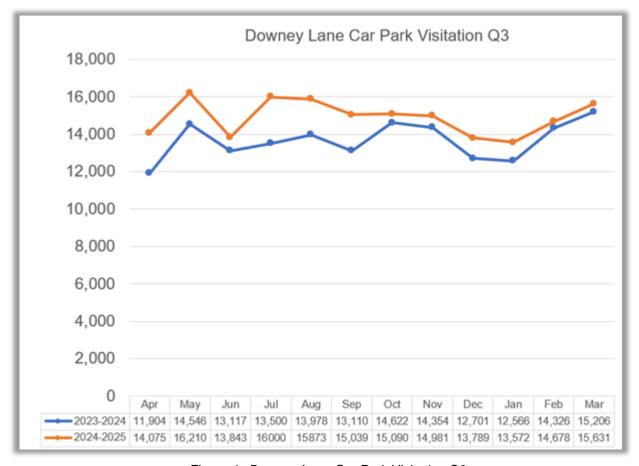


Figure 4: Downey Lane Car Park Visitation Q3.

# Nelson Street Car Park

Q3 visitation remained relatively stable with a slight increase of 5.5% and consistently outperforming 2024 throughout the year, reflecting a 5% overall increase YTD. The performance of Nelson Street Car Park for Q3 is shown in Figure 4.



Figure 5: Nelson Street Car Park Visitation Q3.

#### **Dutton Plaza Performance**

Dutton Plaza continues to operate 100% occupancy with retail tenancies performing strongly with no breaches of lease and arrears below standard industry levels during Q3.

Visitation to the Plaza remains strong and consistent, reflecting its popularity as a vibrant community hub. Major events during recent festive seasons have drawn impressive crowds with the Australia Day public holiday and Council's Lunar New Year celebration leading the way, attracting between 41,000 and 43,000 visitors in a single day.

Weekends continue to see high attendance. On a typical weekend, the Plaza attracts between 27,000 and 30,000 visitors, while weekday visitation averages between 14,000 and 17,000.

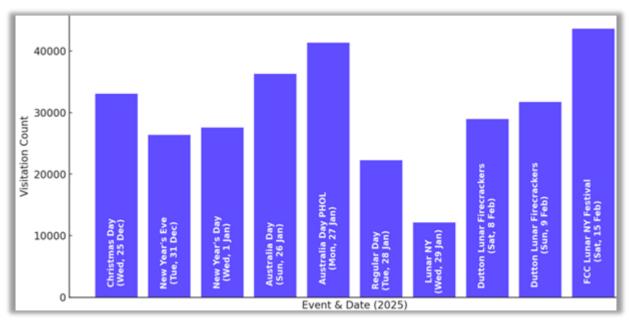


Figure 6: Dutton Plaza Visitation During Festive Season Q3.

During Q3, a number of promotional activities were organised at Dutton Plaza, including New Year, Lunar New Year and Australia Day celebrations.



Figure 7: Dutton Plaza Activities and Promotions. Permission granted to publish these photographs.



Figure 8: Dutton Plaza Activities and Promotions. Permission granted to publish these photographs.

Upcoming promotions over the next quarter will include:

- School Holiday Activities
- Easter Bunny Visits
- Mother's Day
- Vietnam War Anniversary Banner Unveiling
- Opening of Shade Structure Seating

# **Leasing, Licensing and Property Management**

Council's leasing and licensing portfolio comprises of 144 assets with no vacancies.

Property Class	Total	Vacancies
Community	30	0
Sporting	8	0
Telecommunication	15	0
Residential	27	0
Commercial	27	0
Property Development Fund	4	0
Dutton Plaza	33	0
Total	144	0

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# **Property Acquisitions, Sales and Services**

Other key milestones in Q3 include:

- Finalisation of lease renewal over 17-19 York Street Fairfield.
- Finalisation of new lease over 38 Arthur Street Cabramatta.
- Finalisation of new licence over Fairfield Community Service Centre.
- Completion of new lease over Shop 2 Dutton Plaza Cabramatta.
- Completion of lease renewal over Shop 1 40 Harris Street Fairfield.
- Preparation of Expression of Interest (EOI) for Office 2 Greenfield Park Community Centre.
- Negotiations commenced for lease renewal over 32-36 Harris Street Fairfield.
- Negotiations commenced for proposed surrender of lease over Shop 17 Dutton Plaza.
- Negotiations commenced for proposed assignment of lease over Shops 29-31 Dutton Plaza.
- Negotiations commenced for proposed purchase of 47 Ascot Street Canley Heights for open space purposes.
- Finalisation of negotiations with owner of 53 Pevensey Street Canley Vale to purchase land for new traffic grant project.
- Negotiations underway for 5 licence renewals across Community portfolio.
- Negotiations underway for lease renewals of Shops 8, 19, 24 and 28 Dutton Plaza.
- Negotiations underway for sale of 73 Knight Street, 65 Knight Street and 2 Mena Avenue Lansvale.

# **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. They 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.

The following table depicts the total number of casual and regular bookings and users of Council's halls, buses, tennis courts, futsal courts and sports fields this quarter compared to the corresponding quarter in the previous fiscal year of 2023-2024.

Number of Bookings						
Year	Total	Halls	Bus	Tennis	Futsal	Sports Field
2024-2025 Q3	7,092	1,848	7	2,478	918	1,841
2023-2024 Q3	5,878	1,735	4	1,909	222	2,008
% Change	+20%	+6%	+75%	+29%	+313%	-8%

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This quarter experienced an overall increase of 20% in bookings across the community portfolio, with a noticeable increase in futsal courts hire of 313% and tennis court hire of 29% compared to the same period in the previous year. The increase for futsal court hire demonstrates the level of strong interest of the newly opened Endeavour futsal courts despite the introductory fee ceasing at the end of last year.

Data shows the hall bookings remaining stable during this period with an increase in bus bookings, this is expected to increase next quarter following the completion of the bus driver orientation and booking process. This process will continue to involve the Community Facilities Team to manage bus hire bookings with the support of Council's Trades (workshop) Division to facilitate driver induction to improve utilisation. Further communication and marketing will be undertaken next quarter.

#### **Tennis**

The quarter marked the rollout of the full online booking platform, requiring all casual and regular bookings to be made through the system. The Facilities team continues to support and communicate with hirers throughout this transition period.

Community feedback has highlighted the increased interest in pickleball. The Facilities team is collaborating with local pickleball groups to run programs and upcoming tournaments. Additional maintenance and cleaning have been undertaken to support this recent growth which has been well received by the community. With requests to convert more tennis courts into pickleballs courts, further information will be presented to Council for review and consideration.

## **Community Halls**

Office 2 at Greenfield Park Community Centre has been returned to Council by The Parks Community Network as they no longer require the office space. An EOI will be released to the market next quarter, seeking a service provider that can demonstrate delivery of accessible and equitable services aligned with the needs of residents and local community.

Woodville Alliance currently hires the hall and dining room at Villawood Senior Citizens Centre to deliver their community programs, alongside other local organisations. They have expressed a strong interest in utilising the available rooms within the community facility on an interim basis for 2 years. Discussions are underway to finalise arrangement for exclusive use of these space, which will be subject to final Council approval.

#### **Sports Fields**

Applicants for Council's winter season hire have been notified of their outcome and field allocations ahead of the winter pre-season starting on 10 February 2025, contingent on field availability following summer hirers. In total, 35 clubs were allocated to Council sports fields with various sporting codes, including 19 clubs for soccer, 11 clubs for AFL, League and Baseball and 5 clubs for winter cricket.

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The Sports and Recreation Advisory Group was held on 24 March 2025, with the Community Facilities team presenting various sporting and operational matters. Key topics included the upcoming Endeavour EOI, winter season allocation and Council's operational plans and works. The next meeting is scheduled for October 2025, where the team will continue to provide further updates on sporting matters.

With the upcoming completion of Endeavour Sports Park synthetic fields, preparation for the EOI is underway. The EOI will be an opportunity to invite potential applicants to apply for field hire and use. The EOI is scheduled to open April and will run for approximately 3 weeks, with an aim of allocating hirers before field completion later this year.

An information session will be included as part of the process. Information about the EOI will be distributed to existing seasonal hirers, schools, clubs and sporting associations. Promotion will extend to Council's Facebook page and City Connect newsletter.

#### **Futsal Courts**

Illegal use of bikes on the futsal court and vandalism remains an ongoing issue. In response, this quarter saw the introduction of email notifications and PA speakers when bikes are detected on the courts. This corrective measure has resulted in several warnings issued to deter hirers using bikes. The futsal court terms and conditions have been updated in the booking system to reflect that bikes are not permitted on all courts.

Aelina Truong

Manager Property

#### **Authorisation:**

Manager Property Strategy and Services Director City Assets

Services Committee - 8 July 2025

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\*\*\*\* END OF ITEM 102 \*\*\*\*\*