

PUBLIC NOTICE

FAIRFIELD CITY COUNCIL ORDINARY COUNCIL MEETING AGENDA



Tonight's Council Meeting will follow the procedure of the items listed below:

- **ENTRANCE OF MAYOR**

All present to stand.

- **NATIONAL ANTHEM**

- **ACKNOWLEDGEMENT OF COUNTRY**

- **PRAYER**

Remain Standing. The Mayor will invite a Councillor to read either one of the following prayers:

"We thank thee Lord for being elected by our fellow men to this office of honour and trust. Give us grace diligently and honourably, free from private interest and prejudice, to discharge the duties entrusted to us to the common good of mankind. AMEN"

"We give thanks for being elected to this office of honour and trust. Give us grace, diligently and honourably, free from private interest and prejudice, to discharge the duties entrusted to us for the common good of mankind."

AGENDA ITEM 1: APOLOGIES AND LEAVE OF ABSENCE

The Mayor will invite apologies on behalf of Councillors not in attendance.

- **REMOTE MEETING ATTENDANCE**

The Mayor will confirm if any applications have been received to participate remotely via audio-visual link.

AGENDA ITEM 2: CONFIRMATION OF MINUTES

The minutes of the previous Council meeting are confirmed at this stage.

AGENDA ITEM 3: MAYORAL MINUTES

The Mayor will read out Mayoral Minutes, which are matters of interest to the Council, public and media.

AGENDA ITEM 4: NOTICES OF MOTION

Where a written Notice of Motion has been submitted, it is dealt with at this time.

AGENDA ITEM 5: QUESTIONS TO THE MAYOR

The Mayor will invite the Councillors to present any written questions.

AGENDA ITEM 6: REPORTS BY STANDING COMMITTEE CHAIRPERSON

As the following Committees have delegated powers, Council will only consider reports referred to Council by a Councillor or reports which are of such a nature that Council is unable to deal with it under delegation. The Chairperson of each Committee will present the report to Council. This includes supplementary reports relating to items from the various Committees and late items of correspondence.

- Outcomes Committee
- Outcomes Supplementary reports
- Services Committee
- Services Supplementary reports

AGENDA ITEM 7: CLOSE SESSION

The Meeting will be closed to the Public for consideration of confidential items.

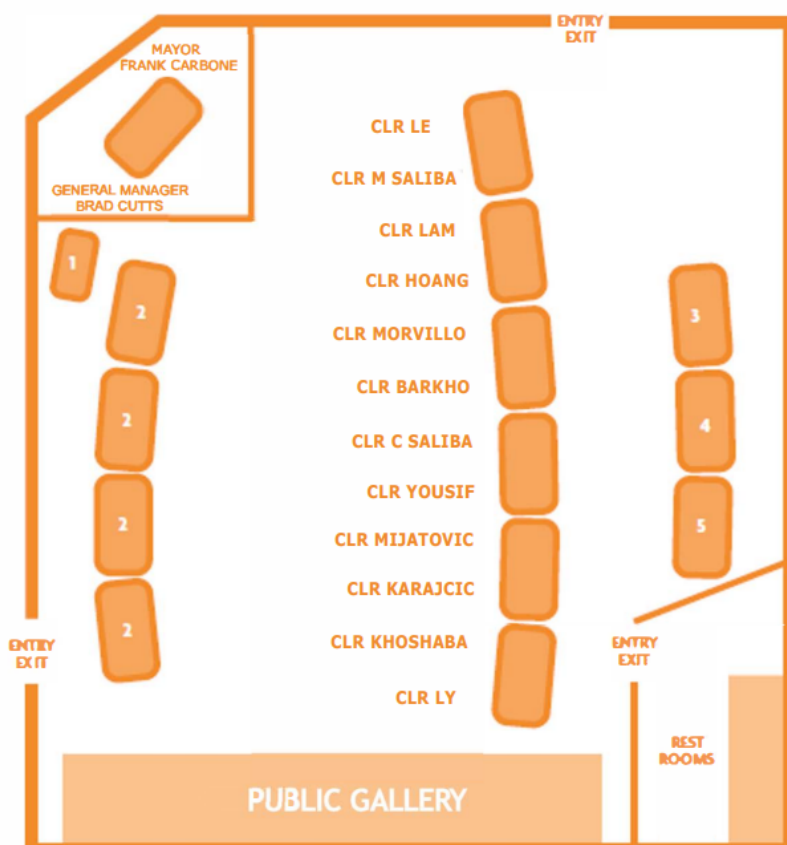
The Agenda will list all items to be considered Confidential and the reasons for the confidentiality.

NEXT COUNCIL MEETING

Ordinary meetings of the Council are held in the Council Chambers at 7.00pm on the 4th Tuesday of each month, subject to possible change due to Public Holidays.

SEATING ARRANGEMENTS FOR THE FAIRFIELD CITY COUNCIL CHAMBERS

1. Governance Officer
2. Executive Leadership Team
3. IT Support
4. Other Staff



It is trusted that you will find the above explanations of assistance in following the procedure at tonight's meeting.

Ordinary Council



DRAFT MINUTES

DATE OF MEETING: 25 August 2026

LOCATION: Council Chambers

TIME: 7.12pm

MEETING 1585

Administration Centre Wakeley

MINUTES OF THE MEETING OF COUNCIL OF THE CITY OF FAIRFIELD HELD IN THE COUNCIL CHAMBERS AT THE ADMINISTRATION CENTRE, AVOCA ROAD WAKELEY ON 25 AUGUST 2026 AT 7.12PM.

PRESENT:

His Worship Mayor Carbone (Chairperson).

Councillors Barkho, Hoang, Karajcic, Khoshaba, Lam, Le, Ly, Mijatovic, Morvillo, C Saliba and M Saliba.

Councillor Yousif (arrived 7.17pm during Mayoral Minutes) attended remotely via audio-visual link.

Also in attendance were the General Manager, Deputy General Manager and Chief Financial Officer, Director City Assets, Director City Delivery, Director City Development, Director City Living, Director City Strategy, Director People, Culture and Operations, Manager Governance and Audit, Technical Support Officer (F Hapani and S Subba), Governance Support Officer and Governance Officer (A Kargin).

National Anthem

All present, stood for the National Anthem.

Webcast Announcement

In opening the meeting, the Chairperson advised that the meeting is being livestreamed on Council's website and all present should refrain from making any defamatory statements.

Acknowledgement of Country

The Chairperson acknowledged the Cabrogal of the Darug nation, the traditional custodians of the land upon which the meeting was held. He acknowledged their elders, past and present, and other Aboriginal people present.

Prayer

The Prayer was read by Councillor Khoshaba.

APOLOGIES AND LEAVE OF ABSENCE

No apologies were tendered and no Leave of Absence was sought for this meeting.

REMOTE MEETING ATTENDANCE

The Chairperson acknowledged that Councillor Yousif was participating remotely via audio-visual link.

MOTION: (Barkho/Mijatovic)

That Councillor Yousif participate in the Ordinary Council meeting held on 25 August 2026 by audio-visual link on the grounds of being away from the local area.

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

MOTION: (Barkho/Karajcic)

That the Minutes of the Ordinary Council meeting held on 28 July 2026, Traffic Committee meeting held on 10 August 2026, Outcomes Committee meeting held on 11 August 2026 and Services Committee meeting held on 11 August 2026, be confirmed.

CARRIED UNANIMOUSLY

CONFLICT OF INTEREST

There were no disclosures of interest tabled at the meeting.

MAYORAL MINUTES

Securing the Future of the Bonnyrigg Men's Shed

Councillor Yousif arrived (7.17pm) to the meeting.

Today Federal Member for Fowler, Dai Le and I met with representatives of the Bonnyrigg Men's Shed to discuss their concerns about the security of their current premises and the future of this important community organisation.

The Bonnyrigg Men's Shed is the only men's shed in our local area. It provides a vital service by supporting men's health and wellbeing, helping combat social isolation and loneliness, developing skills, and creating opportunities for members to contribute to the community by helping residents.

The Men's Shed has been part of the community in Bonnyrigg Estate for more than 20 years. The NSW Government's planned redevelopment of the area, which will increase the number of homes from 833 to 3,000, means the Men's Shed has been asked to move and its future remains uncertain.

The NSW Government, as part of its social planning for the estate has acknowledged that the Men's Shed is an essential part of the community infrastructure to ensure men's health and community connection.

The NSW Government has generated significant revenue through the sale and development of land in Bonnyrigg and surrounding areas. As the population grows, investment must also be made in the community facilities that help keep people connected and healthy.

Fairfield City Council has land available in Bonnyrigg received through a Voluntary Planning Agreement from the Government that could accommodate a permanent home for the Men's Shed. However, funding and a clear commitment from government are needed to secure its future.

We call on the NSW Government to either fund a permanent new facility for the Bonnyrigg Men's Shed or provide certainty that it can continue operating from its current temporary location without the threat of eviction.

Tonight I propose that Council write to the NSW and Federal Ministers for Health and relevant local Members of Parliament seeking support to secure the long-term future of the Bonnyrigg Men's Shed. I also propose that Council officers assist the organisation to identify and apply for grants and other funding opportunities to support its ongoing operation and future development.

MOTION: (Le/Mijatovic)

That:

1. Council write to the NSW and Federal Ministers for Health and relevant local Members of Parliament seeking support to secure the long-term future of the Bonnyrigg Men's Shed.
2. Council Officers assist the Bonnyrigg Men's Shed to identify and apply for grants and other funding opportunities to support its ongoing operation and future development.

CARRIED UNANIMOUSLY

Mayoral Community Benefit Fund

At the 11 August Services Committee meeting, Council resolved to make a donation of five hundred dollars (\$500.00) from the Mayoral Community Benefit Fund to SOFIA'S Wish Inc. towards the Velvet Rose 2026 fundraiser event to be held on Saturday 17 October 2026.

The event fosters social connection by bringing together residents, community organisations and businesses, while generating financial support for programs that provide practical assistance, essential resources and wellbeing services to those facing adversity.

Council's contribution will support programs that enhance carers' wellbeing, social connection and resilience including self-care activities, counselling services and creative workshops.

Councillors, please join me in welcoming Marie Nelson, President of SOFIA'S Wish Inc. together with the Treasurer, Emma Hynes and members, Jake Nelson, Tia Pogue, Kiera Lawrence, James Nelson and Chanel Borg who are accepting the donation on behalf of the event organisers.

MOTION: (Khoshaba/M Saliba)

That the Mayoral Minute be received and noted.

CARRIED UNANIMOUSLY

Mayoral Scholarship Fund

At the 11 August Services Committee meeting, Council resolved to make a donation of one thousand dollars (\$1,000.00) from the Mayoral Scholarship Fund to Cesar [REDACTED] towards his participation in the Australia Japan Rugby Festival in Fukuoka, Japan from 15 to 22 December 2026.

Cesar is a dedicated and accomplished young athlete who has excelled across Rugby Union, Rugby League and Oztag. His consistent performances, strong work ethic and commitment to developing his skills have resulted in selection to numerous representative teams at both state and national levels.

This tour builds on Cesar's impressive achievements to date including State Championship representation and selection in NSW development squads and reflects his dedication to sporting excellence.

Councillors, please join me in welcoming Cesar [REDACTED] to receive the donation.

MOTION: (M Saliba/Mijatovic)

That the Mayoral Minute be received and noted.

CARRIED UNANIMOUSLY

Fabulous Fairfield

Council's Fabulous Fairfield Program celebrates and acknowledges the dedication, creativity and hard work of residents who create and maintain beautiful gardens that enhance the character and visual appeal of our city's streetscapes.

From productive garden beds to vibrant native plantings, this month's entries highlight the colour, character and diversity of Fairfield's seasonal landscapes.

Featuring everything from bright lemons, juicy tomatoes, crisp lettuce, fresh spring onions, sweet pineapples and fiery chillies, through to beautiful roses, striking cacti, colourful carnations and a wide range of seasonal blooms, each garden tells its own unique story.

A special highlight this month is Norma Donaldson from Fairfield Heights, who at 93 years of age has been lovingly tending her garden for an incredible 70 years. Norma's lifelong dedication is a wonderful example of the passion and pride our residents bring to their homes and neighbourhoods.

Tonight, we congratulate our 10 Fabulous Fairfield award recipients for the August round, with gardens featured across Fairfield Heights, Fairfield West, St Johns Park and Wakeley.

Together, these stunning gardens showcase the passion, creativity and dedication of our residents, bringing colour, freshness and sustainability to our neighbourhoods and highlighting the simple joy that gardens bring to our homes and streets.

Our winners will receive potted native plants prepared by volunteers from the Fairfield Community Nursery, along with a small financial contribution to assist with the ongoing upkeep of their gardens.

Councillors, please join me in congratulating the winners of the August Fabulous Fairfield Awards.

MOTION: (Khoshaba/Mijatovic)

That the Mayoral Minute be received and noted.

CARRIED UNANIMOUSLY

QUESTIONS TO THE MAYOR

There were no Questions to the Mayor for this meeting.

REPORT BY CHAIRPERSON OF THE OUTCOMES SUPPLEMENTARY REPORTS - 25 AUGUST 2026

- 79:** 2025-2026 Carry Forward Listing of Projects and Major Programs for Inclusion in the 2026-2027 Operational Plan
File Number: 25/15309

MOTION: (M Saliba/Mijatovic)

That:

1. The 103 incomplete projects and associated budget of nine million, seven hundred and twenty-one thousand, six hundred and twenty-three dollars (\$9,721,623.00) (Attachment A of the report) be carried forward and adopted into the 2026-2027 Operational Plan.
2. The associated budgets of 6 practically complete projects of two hundred and seventy-five thousand, four hundred and fourteen dollars (\$275,414.00) (Attachment B of the report) be carried forward and adopted into the 2026-2027 Operational Plan, due to outstanding invoices.
3. The 8 projects and associated budgets identified to be discontinued in the report be removed from the 2025-2026 Operational Plan.
4. The 1 new project and associated budget identified in the report be adopted into the 2026-2027 Operational Plan.

CARRIED UNANIMOUSLY

REPORT BY CHAIRPERSON OF THE SERVICES COMMITTEE - 11 AUGUST 2026

128: 2026 Local Government NSW (LGNSW) Conference
File Number: 24/05714

MOTION: (C Saliba/Mijatovic)

That:

1.1 Council appoints the following delegates to attend the 2026 Local Government NSW Conference with the General Manager and staff nominated by him, being held in Wollongong from Sunday 22 to Tuesday 24 November 2026:

Mayor Carbone and Councillors Barkho, Karajcic, Lam, Le, Mijatovic, Morvillo, C Saliba, M Saliba and Yousif.

1.2 Any other interested councillors wishing to attend the Conference as non-voting delegates inform the General Manager by Wednesday 30 September 2026.

1.3 Any voting delegate that withdraws from the Conference be replaced with non-voting delegates, to be selected by the Mayor.

CARRIED UNANIMOUSLY

REPORT BY CHAIRPERSON OF THE SERVICES SUPPLEMENTARY REPORTS - 25 AUGUST 2026

139: Transport for NSW Grant - Local Government Road Safety Program Initiatives
File Number: 26/12560

MOTION: (C Saliba/Mijatovic)

That:

1. The grant of twenty-two thousand, three hundred and ten dollars (\$22,310.00 excluding GST) offered by Transport for NSW under the Local Government Road Safety Program be received into the 2026/2027 Operational Plan for local road safety projects (Child Restraint Fitting Days, Speed Radar Variable Message Signs (VMS), Young Driver Safety, Motorcycle Safety and Pedestrian Safety) and its expenditure for that purpose be voted.

2. Council vote one thousand, eight hundred and fifty dollars (\$1,850.00) from General Funds into the 2026/2027 Operational Plan for expenditure on the 2026/2027 Local Government Road Safety Program's local road safety projects.

CARRIED UNANIMOUSLY

- 140:** Schedule of Meetings - September 2026
File Number: 09/01106

MOTION: (C Saliba/Mijatovic)

That the Outcomes Committee and Services Committee meetings be held on 8 September 2026.

CARRIED UNANIMOUSLY

- 141:** Update on EOI 004-25 Electricity Supply for Large and Small Sites including Unmetered Street Lights
File Number: 24/13574

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))(d(ii)) 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*
- (d(ii)) commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the council.*

and dealing with the matter in Open Session would be, on balance, contrary to the public interest.

THIS CONFIDENTIAL ITEM WAS DEALT WITH IN CLOSED SESSION OF THE COUNCIL. FOR THE RESOLUTION PASSED BY COUNCIL IN CLOSED SESSION, REFER TO PAGE 9 OF THE MINUTES.

MEETING CLOSED TO THE PUBLIC

PROCEDURAL MOTION: (Mijatovic/C Saliba)

That pursuant to Section 10A of the Local Government Act the meeting be closed to the public to consider the following confidential item of business and the grounds for such closure are stated hereunder:

- 141:** Update on EOI 004-25 Electricity Supply for Large and Small Sites including Unmetered Street Lights
File Number: 24/13574

CONFIDENTIAL REPORT

10A(2)(d(i))(d(ii))

- (1) Pursuant to Section 10A(2)(d(i)) and (d(ii)) the information in the **Report** is confidential.
- (2) The matter to be discussed is Update on EOI 004-25 Electricity Supply for Large and Small Sites including Unmetered Street Lights.
- (3) In relation to Section 10A(2) of the Local Government Act 1993, the reason why this part of the meeting should be closed is the matters and information is the following:

(d(i)) commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it; and
(d(ii)) commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the council.
and dealing with the matter in Open Session would be, on balance, contrary to the public interest.

CARRIED UNANIMOUSLY

WEBCAST ANNOUNCEMENT

In closing the meeting, the Chairperson advised that the livestream will be muted as Council enters into Closed Session and that the livestream will resume once the meeting is reopened to the public.

MEETING OPEN TO THE PUBLIC

PROCEDURAL MOTION: (Morvillo/Khoshaba)

That the meeting be open to the public.

CARRIED UNANIMOUSLY

WEBCAST ANNOUNCEMENT

In opening the meeting, the Chairperson advised that the livestream has been resumed.

PROCEDURAL MOTION: (C Saliba/M Saliba)

That in accordance with Section 11(3) of the Local Government Act 1993, Council resolves that the correspondence or report relating to Item 141 of the Services Committee that was considered during the Closed Session of Council be treated as confidential and remain confidential unless otherwise determined by Council.

CARRIED UNANIMOUSLY

THE DECISIONS OF THE COUNCIL IN CLOSED SESSION:

141: Update on EOI 004-25 Electricity Supply for Large and Small Sites including Unmetered Street Lights
File Number: 24/13574

That the report be received and noted.

CLOSURE

There being no further business, the meeting concluded at 7.58pm.

Chairperson

CONFIRMATION

These minutes were confirmed as a correct record of the proceedings at a meeting held on 25 August 2026.

Chairperson

Outcomes Committee



DRAFT MINUTES

DATE OF MEETING: 8 September 2026

LOCATION: Council Chambers

TIME: 6.35pm

**Outcomes Committee
DRAFT Minutes**

Meeting Date: 08 September 2026

Page 2

PRESENT:

His Worship Mayor Carbone (Chairperson).

Councillors Barkho, Hoang, Karajcic, Ly, Morvillo, C Saliba and M Saliba

Councillors Mijatovic and Yousif attended remotely via audio-visual link.

Also in attendance were the General Manager, Deputy General Manager and Chief Financial Officer, Director City Assets, Director City Delivery, Director City Living, Director City Strategy, Director People, Culture and Operations, Manager Governance and Audit, Manager Waste and Cleansing Operations, Procurement Manager, Technical Support Officer (F Hapani and S Prince), Governance Officer (M Luongo) and Governance Support Officer.

WEBCAST ANNOUNCEMENT

In opening the meeting, the Chairperson advised that the meeting is being livestreamed on Council's website and all present should refrain from making any defamatory statements or gestures.

APOLOGIES AND REASONS ACCEPTED

Apologies were tendered on behalf of Councillors Khoshaba, Lam and Le and the reasons for their absences given.

MOTION: (C Saliba/Karajcic)

That the apologies and reasons given for the absences tendered on behalf of Councillors Khoshaba, Lam and Le be accepted.

CARRIED UNANIMOUSLY

REMOTE MEETING ATTENDANCE

The Chairperson acknowledged that Councillors Mijatovic and Yousif were participating remotely via audio-visual link.

MOTION: (M Saliba/Karajcic)

That Councillors Mijatovic and Yousif participate in the Outcomes Committee meeting held on 8 September 2026 by audio-visual link on the grounds of being away from the local area.

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

MOTION: (Karajcic/M Saliba)

That the Minutes of the meeting held on 11 August 2026 be noted.

CARRIED UNANIMOUSLY

CONFLICT OF INTEREST

There were no disclosures of interest tabled at the meeting.

SECTION A

‘Matters referred to Council for its decision’

80: SUBJECT: Post Exhibition - Planning Proposal - Rezoning from R4 High Density Residential to E4 General Industrial
Premises: 17-21 Longfield Street Cabramatta (Lot 34 and 35 DP 456221)
Applicant: Jenny Rudolph Consulting
Owner: FTD Holdings Pty Ltd (Sole Director – Joseph D’Agostino)
Zoning: R4 – High Density Residential
File Number: 24/35085

RECOMMENDATION: (M Saliba/Karajcic)

That:

1. The Planning Proposal (Attachment A of the report) known as Amendment No. 51 to Fairfield Local Environmental Plan 2013 in relation to 17-21 Longfield Street Cabramatta (Lot 34 and 35 DP 456221) be adopted as follows:
 - 1.1. Amend the Land Zoning Map (LZN_021) from R4 High Density Residential to E4 General Industrial.
 - 1.2. Amend the Height of Buildings Map (HOB_021) to prescribe no height of building control.
 - 1.3. Amend the Floor Space Ratio Map (FSR_021) to prescribe no floor space ratio control.
 - 1.4. Amend the Key Site Map (KYS_021) to remove key site 23 and apply key site ‘30 Use of certain land in zone E4’.
 - 1.5. Amend Schedule 1 Additional Permitted Use by deleting key site 23.

**Outcomes Committee
DRAFT Minutes**

Meeting Date: 08 September 2026

Page 4

2. Pursuant to Section 3.36 of the Environmental Planning and Assessment Act 1979, Council proceed to finalise the planning proposal under delegated authority in accordance with the Guide to Preparing Local Environment Plans (Department of Planning, Industry and Environment, 2023).

A division was taken with the following results:

Aye	Nay
Mayor Carbone	
Councillor Barkho	
Councillor Hoang	
Councillor Karajcic	
Councillor Ly	
Councillor Mijatovic	
Councillor Morvillo	
Councillor C Saliba	
Councillor M Saliba	
Councillor Yousif	
Total=(10)	Total=(0)

CARRIED UNANIMOUSLY

SECTION B

‘Matters submitted to the Committee for decision subject to the Right of Referral’

- 81:** Public Exhibition - Draft Site Specific Development Control Plan - Smithfield RSL Club Site and Adjoining Land

SUBJECT: Public Exhibition - Draft Site Specific Development Control Plan - Smithfield RSL Club Site and Adjoining Land

Premises: Multiple lots within a precinct bounded by Smithfield Road, Brenan Street, O'Connell Street and Neville Street Smithfield

Applicant: Capital Syndications Pty Ltd

Owner: The Leo McCarthy Memorial Smithfield RSL Club Sub-Branch Limited

Zoning: R3 – Medium Density Residential
RE2 – Private Recreation

File Number: 20/01787

MOTION: (M Saliba/Karajcic)

That:

1. The Draft Site-Specific Development Control Plan (SSDCP) (Attachment A of the report) be placed on public exhibition.
2. The amendments to the Floor Space Ratio and Minimum Site Area Maps as outlined in the report be incorporated into the Planning Proposal.

**Outcomes Committee
DRAFT Minutes**

Meeting Date: 08 September 2026

Page 5

3. The initial Letter of Offer (Attachment B of the report) to enter into a Voluntary Planning Agreement (VPA) with Council for the Applicant to deliver infrastructure, services and improvements to the public domain adjoining the subject site as a result of the Planning Proposal, be noted and will be subject to a further report when the terms are finalised.

A division was taken with the following results:

Aye

Nay

Mayor Carbone
Councillor Barkho
Councillor Hoang
Councillor Karajcic
Councillor Ly
Councillor Mijatovic
Councillor Morvillo
Councillor C Saliba
Councillor M Saliba
Councillor Yousif

Total=(10)

Total=(0)

CARRIED UNANIMOUSLY

- 82:** Major Projects Update - August 2026
File Number: 23/34318. 23/13402

MOTION: (M Saliba/Barkho)

That the report be received and noted.

CARRIED UNANIMOUSLY

- 83:** Monthly Investment Report - August 2026
File Number: 25/23527

MOTION: (M Saliba/Barkho)

That the Investment Report for August 2026 be received and noted.

CARRIED UNANIMOUSLY

**Outcomes Committee
DRAFT Minutes**

Meeting Date: 08 September 2026

Page 6

- 84:** Mayor's Crime Prevention Reference Group - July 2026
File Number: 25/27944

MOTION: (M Saliba/Barkho)

That the minutes of the Mayor's Crime Prevention Reference Group meeting held on 20 July 2026 be received and noted.

CARRIED UNANIMOUSLY

- 85:** Multicultural Advisory Committee - July 2026
File Number: 12/05729

MOTION: (M Saliba/Barkho)

That the minutes of the Multicultural Advisory Committee Meeting held on Thursday 30 July 2026 be received and noted.

CARRIED UNANIMOUSLY

- 86:** Youth Advisory Committee - August 2026
File Number: 26/18084

MOTION: (M Saliba/Barkho)

That the minutes of the Youth Advisory Committee meeting held on 5 August 2026 be received and noted.

CARRIED UNANIMOUSLY

- 87:** Divisional Update Report - Quarter 4 - Strategic Land Use Planning & Land Information Systems
File Number: 09/02633

MOTION: (M Saliba/Barkho)

That the report be received and noted.

CARRIED UNANIMOUSLY

- 88:** Information Report - Draft Planning Agreement - Canopy Estate Horsley Park
File Number: 23/05034

MOTION: (M Saliba/Barkho)

That the report be received and noted.

CARRIED UNANIMOUSLY

**Outcomes Committee
DRAFT Minutes**

Meeting Date: 08 September 2026

Page 7

CLOSURE

There being no further business, the meeting concluded at 6.45pm.

Chairperson

CONFIRMATION

These minutes were confirmed as a correct record of the proceedings at a meeting held on 8 September 2026.

Chairperson

Services Committee



DRAFT MINUTES

DATE OF MEETING: 8 September 2026

LOCATION: Council Chambers

TIME: 6.45pm

**Services Committee
DRAFT Minutes**

Meeting Date: 8 September 2026

Page 2

PRESENT:

His Worship Mayor Carbone (Chairperson).

Councillors Barkho, Hoang, Karajcic, Ly, Morvillo, C Saliba and M Saliba

Councillors Mijatovic and Yousif attended remotely via audio-visual link.

Also in attendance were the General Manager, Deputy General Manager and Chief Financial Officer, Director City Assets, Director City Delivery, Director City Living, Director City Strategy, Director People, Culture and Operations, Manager Governance and Audit, Manager Waste and Cleansing Operations, Procurement Manager, Technical Support Officer (F Hapani and S Prince), Governance Officer (M Luongo) and Governance Support Officer.

WEBCAST ANNOUNCEMENT

In opening the meeting, the Chairperson advised that the meeting is being livestreamed on Council's website and all present should refrain from making any defamatory statements or gestures.

APOLOGIES AND REASONS ACCEPTED

Apologies were tendered on behalf of Councillors Khoshaba, Lam and Le and the reasons for their absences given.

MOTION: (Karajcic/Morvillo)

That the apologies and reasons given for the absences tendered on behalf of Councillors Khoshaba, Lam and Le, be accepted.

CARRIED UNANIMOUSLY

REMOTE MEETING ATTENDANCE

The Chairperson acknowledged that Councillors Mijatovic and Yousif were participating remotely via audio-visual link.

MOTION: (Morvillo/Karajcic)

That Councillors Mijatovic and Yousif participate in the Services Committee meeting held on 8 September 2026 by audio-visual link on the grounds of being away from the local area.

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

MOTION: (C Saliba/Karajcic)

That the Minutes of the meeting held on 11 August 2026 be noted.

CARRIED UNANIMOUSLY

CONFLICT OF INTEREST

Mayor Carbone disclosed a not significant non-pecuniary interest in Item 156 *Information Report - Special Entertainment Precinct (SEP) Trial and Permanent Designation for Canley Vale and Canley Heights* for the reason that I am a property owner in Canley Heights. This is a holding report on the special entertainment precinct and I will participate tonight but I will not participate at the decision making at the Ordinary Council meeting. Mayor Carbone will remain in the meeting and take part in consideration and voting on this item – refer to page 8 of the minutes.

Councillor Ly disclosed a not significant non-pecuniary interest in Item 156 *Information Report - Special Entertainment Precinct (SEP) Trial and Permanent Designation for Canley Vale and Canley Heights* for the reason that I am a property owner in Canley Heights and this will not affect my property or my decision on this matter. Councillor Ly will remain in the meeting and take part in consideration and voting on this item – refer to page 8 of the minutes.

SECTION A

‘Matters referred to Council for its decision’

- 142:** NSW Environmental Protection Authority Grant - Waste and Sustainable Material Litter Prevention Program
File Number: 26/10469

RECOMMENDATION: (C Saliba/Morvillo)

That the grant of four hundred and twenty-eight thousand, eight hundred and ninety-seven dollars (\$428,897.00 excluding GST) offered by the NSW Environmental Protection Authority under the Waste and Sustainable Material (WASM) Litter Prevention Grants Program be accepted and that one hundred and forty-three thousand and five hundred dollars (\$143,500.00 excluding GST) be accepted into the 2026/2027 Operational Plan for expenditure on Project SP1207 and it's expenditure for that purpose, be voted.

CARRIED UNANIMOUSLY

- 143:** Transport for NSW Block Grant - 2026-2027 Regional Roads
File Number: 11/02274

RECOMMENDATION: (C Saliba/Morvillo)

That:

1. Council notes the grant of one million, three hundred and twenty-seven thousand dollars (\$1,327,000.00) offered by Transport for NSW under the Block Grant Assistance – Regional Roads and Traffic Facilities Program and that the additional thirty-six thousand dollars (\$36,000.00) above the grant funding identified in the 2026–2027 Operational Plan be accepted.
2. The additional grant funding replace existing general funding and be voted for expenditure as follows:
 - 2.1 Thirteen thousand dollars (\$13,000.00) grant funding be allocated to Project MPRBG2749 – Ferrers Road.
 - 2.2 Twenty-three thousand dollars (\$23,000.00) grant funding be allocated to Project MPLTM2702 – City Wide Renewal of Signs and Lines.
3. The 2026–2027 Block Grant Assistance – Regional Roads Agreement be executed by the General Manager or his nominated delegate.

CARRIED UNANIMOUSLY

- 144:** Transport for NSW Grant - 2026/2027 Australian Government Black Spot Program - Roundabout at Cumberland and Junction Streets Cabramatta
File Number: 26/02459

RECOMMENDATION: (C Saliba/Karajcic)

That the grant of three hundred and eighty thousand, two hundred and twenty-nine dollars (\$380,229.00) offered by Transport for NSW under the 2026/2027 Australian Government Black Spot Program to install a roundabout at Cumberland Street and Junction Streets Cabramatta be received into the 2026-2027 Operational Plan and its expenditure for that purpose, be voted.

CARRIED UNANIMOUSLY

- 145:** Australian Government Department of Education Grant - Community Child Care Fund Round 5 - Sustainability and Capital Support
File Number: 18/18762

RECOMMENDATION: (C Saliba/Barkho)

That:

1. The capital grant offered by Australian Government Department of Education under the Community Child Care Fund (CCCF) Round 5 Capital Support totalling four hundred and eight-four thousand, two hundred and twenty-seven dollars and seventy-nine cents (\$484,227.79 excluding GST), be accepted and that two hundred and seventy thousand, nine hundred and eighty-seven dollars and forty two cents (\$270,987.42 excluding GST) be accepted into the 2026-27 Operational Plan and its expenditure for that purpose, be voted.
2. The operational grant offered by Australian Government Department of Education under the Community Child Care Fund (CCCF) Round 5 Sustainability Support totalling nine hundred thousand dollars (\$900,000.00 excluding GST), be accepted and that three hundred thousand dollars (\$300,000.00 excluding GST) be accepted into the 2026-27 Operational Plan and its expenditure for that purpose, be voted.

CARRIED UNANIMOUSLY

- 146:** RFT 110-26 Pest Control Services
File Number: 25/14985

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.*

THIS CONFIDENTIAL ITEM WAS DEALT WITH IN CLOSED SESSION OF THE COMMITTEE. FOR DETAILS OF THE RESOLUTION PASSED BY THE COMMITTEE IN CLOSED SESSION REFER TO PAGE 11 OF THE MINUTES.

- 147:** RFT 112-26 Design and Construction of the Fairfield Showground Community and Events Centre
File Number: 25/14987

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.*

THIS CONFIDENTIAL ITEM WAS DEALT WITH IN CLOSED SESSION OF THE COMMITTEE. FOR DETAILS OF THE RESOLUTION PASSED BY THE COMMITTEE IN CLOSED SESSION REFER TO PAGE 11 OF THE MINUTES.

SECTION B

‘Matters submitted to the Committee for decision subject to the Right of Referral’

- 148:** Request for Donation - Mayoral Community Benefit Fund
File Number: 26/20101

MOTION: (C Saliba/Barkho)

That:

1. Council make a donation of one thousand (\$1,000.00) from the Mayoral Community Benefit Fund to the Rotary Club of Fairfield City towards the 2026 Police Officer of the Year Awards.
2. Council make a donation of one thousand (\$1,000.00) from the Mayoral Community Benefit Fund to Wild Horse Protection Australia towards the Wild Horse Gala 2026 event being held on Saturday 10 October 2026.

CARRIED UNANIMOUSLY

- 149:** Request for Donation - Mayoral Donations Fund
File Number: 26/20099

MOTION: (C Saliba/Morvillo)

That Council make a donation of five hundred dollars (\$500.00) from the Mayoral Donations Fund to David Pang towards his son Leo's participation in the Wrestling Super Series being held on Saturday 27 September 2026.

CARRIED UNANIMOUSLY

**Services Committee
DRAFT Minutes**

Meeting Date: 8 September 2026

Page 7

- 150:** Request for Donation - Mayoral Scholarship Fund
File Number: 25/16202

MOTION: (C Saliba/Karajcic)

That:

1. Council make a donation of one thousand dollars (\$1,000.00) from the Mayoral Scholarship Fund to Chloe [REDACTED] towards her participation at the National Futsal Championship in Brisbane from 28 September to 1 October 2026.
2. Council make a donation of one thousand dollars (\$1,000.00) from the Mayoral Scholarship Fund to Elite Rugby Academy for Jeriemyah [REDACTED] to participate in the Global Games Junior Rugby Festival in Taupo, New Zealand from 13 to 23 September 2026.

CARRIED UNANIMOUSLY

- 151:** Audit, Risk and Improvement Committee (ARIC) Report - Quarter 1
File Number: 19/33579

MOTION: (C Saliba/Karajcic)

That the Minutes of the Audit, Risk and Improvement Committee (ARIC) meeting held on Friday 14 August 2026 be received and noted.

CARRIED UNANIMOUSLY

- 152:** Divisional Update Report - Quarter 4 - Children and Family Services
File Number: 18/18762

MOTION: (C Saliba/Barkho)

That the report be received and noted.

CARRIED UNANIMOUSLY

- 153:** Divisional Update Report - Quarter 4 - Design Services
File Number: 25/35546

MOTION: (C Saliba/Morvillo)

That the report be received and noted.

CARRIED UNANIMOUSLY

**Services Committee
DRAFT Minutes**

Meeting Date: 8 September 2026

Page 8

- 154:** Divisional Update Report - Quarter 4 - Governance
File Number: 19/33579

MOTION: (C Saliba/Karajcic)

That the report be received and noted.

CARRIED UNANIMOUSLY

- 155:** Information Report - RFT 102-27 Design, Supply and Installation of Fairfield Golf Course Driving Range Fencing
File Number: 26/20521

MOTION: (C Saliba/Morvillo)

That the report be received and noted.

CARRIED UNANIMOUSLY

- 156:** Information Report - Special Entertainment Precinct (SEP) Trial and Permanent Designation for Canley Vale and Canley Heights
File Number: 21/33307

Councillor	Type of Interest	Nature of Interest	Action Taken/Explanation Given
Mayor Carbone	Not Significant Non-Pecuniary	I am a property owner in Canley Heights. This is a holding report on the special entertainment precinct and I will participate tonight but I will not participate at the decision making at the Ordinary Council meeting.	This will not influence my decision.
Councillor Ly	Not Significant Non-Pecuniary	I am a property owner in Canley Heights and this will not affect my property or my decision on this matter.	This will not influence my decision.

MOTION: (C Saliba/Yousif)

That the report be received and noted.

CARRIED UNANIMOUSLY

- 157:** Information Report - Villawood Seniors Citizens Centre Lease Termination
File Number: 17/19482

MOTION: (C Saliba/Karajcic)

That the report be received and noted.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC

PROCEDURAL MOTION: (C Saliba/Karajcic)

That pursuant to Section 10A of the Local Government Act the meeting be closed to the public to consider the following confidential items of business and the grounds for such closure are stated hereunder:

- 146:** RFT 110-26 Pest Control Services
File Number: 25/14985

CONFIDENTIAL REPORT and ATTACHMENT

10A(2)(d(i))

- (1) Pursuant to Section 10A(2)(d(i)) the information in the **Report and Attachment** is confidential.
- (2) The matter to be discussed is RFT 110-26 Pest Control Services.
- (3) In relation to Section 10A(2) of the Local Government Act 1993, the reason why this part of the meeting should be closed is the matters and information is the following:
 - (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.

147: RFT 112-26 Design and Construction of the Fairfield Showground Community and Events Centre

File Number: 25/14987

CONFIDENTIAL REPORT and ATTACHMENTS

10A(2)(d(i))

(1) Pursuant to Section 10A(2)(d(i)) the information in the **Report and Attachments** is confidential.

(2) The matter to be discussed is RFT 112-26 Design and Construction of the Fairfield Showground Community and Events Centre.

(3) In relation to Section 10A(2) of the Local Government Act 1993, the reason why this part of the meeting should be closed is the matters and information is the following:

(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.

CARRIED UNANIMOUSLY

WEBCAST ANNOUNCEMENT

In closing the meeting, the Chairperson advised that the livestream will be muted as the Committee enters into Closed Session and that the livestream will resume once the meeting is reopened to the public.

MEETING OPEN TO THE PUBLIC

PROCEDURAL MOTION: (C Saliba/Morvillo)

That the meeting be open to the public.

CARRIED UNANIMOUSLY

Councillor Mijatovic left (7.33pm) the meeting and did not return to the meeting.

WEBCAST ANNOUNCEMENT

In opening the meeting, the Chairperson advised that the livestream has been resumed.

Councillor Yousif left (7.34pm) and returned (7.34pm) to the meeting.

**Services Committee
DRAFT Minutes**

Meeting Date: 8 September 2026

Page 11

PROCEDURAL MOTION: (C Saliba/Morvillo)

That in accordance with Section 11(3) of the Local Government Act 1993, Council resolves that the correspondence or reports relating to Items 146 and 147 of the Services Committee that were considered during the Closed Session of Council be treated as confidential and remain confidential unless otherwise determined by Council.

CARRIED UNANIMOUSLY

THE DECISIONS OF THE COMMITTEE IN CLOSED SESSION:

146: RFT 110-26 Pest Control Services
File Number: 25/14985

That Council accept the recommendation of the Tender Evaluation Panel in relation to Request for Tender RFT 110-26 Pest Control Services, as outlined in the report.

147: RFT 112-26 Design and Construction of the Fairfield Showground Community and Events Centre
File Number: 25/14987

That:

1. Council accept the recommendation of the Tender Evaluation Panel in relation to the Selective Request for Tender RFT 112-26 Design and Construction of the Fairfield Showground Community and Events Centre, as outlined in the report.
2. Council vote two million and ninety-four thousand dollars (\$2,094,000.00) from Developer Contributions and two million, nine hundred and six thousand dollars (\$2,906,000.00) from the Infrastructure Reserve into the 2026/2027 Operational Plan for expenditure on Project SP913 Community and Events Centre construction.

CLOSURE

There being no further business, the meeting concluded at 7.35pm.

Chairperson

**Services Committee
DRAFT Minutes**

Meeting Date: 8 September 2026

Page 12

CONFIRMATION

These minutes were confirmed as a correct record of the proceedings at a meeting held on 8 September 2026.

Chairperson

Ordinary Council Meeting



AGENDA

DATE OF MEETING: 22 September 2026

LOCATION: Council Chambers

TIME: 7.00pm

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
Extraordinary Council Meeting
Meeting Date: 22 September 2026

ITEM	SUBJECT	PAGE
------	---------	------

SECTION A

‘Matters referred to Council for its decision’

- | | | |
|----|--|----|
| 1: | <u>Election of Deputy Mayor for Ensuing 12 Month Term</u>
File Number: 14/17023 | 4 |
| 2: | <u>Council Meetings, Committee Meetings and the Functions, Delegations and Membership of Committees</u>
File Number: 09/01106 | 7 |
| 3: | <u>Determination of Membership of Advisory Committees, Working Groups and Community Organisations</u>
File Number: 09/01106 | 16 |

SECTION B

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

There are no reports submitted for this section.

Ordinary Council



SECTION A

‘Matters referred to Council for its decision’

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 1

SUBJECT: Election of Deputy Mayor for Ensuing 12 Month Term

FILE NUMBER: 14/17023

REPORT BY: Anastasia Kargin, Governance Officer

RECOMMENDATION:

That:

1. Council determines whether it wishes to elect a Deputy Mayor in accordance with Section 231 of the Local Government Act for the ensuing 12 months.
 2. If so and in the event that there is more than 1 candidate, Council determines the method of voting for the election of Deputy Mayor in accordance with Schedule 7 of the Local Government (General) Regulation 2021.
 3. The Office of Local Government, Local Government NSW and key industry bodies and organisations be advised of the election result.
 4. Neighbouring councils be advised of the election result.
-

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

Section 231 of the Local Government Act 1993 (Act) provides that:

- (1) *The councillors may elect a person from among their number to be the deputy mayor.*
 - (2) *The person may be elected for the mayoral term or a shorter term.*
 - (3) *The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.*
-

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 1

- (4) *The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no deputy mayor has been elected.*

In accordance with Section 231(2) of the Act the term of Deputy Mayor may be for the remaining mayoral term (ie. 2 years) or a shorter term. Traditionally Council has elected a Deputy Mayor for a 12-month period ie. October to September.

Section 394 of the Local Government (General) Regulation 2021 (Regulation) provides that if a Deputy Mayor is to be elected by the councillors of an area, the election is to be in accordance with Schedule 7 of the Regulation.

Nominations must be in writing (Nomination Forms will be circulated to councillors and will also be available at the meeting). Pursuant to the Regulation nominations must be made by 2 or more councillors, 1 of whom may be the nominee. The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

This matter is placed before Council to outline the required procedure for the election of Deputy Mayor.

Method of Election

1. If only 1 councillor is nominated, that Councillor is elected.
2. If more than 1 councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
 - (1) Preferential Ballot – optional preferential method (ballot papers are used). The number '1' preference must be shown and other preferences for remaining candidates may be indicated. The elected candidate must have an absolute majority being more than half the formal exhausted votes.
 - (2) Ordinary Ballot (ballot papers are used and usually a cross 'X' is marked next to the preferred candidate).
 - (3) Open Voting (show of hands).

Deputy Mayor Fee

At the Council Meeting of 16 June 2026 (Services Committee Item 82), Council did not resolve any new arrangements in relation to Deputy Mayoral fees.

Should Council determine to elect a Deputy Mayor for the period October 2026 to September 2027 and in the event that the Deputy Mayor acts in the office of the Mayor for any time, Council shall resolve if a fee is payable and the amount of such fee to be paid, which will be deducted from the Mayor's annual fee.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 1

Anastasia Kargin
Governance Officer

Authorisation:
Manager Governance and Audit
Director People Culture and Operations

Extraordinary Council Meeting - 22 September 2026

File Name: **EACM22092026_3.DOCX**

***** END OF ITEM 1 *****

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 2

SUBJECT: Council Meetings, Committee Meetings and the Functions, Delegations and Membership of Committees

FILE NUMBER: 09/01106

PREVIOUS ITEMS: 80 - Outcomes Committee and Services Committee - Meetings, Functions, Delegations and Membership - Services Supplementary Reports - 19 May 2026

REPORT BY: Anastasia Kargin, Governance Officer

RECOMMENDATION:

That:

Quorum and Casting Vote

1. Pursuant to Clause 368(1) of the Local Government Act 1993 the quorum for a meeting of the Council be as follows:

Ordinary Council	7
Extraordinary Council	7

2. Pursuant to Clause 20.4 of the Code of Meeting Practice the quorum for Council's committees be as follows:

Outcomes Committee	7
Services Committee	7
Traffic Committee	2
Sister City Committee	2

3. It be noted that the respective committee may decide (under Clause 370(2) of the Local Government Act 1993 and Clause 20.16 of the Code of Meeting Practice) that the chairperson is to have a casting vote in addition to an original vote.

Dates and Starting Times of Council and Committee Meetings

4. The Ordinary meetings of Council be held on the fourth Tuesday of each month and the starting time for such meetings be 7.00pm or such other times as Council may fix from time to time.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 2

5. The Outcomes Committee meetings be held on the second Tuesday of each month and the starting time for such meetings be 6.30pm or such other time the committee may fix from time to time.
6. The Services Committee meetings be held on the second Tuesday of each month at the conclusion of the Outcomes Committee or such other time the committee may fix from time to time.
7. The Sister City Committee meetings be held on an 'as required' basis at 6.30pm prior to the Outcomes and Services Committee meetings.

Location of Council and Committee Meetings

8. Unless otherwise notified, the:
 - 8.1 Council, Outcomes Committee and Services Committee meetings be held in the Council Chambers at the Council Administration Centre, Avoca Road Wakeley.
 - 8.2 Traffic Committee meetings be held in the Committee Rooms at the Council Administration Centre, Avoca Road Wakeley.
 - 8.3 Sister City Committee meetings be held in the Staff Lunch Room at the Council Administration Centre, Avoca Road Wakeley.

Delegations to Committees

9. The Outcomes, Services, Traffic and Sister City Committees be delegated authority under Section 377 of the Local Government Act 1993 to exercise all those functions of Council specified below, with the exception of those functions specifically precluded under Section 377 of the Local Government Act 1993.

Outcomes Committee

10. Council determine that the functions of the Outcomes Committee be those set out below:

To develop the policies, priorities, plans and strategic direction in achieving the Community's vision as expressed in the Fairfield City Plan through implementation of the Delivery Program.
11. All councillors be appointed to the Outcomes Committee.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 2

Services Committee

12. Council determine that the functions of the Services Committee be those set out below:

To implement and review the operational activities within Council's strategic direction as expressed in the Operational Plan.

13. All councillors be appointed to the Services Committee.

Traffic Committee

14. Council determine that the functions of the Traffic Committee be those set out below:

To consider those matters relating to Council's functions under the Roads Act and the Regulations made, those matters relating to Council's functions in respect to public roads under the Local Government Act and those matters contained in the Transport for NSW Authorisation and Delegation Instrument dated 1 August 2025.

15. The following councillors be appointed to the Traffic Committee:

- Councillors

16. If at any meeting of the Traffic Committee there is not a quorum present at the appointed time for the meeting, then any agenda items to be determined by that committee at that meeting, relating to or arising under the Transport for NSW Authorisation and Delegation Instrument dated 1 August 2025, must be referred to the next meeting of Council's Services Committee for determination.
17. Pursuant to the Transport for NSW Authorisation and Delegation Instrument dated 1 August 2025, the councillors who together comprise Council's Traffic Committee or Services Committee and the General Manager are sub-delegated to exercise the delegated functions of Transport for NSW within the specified limitations.

Sister City Committee

18. Council determine that the functions of the Sister City Committee be those set out below:

To encourage friendships between the people of Fairfield City and its Sister Cities. To promote international understanding and provide opportunities for residents to experience the culture of the Sister Cities so that they develop greater awareness, tolerance and understanding of other cultures. To give young people the opportunity to develop leadership skills and experience different cultures. To develop business and economic relationships between the Sister Cities and Fairfield so the City and community benefit financially.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 2

19. The following councillors be appointed to the Sister City Committee:

- Councillors

Note: Pursuant to Clause 20.3 of the Code of Meeting Practice, the Mayor will be a member of all Committees.

Chairing of Committees

20. The Mayor be the Chairperson of each committee (Clause 20.11 of the Code of Meeting Practice) and where the Mayor is unwilling or unable to do so, chairing of committees be as follows:

Outcomes Committee	Councillor
Services Committee	Councillor
Traffic Committee	Councillor
Sister City Committee	Councillor

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

This report provides details of the current Council and Committee meetings and seeks Council's determination in respect to the administration of each and appointment of councillors to them for the period October 2026 to September 2027.

Establishment of Committees

Clauses 20.2 and 20.3 of the Code of Meeting Practice provide for the appointment of committees. These clauses state:

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the Mayor and such other councillors as are elected by the councillors or appointed by the council.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 2

Clause 20.11 of the Code of Meeting Practice states:

20.11 The Chairperson of each committee of the council must be:

- (a) the mayor, or*
- (b) If the mayor does not wish to be the Chairperson of a committee, a member of the committee elected by the council, or*
- (c) if the council does not elect such a member, a member of the committee elected by the committee.*

The decision to give a Chairperson of a committee of Council a casting vote as well as an original vote is a matter to be decided by each committee of Council (Code of Meeting Practice Clause 20.16).

Quorum for Committees

Clause 20.4 of the Code of Meeting Practice allows Council to decide the quorum of each committee. Clause 20.4 states:

20.4 The quorum for a meeting of a committee of the council is to be:

- (a) such number of members as the council decides, or*
- (b) if the council has not decided a number – a majority of the members of the committee.*

The recommended quorum for Council's committees is:

Outcomes Committee	7
Services Committee	7
Traffic Committee	2
Sister City Committee	2

It should be noted that the quorum for a meeting of Council is a majority of the councillors who hold office for the time being and are not suspended from office, in accordance with Clause 368(1) of the Local Government Act 1993.

The present quorum for Council's Ordinary and Extraordinary Council meetings is 7 councillors.

Dates and Starting Times of Council and Committee Meetings

Council needs to determine the usual day of conducting Council and Committee meetings as well as the starting time for such meetings.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 2

It is Council's current practice to hold the meetings of Council and Committees on the following cycle of the calendar month:

Week 2	Monday	Traffic Committee	2.30pm	Every second month
	Tuesday	Outcomes Committee	6.30pm	
	Tuesday	Services Committee	At the conclusion of Outcomes Committee	
Week 4	Tuesday	Council	7.00pm	

The first and third Tuesdays of the month are set aside for informal Councillor Workshops as required. These sessions are not open to the public.

The Traffic Committee is held every second month on the second Monday of that month at 2.30pm.

The Sister City Committee is held on an 'as required' basis at 6.30pm prior to the Outcomes Committee meeting.

Location of Council and Committee Meetings

Each meeting of Council is normally held in the Council Chambers at the Council Administration Centre, Avoca Road Wakely.

The Committee meetings are normally held in the following rooms of Council's Administration Centre:

Outcomes Committee	Council Chambers (Room 6)
Services Committee	Council Chambers (Room 6)
Traffic Committee	Committee Rooms (Rooms 1 and 2)
Sister City Committee	Staff Lunch Room (Room 5)

As a result of the COVID-19 pandemic amendments were made to the Local Government Act 1993 allowing councillors to attend meetings remotely via audio-visual link. Council at its July 2022 Outcomes Committee meeting adopted the Remote Meeting Attendance – Technology Failure Policy which provides guidance in relation to remote meetings.

Council at its June 2026 Ordinary Council meeting (Services Item 83) adopted the Code of Meeting Practice which contains provisions that allow remote attendance by audio-visual link.

Delegation to Committees

Section 377(1) of the Local Government Act 1993 provides that Council may, by resolution, delegate to committees certain functions of the Council to allow the business of the Council to be conducted in an effective and efficient manner.

Note: Pursuant to Clause 20.3 of the Code of Meeting Practice the Mayor will be a member of all of Council's committees.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 2

Committees

Council has developed, over a long period of time, a committee system to transact the business of Council. Council needs to appoint councillors to those committees.

This report proposes the appointment of councillors to the following standing committees:

Outcomes Committee	Mayor plus all councillors
Services Committee	Mayor plus all councillors
Traffic Committee	Mayor plus 4 councillors
Sister City Committee	Determined by Council each year

The current functions, delegations and memberships for each of Council's committees are outlined below.

Outcomes Committee

Functions:

To develop the policies, priorities, plans and strategic direction in achieving the Community's vision as expressed in the Fairfield City Plan through implementation of the Delivery Program.

Note: The divisional operational reporting requirements will be quarterly, unless advised otherwise.

Committee delegation:

The Outcomes Committee be delegated authority under Section 377 of the Local Government Act 1993 to exercise all those functions of Council specified above except for those functions specifically precluded under Section 377 of the Local Government Act 1993.

Services Committee

Functions:

To implement and review the operational activities within Council's strategic direction as expressed in the Operational Plan.

Note: The divisional operational reporting requirements will be quarterly, unless advised otherwise.

Committee delegation:

The Services Committee be delegated authority under Section 377 of the Local Government Act 1993 to exercise all those functions of Council specified above except for those functions specifically precluded under Section 377 of the Local Government Act 1993.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 2

Traffic Committee

Functions:

To consider those matters relating to Council's functions under the Roads Act and the Regulations made, those matters relating to Council's functions in respect to public roads under the Local Government Act and those matters contained in the Transport for NSW Authorisation and Delegation Instrument dated 1 August 2025.

The Traffic Committee is primarily a technical review committee which is required to advise the Council on matters referred to it by Council. These matters must be related to prescribed traffic control devices and traffic control facilities for which Council has delegated authority.

Committee delegation:

The Traffic Committee be delegated authority under Section 377 of the Local Government Act 1993 to exercise all those functions of Council specified above, except for those functions specifically precluded under Section 377 of the Local Government Act 1993.

Sister City Committee

Functions:

To encourage friendships between the people of Fairfield and its Sister Cities. To promote international understanding and provide opportunities for residents to experience the culture of the Sister Cities so that they develop greater awareness, tolerance and understanding of other cultures. To give young people the opportunity to develop leadership skills and experience different cultures. To develop business and economic relationships between the Sister Cities and Fairfield so the City and community benefit financially.

Committee delegation:

The Sister City Committee be delegated authority under Section 377 of the Local Government Act 1993 to exercise all those functions of Council specified above, except for those functions specifically precluded under Section 377 of the Local Government Act 1993.

A list of Council's Sister Cities has been circulated to councillors under separate cover – refer to Stellar Library – Reference Documents – Key Policies and Documents.

Chairing of Committees

Clause 20.11 of the Code of Meeting Practice states that the Mayor is the Chairperson of each committee. If the Mayor does not wish to be the Chairperson, another member of the Committee should be Chair, either elected by Council or by the Committee.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 2

CONCLUSION

Council is required to determine the governance arrangements for its standing committees and council meetings for the period October 2026 to September 2027. The proposed arrangements maintain Council's existing governance framework, provide for the efficient conduct of Council business and ensure compliance with the requirements of the Local Government Act 1993 and the Code of Meeting Practice.

The committee structure and meeting schedule have operated effectively and support Council's strategic, operational and statutory responsibilities. Adoption of the recommendations will provide clarity regarding the administration of council and committee meetings and enable the appointment of councillors to the relevant committees for the forthcoming term.

Accordingly, it is recommended that Council confirm the proposed meeting arrangements, delegations and Committee membership for the period October 2026 to September 2027.

Anastasia Kargin
Governance Officer

Authorisation:
Manager Governance and Audit
Director People Culture and Operations

Extraordinary Council Meeting - 22 September 2026

File Name: **EACM22092026_2.DOCX**

***** END OF ITEM 2 *****

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

SUBJECT: Determination of Membership of Advisory Committees, Working Groups and Community Organisations

FILE NUMBER: 09/01106

REPORT BY: Anastasia Kargin, Governance Officer

RECOMMENDATION:

That Council appoint councillors and a chairperson (where required) to the following committees, organisations and boards for the defined term of appointment:

Aboriginal Advisory Committee

1. The members of the Aboriginal Advisory Committee for the period October 2026 to September 2027 be:
 - Councillor(s)
2. The Terms of Reference (Attachment A of the report) for the Aboriginal Advisory Committee be adopted.

Note: The Chairperson of the Aboriginal Advisory Committee is Council's Community Projects and Partnerships Officer – Aboriginal and Torres Strait Islander.

Arts Advisory Committee

3. The members of the Arts Advisory Committee for the period October 2026 to September 2027 be:
 - Mayor Carbone
 - Councillor(s)
4. The Terms of Reference (Attachment B of the report) for the Arts Advisory Committee be adopted.

Note: The Chairperson of the Arts Advisory Committee is also a member of the Capture Fairfield Visual Arts and Photography Competition Committee.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

Audit, Risk and Improvement Committee

5. The non-voting member of the Audit, Risk and Improvement Committee for the period October 2026 to September 2027 be:
- Mayor Carbone/Councillor

Note: The Chairperson of the Audit, Risk and Improvement Committee is an independent member of the committee.

Australia Day Community Awards Committee

6. The members of the Australia Day Community Awards Committee for the period October 2026 to September 2027 be:
- Mayor Carbone (Chairperson)
 - Councillor(s) (up to 4)
7. The Terms of Reference (Attachment C of the report) for the Australia Day Community Awards Committee be adopted.

Note: The Chairperson of the Australia Day Community Awards Committee is the Mayor.

Bonnyrigg Town Centre Committee

8. The membership of the Bonnyrigg Town Centre Committee for the period October 2025 to September 2027 be noted:
- Councillor Khoshaba
Councillor Lam
Councillor Mijatovic (Chairperson)
Councillor M Saliba
9. The Terms of Reference (Attachment D of the report) for the Bonnyrigg Town Centre Committee be adopted.

Capture Fairfield Visual Arts and Photography Competition Committee

10. The members of the Capture Fairfield Visual Arts and Photography Competition Committee for the period October 2026 to September 2027 be:
- Mayor Carbone (Chairperson)
 - Councillor (Member of the Arts Advisory Committee)
11. The Terms of Reference (Attachment E of the report) for the Capture Fairfield Visual Arts and Photography Competition Committee be adopted.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

Note: The Chairperson of the Capture Fairfield Visual Arts and Photography Competition Committee is the Mayor.

Fairfield City Community Business Hub Liaison Committee

12. The members of the Fairfield City Community Business Hub Liaison Committee for the period October 2026 to September 2027 be:
 - Mayor Carbone/Councillor(s)
13. The Terms of Reference (Attachment F of the report) for the Fairfield City Community Business Hub Liaison Committee be adopted.

Fairfield City Mayor's Youth Achievement Awards Assessment Committee

14. The members of the Fairfield City Mayor's Youth Achievement Awards Assessment Committee for the period October 2026 to September 2027 be:
 - Mayor Carbone (Chairperson)
 - Councillor(s) (up to 2)
15. The Terms of Reference (Attachment G of the report) for the Fairfield City Mayor's Youth Achievement Awards Assessment Committee be adopted.

Note: The Chairperson of the Fairfield City Mayor's Youth Achievement Awards Assessment Committee is the Mayor.

Fairfield City Women's Day Award Committee

16. The membership of the Fairfield City Women's Day Award Committee for the period October 2025 to September 2027 be noted:

Mayor Carbone
Councillor Hoang
Councillor Le
Councillor M Saliba

Note: The Chairperson of the Fairfield City Women's Day Award Committee is the Mayor.

Fairfield Floodplain Management Committee

17. The membership of the Fairfield Floodplain Management Committee be noted.
18. The Terms of Reference (Attachment H of the report) for the Fairfield Floodplain Management Committee be adopted.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

Fairfield Local Planning Panel

19. The membership of the Fairfield Local Planning Panel be noted.

Floodplain Management Australia

20. The member of Floodplain Management Australia for the period October 2026 to September 2027 be:

- Mayor Carbone/Councillor

Note: The Chairperson of Floodplain Management Australia is an external representative.

Georges Riverkeeper

21. The members of the Georges Riverkeeper for the period October 2026 to September 2027 be:

- Mayor Cabone/Councillor(s) (up to 3)

Note: The Chairperson of the Georges Riverkeeper is a member of the Georges Riverkeeper.

Local Emergency Management Committee

22. Council's representatives on the Local Emergency Management Committee be noted as:

- Chairperson – General Manager
- Deputy Chairperson/Local Emergency Management Officer – Director City Assets
- Alternate Deputy Chairperson/Local Emergency Management Officer – Director City Delivery

Mayor's Crime Prevention Reference Group

23. The members of the Mayor's Crime Prevention Reference Group for the period October 2026 to September 2027 be:

- Mayor Carbone (Chairperson)
- Councillor(s)

24. The Terms of Reference (Attachment I of the report) for the Mayor's Crime Prevention Reference Group be adopted.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

Note: The Chairperson of the Mayor's Crime Prevention Reference Group is the Mayor.

Multicultural Advisory Committee

25. The members of the Multicultural Advisory Committee for the period October 2026 to September 2027 be:

- Mayor Carbone (Chairperson)
- Councillors (up to 4)

26. The Terms of Reference (Attachment J of the report) for the Multicultural Advisory Committee be adopted.

Note: The Chairperson of the Multicultural Advisory Committee is the Mayor.

NSW Public Libraries Association Inc.

27. The member of the NSW Public Libraries Association Inc. for the period October 2026 to September 2027 be:

- Mayor Carbone/Councillor

28. It be noted that Council's representative to the NSW Public Libraries Association Inc. is the Manager Libraries and Museum.

Note: The Chairperson of the NSW Public Libraries Association Inc. is the President of the Association.

Performance Review Committee

29. The members of the Performance Review Committee for the period October 2026 to September 2027 be:

- Mayor Carbone
- Deputy Mayor, Councillor
- Councillors (1 nominated by Council and 1 nominated by the General Manager)

Sport and Recreation Advisory Committee

30. The member of the Sport and Recreation Advisory Committee for the period October 2026 to September 2027 be:

- Mayor Carbone/Councillor

31. The Terms of Reference (Attachment K of the report) for the Sport and Recreation Advisory Committee be adopted.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

Note: The Chairperson of the Sport and Recreation Advisory Committee is either the Mayor, appointed Councillor or a Council officer.

Sydney Metropolitan Mayors Association

32. The membership of the Sydney Metropolitan Mayors Association for the period October 2024 to September 2028 be noted as the Mayor.

Sydney Western City Planning Panel

33. The councillor representatives to the Sydney Western City Planning Panel (SWCPP) for the period October 2026 to September 2027 be:

- Mayor Carbone/Councillor(s) (up to 2)

34. It be noted that councillor representatives to the SWCPP for the period October 2026 to September 2027 are paid \$600.00 for each meeting of the SWCPP which they are required to attend as a member of the panel.

Note: The Chairperson of the SWCPP is an external representative.

Youth Advisory Committee

35. The members of the Youth Advisory Committee for the period October 2026 to September 2027 be:

- Councillors (up to 4)

36. The Terms of Reference (Attachment L of the report) for the Youth Advisory Committee be adopted.

Note: The Chairperson of the Youth Advisory Committee is a member of the committee, rotated on a monthly basis.

Chairing of Advisory Committees, Working Groups and Community Organisations

37. Pursuant to Clause 20.11 of Council's Code of Meeting Practice, the Mayor be the chairperson of each committee of the Council and where the Mayor is unwilling or unable to do so, chairing of the committees be as follows:

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

- Arts Advisory Committee
- Australia Day Community Awards Committee
- Bonnyrigg Town Centre Committee
- Capture Fairfield Visual Arts and Photography Competition Committee
- Fairfield City Community Business Hub Liaison Committee
- Fairfield City Mayor's Youth Achievement Awards Assessment Committee
- Fairfield City Women's Day Award Committee
- Mayor's Crime Prevention Reference Group
- Multicultural Advisory Committee
- Performance Review Committee
- Sport and Recreation Advisory Committee

SUPPORTING DOCUMENTS:

AT-A ↓	Terms of Reference - Aboriginal Advisory Committee	9 Pages
AT-B ↓	Terms of Reference - Arts Advisory Committee	7 Pages
AT-C ↓	Terms of Reference - Australia Day Community Awards Committee	5 Pages
AT-D ↓	Terms of Reference - Bonnyrigg Town Centre Committee	8 Pages
AT-E ↓	Terms of Reference - Capture Fairfield Visual Arts and Photography Competition Committee	4 Pages
AT-F ↓	Terms of Reference - Fairfield City Community Business Hub Liaison Committee	6 Pages
AT-G ↓	Terms of Reference - Fairfield City Mayor's Youth Achievement Awards Assessment Committee	9 Pages
AT-H ↓	Terms of Reference - Fairfield Floodplain Management Committee	8 Pages
AT-I ↓	Terms of Reference - Mayor's Crime Prevention Reference Group	5 Pages
AT-J ↓	Terms of Reference - Multicultural Advisory Committee	6 Pages
AT-K ↓	Terms of Reference - Sport and Recreation Advisory Committee	4 Pages
AT-L ↓	Terms of Reference - Youth Advisory Committee	10 Pages

CITY PLAN

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

SUMMARY

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

Advisory committees, working groups and community organisations assist Council with the transaction of Council business and have no delegation to exercise any functions of Council as defined under Section 377 of the Local Government Act. This report proposes the appointment of councillors to these groups.

A committee of Council may consist of members who are all councillors or may involve members of the community or other organisations. Committee members are usually appointed for a 12-month period with the exception of some which are for 2 or 4 year appointments. Council officers may also be appointed in an advisory capacity without voting rights unless in a statutory committee which allows for this.

In addition, some of the advisory committees have a Terms of Reference which provide written guidelines which provide guidance on the various matters are to be referred and considered by each group as well as clarity on the role, purpose and responsibilities given to a committee. The Terms of Reference are made available to members and generally reviewed annually for adoption by Council.

Following meetings of an advisory committee, recommendations from these committees are reported to the Services or Outcomes Committee meetings for adoption. This allows the standing committees to be kept up to date with progress, consider proposals from the advisory committee and ratify any decisions taken by the committee within its Terms of Reference.

This report proposes the adoption of the Terms of Reference of the following committees:

- Aboriginal Advisory Committee
- Arts Advisory Committee
- Australia Day Community Awards Committee
- Bonnyrigg Town Centre Committee
- Capture Fairfield Visual Arts and Photography Competition Committee
- Fairfield City Community Business Hub Liaison Committee
- Fairfield City Mayor's Youth Achievement Awards Assessment Committee
- Fairfield City Women's Day Award Committee
- Fairfield Floodplain Management Committee
- Mayor's Crime Prevention Reference Group
- Multicultural Advisory Committee
- Sport and Recreation Advisory Committee
- Youth Advisory Committee

The chairing of these committees is outlined at the end of this report.

The following is information that may assist Council to determine the membership of councillors to the listed advisory committees, working groups and community organisations.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

Aboriginal Advisory Committee (refer to Attachment A)

The Aboriginal Advisory Committee provides strategic advice and recommendations to Council on matters affecting Aboriginal and Torres Strait Islander communities within the Fairfield Local Government Area (LGA). The committee makes recommendations to Council and guides the implementation of Council's Aboriginal and Torres Strait Islander Reconciliation Action Plan.

The committee is also referred to as 'Warin Tiati' which means 'let's talk' in the Darug language to emphasise the unique identity and purpose of the committee.

The committee consists of councillors, Aboriginal and Torres Strait Islander elders, community representatives and Council's Community Projects and Partnerships Officer - Aboriginal and Torres Strait Islander.

The Chairperson is the Community Projects and Partnerships Officer - Aboriginal and Torres Strait Islander.

The Aboriginal Advisory Committee meets 4 times a year at a prearranged time and Council venue.

The councillor term of appointment is for 12 months ie. October 2026 to September 2027

Arts Advisory Committee (refer to Attachment B)

The Arts Advisory Committee provides informed advice and recommendations to Council on issues related to art, culture and community development within the Fairfield Local Government Area (LGA). The committee provides a forum to explore and enhance community access to arts and cultural development opportunities and seeks to promote arts and cultural development across the LGA through funding initiatives, strategic partnerships and community engagement.

The committee consists of the Mayor, councillors, community representatives and Council officers.

The Chairperson is the Mayor or a councillor appointed by Council. The nominated Chairperson will also be a member of the Capture Fairfield Visual Arts and Photography Competition Committee.

The Arts Advisory Committee meets 4 times a year at a prearranged time and Council venue.

The councillor term of appointment is for 12 months ie. October 2026 to September 2027.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

Audit, Risk and Improvement Committee

The Audit Risk and Improvement Committee (ARIC) monitors Council's internal audit and risk program as a key management tool for ensuring a robust internal control environment consistent with the statutory obligations imposed on the General Manager. The draft ARIC minutes are reported in the quarterly ARIC Divisional Report to the Services Committee. The General Manager attends as an observer.

Members of the ARIC consist of:

- 1 independent chair – voting
- 2 independent members – voting
- 1 councillor – non-voting

To preserve the independence of the ARIC the councillor member is a non-voting member. The role of the councillor is to:

- Relay to the ARIC any concerns the Governing Body may have regarding the organisation and issues being considered by the ARIC.
- Provide insights into local issues and the strategic priorities of the Council that would add value to the ARIC's consideration of agenda items.
- Advise the Governing Body (as necessary) of the work of the ARIC and any issues arising from it.
- Assist the Governing Body to review the performance of the ARIC.

Note: No councillor was appointed during the period October 2025 to September 2026.

Members may be appointed for up to 4 years or annually.

The ARIC Terms of Reference and Charter were adopted by Council at its Ordinary Meeting on 16 June 2026 (Outcomes Committee Item 48).

Australia Day Community Awards Committee (refer to Attachment C)

The Australia Day Community Awards Committee considers and selects winners of certificates, medallions and awards from the Australia Day Community Award nominations to present at Council's annual Australia Day Ceremony event.

The committee consists of the Mayor, up to 4 councillors and community representatives from the LGA as follows:

- Current Citizen of the Year
- Current Young Citizen of the Year
- Current Sports Achiever of the Year
- Current Volunteer of the Year
- Editors of community language media
- Additional members as determined by the committee

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

The Chairperson is the Mayor.

The Australia Day Community Awards Committee meets once a year at a prearranged time and Council venue.

The councillor term of appointment is for 12 months ie. October 2026 to September 2027.

Bonnyrigg Town Centre Committee (refer to Attachment D)

The Bonnyrigg Town Centre Committee oversees the development and implementation of the Bonnyrigg Action Plan for the improvement of the Bonnyrigg Town Centre. This includes various projects and activities to achieve the vision for the Bonnyrigg Town Centre.

The committee consists of councillors, Council officers and external representatives including:

- Local business stakeholders
- Non-government organisation representatives
- Representatives of local places of worship
- Representatives from local community groups

The Chairperson is the Mayor or a councillor nominated by Council.

The Bonnyrigg Town Centre Committee meets twice a year at a Council venue commencing from 6.00pm.

At the Ordinary Council meeting of 23 September 2025 (Item 3), the following councillors were appointed for the period October 2025 to September 2027:

- Councillor Khoshaba
- Councillor Lam
- Councillor Mijatovic (Chairperson)
- Councillor M Saliba

Capture Fairfield Visual Arts and Photography Competition Committee (refer to Attachment E)

The Capture Fairfield Visual Arts and Photography Competition Committee meets to assess eligible competition entries and determine the winners of the annual Capture Fairfield Visual Arts and Photography Competition.

The committee consists of the Mayor, a councillor (Chairperson of the Arts Advisory Committee), a representative of the Fairfield City Museum and Gallery, the Fairfield City Artist in Residence (optional), the Manager Governance and Audit (optional) and any additional members as determined by the committee.

The Chairperson is the Mayor.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

The committee meets a minimum of once a year at a Council venue.

The councillor term of appointment is 12 months, ie. October 2026 to September 2027.

Fairfield City Community Business Hub Liaison Committee (refer to Attachment F)

The Fairfield City Community Business Hub Liaison Committee provides a forum to explore and connect emerging businesses, start-ups and aspiring businesspeople to the Fairfield City Community Business Hub (known as Fairfield City HQ). It also provides an avenue to explore how services and information can be more accessible to the business community.

The committee consists of the Mayor, councillors and business stakeholders.

The Chairperson is a councillor nominated by Council each year in September.

The Fairfield City Community Business Hub Liaison Committee meets once a year in September at Fairfield City HQ, commencing from 6.00pm.

The councillor term of appointment is for 12 months ie. October 2026 to September 2027.

Fairfield City Mayor's Youth Achievement Awards Assessment Committee (refer to Attachment G)

The Fairfield City Mayor's Youth Achievement Awards Assessment Committee selects the award recipients for each category of the Fairfield City Mayor's Youth Achievement Awards which recognises young people for their leadership, passion, commitment and enthusiasm in their chosen fields, communities and environment.

The committee consists of the Mayor, up to 2 councillors, up to 2 local youth workers, up to 3 local young people and up to 2 Council officers including the Community Projects and Partnerships Officer – Aboriginal and Torres Strait Islander.

The Chairperson is the Mayor.

The Fairfield City Mayor's Youth Achievement Awards Assessment Committee meets once a year at a prearranged time and Council venue.

The councillor term of appointment is 12 months ie. October 2026 to September 2027.

Fairfield City Women's Day Award Committee

The Fairfield City Women's Day Award Committee acknowledges women from the Local Government Area (LGA) for their inspirational leadership and as role models for other women. They will be recognised as leaders in business, as an entrepreneur or for accomplished careers in the private or public sectors.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

The committee consists of the Mayor, up to 3 councillors and the previous winner of the award.

The Chairperson is the Mayor.

The Fairfield City Women's Day Award is awarded biennially and the committee meets a minimum of once every 2 years to consider award recipients. The next round is scheduled for 2027.

The councillor term of appointment is for 24 months. At the Ordinary Council meeting of 23 September 2025 (Item 3), the Terms of Reference were adopted and the following councillors were appointed for the period October 2025 to September 2027:

- Mayor Carbone
- Councillor Hoang
- Councillor Le
- Councillor M Saliba

Fairfield Floodplain Management Committee (refer to Attachment H)

The Fairfield Floodplain Management Committee oversees the floodplain risk management process as required by the 2023 NSW Flood Risk Management Manual (FRMM). The committee acts as a forum for the discussion of technical, social, economic, environmental and cultural issues so they may be integrated and included in the Floodplain Risk Management Plans.

The committee consists of Council officers and community representatives, together with technical experts from relevant agencies.

As of October 2025, councillor membership is no longer required for this committee.

Fairfield Local Planning Panel

On 14 August 2017 new planning provisions under the Environmental Planning and Assessment Act (EP&A Act) 1979 came into force making Local Planning Panels mandatory across all councils in Sydney. The role of the Fairfield Local Planning Panel (FLPP) is to determine Development Applications in accordance with the development referral criteria as set out in the Minister's 9.1 Direction and to provide advice on Planning Proposals.

Matters referred to the FLPP include applications where there is a conflict of interest, where 10 or more unique submissions by way of objection have been received, where there is a departure from a development standard by more than 10%, designated development, residential flat buildings, demolition of a heritage item, licensed premises, development for restricted premises/sex services premises, or where the developer has offered to enter into a planning agreement. All other applications are determined by delegated staff of Council, or a regional panel.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

The FLPP consists of 4 panel members comprising of a chairperson appointed by the Minister for Planning, 2 expert members and a community representative appointed by the Council. At the Ordinary Council meeting of 16 June 2026 (Services Committee Item 102) confirmed its membership of community representatives to the FLPP with appointments commencing from 1 July 2026 for a period of 3 years.

The FLPP is conducted in accordance with the operational procedures as set by the Minister's 9.1 Direction and in accordance with the requirements set out in the EP&A Act 1979.

The FLPP generally meets monthly on a Thursday and conducts its meetings at the Council Administration Centre, Wakeley.

Council has previously determined its community representatives and there is no councillor representation on the FLPP.

Floodplain Management Australia

Floodplain Management Australia (FMA) is an association of over 170 councils, catchment management authorities, government agencies (federal, state and territory), businesses and professionals that lobbies for, educates on and promotes better floodplain risk management amongst professionals and government. The FMA holds quarterly meetings and an annual conference.

The FMA consists of 1 councillor from each member council, Council officers and external representatives.

The Chairperson is an external representative.

The FMA meets quarterly from 10.30am on a Thursday in Sydney CBD.

The councillor term of appointment is for 12 months ie. October 2026 to September 2027.

Georges Riverkeeper

In 1997 the Georges River Combined Council's Committee (GRCCC) became an Incorporated Association, with councils within the Georges River catchment as its members and a collective responsibility for the health of the Georges River. In 2019 GRCCC registered the business name Georges Riverkeeper (GRK) to better reflect partnerships of various organisations.

The GRK advocates for the protection and improvement of the health of the Georges River by conducting various work programs, developing partnerships, sourcing grants and lobbying.

The GRK consists of up to 3 councillors from each member council, Council officers and representatives from state agencies and community groups.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

The Chairperson is a member of the GRK.

The GRK holds its Annual General Meeting annually in November. Committee meetings are held up to four times each year and are hosted by member councils on a rotating basis, commencing at 7.00pm.

The councillor term of appointment is for 12 months ie. October 2026 to September 2027.

Local Emergency Management Committee

The Local Emergency Management Committee (LEMC) is a committee constituted under Section 28 of the State Emergency and Rescue Management Act 1989 and is responsible for disaster and emergency planning within the Local Government Area. The LEMC comprises of Council officers and representatives from a range of external agencies including:

- NSW Police
- South Western Sydney Local Health District
- State Emergency Services
- Fire & Rescue NSW
- Ambulance Service of NSW
- NSW Rural Fire Service
- Department of Family and Community Services

Council's representatives on the LEMC are:

- Chairperson – General Manager
- Deputy Chairperson/Local Emergency Management Officer – Director City Assets
- Alternate Deputy Chairperson/Local Emergency Management Officer – Director City Delivery

The LEMC meets 4 times a year.

Councillor membership is not required under the State Emergency and Rescue Management Act 1989. The LEMC may, at its discretion, invite the Mayor and Councillors to attend meetings as observers on either an ongoing basis or as required.

Mayor's Crime Prevention Reference Group (refer to Attachment I)

The Mayor's Crime Prevention Reference Group facilitates the development and implementation of a range of crime prevention and community safety initiatives across the Fairfield Local Government Area (LGA) and establish links between community, police, Council and various agencies.

The Mayor's Crime Prevention Reference Group consists of the Mayor, councillors, Council officers and external representatives including:

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

- State Government agencies
- Local community organisations
- Local residents

The Chairperson is the Mayor.

The Mayor's Crime Prevention Reference Group meets 3 times per year at Council's Administration Centre Wakeley commencing from 10.30am on the agreed day.

The members term of appointment is 2 years ie. November 2025 to October 2027.

The councillor term of appointment is for 12 months ie. October 2026 to September 2027.

Multicultural Advisory Committee (refer to Attachment J)

The Multicultural Advisory Committee (MAC) provide informed advice to Council on matters affecting multicultural communities across Fairfield Local Government Area (LGA). The committee is an important forum for consultation and engagement, helping Council understand the needs, experiences and priorities of diverse communities. It also supports the accessibility, responsiveness and inclusiveness of Council services, programs and information for people from multicultural backgrounds.

The MAC comprises of the Mayor, councillors and up to 24 community representatives.

The Chairperson is the Mayor.

The MAC meets quarterly at Council's Administration Centre Wakeley commencing from 6.00pm.

The councillor term of appointment is for 12 months ie. October 2026 to September 2027.

NSW Public Libraries Association Inc.

The NSW Public Libraries Association Inc. (NSWPLA) is the peak representative body of Public Libraries in NSW, having an advocacy role on behalf of local government libraries to State and Federal Government, in local government forums and where appropriate to other bodies and the wider community. If councillors have an interest in the direct delivery of community services to residents, this forum can assist them to understand issues facing councils.

The Executive of the NSWPLA consists of 2 persons from each member council to be the authorised representatives at meetings of the Association. One is required to be an elected councillor and the other is required to be Council's Library Manager (standing).

Council may nominate 1 councillor. Council's Manager Libraries and Museum is a standing authorised representative.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

The Executive of the NSWPLA meets quarterly. The President of the Association is a councillor from 1 of the member councils and determined at the NSWPLA's Annual General Meeting.

The councillor term of appointment is for 12 months ie. October 2026 to September 2027.

Performance Review Committee

The Performance Review Committee reviews the performance of the General Manager. The outcome of the review is reported to an Ordinary Council meeting.

The Office of Local Government Guidelines for the Appointment and Oversight of the General Manager recommends that the panel consist of the Mayor, Deputy Mayor and 2 councillors (1 nominated by the Council and 1 nominated by the General Manager).

The Chairperson is the Mayor.

The Performance Review Committee meets once a year in the Mayor's office.

The councillor term of appointment is for 12 months ie. October 2026 to September 2027.

Sport and Recreation Advisory Committee (refer to Attachment K)

The Sport and Recreation Advisory Committee, formerly known as an Advisory Group, provides a forum for local sport and recreation associations and groups to provide advice on recreation facilities and sporting opportunities.

The committee consists of 1 councillor, Council officers and external representatives representing a range of sporting clubs, organisations and associations.

The Chairperson is a councillor nominated by Council or a Council officer.

The Sport and Recreation Advisory Committee meets twice a year at the Council Administration Centre Wakeley commencing at 6.00pm.

The councillor term of appointment is 12 months ie. October 2026 to September 2027.

Sydney Metropolitan Mayors Association

In 2013 the Sydney Metropolitan Mayors Association was established to defend, advocate and co-ordinate action on matters of shared interest and concern to councils within the Sydney Metropolitan area.

Council's representative is the Mayor or a councillor in his absence.

The Chairperson is elected by the Board of the Association.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

The Sydney Metropolitan Mayors Association meets regularly during business hours at the office of one of its member councils.

The term of appointment is for 4 years ie. October 2024 to September 2028.

Sydney Western City Planning Panel

The Sydney Western City Planning Panel (SWCPP) provides independent, merit-based decision making on regionally significant developments. Applications for regionally significant developments are assessed by Council officers and then determined by the regional panel.

The SWCPP consists of 2 councillors and 3 state appointed members.

The Chairperson is an external representative.

As part of the recent reforms to the Environmental Planning and Assessment Act 1979 and planning panel system, it has been determined that the Sydney District and Regional Panels be phased out, with their responsibilities transferred to Local Planning Panels. As of 16 January 2026, all development applications that were referred to the SWCPP have since been returned to Council. These applications will be referred to the Fairfield Local Planning Panel for determination, including any future applications that would have been referred to the SWCPP.

As the SWCPP is progressively phased out and no definitive timeframe has been confirmed by the Department of Planning, it is necessary for Council to nominate 2 councillors as Council nominees for the purposes of the SWCPP.

At the Ordinary Council meeting of 22 August 2017 (Services Committee Item 128), it was resolved that the General Manager be delegated authority to nominate suitably qualified staff members to represent Council on the SWCPP when it becomes necessary.

At least 1 of the Council nominees is to be a person who has expertise in at least 1 area of planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.

A person is not eligible to be a member of the SWCPP if the person is a property developer (within the meaning of Section 53 of the Electoral Funding Act 2018) or a real estate agent (within the meaning of the Property, Stock and Business Agents Act 2002).

The SWCPP meets as required at various sites across the Local Government Area. In accordance with the NSW Public Service Commission Directive Classification and Remuneration Framework for NSW Government Boards and Committees, the fee for the councillor delegates is \$600.00 for every meeting they are required to attend.

The term of appointment is for a maximum of 3 years pursuant to the Environmental Planning and Assessment Act 1979.

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

The councillor term of appointment is for 12 months ie. October 2026 to September 2027.

Youth Advisory Committee (refer to Attachment L)

The Youth Advisory Committee (YAC) provides a forum for Council to engage in meaningful dialogue with young people aged 14-24 years about issues affecting young people across the Fairfield Local Government Area (LGA). The YAC provides young people with the opportunity to contribute to the planning, development and implementation of Council's youth-focussed initiatives across the LGA.

The YAC consists of councillors and young people aged 14-24 years. Council officers co-ordinate the committee and support with the administration and facilitation of YAC meetings and initiatives.

The Chairperson is a member of the YAC and the role will rotate amongst members on a monthly basis.

The Youth Advisory Committee meets once a month at a Council venue or local youth-focussed spaces.

The councillor term of appointment is for 12 months ie. October 2026 to September 2027.

Chairing of Committees of the Council

Clause 20.11 of Council's Code of Meeting Practice states that the Mayor is the chairperson of each committee of Council. If the Mayor does not wish to be the chairperson of a committee of Council, another member of the committee should be chairperson, either elected by Council or by the committee.

Committees of the Council where another councillor may be nominated to chair the meeting include:

- Arts Advisory Committee
- Australia Day Community Awards Committee
- Bonnyrigg Town Centre Committee
- Capture Fairfield Visual Arts and Photography Competition Committee
- Fairfield City Community Business Hub Liaison Committee
- Fairfield City Mayor's Youth Achievement Awards Assessment Committee
- Fairfield City Women's Day Award Committee
- Mayor's Crime Prevention Reference Group
- Multicultural Advisory Committee
- Performance Review Committee
- Sport and Recreation Advisory Group

ORDINARY COUNCIL MEETING

Meeting Date 22 September 2026

Item Number. 3

Anastasia Kargin
Governance Officer

Authorisation:
Manager Governance and Audit
Director People Culture and Operations

Extraordinary Council Meeting - 22 September 2026

File Name: **EACM22092026_1.DOCX**
***** END OF ITEM 3 *****



ABORIGINAL ADVISORY COMMITTEE 'Warin Tiati'

TERMS OF REFERENCE

ABOUT THE COMMITTEE

The Aboriginal Advisory Committee, '*Warin Tiati*', provides professional and strategic advice and recommendations to Council on issues affecting the Aboriginal and Torres Strait Islander communities in the Fairfield Local Government Area (LGA). *Warin Tiati* means 'let's talk' in Darug dalang. The Committee members sought to emphasise the unique identity and purpose of the Committee, with a name in Darug language.

Warin Tiati advises on the delivery and actioning of Fairfield City's Aboriginal and Torres Strait Islander Reconciliation Action Plan. The Reconciliation Action Plan adopts several principles which outline Council's commitment to build, foster and embrace respectful relationships which honour, support and celebrate Fairfield City's Aboriginal heritage. The Plan is based on the principles of Respect, Relationships and Opportunities.

It also provides guidance on the implementation of strategies to achieve the objectives in Council's Statement of Commitment.

1. OBJECTIVES

The objectives of the Aboriginal Advisory Committee are:

- 1.1 To provide advice on the Reconciliation Action Plan and all other Council Plans as needed.
- 1.2 To facilitate positive relations between Council and the local Aboriginal community.
- 1.3 To provide an opportunity for information exchange.
- 1.4 To provide advice to Council on issues related to Aboriginal heritage, Aboriginal community development needs and issues.
- 1.5 To promote mutual awareness and respect for the cultures of both the Aboriginal and non-Aboriginal communities.
- 1.6 To increase Council and public awareness of the needs of the local Aboriginal community.
- 1.7 To increase Aboriginal cultural awareness and advocate for opportunities to develop cultural activities.

2. COUNCIL VISION

2.1 Council's Vision

The Aboriginal Advisory Committee aligns with several elements of Council's City Plan 2025-2035. The Committee gives expression to Council's commitment to community wellbeing, through fostering accessible opportunities for its Aboriginal and Torres Strait Islander communities. Council's aim is to create an accessible and liveable city, with well-managed community assets and infrastructure. Underpinning all this is good governance.

2.2 Links with Council Plans

Fairfield City Plan – 2025-2035

Theme 1 – Community Wellbeing

- 1.3 A proud diverse community that is celebrated
- 1.4 An inclusive City with access to opportunities and facilities

Theme 4 – Strong and Resilient Economy

- 4.1 A resilient local economy supported by diverse businesses and employment opportunities

Theme 5 – Good Governance and Leadership

- 5.1 Decision making processes are open and transparent

2.3 Fairfield City's Aboriginal and Torres Strait Islander Reconciliation Action Plan 2023-2026

The Reconciliation Action Plan provides direction to Council on promoting and delivering services to the Aboriginal and Torres Strait Islander communities in Fairfield City.

The directions of the Reconciliation Action Plan are to:

- Develop and encourage the use of protocols and customs across Fairfield City
- Strengthen reconciliation and understanding of Aboriginal and Torres Strait Islander peoples and their cultures through projects and partnerships
- Engage with Aboriginal and Torres Strait Islander peoples in Fairfield City
- Strengthen the role of and provide support to Council's Aboriginal Advisory Committee
- Promote initiatives and actions that provide opportunities for increasing Aboriginal and Torres Strait Islander employment in Council
- Encourage and support employment for Aboriginal people

3. BACKGROUND

- 3.1 During NAIDOC Week in 2000, Council signed a Local Government Commitment which acknowledged and recognised Aboriginal and Torres Strait Islander people as the first peoples of Australia. Through the commitment, Council dedicated itself to developing a partnership approach with Aboriginal and Torres Strait Islander people to address local needs and celebrate their cultures.
- 3.2 In 2005 a Statement of Commitment Action Plan (SOCAP) was developed for the period 2005 – 2010 and the Aboriginal Advisory Committee was created through one of the actions of the SOCAP. Following a review of the SOCAP in 2010, the Aboriginal and Torres Strait Islander Reconciliation Action Plan 'Dyalgala – to Embrace' was developed and formally adopted by Council in April 2011.
- 3.3 The 2023-2026 Reconciliation Action Plan (RAP) is the fourth of its kind and builds on the outcomes and achievements of previous plans. The RAP sets out the goals and key priority areas for Council's work in promoting Reconciliation and inclusion of Aboriginal and Torres Strait Islander communities.

4. ACKNOWLEDGEMENT OF COUNTRY

- 4.1 The Aboriginal Advisory Committee acknowledges the Cabrogal of the Darug nation as the traditional custodians of the land in the Fairfield Local Government Area and pays its respect to Darug Elders both past and present. The Committee also extends its respect to all Aboriginal and Torres Strait Islander people who reside in Fairfield City.
- 4.2 At the beginning of each meeting of the Aboriginal Advisory Committee and/or working party or Sub-committee, an Acknowledgement of Country will be delivered by an Aboriginal Elder present, or a person nominated by the Committee. Note: you do not need to be an Aboriginal person deliver the Acknowledgement of Country, but it is respectful to seek the guidance of an Aboriginal Elder or Aboriginal person in attendance.

- 4.3 If a Darug descendent is present then a Welcome to Country should be performed by that person, in preference to an Acknowledgement of Country. Only Aboriginal people who are recognised Darug descendants can perform the Welcome to Country.

5. COMMITTEE STRUCTURE

5.1 Membership

The Committee will consist of up to 12 members who are at least 15 years of age, as follows:

- Aboriginal and Torres Strait Islander Elders by invitation of the Committee (not necessarily from the Fairfield LGA)
- Councillors as nominated by the Council
- Community Representatives: Aboriginal and non-Aboriginal residents from the LGA, including young people
- Council's Community Projects and Partnerships Officer - Aboriginal and Torres Strait Islander (CPPO)

Council Officers will maintain a list of interested people that wish to serve on the Committee. In the case of vacancies, the next suitable nominee on the list from previous Expressions of Interest will be invited to fill the vacancy.

Meetings are to be held four (4) times per year at Council's Administration Centre, three (3) of these meetings will be held from 10.00am-12.00pm on the agreed day. The fourth meeting scheduled for February each year will take place 6.00pm to 8.00pm also at the Council Administration Centre.

A calendar of meetings is provided to members at the beginning of each calendar year notifying, date, time and venue of meetings, taking into consideration public holidays.

5.2 Terms of Membership

Members of the Committee will be elected for the following periods according to their membership types as follows:

5.3 Elders

- Aboriginal and Torres Strait Islander Elders will be appointed as ongoing members of the Committee.
- Aboriginal Elders who are long term Committee members will be recognised as Foundation Members for their commitment and contributions to the community and raising the awareness and profile of the Aboriginal and Torres Strait Islander culture and heritage in Fairfield City.
- Aboriginal Elders do not need to be residents of Fairfield City but have proven links within the area through attendance at functions, performing Welcome to Country / Acknowledgement of Country ceremonies, volunteering and similar activities.

5.4 Councillors

- Council appoints Councillors to sit on the Committee in September each year for an appointment of 12 months

5.5 Community Representatives

- The term of office for community representatives will be up to 3 years.
- Community representatives will be local Aboriginal and Torres Strait Islander residents and/or non-Aboriginal residents who demonstrate their commitment and contribution to the local Aboriginal community and the objectives of the Committee.
- The Committee will have the opportunity to review membership applications from non-Aboriginal residents, and to meet them prior to their application being confirmed.
- Non-Aboriginal community representatives will not make up a majority of the Committee's membership.
- Outgoing members may re-nominate for further periods of membership on the Committee.

5.6 Ex-Officio Members

- The Manager Social Planning and Community Development may attend meetings as an ex-officio member.
- Other Council Officers may attend meetings as ex-officio members and provide advice, information, support and assistance to the Committee on any matters of interest to the Committee.

5.7 Application and Selection Process for Community Representatives

Applications for community representation on the Committee will be through an Expression of Interest process, and will be selected by a panel consisting of:

- Council Officer (1)
- Member of the Aboriginal Advisory Committee (1)
- Aboriginal and Torres Strait Islander Elder (1)

5.8 Quorum

A minimum of 30% of Committee members plus one must be in attendance to hold a Committee meeting. If a quorum does not occur within the first 30 minutes of the meeting, the Committee may choose to defer the meeting or to go ahead with the meeting. The meeting will then be informal and no voting can occur.

5.9 Chairing the Committee

The Committee is chaired by the Community Projects and Partnerships Officer - Aboriginal and Torres Strait Islander, as nominated by the Committee. The Chairperson will have the final say regarding a tied vote, on recommendations to Council.

The role of the Chair is to:

- Chair meetings according to the agenda and the Terms of Reference.
- Facilitate discussion of items on the agenda in a timely manner.
- Facilitate moving of recommendations and voting by Committee members where relevant.
- Ensure all members have the opportunity to participate in meeting discussions.
- Ensure all issues not relevant to the meeting are referred to relevant areas of Council.

Committee meetings are to be held in premises that are suitable for people who have mobility impairment, accessible by public transport and are secure. Suitable venues for meetings are:

- Council Administration Centre in a room organised by the CPPO.
- Nalawala Community Hall or at another facility owned by Council.
- At an Aboriginal community venue or any other venue deemed appropriate by the Committee.

Meetings are closed and only members and invited guests can attend.

5.10 Attendance

Members are expected to attend Committee meetings on a regular basis, with the expectation that they attend at least 2 meetings annually. If a member is showing low attendance, their position on the committee will be reviewed and potentially cancelled. Council Officers will attempt to contact members and discuss any issues relating to attendance prior to cancelling membership.

Special circumstances such as illness, family obligations, holiday leave and other personal reasons will be accepted. Prior contact must be made with the CPPO in these circumstances.

5.11 Agendas and Minutes

Meeting agendas will be prepared by Council Officers. Members are encouraged to contribute agenda items prior to the agenda being released.

The agenda, with copies of the minutes of the previous meeting, will be distributed to all members no later than 10 days prior to the meeting date. The agenda will be emailed or posted to Committee members.

Minutes will be taken by a Council Officer and attached to an Outcomes Committee Report to be considered by Council. The minutes can only be shared after they have been to Council. The minutes will include actions or recommendations to be undertaken by Council Officers and other participants after the meeting.

5.12 Decision-making and Recommendations to Council

Committee meetings are to be facilitated by the Chair with actions and recommendations made by consensus where possible. In cases where consensus decision cannot be reached, the Chairperson may exercise a casting vote. Voting members will include community representatives and nominated Councillors. The Secretary and ex-officio members do not have voting rights.

The Committee can make formal recommendations to be considered by Council for adoption. Recommendations are made through Council reports to Council's Outcomes Committee.

The Committee's Terms of Reference will be reviewed each year.

5.13 Sub-committees / Working Parties

The Committee may establish sub-committees and/or working parties as the need arises. While participation in any working party is voluntary, members are expected to fulfil their duties on any working party for which they have volunteered. Sub-committees/working parties will consist of a minimum of 3 Committee members.

The objectives of any sub-committee or working party are to be consistent with the purpose, role, and responsibilities of the Committee (as outlined in the Terms of Reference). The primary function of the sub-committee or working party is to address specific priority issues. The CPPO will attend and resource the sub-committees/working parties as needed.

Sub-committees / working parties are to submit a report to each regular Committee meeting outlining their progress and any significant issues.

5.14 Role and Responsibility of Community Representatives

The role of community representatives is to provide a voice to the needs of the Aboriginal and Torres Strait Islander communities in Fairfield City.

Community representatives need to:

- Attend Committee meetings on a regular basis or notify the CPPO if unable to attend
- Respect the Committee as a safe forum to discuss and debate issues as they affect the Aboriginal and Torres Strait Islander residents of Fairfield City
- Be involved in working parties/networks as needed
- Advise on suitable projects for implementation and funding,
- Exchange information within their own networks about Aboriginal and Torres Strait Islander cultural and heritage issues, initiatives, programs.
- Liaise with and provide advice to other Council Committees on Aboriginal and Torres Strait Islander cultural and heritage issues as appropriate
- Undergo induction training as required
- Adhere to the Terms of Reference
- Comply with the Code of Conduct

5.15 Role and Responsibilities of Elected Representatives

The role of elected representatives is to learn and understand the issues affecting the Aboriginal and Torres Strait Islander communities of Fairfield City and to represent these issues at Council meetings and other appropriate forums. Councillors may provide advice to the Committee about Council issues.

All members of the Committee, including elected representatives must adhere to the Terms of Reference and Council's Code of Conduct.

Elected Representatives may also share updates on key projects being undertaken by Council.

5.16 Responsibilities of Council Officers

Council Officers will coordinate the Committee throughout the term in accordance with the Terms of Reference. Council Officers will be responsible for the administration of meetings, preparation of agenda, minute taking and reporting. Council Officers will also provide professional advice to the Committee when required and undertake actions on behalf of the Committee.

6. CODE OF CONDUCT

6.1 Code of Conduct

All members will receive a copy of Council's Code of Conduct. Council has high ethical standards and our Code of Conduct is the benchmark of conduct for the Mayor, Councillors, Staff, Committees and Volunteers. The Code will guide the Committee to:

- Act honestly and exercise care and diligence.
- Identify and resolve situations of conflict of interest or improper use of position.
- Act in a way, which enhances public confidence in Local Government.
- Fulfil the statutory duty.

Upholding the standards and principles contained in the Code of Conduct will help to ensure that a high level of governance and community leadership is provided to the City.

6.2 Conflict of Interest

To enhance community confidence in the way Council decisions are made, members should conduct their Committee business free from any private interest and prejudice.

Council therefore requests that all members declare and appropriately manage any direct or potential conflict of interests with issues relating to the business of the Committee.

When considering whether a conflict of interest exists, members should refer to Council's Code of Conduct, Council's Statement of Business Ethics or discuss the matter with Council Officers who may also liaise with the Executive Manager.

All declarations of conflicts of interest will be recorded in the minutes of Committee meetings.

All members of the Committee should declare any direct conflict of interest with issues relating to the business of the Committee.

Members who have a conflict of interest may be asked to leave the group when the discussions take place concerning the matter where the conflict of interest occurs.

6.3 Code of Conduct Training

The Council *Code of Conduct* applies to all Council officials, which includes Council committee members and delegates of Council. As a result, Advisory Committee members are obliged to understand and follow the *Code of Conduct* ie. the minimum standards of behaviour expected of them.

Code of Conduct training will assist members to understand their Code of Conduct responsibilities. The Manager Governance and Audit can attend advisory committee meetings and provide face to face training if necessary.

6.4 Confidentiality

The following matters should be dealt with confidentially:

- Personal matters concerning individuals/groups
- Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
- Matters affecting the security of the Committee, Councillors, Council Officers or property.

Media releases outlining the Committee's achievements will be generated by Council's Communications and Marketing Team in consultation with members.

Committee members must not make public statements on behalf of the Committee, must not liaise with, or speak to the media regarding Committee business unless granted permission by Council's Communications and Marketing Team. Council's Communications and Marketing Team can support Committee members in liaising directly with the media if required.

The CPPO is the spokesperson for the Council Aboriginal Advisory Committee.



ARTS ADVISORY COMMITTEE TERMS OF REFERENCE

ABOUT THE COMMITTEE

The Arts Advisory Committee (Committee) provides informed advice and recommendations to Council on issues related to art and community and cultural development in the Fairfield Local Government Area (LGA).

The Committee provides an avenue to explore the accessibility of arts and cultural development to the community and will seek to promote arts and cultural development opportunities in the local area through funding of projects and strategic partnerships.

1. OBJECTIVES

The objectives of the Arts Advisory Committee are:

- 1.1 To support the creative expression that plays a significant role in the cultural development, identity and well-being of the community.
- 1.2 Guide the implementation of a Culture and Creativity Plan for Fairfield City.
- 1.3 Advise Council on arts and cultural development issues.
- 1.4 Promote arts and cultural development within the Fairfield LGA.
- 1.5 Highlight the diverse cultural practices in Fairfield City.
- 1.6 Advocate for opportunities to develop arts and cultural infrastructure.

2. VISION

2.1 Council's Vision

The Arts Advisory Committee aligns with several elements of Council's City Plan 2025-2035 and Fairfield City Culture and Creativity Plan (2023-2033). It helps give expression to Council's commitment to community wellbeing, through fostering healthy and accessible opportunities for its diverse community. Our aim is to create an accessible and liveable city, with well-managed public spaces, community assets and infrastructure. Underpinning all this is good governance.

2.2 Links with Council Plans

Fairfield City Plan 2025 - 2035

Theme 1 – Community Wellbeing

- Goal 1.2 A safe City that feels more secure
- Goal 1.3 A proud diverse community that is celebrated
- Goal 1.4 An inclusive City with access to opportunities and facilities

Theme 2 – Places and Infrastructure

- Goal 2.2 A sustainable and liveable city through affordable housing (Priority 4), vibrant urban spaces, and amenities
- Goal 2.4 Inviting and well used open space (Priority 3)

Theme 4 – Strong and Resilient Economy

- Goal 4.1. A resilient local economy supported by diverse businesses and employment opportunities
- Goal 4.2. Thriving entertainment precincts with a vibrant and inclusive night-time economy
- Goal 4.3. Vibrant, welcoming, and attractive town centres that support community life and commerce

Theme 5 – Good Governance and Leadership

- Goal 5.1 Decision making processes are open and transparent
- Goal 5.3. Accountability

Fairfield City Culture and Creativity Plan 2023-2033

- Priority Area 1 -Diverse and Inclusive
- Priority Area 2 – Visible and Vibrant
- Priority Area 3 – Skilled and Capable
- Priority Area 4 – Creative Places and Experiences

3. COMMITTEE STRUCTURE

3.1 Membership

The Committee consists of:

- Elected representatives (Mayor and Councillors, with one Councillor identified as the Committee Chairperson);

- Community representatives that are artists or arts workers that practice and contribute to the Fairfield LGA and may represent:
 - All major art forms (Eg. visual arts and crafts, literature, performance, theatre, music, dance, new media, contemporary arts and community cultural development)
 - Arts and/or cultural organisations
 - Heritage
 - Education and Training
 - Tourism and
 - People from culturally and linguistically diverse (CALD) and Aboriginal and Torres Strait Islander backgrounds

Each community member and elected representatives will have voting rights. Council staff will coordinate the meetings and provide administrative and professional support to the Committee but they are not voting members.

As Council recognises and respects the rights of Aboriginal and Torres Strait Islander people as the first Australians, a position is made available for people of Aboriginal and Torres Strait Islander backgrounds to fill an additional community representative position. If this position cannot be filled, Council will seek advice from members of Council's Aboriginal Advisory Committee.

Council may appoint additional members to the Committee at any time, if that person was unable to partake in the standard selection process. Any additional appointments need to be endorsed by Fairfield City Council.

Council staff may attend as ex-officio members.

3.2 Nominations and Selection Criteria

Nominations for the Committee are made through an application process. Selection is based on how applicants meet the roles and responsibilities expected of the Committee and the diversity of arts and cultural development fields represented. It is not expected that all applicants will meet all the criteria. Each applicant will bring a unique perspective and range of skills and qualities that will complement the other applicants selected.

A membership drive may be to fill any vacancies for community representatives. However, application for membership is open all year round via the Council website.

Applicants received through the membership drive will be selected via a panel of at least three Council Officers, with final recommendations presented to Council for membership of the Committee. Applications received outside of the membership drive will be evaluated by Council staff. Any additional appointments need to be endorsed by Fairfield City Council.

3.3 Term of Membership

Each term of the Committee is for 1 year. Members can apply to renew their memberships annually.

Council nominates Councillors to sit on the Committee in September each year.

3.4 Quorum

For any decision made at the meetings, a quorum of 50% of the membership is required.

3.5 Acknowledgement of Country

At the beginning of each meeting, working party or subgroup meeting, an Acknowledgement of Country will be made.

Note: while you do not need to be an Aboriginal person to perform an Acknowledgement of Country, it is respectful to invite Aboriginal persons in attendance at the meeting to make the acknowledgement. The acknowledgement of country is as follows:

"We would like to acknowledge the Cabrogal of the Darug Nation who are the Traditional Custodians of this Land we are meeting on today. We also pay our respect to the Elders past, present and emerging."

3.6 Chairing the Committee

An elected representative (Mayor or Councillor) chairs the meeting. If more than one Councillor is elected to the Committee, then the Councillors will nominate a chairperson and inform the Committee of the result. If a Councillor is not available, the role of chair will fall to a committee member. Council staff will only Chair when no committee members are willing or able to chair.

The role of the Chairperson is to:

- Chair meetings according to the prepared agenda.
- Facilitate discussion in a timely manner.
- Facilitate moving of recommendations and voting by Committee members where relevant.
- Ensure all members can participate at meeting discussions.

3.7 Meetings

The Committee will meet a minimum of 4 times a year at a regular time and venue. Committee meetings are not open to the public and only the following people may attend:

- Committee community representatives and elected representatives.
- Authorised Council Officers.
- People who have been invited to attend the meeting such as guest speakers through agreement by the Committee.

3.8 Attendance

Members are expected to attend Committee meetings on a regular basis, with the expectation that they attend at least 50% of all scheduled meetings annually. If a member is showing low attendance, their position on the Committee will be reviewed and potentially cancelled. Council Officers will attempt to contact members and discuss any issues relating to attendance prior to cancelling membership.

3.9 Agendas and Minutes

Council will prepare an agenda at least seven days prior to the quarterly meetings. Committee members can propose agenda items prior to this time. The agenda will be distributed no later than 5 days before the meeting.

Minutes will be taken by a Council Officer and attached to an Outcomes Committee Report to be submitted to Council. The minutes can only be shared after they have been to Council.

3.10 Decision making and Recommendations to Council

Committee meetings are to be facilitated by the Chair with actions and recommendations made with the participation of eligible voting members.

The Committee can make formal recommendations to be considered by Council for adoption. Recommendations are made through Council reports to Council's Outcomes Committee.

Recommendations to Council will be made by consensus where possible. In cases where consensus decision cannot be reached the Chairperson may use a casting vote. Voting members will include community representatives and nominated Councillors. Council staff do not have voting rights

The Terms of Reference will be reviewed each year.

3.11 Working parties/Subgroups

The Committee may establish working parties or sub-groups as the need arises. The primary function of these groups is to address specific priority issues. A representative from the Social Planning and Community Development Team at Council will attend and resource these groups when feasible. Sub-groups will have a minimum of 3 Committee members.

The objectives of any working party or subgroup are to be consistent with the purpose, role and responsibilities of the Committee (as outlined in the Terms of Reference).

Working parties are to submit a report to each regular Committee meeting outlining their progress and any significant issues.

3.12 Role and Responsibility of Community Representatives

The role of community representatives is to:

- Attend Committee meetings.
- Contribute openly to meetings, presenting a voice for local artists and creatives.
- Advocate for creative opportunities and best practice in Fairfield City.
- Inform Council of issues relating to arts and creative practice in Fairfield City.
- Adhere to the Terms of Reference.
- Comply with the Code of Conduct.

3.13 Role and Responsibilities of Elected Representatives

The role of elected representatives is to listen to issues affecting the creative communities and to represent these issues at Council meetings and other appropriate forums.

Elected representatives will also Chair meetings and share updates on key projects being undertaken by Council.

All members of the Committee including elected representatives, must adhere to the Terms of Reference.

3.14 Responsibilities of Council Officers

Council Officers will coordinate the Committee throughout the term in accordance with the Terms of Reference. Council Officers will be responsible for the administration of meetings, preparation of agenda, minute taking and reporting. Council Officers will also provide professional advice to the Committee when required and undertake actions on behalf of the Committee.

4. CODE OF CONDUCT

4.1 Code of Conduct

All members will receive a copy of Council's Code of Conduct. Fairfield City Council has high ethical standards and our Code of Conduct is the benchmark of conduct for the Mayor, Councillors, Staff, Committees and Volunteers. The Code will guide the Committee to:

- Act honestly and exercise care and diligence.
- Identify and resolve situations of conflict of interest or improper use of position.
- Act in a way, which enhances public confidence in Local Government.
- Fulfil the statutory duty.

Upholding the standards and principles contained in the Code will help to ensure that a high level of governance and community leadership is provided to the City.

4.2 Conflict of Interest

To enhance community confidence in the way Council decisions are made, members should conduct their committee business free from any private interest and prejudice.

Council therefore requests that all members declare and appropriately manage any direct or potential conflict of interests with issues relating to the business of the Committee.

When considering whether a conflict of interests exists, members should refer to Council's Code of Conduct, Council's Statement of Business Ethics or discuss the matter with Council Officers who may also liaise with the Manager Governance and Audit.

All declarations of conflict of interests will be recorded in the minutes of Committee meetings.

All members of the Arts Advisory Committee should declare any direct conflict of interest with issues relating to the business of the Committee.

Members who have a conflict of interest may be asked to leave the group when the discussions take place concerning the matter where the conflict of interest occurs.

4.3 Code of Conduct Training

The Council Code of Conduct applies to all Council Officials which includes Council committee members and delegates of Council. As a result, Advisory Committee members are obliged to understand and follow the Code of Conduct ie. the minimum standards of behaviour expected of them.

Code of Conduct training will assist members to understand their Code of Conduct responsibilities. The Manager Governance and Audit can attend Advisory Committee meetings and provide face to face training if necessary.

4.4 Confidentiality

The following matters should be dealt with confidentially:

- Personal matters concerning individuals/groups
- Discussions regarding selection of Creative Communities Grant applicants
- Information that would if disclosed confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business
- Matters affecting the security of the Committee, Councillors, Council Officers or property

Media releases outlining the Committee's achievements will be generated by Council's Communications and Marketing Team in consultation with members.

Committee members must not make public statements on behalf of the Committee, must not liaise with, or speak to the media regarding Committee business unless granted permission by Council's Communications and Marketing Team. Council's Communications and Marketing Team can support Committee members in liaising directly with the media if required.

AUSTRALIA DAY COMMUNITY AWARDS COMMITTEE
Terms of Reference – October 2026 to September 2027



1. PURPOSE

The Australia Day Community Awards Committee (Committee) was established by Fairfield City Council to recognise and celebrate the outstanding achievements and contributions of individuals and groups within the Fairfield Local Government Area (LGA).

The Committee comprises of community representatives, including councillors, who are committed to celebrating community excellence and fostering civic pride.

The Committee is responsible for assessing award nominations and determining the winners of certificates, medallions and main awards for Citizen of the Year, Young Citizen of the Year, Volunteer of the Year and Sport Achiever of the Year.

These awards are presented annually at Council's Australia Day Ceremony.

2. BACKGROUND

Australia Day Ceremony

Council holds a special Australia Day Ceremony event, on 26 January each year to celebrate the achievements and contribution of local residents and to conduct a citizenship ceremony.

The Australia Day Community Awards are a key component of this event and provide an opportunity to recognise and acknowledge individuals who have made a positive contribution to the Fairfield City community.

3. ROLE AND RESPONSIBILITIES

The role of the Committee is to:

- Promote achievers within the Fairfield LGA
- Advise Council on selection of recipients for Citizen of the Year award.
- Advise Council on selection of recipients for Young Citizen of the Year award.
- Advise Council on selection of recipients for Volunteer of the Year award.
- Advise Council on selection of recipients for Sports Achiever of the Year award.
- Advise Council on selection of recipients for Australia Day certificates.
- Advise Council on selection of recipients for Australia Day medallions.
- Support the diverse cultures within Fairfield City.
- Identify a person or Group

Special Mention Award

In exceptional circumstances, the Committee may recognise an individual, group or organisation through a Special Mention Award where their achievements, contribution or service are considered worthy of recognition but are not adequately reflected within the existing award categories. The Special Mention Award is granted at the discretion of the Committee and is not required to be awarded annually.

AUSTRALIA DAY COMMUNITY AWARDS COMMITTEE
Terms of Reference – October 2026 to September 2027

The responsibilities of the Committee include:

- Attending Committee meetings
- Assessing award nominations in a fair, objective and impartial manner
- Maintaining confidentiality throughout the assessment process
- Declaring any conflict of interests where appropriate
- Participating in promotional activities, working parties/networks as needed and raising awareness about the Awards process within those networks.

Committee Chairperson

The Mayor is Chair of the Committee. In the Mayor's absence, an alternate Chairperson will be appointed from among the councillor members.

Membership Composition

The Committee will comprise of up to 12 community representatives including:

- Mayor
- Councillors (4), as nominated by Council
- Current Citizen of the Year
- Current Young Citizen of the Year
- Current Sports Achiever of the Year
- Current Volunteer of the Year
- Editors of community language media
- Additional members as determined by the Committee

Membership will reflect the diversity of the Fairfield LGA and provide a broad range of perspectives.

Secretary

A member of the Governance and Audit Division will act as Secretary to the Committee. The Secretary will provide administrative support to the Committee, including:

- Coordinating the Committee meeting
- Preparation and distribution of agendas
- Recording and distribution of minutes
- Providing nomination information and supporting documentation

The Secretary is a non-voting member.

5. MEETINGS

The Committee will meet at least once a year at a time and location determined by the Chairperson. The meetings are not open to the general public.

AUSTRALIA DAY COMMUNITY AWARDS COMMITTEE
Terms of Reference – October 2026 to September 2027

Committee meetings are attended by:

- Committee members or their delegates
- Individuals invited to attend by the Chairperson or with the agreement by the Committee.
- Secretary of the Committee

Meeting dates, times and venue will be determined by the Chairperson in consultation with the Executive Support Co-ordinator.

6. QUORUM

The quorum for a Committee meeting shall consist of:

- 4 voting members, and
- at least 1 Councillor included in the 4.

If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting may be postponed or rescheduled at the discretion of the Chairperson.

7. BUSINESS PROCEDURES

The Agenda for Committee meetings shall include:

- Attendance and Apologies
- Declaration of conflict of interests
- Business Arising from previous minutes
- Consideration of Nominations
- Other Business

A copy of the agenda, with the confirmed minutes of the previous meeting will be distributed to all members no later than two weeks prior to the meeting date.

Minutes will be made available to Councillors and relevant Council Officers following the meeting.

King's Birthday Honour List

The Committee will assess all nominations and may identify any nominee considered to have demonstrated exceptional achievement or service. Where a nominee is identified, Council will notify the nominator of the Committee's assessment and encourage them to consider submitting a nomination through the King's Birthday Honours process. A Memorandum will also be provided to the Mayor and Councillors for their information, advising of any nominee identified by the Committee and that the nominator has been informed accordingly.

AUSTRALIA DAY COMMUNITY AWARDS COMMITTEE
Terms of Reference – October 2026 to September 2027**8. CONFIDENTIALITY**

Committee members must treat all matters discussed and information considered by the Committee as confidential. This includes:

- All discussions relating to the assessment of nominations and the selection of Australia Day Community Awards recipients, certificate recipients and medallion recipients
- Personal matters relating to individuals and groups that have been nominated (or are the nominator) for an Award
- Information that could provide a commercial advantage for an individual, group or business
- Information that could compromise the security of the Committee, Councillors, Council staff or property

9. CONFLICT OF INTEREST

Committee members are appointed to represent a broad range of interests. From time-to-time conflicts of interest may occur. A conflict of interest occurs when you could be influenced, or it could be perceived that you could be influenced when carrying out your responsibilities as a Committee member.

When faced with a conflict of interest it is essential that you:

- have read and understand Council's Code of Conduct
- understand the concept and practical implications of conflict of interest issues
- take timely and appropriate action to disclose any actual, potential or reasonably perceived conflict of interests.

A conflict of interest may be of a financial or non-financial nature. Generally, a conflict of interest of a financial nature is referred to as a conflict of pecuniary interest. In such cases, a member must declare that conflict of interest and must leave the meeting during discussion and voting pertaining to their issue of conflict of interest.

10. DECISION MAKING

During meetings of the Committee:

- Decisions will be made by consensus wherever possible
- In consensus cannot be reached a decision will be made by majority vote of members (with the Chairperson having a casting vote where necessary).
- Voting members will comprise community representative members and nominated Councillors
- Council staff do not have voting rights.

AUSTRALIA DAY COMMUNITY AWARDS COMMITTEE
Terms of Reference – October 2026 to September 2027

11. CESSATION OF MEMBERSHIP

All members will have the responsibility of attending a minimum of 1 meeting per year. If this commitment is not met, the Committee member will be ineligible to continue. The member will be contacted by the Chairperson prior to any such decision to cease the membership.

Special circumstances such as illness, family responsibilities, leave, work commitments and other personal reasons will be accepted. Prior contact must be made with the Chairperson in regards to these circumstances.

Review

These Terms of Reference will be reviewed annually by Council to ensure they remain relevant, effective and aligned with the objectives of the Australia Day Awards Program and Council's governance requirements.

Quality Management – Place Management

QMPOL-PM-001

Bonnyrigg Town Centre Committee
Terms of Reference**1. OVERVIEW**

Bonnyrigg Town Centre Committee (Committee) consist of members who are Councillors and representatives from the community or other organisations. Members are appointed for a two-year period. Council staff may also be appointed in an advisory capacity however, they do not have voting rights.

The Terms of Reference is a guideline on the various matters that are to be referred and considered by Bonnyrigg Town Centre Committee in addition to providing clarity on the role, purpose and responsibilities of the Committee. The Terms of Reference are made available to members and generally, reviewed annually for adoption by Council.

Following a meeting of the Committee, recommendations are reported to the Outcomes Committee meetings for endorsement. This allows the standing Committee to be kept up to date with progress, consider proposals and ratify any decisions taken by the Committee within its Terms of Reference.

2. PURPOSE

The Committee oversees the development and implementation of the Bonnyrigg Action Plan for the improvement of the Town Centre. This includes various projects and activities to achieve the vision for Bonnyrigg Town Centre.

2.1 Bonnyrigg Place Vision

Bonnyrigg Town Centre is a unique place of cultural unity and diversity; it is the embodiment of a modern multi-cultural community. It is a place that is waiting to be discovered by locals and visitors alike. Its community provides an experience where people are engaged and empowered; they share their knowledge freely and are supportive in building a culture of understanding that extends far beyond the Town Centre of Bonnyrigg.

3. OBJECTIVES

The Objectives of the Committee are to:

- 3.1 Guide delivery of the Bonnyrigg Town Centre Vision through the Bonnyrigg Action Plan;
- 3.2 Facilitate positive relations between Council and organisations within Bonnyrigg Town Centre including local business stakeholders, non-Government organisations and places of worship;
- 3.3 Communicate any relevant information about works and activities planned by Council or stakeholders in Bonnyrigg Town Centre;
- 3.4 Monitor Council's Town Centre Improvement Works for Bonnyrigg;
- 3.5 Provide input into Council's LEP and strategic planning processes;

Quality Management – Place Management

QMPOL-PM-001

Bonnyrigg Town Centre Committee
Terms of Reference

- 3.6 Identify and prioritise possible works and services for submission into Council's Delivery Program;
- 3.7 Recommend actions to the Outcomes Committee of Council;
- 3.8 Keep Council informed of the area's community and business needs;
- 3.9 Provide a link between Federal, State and Local Government;
- 3.10 Provide advice to Councillors and Members of Parliament in relation to Bonnyrigg Town Centre;
- 3.11 Advocate on behalf of the interests of the Bonnyrigg Town Centre community: - residents, businesses and visitors to the town centre and;
- 3.12 Provide feedback on proposed developments in Bonnyrigg Town Centre to Council.

4. LINKS TO FAIRFIELD CITY PLAN

Extensive community consultation for the Fairfield City Plan informed the community's shared vision for the future:

"We are Fairfield City – a welcoming, safe and diverse community where we are proud to belong, invest and prosper".

The Committee aligns with Council's Integrated Planning and Reporting Framework. The Committee specifically relates to:

Theme 1 Community Wellbeing

Goal 1: A safe City that feels more secure

Goal 2: A healthy and active community through reliable services and opportunities

Goal 3: A proud diverse community that is celebrated

Goal 4: An inclusive City with access to opportunities and facilities

Theme 2 Places and Infrastructure

Goal 1: An accessible City with connected and reliable transport

Goal 3: Community assets and infrastructure are well managed into the future

Goal 4: Inviting and well used open space

Theme 4 Strong and Resilient Economy

Goal 2: Thriving entertainment precincts with a vibrant and inclusive night-time economy

Goal 3: Vibrant, welcoming, and attractive town centres that support community life and commerce

Theme 5 Good Governance and Leadership

Goal 1: Decision making process are open and transparent

Goal 3: Accountability

Quality Management – Place Management

QMPOL-PM-001

Bonnyrigg Town Centre Committee
Terms of Reference**5. ROLES AND RESPONSIBILITIES****5.1 Committee Members**

Committee Members are required to attend regular 6-monthly meetings, participate in meeting discussions, provide input, advice and make recommendations to Council on business, policies and strategies regarding Bonnyrigg Town Centre.

5.2 Chairperson

The position of Chairperson is nominated by Council each year in September. If a Chairperson is not available, another Councillor or the Place Manager shall be selected to Chair the meeting. The duties of the Chairperson are to:

- Chair meetings according to the Agenda and the Terms of Reference;
- Facilitate discussion of Agenda items in a timely manner;
- Ensure all Members have the opportunity to participate in meeting discussions;
- Facilitate moving of recommendations and voting by Members where relevant;
- Exercise a casting vote when necessary and;
- Ensure all issues not relevant to the meeting are referred to relevant areas of Council.

5.3 Councillors

The roles of Councillors who are members of the Committee are to learn and understand the issues affecting the Bonnyrigg community and Town Centre and represent these issues at Council meetings and other appropriate forums. Councillors may provide advice to the Committee about Council issues.

5.4 Place Manager

The role of the Place Manager is to facilitate the Committee meetings with assistance from Council staff. The duties of the Place Manager are to:

- Organise the meeting Agenda;
- Organise the distribution of the meeting Agenda to Committee members;
- Organise refreshments for the meeting;
- Brief Chairperson on meeting Agenda;
- Facilitate feedback to the Committee on activities, issues and concerns affecting them and communicate Council's views and decisions to the Committee;
- Organise the Minute taking;
- Organise reports to Council and;
- Identify and organise training for Members as necessary.

6. MEMBERSHIP

The Committee represents the business, investment and community interests of Bonnyrigg Town Centre. Members include:

Quality Management – Place Management

QMPOL-PM-001

Bonnyrigg Town Centre Committee
Terms of Reference

- Fairfield City Council (Councillors, as nominated by Council and Council staff);
- State Member of Parliament (Cabramatta);
- Bonnyrigg Community Representatives: -
 - Local business stakeholders;
 - Non-Government organisations;
 - Local places of worship and;
 - Other local community groups.

Each Member organisation may have 2 nominated representatives at a meeting, but only one organisational vote.

6.1 Selection Process

Applications for community representation on the Committee will be completed through the Expression of Interest process and will be selected by a 3-person panel consisting of:

- Committee Chairperson (1);
- Place Manager (1) and;
- Council staff (1).

Existing Committee members are excluded from the panel (except for Council staff). The panel will oversee the appointment process which will include the following steps:

- Advertise for new nominations;
- Assist those who are interested to complete an application form;
- Assess applicants according to the Membership Criteria;
- Conduct interviews if necessary and;
- Make final recommendations to Council.

6.2 Membership Criteria

- 6.2.1 Must be a stakeholder within Bonnyrigg Town Centre;
- 6.2.2 Have substantial knowledge and good understanding of issues facing residents and businesses in Bonnyrigg Town Centre;
- 6.2.3 Ability to promote, consult and advocate on a range of issues to improve access and equity for residents and businesses in Bonnyrigg Town Centre and;
- 6.2.4 Ability to represent the views of community groups, community organisations or local resident providing a service within Bonnyrigg Town Centre.

6.3 Proxy Members and Visitors

If Committee members are unable to attend a meeting, a Proxy Member may attend in the standing Member's place. Proxy Members have full voting rights.

Quality Management – Place Management

QMPOL-PM-001

Bonnyrigg Town Centre Committee
Terms of Reference

Visitors to meetings are to be approved by the Place Manager, prior to a meeting. Visitors have no voting rights.

6.4 Ex-officio Members

The Director City Planning may attend meetings as an ex-officio Member. Other Council staff may attend meetings as ex-officio members and provide advice, information, support and assistance to the Committee on any matters of interest to the Committee. Ex-officio Members have no voting rights.

6.5 Term of Membership/Cessation

Membership renewals and membership nominations take place every four years via the Expression of Interest process. The Expression of Interest process is facilitated by the Place Manager.

All Members are required to attend regular 6-monthly meetings. If this commitment is not met, members may lose their membership. Alternatively, a Proxy representative may attend a meeting on behalf of a member. The Place Manager must be notified of this prior to the meeting.

6.5.1 Councillors

Councillors are appointed as Committee members for a one-year period, following Council determination in September of each year.

6.5.2 Community Representatives

Community representatives are appointed as Committee members for a four-year period following the Expression of Interest process. The term of membership commences at the beginning of the calendar year.

7. MEETINGS

7.1 Frequency

The Committee will meet twice a year, every 6 months in the months of May and November. Meetings commence from 6.00pm and conclude at 8.00pm or until meeting Agenda items are completed.

7.2 Venue

Meetings are to be held in premises that are suitable for people who have mobility impairment, accessible by public transport and are secure. This may be at Council's Administration Centre in Wakeley or in other suitable venues within Bonnyrigg Town Centre.

Quality Management – Place Management

QMPOL-PM-001

Bonnyrigg Town Centre Committee
Terms of Reference**7.3 Quorum**

A quorum of the Committee will comprise no less than 5 members, one of whom shall be a Councillor.

If a quorum does not occur within the first 30 minutes of the meeting, the Committee may choose to defer the meeting or to proceed with the meeting which will then become informal and no voting on recommendations will take place.

7.4 Meeting Agenda

The Committee will be provided the meeting details via email before the Agenda is circulated. Any Agenda items should be provided to the Place Manager for inclusion in business papers.

The Agenda shall include the following standing items:

- Members present and apologies;
- Business arising from previous Minutes;
- Mayoral update;
- Fairfield City Council updates;
- Member updates and;
- General business.

The Agenda with copies of the previous meeting Minutes, will be circulated to all members via email by no later than 7 days prior to the meeting date.

7.5 Confidential Matters

The following matters should be dealt with confidentially:

- Personal matters concerning individuals/groups;
- Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and;
- Matters affecting the security of the Committee, Councillors, Council staff or property.

7.6 Recommendations to Council

Recommendations to Council will be made by consensus where possible. In cases where consensus decision cannot be reached, the Chairperson may exercise a casting vote.

The function of the Committee is advisory; any decisions made will be referred to Council's Outcomes Committee for endorsement.

7.6.1 Committee Members and Councillors have full voting rights.

7.6.2 Each Member organisation may have two nominated representatives at a meeting, but only one organisational vote.

Quality Management – Place Management

QMPOL-PM-001

Bonnyrigg Town Centre Committee
Terms of Reference

7.6.3 Proxy Members have full voting rights.

7.6.4 Ex-officio Members have no voting rights.

7.6.5 Visitors to the meeting have no voting rights.

7.6.6 If a decision cannot be reached by consensus, the Chairperson may exercise a casting vote when necessary.

7.7 Meeting Minutes

Minutes and Committee communications will be confidential to Committee members. Draft Minutes will be circulated to Committee members for acceptance. Final meeting Minutes will be reported to Council's Outcomes committee for endorsement.

Minutes recorded at each meeting will include:

- Time that the meeting opened and closed;
- Time that Members enter and leave the meeting (if arriving after the start of the meeting or leaving before the end of the meeting);
- Summary of discussions and actions arising;
- Details of voting on recommendations and;
- Any declarations of Conflict of Interest.

8. CONFLICT OF INTEREST

To enhance community confidence in the way Council decisions are made, Members should conduct their Committee business free from any private interest and prejudice.

Council therefore requests that all Members declare and appropriately manage any direct or potential conflict of interests with issues relating to the business of the Committee.

When considering whether a conflict of interest exists, Members should refer to Council's Code of Conduct, Council's Statement of Business Ethics. Guidance for potential conflicts of interest may be provided by the Committee Chairperson or the Place Manager.

All declarations of conflict of interests will be recorded in the Committee meeting Minutes.

9. DISSOLUTION

The Committee can only be dissolved by a resolution of Council.

10. OPERATION OF THE TERMS OF REFERENCE

The Terms of Reference and all rules and decisions made by the Committee shall be binding upon all members of the Committee.

Quality Management – Place Management**QMPOL-PM-001****Bonnyrigg Town Centre Committee
Terms of Reference****11. REVIEW OF TERMS OF REFERENCE**

The Committee's Terms of Reference will be reviewed annually with a major review every two years from July. The reviews will be conducted by the Place Manager in consultation with the Committee.

The Terms of Reference shall not be altered unless the proposed alteration is submitted to the Committee for approval.

The proposed alteration must then be submitted to and approved by a resolution of Council. Alternatively, the Terms of Reference may be directly amended by a resolution of Council.

CAPTURE FAIRFIELD VISUAL ARTS AND PHOTOGRAPHY COMPETITION

Terms of Reference – October 2026 to September 2027



1. PURPOSE

In the lead up to Local Government Week, Council holds the *Capture Fairfield Visual Arts & Photography Competition* (Capture Fairfield) to showcase local talent and promote our City.

The main purpose of Capture Fairfield is to:

- Promote Local Government Week
- Encourage the community to capture and celebrate Fairfield City through visual arts and photography
- Promote Fairfield City as a destination and encourage tourism
- Encourage residents to express themselves through the visual arts
- Showcase the diversity, culture, people, places and natural environment of Fairfield City

The competition is free to enter and is open to residents of Fairfield City and students attending a school within the Fairfield Local Government Area (LGA).

The Capture Fairfield Visual Arts and Photography Committee (Committee) is established by Council to oversee the assessment process, provide independent and objective advice on competition entries, and recognise excellence in visual arts and photography that reflects the spirit and character of Fairfield LGA.

2. BACKGROUND

Capture Fairfield

To coincide with Local Government Week, Capture Fairfield provides an opportunity to promote the role and contribution of local government to residents, businesses and the broader community.

Held annually, Capture Fairfield encourages participants to explore and celebrate Fairfield City's diversity, natural and built environment, and cultural identity through visual arts and photography. Fairfield City is renowned for its multicultural community, historic buildings, picturesque parks and bushland, incredible flora and fauna, and the cultural enclaves of our city centre. Capture Fairfield provides an opportunity to showcase these attributes while fostering creativity, community participation and civic pride.

The Chairperson will determine the annual theme for Capture Fairfield each year.

3. ROLE AND RESPONSIBILITIES

The role of the Committee is to:

- Promote awareness of Capture Fairfield within the community
- Assess eligible competition entries against the published competition criteria
- Advise Council on the selection of recipients for first, second and third place, and highly commended awards.

CAPTURE FAIRFIELD VISUAL ARTS AND PHOTOGRAPHY COMPETITION

Terms of Reference – October 2026 to September 2027



-
- Determine winners in the Photography category
 - Determine winners in the Visual Arts category.
 - Make recommendations on matters relating to the assessment and administration of the competition

The responsibilities of the Committee members include:

- Attending Committee meetings and participating in assessment activities
- Reviewing competition entries in a fair, objective and impartial manner
- Applying the competition criteria consistently
- Maintaining confidentiality throughout the assessment process
- Declaring any conflicts of interest, where appropriate
- Participating in promotional activities, working parties/networks as required, to raise awareness of the Capture Fairfield process within those networks.

Committee Chairperson

The Mayor is Chairperson of the Committee. If the Mayor is unable to attend a Committee meeting, the Mayor will nominate an alternate Chairperson from among the councillor members.

Membership Composition

The Committee will comprise of up to 4 representatives including:

- Mayor
- Chair of the Arts Committee (Councillor)
- Fairfield City Council Museum and Gallery representative
- Fairfield City Artist in Residence, local artist or photographer (optional)
- Manager Governance and Audit (optional)
- Additional members as determined by the Committee

Membership will reflect the diversity of the Fairfield LGA and provide a broad range of perspectives and experience relevant to arts, culture and community engagement.

Secretary

A member of the Governance and Audit Division will act as Secretary to the Committee. The Secretary will provide administrative support including:

- Meeting co-ordination
- Preparation and distribution the agendas
- Provision of nomination information and supporting documentation
- Recording meeting outcomes and recommendations

The Secretary is a non-voting member.

**CAPTURE FAIRFIELD VISUAL ARTS AND PHOTOGRAPHY
COMPETITION****Terms of Reference – October 2026 to September 2027****5. MEETINGS**

The Committee will meet at least once a year at a time and location determined by the Chairperson. The meetings are not open to the general public. The Committee meetings are attended by the following people:

- Committee members or their nominated delegates
- Any person invited to attend by the Chairperson or with the agreement of the Committee
- The Secretary of the Committee

The date, time and venue will be determined by the Chairperson in consultation with the Executive Support Co-ordinator.

6. QUORUM

- A quorum for a Committee meeting will consist of Two (2) voting members.

If a quorum is not present within 30 minutes of the schedule commencement time, the meeting may be postponed or rescheduled at the discretion of the Chairperson.

7. BUSINESS PROCEDURES

The Agenda for Committee meetings will include:

- Attendance and Apologies
- Declarations of Conflicts of Interest
- Consideration and assessment of competition submissions
- Determination of recommendations and award recipients

A copy of the agenda will be distributed to all Committee members at least 1 week prior to the meeting date.

Minutes of the meeting will be prepared by the Secretary and distributed to Councillors and relevant Council Officers following the meeting.

8. CONFIDENTIALITY

Committee members must treat all matters discussed in the meeting as confidential. This includes:

- All discussions relating to the assessment and selection of award winners and highly commended recipients.
- Personal information and matters relating to individuals and group nominees or recipients.
- Information that could provide a commercial advantage to an individual, group, organisation, or business.
- Matters that could impact the security of the Committee, Councillors, Council employees, Council assets, or Council operations.

**CAPTURE FAIRFIELD VISUAL ARTS AND PHOTOGRAPHY
COMPETITION****Terms of Reference – October 2026 to September 2027****9. CONFLICT OF INTEREST**

Committee members are appointed to represent a broad range of interests. From time to time conflicts of interest may occur. A conflict of interest occurs when you could be influenced or be perceived that you could be influenced when carrying out your responsibilities as a Committee member.

When a conflict of interest arises, Committee members are expected to:

- Have read and understand Council's Code of Conduct
- Understand the nature of conflict of interest and their potential impact on decision-making.
- Take timely and appropriate action to disclose any actual, potential or reasonably perceived conflict of interests.

A conflict of interest may be of a financial or non-financial nature. Generally, a conflict of interest of a financial nature is referred to as a conflict of pecuniary interest. In such cases, a member must declare that conflict of interest and must leave the meeting during discussion and voting pertaining to their issue of conflict of interest.

10. DECISION MAKING

During Committee meetings:

- Decisions will be made by consensus wherever possible
- Where consensus cannot be reached, decision will be determined by a majority vote of members in the event of an equal vote, the Chairperson will have a casting vote.

11. CESSATION OF MEMBERSHIP

All members will have the responsibility of attending a minimum of 1 meeting per year. If this commitment is not met, the committee member will be ineligible to continue. The member will be contacted by the Chairperson prior to any such decision to cease the membership.

Special circumstances such as illness, family responsibilities, leave, work commitments and other personal reasons will be accepted. Prior contact must be made with the Chairperson in regard to these circumstances.

Review

These Terms of Reference will be reviewed annually by Council to ensure they remain relevant, effective and consistent with the objectives of the Capture Fairfield Program, Council's strategic priorities and Council's governance requirements.

Quality Management – Place Management

QMPOL-PM-003

Fairfield City Community Business Hub Liaison Committee Terms of Reference

**1. OVERVIEW**

The Fairfield City Community Business Hub Liaison Committee consists of Members who are Councillors and representatives from the business community. Council staff may also be appointed in an advisory capacity; however, they do not have voting rights.

This Terms of Reference is a guideline on the various matters that are to be referred and considered by the Fairfield City Community Business Hub Liaison Committee in addition to providing clarity on the role, purpose and responsibilities of the Committee. The Terms of Reference are made available to Members and generally, reviewed annually for adoption by Council.

Following a meeting of the Fairfield City Community Business Hub Liaison Committee, recommendations are reported to the Outcomes Committee meetings for endorsement. This allows the Outcomes Committee to be kept up to date with progress, consider proposals and ratify any recommendations made by the Committee within its Terms of Reference.

2. PURPOSE

The Fairfield City Community Business Hub Liaison Committee provides a forum to explore and connect emerging businesses, start-ups and aspiring businesspeople to the Fairfield City Community Business Hub (known as Fairfield City HQ). It also provides an avenue to explore how services and information can be more accessible to the business community. The Committee is integral to ensuring that the local business community is aware, understands and utilises Fairfield City HQ in the way that Council envisions.

3. OBJECTIVES

The Objectives of the Fairfield City Community Business Hub Liaison Committee are:

- i. To facilitate ongoing community consultation with the business community in relation to Fairfield City HQ;
- ii. To advise Council on how to make the services and information of Fairfield City HQ more effective and accessible, especially to emerging businesses, start-ups and aspiring businesspeople;
- iii. To foster partnerships and capacity building between Fairfield City Council and the business community in relation to Fairfield City HQ; and
- iv. To provide an avenue to explore and connect emerging businesses, start-ups and aspiring businesspeople to Fairfield City HQ, and to collaborate with other Committees of Council where appropriate.

4. LINKS TO FAIRFIELD CITY PLAN

Extensive community consultation for the Fairfield City Plan informed the community's shared vision for the future: "We are Fairfield City – a welcoming, safe and diverse community where we are proud to belong, invest and prosper".

Quality Management – Place Management

QMPOL-PM-003

Fairfield City Community Business Hub Liaison Committee Terms of Reference



The Committee gives expression to Council's commitment to the wellbeing of local businesses, through fostering accessible opportunities. Council's aim is to create an accessible and liveable city, through an efficient, functional and successful business community. Underpinning all this is good governance.

The function of the Fairfield City Community Business Hub Liaison Committee aligns with priorities outlined through Fairfield City Council's Integrated Planning and Reporting Framework. The Committee specifically relates to:

Theme 4 – Local Economy and Employment

Goal A: Range of resilient businesses

Goal B: Attractive and lively City

Goal C: Diverse employment and job opportunities

Theme 5 – Good Governance and Leadership

Goal A: Decision making processes are open and transparent

Goal B: A well engaged and informed community

Goal D: Strengthen relationships through partnerships within our community

5. ROLES AND RESPONSIBILITIES**5.1 Committee Members**

Fairfield City Community Business Hub Liaison Members are required to attend regular meetings, participate in meeting discussions, provide input, advice and make recommendations to Council on business, policies, partnerships and strategies in relation to the activities of Fairfield City HQ.

5.2 Chairperson

The position of Chairperson is nominated by Council each year in September. If a Chairperson is not available, another Councillor or the Manager, Libraries & Museum shall be selected to Chair the meeting. The duties of the Chairperson are to:

- Chair meetings according to the Agenda and the Terms of Reference;
- Facilitate discussion of Agenda items in a timely manner;
- Ensure all Members have the opportunity to participate in meeting discussions;
- Facilitate moving of recommendations and voting by Members where relevant;
- Exercise a casting vote when necessary; and
- Ensure all issues not relevant to the meeting are referred to the relevant areas of Council.

5.3 Councillors

The roles of Councillors who are Members of the Fairfield City Community Business Hub Liaison Committee are to identify and understand the issues impacting the business community in relation to Fairfield City HQ and represent these issues at Council meetings and other appropriate forums. Councillors may provide advice to the Fairfield City Community Business Hub Liaison Committee about Council issues.

Quality Management – Place Management

QMPOL-PM-003

Fairfield City Community Business Hub Liaison Committee Terms of Reference



5.4 Manager Libraries & Museum

The role of the Manager, Libraries & Museum, is to facilitate the Fairfield City Community Business Hub Liaison Committee meetings with assistance from Council staff. The duties of the Manager, Libraries and Museum are to:

- Organise the meeting Agenda;
- Organise the distribution of the meeting Agenda to Committee Members;
- Organise refreshments for the meeting;
- Brief Chairperson on meeting Agenda;
- Facilitate feedback to the Committee on activities, issues and concerns affecting them and communicate Council's views and decisions to the Committee;
- Organise the Minute Taking;
- Organise reports to Council; and
- Identify and organise training for Members as necessary.

6. MEMBERSHIP

The Fairfield City Community Business Hub Liaison Committee represents the interests of the local business community. Members include:

- Fairfield City Council (Councillors, as nominated by Council, and Council staff); and
- Business stakeholders.

All Members are required to attend regular meetings as scheduled. Each Member organisation may have two nominated representatives at a meeting, but only one organisational vote.

6.1 Selection Process

Applications for business representation on the Committee will be completed through the Expression of Interest process, and will be selected by a three-person panel consisting of:

- Fairfield City Community Business Hub Liaison Committee Chairperson (1) OR an independent person who has no conflict of interest with the Committee ie. Fairfield City Council Governance staff or Committee Member (1)
- Manager Libraries and Museum Fairfield City Council (1); and
- Fairfield City Council staff, who works closely with the Committee and understands how the Committee operates (1).

Existing Fairfield City Community Business Hub Liaison Committee Members are excluded from the panel (except for Council staff). The panel will oversee the appointment process, which will include the following steps:

Quality Management – Place Management

QMPOL-PM-003

Fairfield City Community Business Hub Liaison Committee Terms of Reference



- Advertise for new nominations;
- Assist those who are interested to complete an application form;
- Assess applicants according to the Membership Criteria;
- Conduct interviews if necessary; and
- Make final recommendations to Council.

6.2 Membership Criteria

The following will be considered in the selection process:

- i. Must be a stakeholder within the Fairfield City area;
- ii. The candidate's knowledge and understanding of issues facing Fairfield City businesses, particularly small businesses and start-ups;
- iii. Their ability to promote, consult and advocate to improve access and equity for the Fairfield City business community in relation to the activities of Fairfield City HQ; and
- iv. Ability to represent the views of the Fairfield City business community in relation to the activities of Fairfield City HQ.

6.3 Proxy Members and Visitors

If Committee Members are unable to attend a meeting, a Proxy Member may attend in the standing Member's place. Proxy Members have full voting rights.

Visitors to meetings are to be approved by the Manager, Libraries and Museum prior to a meeting. Visitors have no voting rights.

6.4 Ex-officio Members

The Manager Fairfield & Parks Place and Manager Economic Development may attend meetings as an ex-officio Member. Other Fairfield City Council staff may attend meetings as ex-officio Members and provide advice, information, support and assistance to the Committee on any matters of interest. Ex-officio Members have no voting rights.

6.5 Term of Membership / Cessation

Membership renewals and membership nominations take place every two years via the Expression of Interest process. The Expression of Interest form is made available by contacting the Manager, Libraries & Museum.

- i. Councillors
Councillors are appointed as Committee Members for a 12-month period, following Council determination in September of each year.
- ii. Business Stakeholders
Stakeholders are appointed as Committee Members for a two-year period, following the Expression of Interest process. The term of membership commences at the beginning of the calendar year, every two years.

Quality Management – Place Management

QMPOL-PM-003

Fairfield City Community Business Hub Liaison Committee Terms of Reference

**7. MEETINGS****7.1 Frequency**

The Fairfield City Community Business Hub Liaison Committee will be held once a year in the month of September. Meetings commence from 6pm and conclude at 8pm or until meeting Agenda items are completed.

7.2 Venue

Meetings are to be held at the Fairfield City Community Business Hub (Fairfield City HQ) in Fairfield.

7.3 Quorum

A quorum of the Fairfield City Community Business Hub Liaison Committee will comprise of no less than three (3) Members, one of whom shall be a Councillor.

If a quorum does not occur within the first 30 minutes of the meeting, the Committee may choose to defer the meeting or to proceed with the meeting which will then become informal and no voting on recommendations will take place.

7.4 Meeting Agenda

The Committee will be provided the meeting details via email before the Agenda is circulated. Any Agenda items should be provided to the Manager, Libraries and Museum for inclusion in business papers.

The Agenda shall include the following standing items:

- Members present and apologies;
- Business arising from previous Minutes;
- Mayoral update;
- Fairfield City Council updates;
- Member updates; and
- General business.

The Agenda, with copies of the previous meeting Minutes, will be circulated to all Members via email by no later than seven (7) days prior to the meeting date.

7.5 Confidential Matters

The following matters should be dealt with confidentially:

- Personal matters concerning particular individuals/groups;
- Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; and
- Matters affecting the security of the Committee, Councillors, Council staff or property.

Quality Management – Place Management

QMPOL-PM-003

Fairfield City Community Business Hub Liaison
Committee Terms of Reference**7.6 Recommendations to Council**

Recommendations to Council will be made by consensus where possible. In cases where consensus decision cannot be reached, the Chairperson may exercise a casting vote.

The function of the Committee is advisory; any decisions made will be referred to Council's Outcomes Committee for endorsement.

- i. Committee Members and Councillors have full voting rights.
- ii. Each Member organisation may have two nominated representatives at a meeting, but only one organisational vote.
- iii. Proxy Members have full voting rights.
- iv. Ex-officio Members have no voting rights.
- v. Visitors to the meeting have no voting rights.
- vi. If a decision cannot be reached by consensus, the Chairperson may exercise a casting vote when necessary.

7.7 Meeting Minutes

Minutes and Committee communications will be confidential to Committee Members. Draft Minutes will be circulated to Members for acceptance. Final meeting Minutes will be reported to Council's Outcomes Committee for endorsement.

Minutes recorded at each meeting will include:

- Time that the meeting opened and closed;
- Time that Members enter and leave the meeting (if arriving after the start of the meeting or leaving before the end of the meeting);
- Summary of discussions and actions arising;
- Details of voting on recommendations; and
- Any declarations of Conflict of Interest.

8. CONFLICT OF INTEREST

In order to enhance community confidence in the way Council decisions are made, Members should conduct their committee business free from any private interest and prejudice.

Council therefore requests that all Members declare and appropriately manage any direct or potential conflict of interests with issues relating to the business of the Committee.

When considering whether or not a conflict of interest exists, Members should refer to Council's Code of Conduct and Council's Statement of Business Ethics. Guidance for potential conflicts of interest may be provided by the Committee Chairperson or the Manager, Libraries & Museum.

All declarations of conflict of interests will be recorded in the Committee meeting Minutes.

Quality Management – Place Management**QMPOL-PM-003****Fairfield City Community Business Hub Liaison
Committee Terms of Reference****9. DISSOLUTION**

The Committee can only be dissolved by a resolution of Council.

10. OPERATION OF THE TERMS OF REFERENCE

The Terms of Reference and all rules and decisions made by the Committee shall be binding upon all Members of the Committee.

11. REVIEW OF TERMS OF REFERENCE

The Fairfield City Community Business Hub Liaison Committee 's Terms of Reference will be reviewed annually with a major review every two years from July. The reviews will be conducted by the Manager, Libraries and Museum in consultation with the Fairfield City Community Business Hub Liaison Committee.

The Terms of Reference shall not be altered unless the proposed alteration is submitted to the Committee for approval.

The proposed alteration must then be submitted to and approved by a resolution of Council. Alternatively, the Terms of Reference may be directly amended by a resolution of Council.



FAIRFIELD CITY MAYOR'S YOUTH ACHIEVEMENT AWARDS ASSESSMENT COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Fairfield City Mayor's Youth Achievement Awards Assessment Committee (Committee) is comprised of Fairfield City Council staff and community members who have a commitment to promoting and acknowledging the contribution of young people aged 12-24 (inclusive) from the Fairfield Local Government Area (Fairfield City).

The awards are an opportunity to publicly acknowledge and recognise young people for their leadership, passion, commitment and enthusiasm in their chosen fields, communities and environments. This award is designed to bring young people to the forefront and recognise their contribution to Fairfield City. The Fairfield City Mayor's Youth Achievement Awards are celebrated at an Awards Night annually.

This Committee convenes to select 'winners' and 'highly commended' award recipients for each category. The Committee embodies youth participation principles by including young people as assessors and strives to be diverse ensuring it is reflective of the Fairfield City community.

2. BACKGROUND

The Fairfield City Mayor's Youth Achievement Awards (Youth Achievement Awards) falls within the scope of the Mayor's Youth Mentoring Program and aims to recognise the work, leadership and achievements of young people in Fairfield City. It acknowledges young people in diverse categories that highlight the strengths of young people in Fairfield City.

Award categories reflect a range of areas where young people are encouraged to strive for excellence and personal achievement. These include areas such as academics, sport, community participation, personal development and resilience and leadership. The Youth Achievement Awards aim to be as inclusive as possible, encouraging recognition of young people from diverse backgrounds including First Nations, newly arrived young people with disability and other vulnerable groups.

3. ROLES AND RESPONSIBILITIES OF THE MAYOR'S YOUTH AWARDS ASSESSMENT COMMITTEE

The role of the Committee is to:

- Assess nominations and select recipients for the Youth Achievement Awards.

The responsibilities of the Committee include:

- Attending 1 assessment panel meeting
- Being fair, objective and impartial when reviewing the nominations
- Recognise young people who have and are making a significant contribution to Fairfield City
- Ensuring any conflicts of interest are declared, where appropriate

4. ROLES AND NATURE OF COMMITTEE MEMBERS

4a Chair of Committee

The Mayor is the Chairperson of the Committee. In his absence, the Mayor will nominate an alternate Chairperson.

4b Committee Representatives

The Committee representatives will be made up of the following voting members:

- Mayor as Chairperson
- Up to 2 Councillors as nominated by Council
- Up to 2 local Youth Workers or Youth Sector representatives
- Up to 3 local young people
- Up to 2 Council staff, including Community Projects and Partnerships Officer (CPPO)
- Aboriginal & Torres Strait Islander

4c Secretary and Minute Taking

Staff members of the Social Planning and Community Development (SPCD) Division will act as the secretary and minute taker to the Committee.

5. MEETING ATTENDANCE

The Committee will meet a minimum of once a year to determine recommended 'winners' and 'highly commended' award recipients for each Youth Achievement Awards category. The meetings are only open to Committee members and required support staff from the SPCD Division.

6. QUORUM

The agreed minimum quorum required for the meeting is 5 voting members.

7. BUSINESS PROCEDURES

The Agenda shall include:

- Attendees and apologies
- Consideration of nominations and selection of 'winners' and 'highly commended' award recipients (to be kept confidential)
- Conflicts of interest

A copy of the Committee meeting agenda, with a copy of all nominations for the Youth Achievement Awards, will be digitally distributed to all members via email at least 3 business days prior to the meeting.

Duly authorised copies of the minutes will be made available to Committee members and relevant Council Officers 5 business days after the meeting.

8. AWARD CATEGORIES

Youth Achievement Award categories strive to reflect the diversity, strengths and values of young people across Fairfield City. Young people may be nominated in the following named categories:

- First Nations Youth Award
- New Beginnings Award
- Leadership Award
- Volunteer Award
- Creative Arts Award
- Sports Impact Award
- Outstanding Youth Group
- Cultural Connections Award
- Phoenix Award

These award categories and the assessment criteria for each award category may be changed at any time during the year with consultation from young people and relevant stakeholders, as well as endorsement from Council's Outcomes Committee.

Reasons for change may include (but are not limited to):

- A category that relates to a particular moment in time or event of significance but may no longer be seen as relevant
- A category which consistently receives a low number of nominations
- Criteria which are difficult to understand
- New criteria for existing award categories to reflect changing values related to that field
- Introduction of new award categories to reflect the changing topics of importance, values, needs and events of significance for young people.

The process for changing award categories and assessment criteria is detailed in section 8b.

8a Assessment Criteria for Award Categories

To be eligible for nomination, young people must be aged between 12-24 years (inclusive) and the nomination must meet all other eligibility criteria outlined in Section 9. Some award categories also have specific eligibility criteria. Nominations must also be relevant to the assessment criteria for the award category to be considered.

Assessment criteria for each award category are:

First Nations Youth Award

Eligibility:

- Young people who are Aboriginal or Torres Strait Islander and meet the overall eligibility criteria.

Assessment Criteria:

- Aboriginal and Torres Strait Islander young people who demonstrate achievement in various areas including school, workplace or sporting participation, leadership activities and cultural advancement.
- Aboriginal and Torres Strait Islander young people who have demonstrated pride in Fairfield's local Aboriginal heritage and culture and respect for cultural differences in our communities.
- Aboriginal and Torres Strait Islander young people who have demonstrated a commitment to the Reconciliation movement and processes to improve relationships between Aboriginal and Torres Strait Islander peoples and the wider community.

New Beginnings Award

Eligibility:

- Young people who have settled in Australia within the past 8 years and meet the overall eligibility criteria.

Assessment Criteria:

- Newly arrived young people who have displayed strong leadership potential while settling in Australia.

Leadership Award

Eligibility:

- All young people aged 12-24 who meet the overall eligibility criteria.

Assessment Criteria:

- Young people who lead by example and inspire others to pursue their personal best, or
- Young people who have a positive influence and play a significant role in representing the voices of young people in Fairfield City.

Volunteer Award

Eligibility:

- All young people aged 12-24 who meet the overall eligibility criteria.

Assessment Criteria:

- Young people who contribute to positive change in the community through volunteering with community organisations, or
- Young people who create positive change in the community through leading social, cultural or environmental initiatives without seeking financial gain.

Creative Arts Award**Eligibility:**

- All young people aged 12-24 who meet the overall eligibility criteria.

Assessment Criteria:

- Young people who demonstrate notable achievements in the creative arts in any form.
- Young people who create a positive impact in their communities through the arts and storytelling.
- Young people who practice any artform can be nominated. For example, musicians, visual artists, videographers, producers, dancers, social media creators or creatives of any medium are eligible.

Sports Impact Award**Eligibility:**

- All young people aged 12-24 who meet the overall eligibility criteria.

Assessment Criteria:

- Young people who have achieved excellence in their chosen sport, or
- Young people who act as positive role models through their participation in sport, by demonstrating leadership and positive life values.

Outstanding Youth Group**Eligibility:**

- Nominations must be groups (not individuals) comprised entirely or primarily of young people aged 12-24.
- Young people must have a direct role in the planning and delivery of the group's activities and in decision making related to the group's goals, direction and purpose.

Assessment Criteria:

- Organised youth groups who work towards positive outcomes for the community while developing the skills and capacity of its members.

Cultural Connections Award

Eligibility:

- All young people aged 12-24 from a culturally and linguistically diverse or multicultural background who meet the overall eligibility criteria.

Assessment Criteria:

- Young people from a multicultural background who strive to maintain their culture for current and future generations, through a specific initiative or medium.
- Young people who actively share and positively represent their cultural heritage.
- This can be through any initiative or medium. For example, involvement in a cultural dance group, language sharing, music, advocacy, volunteering, creative arts or non-traditional and modern artforms.

Phoenix Award

Eligibility:

- All young people aged 12-24 who meet the overall eligibility criteria.

Criteria:

- Young people who demonstrate resilience by overcoming significant personal challenges.
- Young people who are empowered by their experiences and resilience for their personal growth or to help and inspire others.

8b Changes to Award Categories

Council recognises the needs and topics of importance of young people are in constant change. Award categories may be changed at any time prior to nominations opening to ensure the Youth Achievement Awards has the flexibility to respond to emerging topics of importance, values or needs of young people and current events of significance. Changes may include:

- Addition of new categories or removal of categories that are no longer relevant to young people
- Change of award category names
- Adjustments to assessment criteria for categories to ensure they are relevant, accessible and appropriate to the field.

Any changes to names of categories or assessment criteria will be made after consultation with young people and stakeholders relevant to the field the award category addresses. For example, young people from a newly arrived background will be consulted to inform any proposed changes to assessment criteria for the New Beginnings category to ensure the criteria reflects their strengths and values and is culturally appropriate.

Proposed changes to award categories will be sent to the Outcomes Committee as a recommendation for adoption.

9. ELIGIBILITY CRITERIA AND CONDITIONS OF ENTRY

Council will accept recommendations from community members, young people, youth sector workers from government and non-government organisations and educators. Promotion of the awards will be through social, print and any other media deemed appropriate.

If no nominations are made within a certain category, that award category will be withdrawn.

Individuals can be nominated for more than one category however, can only be awarded the 'winner' of one category. There is no restriction on individuals being recognised as 'highly commended' recipients across more than one categories.

The nomination must include the name and contact details of one referee.

Eligibility Criteria and Conditions of Entry

1. Nominees must be:
 - a. Young people aged between 12 and 24 at the time of the activity
 - b. A resident of Fairfield City or have a clear and meaningful connection to Fairfield City and be able to demonstrate their achievements are undertaken in (and have a clear and direct impact within) Fairfield City.
2. Council employees may submit nominations, excluding members of:
 - a. The Executive Leadership Team
 - b. Youth Achievement Awards Assessment Panel (Council staff, Mayor and Councillors)

Council has a diverse and significantly local workforce. These eligibility criteria do not seek to exclude nominations from local staff members who are not involved in the decision making or planning processes of the Youth Achievement Awards.

3. Nominations must be completed using the Fairfield City Mayor's Youth Achievement Awards nomination form found online. A paper version may be provided on request if there are barriers accessing the online form.
4. The nomination form must be completed in full, otherwise, the nomination will be ineligible.
5. The nomination should directly relate to the relevant criteria of the award category being nominated for.
6. An individual need only be nominated once to be considered. The number of nominations received per nominee bears no weight on the outcome.
7. Winners should be available to attend the Mayor's Achievement Awards Night that will be announced at the time of nominations (inability to attend does not disqualify entry).
8. Nomination information may be used for publicity purposes.
9. The decision of the *Fairfield City Mayor's Youth Achievement Awards* assessment committee is final and no correspondence will be entered into.

10. CONFIDENTIALITY

Committee members must treat all matters discussed in the meeting as confidential. This includes:

- All discussions relating to the selection of the Mayor's Youth Achievement Award
- Personal matters relating to individuals which are nominated (or are the nominator) for the award
- Information which could result in a commercial advantage for an individual
- Matters which could impact the security of the Committee, Councillors, Council staff or property.

11. CONFLICT OF INTEREST

Committee members are appointed to represent a broad range of interests. From time to time, conflicts of interest may occur. A conflict of interest occurs when you could be influenced, or it could be perceived that you could be influenced when carrying out your responsibilities as a Mayor's Youth Awards Committee member.

When faced with a conflict of interest it is essential that you:

- Have read and understood Council's Code of Conduct
- Understand the concept and practical implications of conflict-of-interest issues
- Take timely and appropriate action to disclose any actual, potential or reasonably perceived conflict of interests.

A conflict of interest may be of a financial or non-financial nature. Generally, a conflict of interest of a financial nature is referred to as a conflict of pecuniary interest. In such cases, a member must declare that conflict of interest and must not participate in discussion or voting pertaining to their issue of conflict of interest.

12. DECISION MAKING AND SELECTION OF AWARD RECIPIENTS

12a Decision Making

During meetings of the Committee:

- Decisions will be made by consensus where possible.
- In cases in which a consensus decision cannot be reached a decision will be made by majority vote of members.
- The committee will be asked to accept the decisions made regarding the awarding of 'winners' and 'highly commended' recipients for each category at the end of the meeting.
- Minutes will be taken by the minute taker or secretary as a record of discussion.

12b Selection Process

- Nominations will be collated, organised and sent to all committee members via email at least 3 business days before the meeting. Printed copies will be made available to committee members on the day or delivered prior to the meeting on request. Committee members are asked to read all applications before the meeting to facilitate fair and efficient decision making.
- All nominations will be collated and shared exactly as written by the original nominator. No changes will be made to spelling or grammar and any repetition of wording will be preserved. Minor changes may be made to formatting in the collation process.
- Committee members will meet and discuss nominations in each category one at a time. "Winners" will be selected on merit and by consensus where possible for each category, or by majority vote if a consensus cannot be reached. Committee members may also select a "Highly Commended" recipient where they feel there is another nominee highly deserving of recognition in that category.
- Conflicts of interest must be declared before discussion of each category. Should a conflict of interest arise, the affected committee member is asked to remove themselves from discussion on the respective category.

12c Special Considerations

Selection of winners and highly commended recipients should be made on merit. However, some special considerations may arise in specific circumstances.

- Nominees who have been past winners are not excluded from being eligible for the Mayor's Youth Achievement Awards. However, where there are other strong nominations in the respective category, special consideration can be made in favour of these other nominations.
- Where nominees have been nominated more than once for the same category:
 - All nominations will be combined and assessed as a single nomination, where combined responses total less than 800 words.
 - Only the strongest nomination, as determined by Council staff, will be used, where combined responses total more than 800 words.
- Nominees may be nominated for more than one award category but may only be selected as a winner for one of their nominated categories.



Fairfield Floodplain Management Committee

Terms of Reference

Fairfield City Council
September 2026

1. Introduction

Fairfield City has significant flood problems with properties at risk from both mainstream and overland flooding.

In response, Council has adopted a flood risk management approach for mainstream and overland flooding problem areas, consistent with the approach outlined in the 2023 NSW Flood Risk Management Manual. This approach has evolved from studies commenced over 20 years ago and has led to the completion of flood risk management studies on some of the main rivers and creeks including the Georges River, Prospect Creek, Cabramatta Creek, the Three Tributaries and overland catchments.

The Floodplain Management Committee does not have any formal powers but rather acts in an advisory capacity. This document sets out the terms of reference about how the committee will operate.

2. Purpose

The primary objective of the Floodplain Management Committee is to act as a forum for the discussion of technical, social, economic, environmental and cultural issues so they may be integrated and included in floodplain risk management plans. The Committee will also provide a valuable link between the local community and Council and provide local input to the floodplain management process.

3. Functions

Some of the matters that could be discussed through the committee include:

- Identifying the flood problem to be assessed and determining the flood study area
- Providing input into flood studies, including collection of any necessary data and information on known flood behaviour (local knowledge) and supervising and monitoring the progress and findings of the flood study
- Providing input to defining flood risks and hazards
- Providing a link between the local community and Council and providing input into the extent of public consultation for each study
- Providing input into emergency management and evacuation planning including the development of the Fairfield Local Flood Plan
- Providing input into the Fairfield Local Environment Plan and the City Wide Development Control Plan
- Providing input into preservation of the ecological value of the floodplains

4. Delegations

As responsibility for planning matters lies with Council, the Committee, which is advisory in nature, will report directly to Council through the most appropriate Committee (Services or Outcomes).

In addition,

- The Committee will not have the power to incur expenditure
- The Committee will not have the power to bind the Council
- Recommendations of the Committee will be presented to the Council in written form. Council is not committed or obliged to accept or adopt the recommendations made by the Committee

- Recommendations made by the Committee which are determined by the General Manager to be substantially operational in nature will be dealt with by the relevant Director through delegated authority

5. Role of Committee Members

Membership of the Committee may consist of a mix of Councillors, administrative and community representatives, together with technical experts from relevant agencies. The Committee should operate as a team with the community's interests being foremost. Committee members may be required to vote to determine the majority opinion on different issues. The role of the various committee members is detailed in the Flood Risk Management Committee Handbook FG02, part of the Flood Risk Management Manual Toolkit, 2023.

Specifically, the Committee shall consist of the following members:

- **Councillor Representation**
Councillor representatives are encouraged to attend, contribute and participate in discussion.
- **Fairfield City Council Staff**
Council staff may include a mix of engineering, planning and environmental representatives. The committee will always include the Catchment Planning Manager.

The Executive Strategic Planner, Emergency Management Coordinator and other relevant staff will attend as required.

- **Local Community Representatives**
Community representatives form an important link between the Committee and the local community affected by flooding. They include people from affected residential and business areas, together with people who can effectively inform the affected community of the deliberations of the Committee and so foster a wider understanding of the floodplain risk management process.

For the purposes of the committee, the Local Government Area (LGA) has been divided into the following areas as shown on Figure 1. These areas are based on the major catchments within the LGA. Temporary members may be included in the committee depending on the flood studies that are currently underway.

Council will seek a maximum of one permanent representative from each catchment area for a maximum of 6 representatives in total on the committee.

Membership forms are available by contacting the Catchment Planning Manager at email: cityassetsadmin@fairfieldcity.nsw.gov.au.

- **State Government Agencies**
A number of Government agencies are stakeholders in the development of a floodplain risk management plan. The relevant agencies include the following:
 - Department of Climate Change, Energy, the Environment & Water (DCCEEW)
 - NSW State Emergency Service (NSWSES)
 - Department of Planning, Housing & Infrastructure (DPHI)

The DCCEEW representative provides technical expertise and steering advice to ensure management plans are prepared in accordance with the principals of the NSW Flood Prone Land Policy.

The DPHI member should also ensure that, in terms of a land use planning perspective, any planning approaches considered and adopted in the floodplain risk management plan are consistent with other areas within the region and State.

The representative from the NSW SES considers the implications of any actions considered in management plans with regards to risk assessment, flood warning and response plans for the management and evacuation of flood affected areas. The NSW SES representative should also ensure that management plans are integrated with the local flood plan.

Representatives from other government and / or non-government agencies may be invited to attend as required.

- **Neighbouring Council Staff**

A number of catchment areas in Fairfield City extend into other Council LGAs. Therefore, it is important that relevant Councils be invited to be part of the Committee when a relevant flood study or management plan is underway. Neighbouring Councils who may wish to participate include the following:

- Blacktown City Council
- City of Canterbury Bankstown Council
- Cumberland City Council
- Liverpool City Council
- Penrith City Council

Membership Functional Arrangements

- Fairfield Floodplain Management Committee is chaired by the Mayor of Fairfield City Council or his delegate in the Mayor's absence, duties include:
 - Chair meetings according to the agenda and the Terms of Reference
 - Facilitate discussion in a timely manner
 - Facilitate moving of recommendations and voting by committee members
 - Ensure all members have the opportunity to participate in meeting discussions and ensure all issues not relevant to the meeting are referred to relevant areas of Council Minutes
- Decisions at the Committee are to be made by consensus. A vote will be called for when consensus cannot be reached. Matters will be resolved by majority vote.
- Meetings will be held as scheduled by Council on a Thursday commencing at 6.30 pm in one of Council's Committee rooms.
- The agenda will be circulated to each member 2 weeks prior to each meeting. Draft minutes will be circulated to each member 2 weeks after each meeting.
- Membership will be for the duration of the Council term.
- The Committee and its Charter will be reviewed at the commencement of each term of Council.
- Ongoing membership of the Committee is subject to regular attendance except where leave has been granted by the Committee.
- A Committee member shall notify the Committee Chair of their planned absence from a meeting. Notification will be in writing should the planned absence be for more than three consecutive meetings.

- Consecutive absence (three or more meetings) from a committee member, without apology and without approval of the Committee, shall be put forward in the meeting and the Committee can vote on whether to declare the member's position vacant, inform the member of the decision and fill the position as a casual vacancy.
- Any Committee member wishing to resign from the Committee shall do so in writing to the Committee Chair. Resignation requests will be discussed by the Committee in order to identify a suitable replacement and provide a recommendation to Council.
- In order for decisions to be made at meetings, there is to be a minimum attendance of 2 community members (including the Councillor). If a meeting is inquorate, it cannot make decisions on behalf of the committee. It can hold discussions and make recommendations for later confirmation or rejection by the Committee.
- Community members are not entitled to claim fees or expenses from Council for attendance at meetings.
- The recommendations of the Committee put forward for consideration by Council shall be reported to the next available Council (Services or Outcomes) Committee meeting.
- All members of the committee are required to observe and uphold Council's Code of Conduct, which is attached in Appendix 2. Should a Committee member breach Council's Code of Conduct, the matter will be referred to Council's General Manager for consideration and action.
- Committee members, who are visitors to any Council buildings where the Committee meetings are being held, are required to comply with Council's WHS requirements. Prior to entry onto a Council building (or work site) for the first time, all members must be inducted according to WHS regulations.

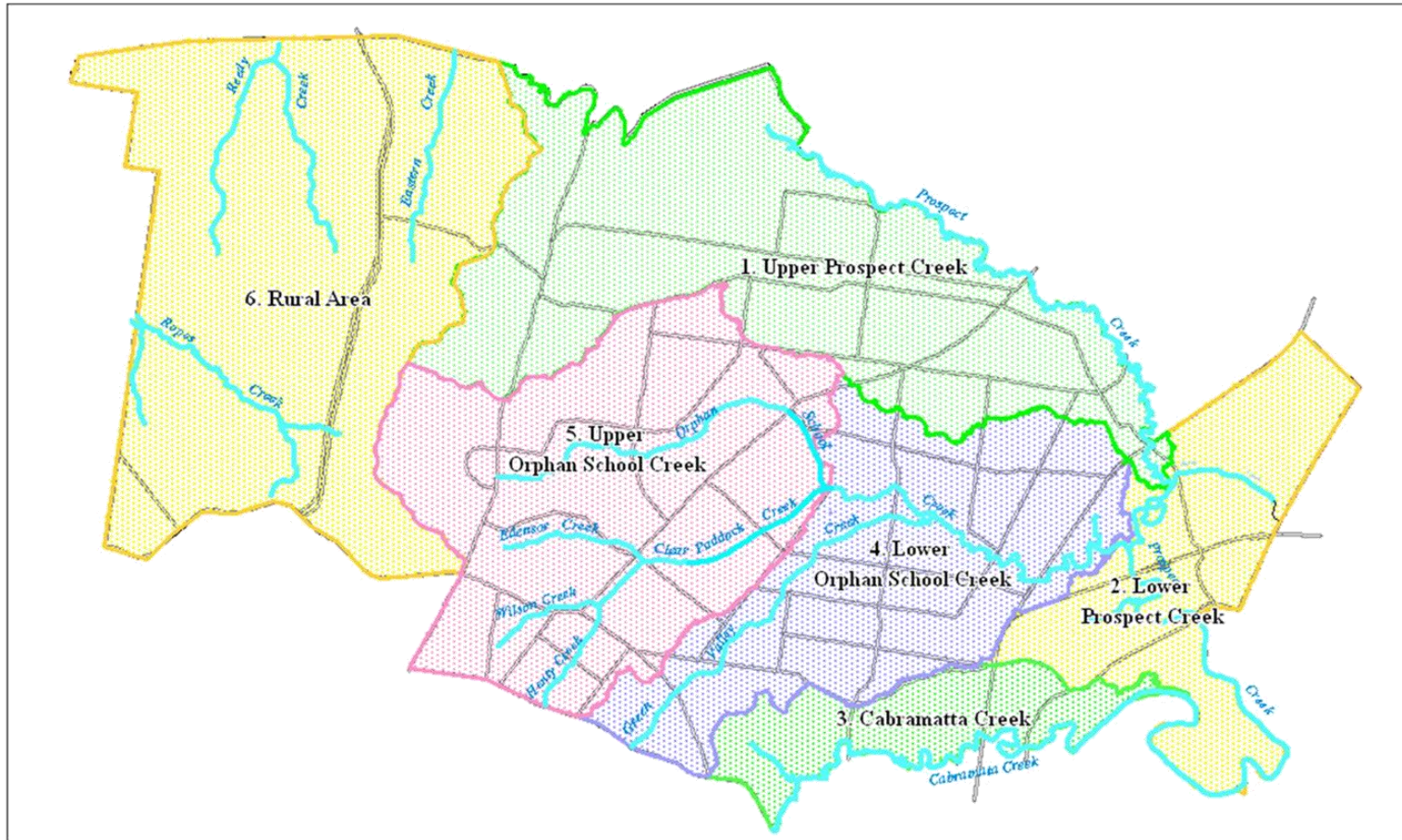


Figure 1: Fairfield Floodplain Management Committee Members Zone Map

6. Confidentiality and Privacy

All Committee members must abide by Council's Privacy Management Plan which was prepared under the Privacy and Personal Information Protection Act, 1998 and the Health Records and Information Privacy Act, 2002.

There may be occasions where Committee members may come into contact with confidential or personal information retained by Council. Committee members are required to maintain the security and confidentiality of any such information and not access, use or remove that information, unless authorised to do so. In addition, the Committee member must agree to be bound not to collect personal information by any unlawful means. All new Committee members will be provided with a copy of Council's Privacy Management Plan and will sign to indicate that they have read and understood their obligations.

7. Media Protocol

Any Committee communications with the media must adhere to Council's Media Policy. The Policy states that making comment to the media or taking part in media interviews should be by the Mayor in the first instance. Official comment on behalf of Council may be made by Councillors where they are the Mayor's designated representative or where they are officially authorised to act as Council's official spokesperson on an issue by Council resolution.

No member of the Committee is permitted to speak to the media in his or her capacity as a Committee member. Committee members are to refer to Council's Media Policy for further information about media protocols.

8. Conflict of Interest

- Members should conduct their Fairfield Floodplain Management Committee business free from any private interest and prejudice.
- Members must declare and appropriately manage any direct or potential conflict of interests with issues relating to the business of the Fairfield Floodplain Management Committee.
- The Council's Code of Conduct and Statement of Business Ethics provides guidance on what constitutes a conflict of interest.
- All declarations of conflict of interests will be recorded in the minutes of Fairfield Floodplain Management Committee meetings.

9. References

- NSW Government: Flood Risk Management Manual – The policy and manual for the management of flood liable land, 2023.
- NSW Government: Flood Risk Management Toolkit, 2023.
- Fairfield City Council: Code of Conduct
- Fairfield City Council: Statement of Business Ethics
- Fairfield City Council: Work Health & Safety Policy
- Fairfield City Council: Privacy Management Plan



MAYOR'S CRIME PREVENTION REFERENCE GROUP

TERMS OF REFERENCE

ABOUT THE COMMITTEE

The Fairfield City Council Mayor's Crime Prevention Reference Group (MCPRG) is a formal partnership between Council, NSW Police, government agencies, community organisations and local residents, working together to improve community safety across the Local Government Area (LGA).

Fairfield City Council has a long-standing commitment to improving community safety and reducing crime in the area. Since 1998 the Council's Crime Prevention & Community Safety Program has implemented a range of crime prevention and community safety initiatives.

1. OBJECTIVES

The Objectives of the Mayor's Crime Prevention Reference Group are:

- 1.1 To act on the Fairfield Community Safety and Crime Prevention Strategy and report back to Council.
- 1.2 To develop and promote activities which address socio-economic factors and have a link to crime and community safety.
- 1.3 To develop and promote activities which help raise awareness of safety for residents, visitors and those working in the area.
- 1.4 To establish links between Council and community networking forums, community safety committees, business, police, schools and non-government agencies to discuss matters of mutual concern.

2. VISION

2.1 Council Vision

The Reference Group aligns with several elements of Council's City Plan (2025-2035). It helps give expression to Council's commitment to community wellbeing, through fostering accessible opportunities for its diverse community including employment. Our aim is to create an accessible, environmentally sound, livable city, with well-managed community assets and infrastructure. Underpinning all this is good governance.

Critical to this committee is the Fairfield Community Safety and Crime Prevention Plan which aims to:

- Increase community awareness of laws, legal process and the reporting of crime
- Promote, educate and raise awareness of safety at home and in public spaces
- Recue offending, prevent domestic and family violence and all other forms of violence in our community
- Promote respectful relationships
- Encourage community partnerships to promote safety and wellbeing

2.2 Links with Council Plans

Extensive community consultation for the Fairfield City Plan 2025-2035 informed the community's shared vision for the future:

"We are Fairfield City – a welcoming, safe and diverse community where we are proud to belong, invest and prosper."

The function of the MCPRG aligns with priorities outlined through Council's Integrated Planning and Reporting Framework. The MCPRG relates to:

Fairfield City Plan – 2025-2035

Theme 1 – Community Wellbeing

1.3 A proud diverse community that is celebrated

1.4 An inclusive City with access to opportunities and facilities

Theme 4 – Strong and Resilient Economy

4.1 A resilient local economy supported by diverse businesses and employment opportunities

Theme 5 – Good Governance and Leadership

5.1 Decision making processes are open and transparent

3. COMMITTEE STRUCTURE

3.1 Membership

Broader representation is welcome but the MCPRG typically includes:

- Fairfield City Council (Councillors and Staff)
- State Government Agencies such as: NSW Police Force Crime Management Unit Staff for Fairfield & Cabramatta Local Area Commands and the Department of Corrective Services
- Chambers of Commerce representing businesses across the Local Government Area
- Local community organisations
- Fairfield Local Government Neighbourhood Watch Committees

All members have full voting rights.

3.2 Nominations and Selection Criteria

Membership forms are available by contacting the Community Projects and Partnership Officer by emailing crimeprevention@fairfieldcity.nsw.gov.au

3.3 Term of Membership

Membership is renewed every 2 years for community members. Councillor membership is decided annually in September.

All MCPRG members and Councillors have full voting rights.

- To respect the MCPRG as a safe forum to discuss and debate community safety issues as they affect the residents of Fairfield City.
- Attend regular quarterly meetings, provide advice and recommendations to Council on business, policies and strategies regarding community safety.

3.4 Quorum

For any decision to be made at the meetings, a quorum of 50% of the members is required.

3.5 Acknowledgement of Country

The MCPRG acknowledges the Cabrogal of the Darug nation as the traditional custodians of the land in the Fairfield LGA and pays its respect to Darug Elders both past and present. The MCPRG also extends its respect to all Aboriginal and Torres Strait Islander people who reside in Fairfield City.

At the beginning of each meeting of the MCPRG and/or working party/subcommittee meeting, an Acknowledgement of Country ceremony will be performed by an Aboriginal Elder present or a person nominated by the MCPRG.

Note: you do not need to be an Aboriginal person to perform an Acknowledgement of Country but it is respectful to seek the services of an Aboriginal Elder or Aboriginal person in attendance.

If a Darug descendent is present then a Welcome to Country can be performed by that person, in preference to an Acknowledgement of Country. Only Aboriginal people who are of Darug descent can perform the Welcome to Country ceremony.

3.6 Chairing the Committee

The MCPRG is chaired by the Mayor of Fairfield City Council or his delegate in the Mayor's absence, duties include:

- Chair meetings according to the agenda and the Terms of Reference
- Facilitate discussion in a timely manner
- Facilitate moving of recommendations and voting by committee members
- Ensure all members have the opportunity to participate in meeting discussions and ensure all issues not relevant to the meeting are referred to relevant areas of Council Minutes

Minutes are recorded by the Community Projects and Partnership Officer or a Project Business Support Officer and distributed to members at least one week prior to the next meeting.

Duties of the Community Projects and Partnership Officer:

- Organise the meeting agenda
- Organise the minutes taker
- Organise the following meeting agenda and send minutes to all members one week before the meeting date
- Organise reports to Council
- Identify and organise training for committee members
- Facilitate feedback to the MCPRG on activities, issues and concerns affecting them and communicate Council's views and decisions back to the MCPRG
- Organise refreshments for the meeting

3.7 Meetings

Meetings are to be held 3 times per year (beginning, middle and end of the year) at Council's Administration Centre from 10.30am-12.30pm on the agreed day.

A calendar of meetings is provided to members at the beginning of each calendar year notifying, date, time and venue of meetings, taking into consideration public holidays.

MCPRG members must attend at least 1 of the 3 meetings held each year. If a member cannot attend, they must provide an apology via email or telephone. Members who are not able to attend 1 of the 3 meetings a year but provide apologies will automatically be relocated to the ***email member only list*** (see below).

MCPRG members may delegate an alternative person to attend the meeting in their absence. Members must notify the Community Safety & Crime Prevention Officer in writing via email at least 1 week prior to the meeting. MCPRG members agree to brief the nominated representative prior to the meeting.

Members who are absent from 2 consecutive meetings without an apology, will be declared to have vacated their position. However, contact shall be made in writing after the second absence to confirm the member's intentions before the vacancy is made official.

Email members

If an interested person or organisation cannot attend the required 2 meetings per year, it is possible to become an **email member only**. Under this category, the person will receive emailed information regarding meetings and must adhere to the MCPRG terms of reference.

3.8 Decision making and recommendations to Council

Decisions made by the MCPRG will be minuted and tabled at the following Council Outcomes Committee meeting for endorsement of these minutes and the decisions made.

3.9 Roles and Responsibility of Community Representatives

Members will commit to respecting the MCPRG as a safe forum to discuss and debate community safety issues as they affect residents and organisations of Fairfield City.

All MCPRG members will provide input, advice and make recommendations to Council on business, policies and strategies regarding community safety.

All members are encouraged to have the opportunity to participate in meeting discussions and ensure all issues not relevant to the meeting are referred to relevant areas of Council.

3.9.1 Roles and Responsibility of Elected Representatives

The role of elected representatives is to listen to issues affecting the community and to represent these issues at Council meetings and other appropriate forums.

Elected representatives will also chair meetings, where necessary, in the absence of the Mayor and share updates on key projects being undertaken by Council.

All members of the MCPRG including elected representatives must adhere to the Terms of Reference.

3.9.2 Responsibility of Council Staff

Council Officers will coordinate the committee throughout the term in accordance with the Terms of Reference. Council Officers will be responsible for the administration of meetings, preparation of agenda, minute taking and reporting. Council Officers will also provide professional advice to the MCPRG when required and undertake actions on behalf of the MCPRG.

MEDIA OBLIGATIONS

Council has a number of policies regarding the media and staff. The external members of the MCPRG must gain committee approval before speaking with the media on behalf of the MCPRG.

CONFLICT OF INTEREST

Members should conduct their MCPRG business free from any private interest and prejudice.

Members must declare and appropriately manage any direct or potential conflict of interests with issues relating to the business of the MCPRG.

The Council's Code of Conduct and Statement of Business Ethics provides guidance on what constitutes a conflict of interest. Matters also can be discussed with the Community Project Officer Crime Prevention and Community Safety or the Executive Manager.

All declarations of conflict of interests will be recorded in the minutes of MCPRG meetings.



MULTICULTURAL ADVISORY COMMITTEE

TERMS OF REFERENCE

ABOUT THE COMMITTEE

The Multicultural Advisory Committee (MAC) provides informed strategic advice and recommendations to Council on issues affecting the multicultural communities in the Fairfield Local Government Area (LGA).

The Committee provides an avenue to explore how services and information can be more accessible to multicultural communities. The committee is integral to the development, implementation and review of plans which guide the future of Fairfield City.

1. OBJECTIVES

The objective of the Multicultural Advisory Committee are:

- 1.1 To facilitate ongoing community consultation and with people from multicultural communities.
- 1.2 To advise Council on how to make services and information more effective and accessible for the multicultural residents of Fairfield City.
- 1.3 To foster partnerships and capacity building between Council and multicultural communities.
- 1.4 To work in partnership with the Aboriginal Advisory Committee on common issues affecting residents of Fairfield and to collaborate with other advisory committees where appropriate.

2. VISION

2.1 Council's Vision

The MAC aligns with several elements of Council's City Plan 2025-2035. The MAC gives expression to Council's commitment to community wellbeing, through fostering accessible opportunities for its diverse community including employment. Council's aim is to create an accessible and liveable city, with well-managed community assets and infrastructure. Underpinning all this is good governance.

2.2 Links with Council Plans

The MAC aligns with Council's Integrated Planning and Reporting Framework. The MAC relates to the:

Fairfield City Plan 2025 - 2035

Theme 1 – Community Wellbeing

- 1.3 A proud diverse community that is celebrated
- 1.4 An inclusive City with access to opportunities and facilities

Theme 4 – Strong and Resilient Economy

- 4.1 A resilient local economy supported by diverse businesses and employment opportunities

Theme 5 – Good Governance and Leadership

- 5.1 Decision making processes are open and transparent

3. COMMITTEE STRUCTURE

3.1 Membership

The MAC consists of:

- Up to 24 members who live or work in Fairfield City and aims to include:
 - At least one person aged between 14-24 years
 - Aboriginal and Torres Strait Islander representatives
- Up to 4 Councillors with 1 Councillor identified as the Chairperson
- The Mayor

Each member and nominated Councillor will have voting rights. Council officers will coordinate the meetings and provide administrative and professional support to the MAC, but they are not voting members.

Council may appoint additional members to the MAC during the term if there are a significant number of vacancies or if there is an identified gap in community representation. Any additional appointments need to be endorsed by Council.

3.2 Nominations and Selection Criteria

Nominations for the MAC are made through an application process. Selection is based on how applicants meet the roles and responsibilities expected of the MAC and the following criteria:

- Knowledge and understanding of issues facing Fairfield City residents from a multicultural background.
- Ability to promote, consult and advocate to improve access and equity for Fairfield City residents from a multicultural background.
- Ability to represent the views of Fairfield City community groups, community organisations or local resident groups.

A panel comprising of 2 Council Officers will make recommendations to Council for membership of the MAC. The MAC's membership will be endorsed by Council at the beginning of the term.

Due to the large number of multicultural communities within the Fairfield LGA, the panel endeavours to make the MAC's membership representative of the Fairfield multicultural community as a whole. Council proactively offers a membership place to the Aboriginal community.

3.3 Term of Membership

Each term of the MAC is for 2 years. Members may serve on the MAC for more than 2 consecutive terms but must re-nominate after each term. Priority consideration will be given to new nominees.

Council appoints Councillors to sit on the MAC in September each year.

3.4 Quorum

A minimum of four members and a Council Officer must be in attendance to hold a MAC meeting.

3.5 Acknowledgement of Country

At the beginning of each meeting, working party or subgroup meeting, an Acknowledgement of Country will be made.

3.6 Chairing the Committee

The MAC is chaired by a nominated Councillor or the Mayor when attending. If the Mayor or Councillor are not available, the role of chair will fall to a committee member. Council officers will only Chair when no committee members are willing or able to chair.

The role of the Chairperson is to:

- Chair meetings according to the agenda and the Terms of Reference
- Facilitate discussion in a timely manner
- Facilitate moving of recommendations and voting by MAC members
- Ensure all members have the opportunity to participate in meeting discussions and ensure all issues not relevant to the meeting are referred to relevant areas of Council.

3.7 Meetings

MAC meetings will take place quarterly at a Council venue. Meeting dates will be set at the beginning of each calendar year. Meetings run from 6.00pm - 8.00pm.

3.8 Attendance

Members are expected to attend MAC meetings on a regular basis with the expectation that they attend at least 50 percent of all scheduled meetings annually. If a member is showing low attendance, their position on the MAC will be reviewed and potentially cancelled. Council Officers will attempt to make contact with members and discuss any issues relating to attendance prior to cancelling membership.

3.9 Agendas and Minutes

Meeting agendas will be prepared by Council Officers in collaboration with the Chairperson. Members are encouraged to contribute agenda items prior to the agenda being released.

Minutes will be taken by a Council Officer and attached to an Outcomes Committee Report to be considered by Council. The minutes can only be shared after they have been to Council. The minutes will include actions or recommendations to be undertaken by Council Officers and other participants after the meeting.

3.10 Decision-making and Recommendations to Council

MAC meetings are to be facilitated by the Chairperson with actions and recommendations made with the participation of eligible voting members.

The MAC can make formal recommendations to be considered by Council for adoption. Recommendations are made through Council reports to Council's Outcomes Committee.

The MAC's Terms of Reference will be reviewed each year.

3.11 Working Parties

Working parties may be established on a needs basis. While participation in any working party is voluntary, members are expected to fulfil their duties on any Working Party for which they have volunteered.

The objectives of any Working Party are to be consistent with the purpose, role and responsibilities of the MAC (as outlined in the Terms of Reference).

Working parties are to submit a report to each regular MAC meeting outlining their progress and any significant issues.

3.12 Role and Responsibility of Community Representatives

The role of community representatives is to provide a voice to the needs of multicultural communities in Fairfield City.

Community representatives need to:

- Provide a safe forum to discuss and debate multicultural issues affecting residents.
- Attend meetings, provide input and advice to Council on business, policies and strategies relating to multicultural communities.
- Represent the issues and needs of people from multicultural backgrounds in Fairfield City.
- Be culturally aware and sensitive to the needs of newly arrived migrants and refugees in Fairfield.
- Be aware of Council services and promote to multicultural communities.
- Have a good understanding of cross-cultural issues and be willing to participate in capacity building training.
- Undergo induction training as required.
- Adhere to the Terms of Reference.
- Comply with Council's Code of Conduct.

3.13 Role and Responsibilities of Elected Representatives

The role of elected representatives is to listen to issues affecting the multicultural communities and to represent these issues at Council meetings and other appropriate forums.

Elected representatives will also chair meetings and share updates on key projects being undertaken by Council.

All members of the MAC including elected representatives must adhere to the Terms of Reference.

3.14 Responsibilities of Council Officers

Council Officers will coordinate the MAC throughout the term in accordance with the Terms of Reference. Council Officers will be responsible for the administration of meetings, preparation of agenda, minute taking and reporting. Council Officers will also provide professional advice to the Committee when required and undertake actions on behalf of the MAC.

4. CODE OF CONDUCT

4.1 Code of Conduct

All members will receive a copy of Council's Code of Conduct. Council has high ethical standards and the Code of Conduct is the benchmark of conduct for the Mayor, Councillors, Officers, Committees and Volunteers.

The Code will guide the Committee to:

- Act honestly and exercise care and diligence.
- Identify and resolve situations of conflict of interest or improper use of position.
- Act in a way, which enhances public confidence in Local Government.
- Fulfil the statutory duty.

Upholding the standards and principles contained in the Code of Conduct will help to ensure that a high level of governance and community leadership is provided to the City.

4.2 Conflict of Interest

In order to enhance community confidence in the way Council decisions are made, members should conduct their MAC business free from any private interest and prejudice.

All members of the MAC should declare and appropriately manage any direct or potential conflict of interests with issues relating to the business of the MAC.

When considering whether or not a conflict of interest exists, members should refer to Council's *Code of Conduct*, Council's *Statement of Business Ethics* or discuss the matter with Council Officers who may also liaise with the Executive Manager.

All declarations of conflicts of interest will be recorded in the minutes of MAC meetings.

Members who have a conflict of interest may be asked to leave the meeting when the discussions take place concerning the matter where the conflict of interest occurs.

4.3 Code of Conduct Training

The Council Code of Conduct applies to all Council Officials which includes Council committee members and delegates of Council. Advisory Committee members are therefore obliged to understand and follow the Code of Conduct, i.e. the minimum standards of behaviour expected of them.

Code of Conduct training will assist members to understand their Code of Conduct responsibilities. The Manager Governance and Audit can attend MAC meetings and provide face to face training if necessary.

4.4 Confidentiality

Media releases outlining the MAC's achievements will be generated by Council's Communications and Marketing Team in consultation with members.

MAC members must not make public statements on behalf of the MAC, must not liaise with, or speak to the media regarding MAC business unless granted permission by Council's Communications and Marketing Team. Council's Communications and Marketing Team can support MAC members in liaising directly with the media if required.


Quality Management - Open Space (Parks)

 Doc Number
QMP-OS-010

**Sport and Recreation Advisory Committee
Terms of Reference**
1. Purpose

The Fairfield Sport and Recreation Advisory Committee was established to provide a forum for local sports and recreation associations and groups to advise Council on providing a diversity of quality recreation facilities and opportunities for all residents.

The purpose of the Fairfield City Sport and Recreation Advisory Committee is:

- To assist Council in developing sporting and recreation opportunities that benefit the community;
- To provide advice and input on issues, trends and developments in the sport and recreation arena;
- To improve community participation in and accessibility to sport and recreation in Fairfield City.

2. Objectives

- Increase community participation and improve accessibility to sport and recreation in Fairfield City.
- Promote inclusion in local sport and recreation activities, particularly for minority groups, including multicultural communities, people with disabilities and women.
- Improve communication between sport and recreation groups, and Council.
- Advocate for State or Federal Government resources in Fairfield City where appropriate.

3. Committee Structure
3.1 Membership

Membership of the Advisory Committee is by invitation of Council and will consist of members representing local sport associations/clubs, other recreation groups and NSW Government bodies, elected representative/s and Council staff.

Council may appoint additional members to the Advisory Committee during the term if there is a vacancy or if there is an identified gap in sport representation that can be filled by an endorsed candidate. Any additional appointments need to be endorsed by Council.

Representation of each member organisation is one representative (or their proxy), plus one visitor, where required.

The Advisory Committee is made up of:

- One Councillor.
- Minimum of 2 Council staff.
- 15 representatives, with indicative membership outlined below.


Quality Management - Open Space (Parks)

 Doc Number
QMP-OS-010

**Sport and Recreation Advisory Committee
Terms of Reference**

Organisation	Type of representation	No. of representatives	Visitor, where required
Athletics	Club	1	1
AFL	Association	1	1
Baseball	Association	1	1
Basketball	Association	1	1
Cricket	Association	1	1
Cycling	Club	1	1
Football (Soccer)	Association	1	1
Golf	Association	1	1
Netball	Association	1	1
Oztag / Touch football	Association	1	1
People with Disability	Club/ Not-for-profit	1	1
Pickleball	Association	1	1
Rugby league	Association	1	1
Tennis	Association	1	1
Western Sydney Academy of Sport	Organisation	1	1

3.2 Criteria for membership

Substantial knowledge and understanding of issues for residents, clubs and associations relating to sport and recreation.

Ability to promote, consult and advocate on a range of issues to improve access and equity for people to sport and recreation facilities and activities.

Able to represent the views of clubs, participants or local residents.

3.3 Term of Membership

Each term of the Advisory Committee is for 2 years. Members may serve on the Advisory Committee for more than 2 consecutive terms but must re-nominate after each term. Priority consideration will be given to new nominees.

Council appoints Councillors to sit on the Advisory Committee in September each year.

3.4 Responsibility of Membership

If a member cannot attend a meeting, they must provide an apology via email or telephone to the Convenor.

Members may delegate an alternative person from their association or club to attend the meeting in their absence. Members must notify the Convenor in writing via email and brief the nominated representative prior to the meeting.


Quality Management - Open Space (Parks)

 Doc Number
QMP-OS-010

**Sport and Recreation Advisory Committee
Terms of Reference**

All members will provide input, advice and make recommendations to Council on policies and strategies regarding sporting infrastructure and open space provision. Members need to have good understanding of the interface between sport/recreation and the Fairfield community, and how each can benefit the other.

3.5 Frequency of meetings

Meetings will be conducted at least two times per year, scheduled from 6.00 pm – 7.30 pm on an agreed weekday evening.

Meetings will be held at the Fairfield City Council Administration Centre.

3.6 Roles

The meeting is chaired by a Councillor or Council Officer. The role of the chairperson is to:

- Chair meetings according to the agenda and the Terms of Reference.
- Facilitate discussion of items on the agenda in a timely manner.
- Ensure all members can participate in meeting discussions; and
- Ensure all issues not relevant to the meeting are referred to relevant areas of Council.

A Council Officer will:

- Organise the meeting agenda;
- Organise the minute-taker;
- Organise the following meeting agenda and send minutes to all members two weeks before the meeting date;
- Organise reports to Council;
- Identify and organise training for members where required;
- Facilitate feedback to the Advisory Committee on activities, issues and concerns affecting them and communicate Council's views and decisions back to the Committee; and
- Organise refreshments for the meeting.

4. Conflict of Interest

In order to enhance community confidence in the way Council decisions are made, members should conduct their Advisory Committee business free from any private interest and prejudice.

Council therefore requests that all members declare and appropriately manage any direct or potential conflict of interest with issues relating to the business of the Advisory Committee.


Quality Management - Open Space (Parks)

 Doc Number
QMP-OS-010

**Sport and Recreation Advisory Committee
Terms of Reference**

When considering whether a conflict of interests exists, members should refer to Council's Code of Conduct, Council's Statement of Business Ethics or discuss the matter with the Advisory Committee convener or Policy Officer – Recreation and Open Space, or they may liaise with the Manager Governance and Audit.

All declarations of conflict of interests will be recorded in the minutes of Advisory Committee meetings.

5. Media

Council has several policies regarding the media and staff. Fairfield City Council staff will adhere to the policy. The Advisory Committee is a Committee of Council, and members cannot speak with the media on behalf of the Advisory Committee or Council.

6. Review period

The Terms of Reference will be reviewed annually by September in line with the membership of councillors.



YOUTH ADVISORY COMMITTEE TERMS OF REFERENCE

ABOUT THE COMMITTEE

The Fairfield Youth Advisory Committee (YAC) provides a forum for elected representatives and Council staff to engage in a meaningful dialogue with young people across Fairfield City. The committee provides young people with the opportunity to contribute to the planning, development and implementation of Council's youth-focused initiatives. The YAC offers young people, aged 14 – 24 years, the chance to help steer Council's youth-focused activities. They work closely with the Social Planning and Community Development Team and nominated Councillors who have an understanding of key youth issues.

1. OBJECTIVES

The Youth Advisory Committee (YAC) aims to achieve the following Objectives:

- 1.1 Provide a platform for young people to have input into relevant Fairfield City Council decisions.
- 1.2 Provide a voice for young people by ensuring Fairfield City Council is informed of the issues confronting the diverse range of young people across Fairfield City.
- 1.3 Promote the active involvement of young people in the development and implementation of strategies and projects (e.g. Youth Week, Bring it On! Youth Festival, Strategy for Young People in Fairfield City).
- 1.4 Increase the capacity of YAC members to articulate the needs, and interests of young people in the community.
- 1.5 Development of leadership and teamwork skills of YAC members.

2. VISION

2.1 About the Fairfield Youth Advisory Committee

The Fairfield Youth Advisory Committee (YAC) provides a voice to local young people across Fairfield City. The YAC provides an invaluable link between Fairfield City Council and the broader youth population. Youth participation and engagement in the YAC contributes to the development of a healthy, skilled and resourceful youth population.

2.2 Links with Council Plans

The Fairfield Youth Advisory Committee aligns with Fairfield City Council's Integrated Planning and Reporting Framework. The committee relates to:

Fairfield City Plan – 2025-2035

Theme 1 – Community Wellbeing

1.3 A proud diverse community that is celebrated

1.4 An inclusive City with access to opportunities and facilities

Theme 4 – Strong and Resilient Economy

4.1 A resilient local economy supported by diverse businesses and employment opportunities

Theme 5 – Good Governance and Leadership

5.1 Decision making processes are open and transparent

Strategy for Young People in Fairfield City 2023 - 2026

Key Priority Area 1 – Community Connection and Participation

Key Priority Area 3 – Education and Employment

Key Priority Area 4 – Safety and Awareness

The annual YAC program features four key elements:

- A Voice for Young People
- Leadership and Development
- Volunteering and Participation
- Team Building

3. COMMITTEE STRUCTURE

3.1 Membership

The YAC comprises of young people aged 14 – 24 years and nominated Councillors. Appointed Committee members will represent the local youth population and have an understanding of key youth issues.

The Committee is reflective of the wide diversity of young people within the Fairfield community by demonstrating inclusion across the following areas:

- Age (14 – 24 years)
- Socio-economic background
- Employment, education and training
- Cultural background including Culturally and Linguistically Diverse (CALD), newly arrived and First Nations
- Gender
- All abilities
- Place of residence within Fairfield City (or has previously lived in Fairfield City but has moved for reasons outside of their control and still maintain a meaningful and deep engagement with the Fairfield City community.)

Each YAC term will have an active membership of between 24 – 28 members. New members are recruited during an application period taking place between April and June of each year and current members may apply to continue for an additional term. Each term, YAC membership will comprise of a roughly 50% split between new members and continuing members.

3.2 Recruitment of Members

Young people will be required to apply via the Fairfield City Council website by completing an online application or submitting a video response during the recruitment period.

To be eligible to apply, young people must:

- Be aged 14 – 24 years at the start of the YAC term
- Live within Fairfield City
- Young people not currently living in Fairfield City may still be eligible if:
 - they have recently moved outside of Fairfield City for reasons outside of their control (e.g. family circumstances, living in out-of-home-care, do not have a stable address, etc), and
 - they can demonstrate they maintain meaningful and deep engagement with the Fairfield City community (e.g. through schooling, volunteering, social and civic engagement, etc.).

Applications will be assessed by a panel of Fairfield City Council staff and young people who are experienced or former YAC members.

Fairfield City Council may accept additional members to the YAC during the term outside of the recruitment period, if that person can demonstrate that they were unable to partake in the standard selection process. The appointment of these young people will be based on their capacity to contribute to the YAC, and/or the value of expertise and knowledge they bring that will be of benefit to the YAC. Selection of new members will be at the discretion of Fairfield City Council.

YAC members may also withdraw during the term if they feel they can no longer commit to the entire 12-month term. Should membership drop below 24 people during the term, additional members may be accepted outside of the recruitment period to reach the minimum membership number.

3.3 Term of Membership

The Term of the YAC is for one year from July to June.

Some YAC members will have the opportunity to continue for additional terms in a leadership role. The role of continuing YAC members will be to mentor new committee members by providing support and demonstrating leadership qualities that will benefit the group.

Council nominates Councillors to sit on the committee in September each year.

3.4 Quorum

A quorum of 8 young people and a Council staff member is required to hold a formal YAC meeting.

3.5 Acknowledgement of Country

At the beginning of each meeting and/or working party or subgroup meeting, an Acknowledgement of Country will be made.

Note: while you do not need to be an Aboriginal or Torres Strait Islander person to perform an Acknowledgement of Country, it is respectful to invite Aboriginal persons in attendance at the meeting to make the acknowledgement. The Acknowledgement of Country is as follows:

"We would like to acknowledge the Cabrogal of the Darug Nation who are the Traditional Custodians of this Land we are meeting on today. We also pay our respect to the Elders past, present and emerging. We extend our respect to any Aboriginal or Torres Strait Islander people joining us today."

3.6 Chairing the Committee

The role of Chair will be rotated amongst YAC members monthly. The Chair will be supported by a Council staff member to:

- Chair meetings according to the prepared Agenda
- Facilitate discussion in a timely manner
- Facilitate moving of recommendations and voting by committee members where relevant
- Ensure all members have the opportunity to participate in meeting discussions

3.7 Meetings

Committee meetings will be held once a month and the venue may rotate between the Fairfield City Council Administration Centre (Wakeley) and local libraries, youth centres and other spaces relevant to young people. Meeting dates and times will be set by Council Staff. Meeting dates and venues are subject to change. Transport to meetings is not provided by Fairfield City Council unless a member faces exceptional circumstances preventing them from accessing transport.

3.8 Attendance

YAC members are expected to regularly attend monthly meetings. If unable to attend a meeting, the committee member must email or call the Council staff member and offer apologies for that meeting.

If a member demonstrates low attendance, they will be contacted regarding their ability to continue on the YAC. Failure to attend meetings may lead to committee members having their membership cancelled. In this instance, committee members will be informed in writing and/or via a phone call.

3.9 Agendas and Minutes

Council staff will prepare an agenda at least one week prior to the meetings. Committee members have the opportunity to propose agenda items prior to this. Meeting agendas will be forwarded to YAC members via email, at least two days prior to scheduled meetings.

Minutes will be taken by a YAC member and attached to an Outcomes Committee Report to be received and noted by Council, or to have recommendations actioned. The minutes can only be shared after they have been adopted by Council.

3.10 Decision making and Recommendations to Council

YAC meetings are facilitated by the Chair with actions and recommendations made with the participation of eligible voting members.

The YAC can make formal recommendations to be considered by Fairfield City Council for adoption. Recommendations are made through Council reports to Council's Outcomes Committee.

The YAC Terms of Reference will be reviewed each year.

3.11 Working Parties/Subgroups

Additional working parties may be organised in relation to specific projects or issues where the committee identifies a need. For example, the Bring It On! Youth Working Group is a working party comprising of YAC members and other young people who lead the co-design and delivery of Council's annual Youth Week event, the Bring It On! Youth Festival.

Other young people may be invited to be involved with working parties and subgroups when it is appropriate. Minutes will be recorded at any additional working party meetings and a reported back at the following scheduled YAC meeting.

Please Note: YAC members may need to meet outside regular meetings to develop projects or hold discussions. Council staff and the YAC Convenor should be informed of these meetings. These meetings should be held at suitable, safe venues for all participants at reasonable hours. All working party and subgroup meetings involving members under 18 years old will be supervised by Council staff over the age of 18. Meetings where all participants are 18 years old or older may not be supervised by Council staff, depending on the circumstances.

3.12 Role and Responsibility of Community Representatives

The role of community representatives is to:

- Attend monthly meetings
- Attend Leadership and Development activities
- Represent YAC at various forums where possible
- Represent the voices and needs of young people in Fairfield City at various consultation opportunities, focus groups and monthly meetings
- Adhere to these Terms of Reference
- Participate as volunteers in youth events hosted by the Council
- Comply with the Code of Conduct

Media releases outlining the committee's achievements will be generated by Fairfield City Council's Communications and Marketing team in consultation with members.

Members on the YAC must not make public statements on behalf of the Committee, must not liaise with, or speak to the media regarding YAC business unless granted permission by Council's Communications Branch. Council's Communications Branch are able to support YAC members in liaising directly with the media if required.

All YAC members under the age of 18 years will need parental/guardian permission for their images to be used by Fairfield City Council. Members over the age of 18 will also need to grant permission for their images to appear.

YAC members also support Council staff to administer selected social media accounts targeting young people, including but not limited to the *@fairfieldyac* and *@bringitonfest* Instagram accounts. Conduct through these platforms needs to align with all other media obligations and responsibilities listed in this document as well as Council's Media Policy.

3.13 Role and Responsibilities of Elected Representatives

Elected representatives may be nominated each September to sit on the YAC. Their role is to listen to and engage in discussions with the participants.

All members of the committee, including elected representatives, must comply with the Terms of Reference and Council's Code of Conduct.

Elected Representatives may also share updates on key projects being undertaken by Council.

3.14 Responsibilities of Council Staff

Council staff will coordinate the activities of the committee throughout the term in accordance with the Terms of Reference. Council staff will be responsible for the administration of meetings, organising catering, preparation of agenda and reporting as well as organising leadership and development activities. Council officers will also provide professional advice to the committee when required and undertake actions on behalf of the committee.

3.15 YAC Convenor

The YAC Convenor is a temporary part-time staff position within Fairfield City Council's Social Planning and Community Development (SPCD) division. This position has been created to provide work experience opportunities to young people and assist SPCD with the delivery of YAC meetings and initiatives.

Every five months, a new YAC Convenor will be appointed to assist with the facilitation of the committee. YAC members will be expected to show the Convenor the same courtesy as they show other Council staff. The Convenor role is a youth development pathway for young people seeking experience in facilitation and community leadership.

3.16 Leadership, Skills Development and Team Building

Council staff will organise leadership and development opportunities for the YAC. These may include team building outings, youth camps, community projects, participation in leadership events and forums, representation at functions and media opportunities.

These sessions intend to:

- Build group cohesion
- Develop interpersonal and other communication skills
- Develop skills in areas of leadership, advocacy, media liaison, consultation and project development
- Give participants a greater understanding of Council processes.

YAC members are expected to participate in these activities when possible as part of their learning and development. Transport to leadership and team building activities will be arranged by Fairfield City Council from the Administration Centre in Wakeley.

4. CODE OF CONDUCT

4.1 Code of Conduct

All members will receive a copy of Fairfield City Council's Code of Conduct. Fairfield City Council has high ethical standards and our Code of Conduct is the benchmark of conduct for the Mayor, Councillors, Staff, Committees and Volunteers. The Code will guide the committee to:

- Act honestly and exercise care and diligence
- Identify and resolve situations of conflict of interest or improper use of position
- Act in a way which enhances public confidence in Local Government; and
- Fulfil the statutory duty.

Upholding the standards and principles contained in this Code will help to ensure that a high level of governance and community leadership is provided to our City.

4.2 Conflict of Interest

In order to enhance community confidence in the way Council decisions are made, members should conduct their committee business free from any private interest and prejudice.

Council therefore requests that all members declare and appropriately manage any direct or potential conflict of interests with issues relating to the business of the committee.

When considering whether or not a conflict of interests exists, members should refer to Council's Code of Conduct, Council's Statement of Business Ethics or discuss the matter with Council staff who may also liaise with the Manager Governance and Audit.

All members of the Youth Advisory Committee should declare any direct conflict of interest with issues relating to the business of the committee. Conflicts of Interest will be included as a standard agenda item at the start of all advisory committee meetings of Council. This gives the opportunity for all members to consider whether they have a conflict of interest and declare it before discussion commences. This does not exclude members from declaring a conflict of interest at any time during the meeting if they realise they have a conflict later on. Members who have a conflict of interest may be asked to leave the group when the discussions take place concerning the matter where the conflict of interest occurs.

All declarations of conflict of interests will be recorded in the minutes of committee meetings.

4.3 Code of Conduct Training

The Fairfield City Council *Code of Conduct* applies to all Council officials which includes Council committee members and delegates of council. As a result, Advisory Committee members are obliged to understand and follow the *Code of Conduct* ie. the minimum standards of behaviour expected of them.

Code of Conduct Training will assist members to understand their Code of Conduct responsibilities. The Manager Governance and Audit can attend Advisory Committee meetings and provide face to face training if necessary.

4.4 Confidential Matters

The surnames of young people under the age of 18 in Fairfield Youth Advisory Committee (YAC) will be omitted from meeting minutes to protect the privacy of committee members.

As part of their role in providing a voice for young people, YAC members may discuss sensitive issues during meetings with which they have a personal connection or experience. YAC members are encouraged not to share information or stories which personally identify themselves or others. Any personally identifying information that is disclosed in this manner will be kept confidential unless staff or mandatory reporters identify that a young person is at risk of significant harm.

4.5 Safety of Children and Young People

Fairfield City Council is committed to being a Child Safe organisation and operates in alignment with NSW Child Safe Standards. Council has a commitment to ensure the safety and wellbeing of all children and young people are met when taking part in the program and community life. Council is committed to fulfilling its duty of care by endeavouring to ensure that all workers act in the best interests of children and young people and take all reasonable steps to ensure their safety.

ATTACHMENT L

Item: 3

Terms of Reference - Youth Advisory Committee

Facilitation of the YAC and related programs are in adherence to Council's *Child Safe Policy*, *NSW Child Safe Standards* and all related legislation including, but not limited to, the *Children and Young Persons (Care and Protection) Act 1998* and the *Child Protection (Working with Children) Act 2012*.

Outcomes Committee



REPORT BY CHAIRPERSON

DATE OF MEETING: 8 September 2026

LOCATION: Council Chambers

TIME: 6.35pm

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.

ITEM	SUBJECT	PAGE
------	---------	------

SECTION A

‘Matters referred to Council for its decision’

80: SUBJECT:	Post Exhibition - Planning Proposal - Rezoning from R4 High Density Residential to E4 General Industrial
Premises:	17-21 Longfield Street Cabramatta (Lot 34 and 35 DP 456221)
Applicant:	Jenny Rudolph Consulting
Owner:	FTD Holdings Pty Ltd (Sole Director – Joseph D’Agostino)
Zoning:	<u>R4 – High Density Residential</u>
File Number: 24/35085.....	
4	

RECOMMENDATION:

That:

1. The Planning Proposal (Attachment A of the report) known as Amendment No. 51 to Fairfield Local Environmental Plan 2013 in relation to 17-21 Longfield Street Cabramatta (Lot 34 and 35 DP 456221) be adopted as follows:
 - 1.1. Amend the Land Zoning Map (LZN_021) from R4 High Density Residential to E4 General Industrial.
 - 1.2. Amend the Height of Buildings Map (HOB_021) to prescribe no height of building control.
 - 1.3. Amend the Floor Space Ratio Map (FSR_021) to prescribe no floor space ratio control.
 - 1.4. Amend the Key Site Map (KYS_021) to remove key site 23 and apply key site ‘30 Use of certain land in zone E4’.
 - 1.5. Amend Schedule 1 Additional Permitted Use by deleting key site 23.
2. Pursuant to Section 3.36 of the Environmental Planning and Assessment Act 1979, Council proceed to finalise the planning proposal under delegated authority in accordance with the Guide to Preparing Local Environment Plans (Department of Planning, Industry and Environment, 2023).

Note: This report deals with a planning decision made in the exercise of a function of Council under EP&A Act and a division needs to be called.

SECTION C

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

There are no reports submitted for this section.

THAT CONCLUDES THE REPORT OF THE OUTCOMES COMMITTEE.

CHAIRPERSON

Outcomes Committee



SECTION A

‘Matters referred to Council for its decision’

**REPORT BY CHAIRPERSON
OUTCOMES COMMITTEE**

Meeting Date 8 September 2026

Item Number. 80

SUBJECT: Post Exhibition - Planning Proposal - Rezoning from R4 High Density Residential to E4 General Industrial
Premises: 17-21 Longfield Street Cabramatta (Lot 34 and 35 DP 456221)
Applicant: Jenny Rudolph Consulting
Owner: FTD Holdings Pty Ltd (Sole Director – Joseph D’Agostino)
Zoning: R4 – High Density Residential

FILE NUMBER: 24/35085

PREVIOUS ITEMS: 19 - Planning Proposal - 17-21 Longfield Street Cabramatta – Rezoning from R4 High Density Residential to E4 General Industrial - Outcomes Committee - 10 Mar 2026

REPORT BY: Mosheur Rahman, Strategic Planner - Geographic

RECOMMENDATION:

That:

1. The Planning Proposal (Attachment A of the report) known as Amendment No. 51 to Fairfield Local Environmental Plan 2013 in relation to 17-21 Longfield Street Cabramatta (Lot 34 and 35 DP 456221) be adopted as follows:
 - 1.1. Amend the Land Zoning Map (LZN_021) from R4 High Density Residential to E4 General Industrial.
 - 1.2. Amend the Height of Buildings Map (HOB_021) to prescribe no height of building control.
 - 1.3. Amend the Floor Space Ratio Map (FSR_021) to prescribe no floor space ratio control.
 - 1.4. Amend the Key Site Map (KYS_021) to remove key site 23 and apply key site ‘30 Use of certain land in zone E4’.
 - 1.5. Amend Schedule 1 Additional Permitted Use by deleting key site 23.
2. Pursuant to Section 3.36 of the Environmental Planning and Assessment Act 1979, Council proceed to finalise the planning proposal under delegated authority in accordance with the Guide to Preparing Local Environment Plans (Department of Planning, Industry and Environment, 2023).

Note: This report deals with a planning decision made in the exercise of a function of Council under the Environmental Planning & Assessment Act and a division needs to be called.

SUPPORTING DOCUMENTS:

AT-A ↓	Planning Proposal - Post Exhibition	40 Pages
AT-B ↓	Current and Proposed Map Amendments	3 Pages
AT-C ↓	Gateway Determination issued by DPHI	2 Pages
AT-D ↓	List of Submission and agency responses	3 Pages
AT-E ↓	Submission and responses copy	19 Pages

CITY PLAN

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

SUMMARY

At the 10 March 2026 Outcomes Committee Meeting, Council endorsed the public exhibition of a planning proposal for 17-21 Longfield Street Cabramatta (Lot 34 and 35 DP 456221) to rezone the land from R4 High Density Residential to E4 General Industrial.

The purpose of the planning proposal is to rezone the land to its former E4 General Industrial zone to enable the current activities on the site to continue without the need to rely on existing use rights provisions. It would also allow further revitalisation and redevelopment of the site for the purpose of industrial and employment uses.

During the public exhibition period no objections were received from the community, state government agencies or utility providers.

It is considered that the proposal satisfies the conditions outlined in the Gateway Determination and therefore it is recommended that Council adopt the planning proposal for finalisation.

This report recommends that Council, as the delegated local plan-making authority, proceed with the finalisation and adoption of the planning proposal (Attachment A) as per the requirements of Section 3.36 of the Environmental Planning and Assessment (EP&A) Act 1979.

Purpose

The planning proposal known as Amendment No. 51 of Fairfield Local Environmental Plan (FLEP) 2013, seeks to rezone 17-21 Longfield Street Cabramatta (Lot 34 and 35 DP 456221) from R4 High Density Residential to E4 General Industrial.

**REPORT BY CHAIRPERSON
OUTCOMES COMMITTEE**

Meeting Date 8 September 2026

Item Number. 80

The land is owned by FTD Holdings Pty Ltd. Despite the site being rezoned to R4 High Density Residential in 2019, no residential development has eventuated as it was not considered feasible at the time and continues to remain unfeasible. As a result, the site remains operating as an industrial and logistics precinct and contains multiple industrial buildings and warehouses. The proposal seeks to rezone the property back to E4 General Industrial to formalise the current land uses operating on site.

Amendment No.51 to FLEP 2013 includes the following text and LEP map (Attachment B) changes:

Map Control	Current	Proposed
Land Zoning Map	R4 High Density Residential	E4 General Industrial
Height of Building Map	20m	Reference removed for the subject site to be consistent with the development standards E4 General Industrial across the Local Government Area (LGA).
Floor Space Ratio Map	2:1	Reference removed for the subject site to be consistent with the development standards E4 General Industrial across the LGA.
Schedule 1 – Additional Permitted Uses – Key Site 23	Permits takeaway food and drink premises, neighbourhood shops and recreation facility indoors. Limits takeaway food and drink premises and neighbourhood shops to 160m ² .	Remove reference to key site 23 which is now superfluous since the State Government Employment Lands Reforms which introduced recreation facilities, takeaway food and drink premises as permissible land uses.
Schedule 1 – Additional Permitted Uses – Key Site 30	Permits (a) health consulting rooms, (b) information and education facilities, (c) medical centres, (d) specialised retail premises.	Include the subject site under Key Site 30 to ensure consistency with the adjoining E4 General Industrial zoned land along the Hume Highway.

Table 1: Proposed amendments to the FLEP 2013.

A Gateway Determination (Attachment C) was issued by the Department of Planning, Housing and Infrastructure (DPHI) on 15 May 2026. The DPHI authorised Council to exercise the functions of the local plan-making authority to finalise the planning proposal subject to satisfying the conditions of the Gateway.

Gateway Determination to Proceed with the Planning Proposal

**REPORT BY CHAIRPERSON
OUTCOMES COMMITTEE**

Meeting Date 8 September 2026

Item Number. 80

The table below provides an overview of how the conditions of the Gateway Determination have been addressed enabling Council to exercise the functions of the local plan-making authority.

No.	Condition	Outcome
1.	Prior to exhibition and agency consultation: a) the proposal is to be amended under Part 2 Explanation of provisions, by identifying those additional permitted uses that are proposed to be removed and those that are to be applied, with an explanatory note; b) where applicable, adjust relevant supporting studies to ensure these studies accurately address the council adopted planning proposal; and c) update the proposal's consistency with Section 9.1 Direction 4.1. Flooding, specifically addressing 4.1(3) and 4.1(4) of the Direction.	<u>Satisfied</u> The proposal has been amended with the following items: • Additional permitted use details have been added to the Explanation of Provisions section. • Relevant supporting studies were included in the appendix to the planning proposal. • Under the Part 3 Justification of strategic and site-specific merit, notes have been added to explain the consistency of the proposal with Section 9.1 Direction 4.1 Flooding. The flood assessment determined that there would be no significant adverse flood impact on the neighbouring properties as a result of the proposed development. However, localised increase of flood levels of up to 25mm and flood velocity of up to 0.2m/s is observed on the footpath and along the kerb at the site fronting Longfield Street.
2.	Public exhibition is required under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act as follows: a) the planning proposal is categorised as standard as described in the Local Environmental Plan Making Guideline (Department of Planning and Environment, August 2023) and must be made publicly available for a minimum of 20 working days; and b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as	<u>Satisfied</u> The Planning Proposal was exhibited for a period of 30 working days to align with State agency consultation timeframes and allow the community opportunity to comment on the proposal. No objections were raised and details of consultation outcomes is explained further in this report. Refer to the consultation section of the report below for further detail.

**REPORT BY CHAIRPERSON
OUTCOMES COMMITTEE**

Meeting Date 8 September 2026

Item Number. 80

No.	Condition	Outcome
	identified in Local Environmental Plan Making Guideline (Department of Planning and Environment, August 2023).	
3.	Consultation is required with the following public authorities and government agencies under section 3.34(2)(d) of the Act (or any other part of the Act) and/or to comply with the requirements of the applicable directions of the Minister under section 9 of the Act: a) Sydney Water b) Endeavour Energy c) Transport for NSW d) NSW Department of Climate Change, Energy, the Environment and Water e) NSW Reconstruction Authority f) State Emergency Services g) Jemena Gas Each public authority is to be provided with a copy of the planning proposal and any relevant supporting material via the NSW Planning Portal and given at least 30 working days to comment on the proposal.	<u>Satisfied</u> All of the listed state agencies were notified via email. Responses were provided by all of the agencies except TfNSW within the 30-day timeframe. A summary of responses is provided in Attachment D. The detailed submissions are included in Attachment E. Further contact was made with TfNSW following the exhibition period with no response received. In this regard it is understood TfNSW have no comments in relation to the Planning Proposal. TfNSW will have a further opportunity to make comment in future during development application stages pursuant to consultation requirements of the State Environmental Planning Policy (Transport & Infrastructure) 2021.
4.	A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).	<u>Satisfied</u> No submission was received that requires a public hearing.

Community Consultation

The planning proposal was publicly exhibited for a period of 30 working days from 15 June 2026 to 24 July 2026.

Public exhibition of the planning proposal was undertaken in accordance with the legislative requirements of the EP&A Act 1979 and Council's Community Engagement Strategy as follows:

**REPORT BY CHAIRPERSON
OUTCOMES COMMITTEE**

Meeting Date 8 September 2026

Item Number. 80

- Dedicated webpage on Council's 'Planning Exhibition' and 'Have Your Say' webpages with the planning proposal and its technical studies made available.
- Available for viewing at Council's Administrative Centre.
- Letters to the landowners and neighbouring properties within a 50-metre radius.
- NSW Government Planning Portal notification.
- Drop-in meetings available via appointment.

One community submission was received from a nearby resident. The submission did not object to the planning proposal but appeared to be concerned that the proposal was rezoning their land. In this regard, the proposal does not apply to the submitter's land and they have been notified accordingly.

Accordingly, the conditions of the Gateway Determination have been satisfactorily addressed.

CONCLUSION

Council has complied with the Gateway Determination conditions issued by the NSW Department of Planning, Housing and Infrastructure and has undertaken the statutory requirements for public consultation.

The proposed rezoning will facilitate ongoing use of existing industrial land and is not considered to have any unacceptable impacts on the surrounding residential area. Any potential impacts will be considered in more detail as part of future development applications for the land.

It is recommended that Council endorse the Planning Proposal (Attachment A) known as Fairfield Local Environmental Plan 2013 Amendment No.51 for finalisation, in accordance with Section 3.36 of the Environmental Planning and Assessment Act 1979.

Mosheur Rahman
Strategic Planner - Geographic

Authorisation:

Co-ordinator Strategic Land Use Planning
Manager Strategic Land Use Planning
Director City Strategy

Outcomes Committee - 8 September 2026

File Name: **OUT08092026_5.DOCX**

***** END OF ITEM 80 *****



Planning Proposal

Proposed Amendment to Fairfield Local Environmental Plan 2013

Rezoning of 17-21 Longfield Street, Cabramatta from R4 High Density Residential to E4 General Industrial

August 2026

Document Register

Proponent versions:

Version	Date	Detail	Council reference
01	11.08/2025	Initial planning proposal submitted by proponent	A6691663

Council versions:

Version	Date	Detail	Council reference
01	20.02.2026	Initial planning proposal submitted by proponent in Council template for report to Council for Gateway request (Outcomes Committee 10 March 2026)	A6965406
02	11.06.2026	Planning Proposal for Public Exhibition (updated with Gateway Conditions)	A7109901
03	17.08.2026	Post-exhibition version included references of consultation outcomes for finalisation - Outcomes Committee 1 September 2026	A7205188

Table of Contents

Contents

Executive Summary	4
Introduction.....	6
Background and history of site	6
Site context	7
Objective	9
Intended outcomes	9
Part 2 – Explanation of provisions	9
Intended provisions	9
Part 3 – Justification of strategic and site-specific merit	11
Section A – Need for a planning proposal.....	11
Section B – Relationship to strategic planning framework	12
Section C – Environmental, social and economic impact.....	31
Section E – State and Commonwealth Interests	34
Part 4 – Maps	36
Part 5 – Community Consultation	37
Part 6 – Project Timeline	38
Conclusion.....	39
Appendices.....	40

Executive Summary

The Planning Proposal (PP) seeks to amend the Fairfield Local Environmental Plan (FLEP) 2013 to rezone the land at 17–21 Longfield Street, Cabramatta (Lots 34 and 35 DP 456221) from R4 High Density Residential to E4 General Industrial. The purpose of the proposal is to restore an appropriate zoning that reflects the long-standing industrial operations on the site and to enable the ongoing use, renewal, and modernisation of the existing industrial facilities.

The site has been used continuously for warehousing, logistics, storage, and associated light industrial operations for more than 20 years and retains existing use rights despite the 2019 rezoning to R4. Market conditions, recent development history, and changes in strategic planning priorities—particularly the NSW Government's focus on locating higher-density housing around transport nodes—have demonstrated that high-density residential redevelopment is not viable or suitable for this location.

The Planning Proposal seeks an amendment to Fairfield LEP 2013 to:

- Rezone the site to E4 General Industrial
- Remove the existing Height of Buildings and Floor Space Ratio controls to align with adjoining E4 General Industrial lands.
- Delete and remove the site from Schedule 1, Clause 23, which was specifically applied as part of the 2019 rezoning to support the R4 High Density Residential land.
- Amend Schedule 1, Clause 30, to include the site which reflect the uses previously allowed under the former B5 Business Development zone before the Department of Planning rationalised the Employment Zones.
- Update the key sites maps to reflect the above Schedule 1 changes.

The intent of the proposal is to ensure that the current activities on the site can continue without the need to rely on complex existing use rights and to allow further revitalisation and redevelopment of the site for the purpose of industrial and employment uses. These changes will also facilitate the retention, upgrade, and potential expansion of industrial floorspace, contributing to Fairfield's identified shortfall of employment land. Conceptual plans indicate opportunities for site enhancements including upgraded industrial buildings, improved access and circulation, additional landscaping, and modern support facilities for workers.

The PP was referred to the December 2025 Fairfield Local Planning Panel for advice as required under the s9.1 Ministerial Directions of the Environmental Planning and Assessment Act 1979.

The Panel provided in-principle support for the proposal that is aimed to rezone from R4 High Density Residential to E4 General Industrial providing some amendment to the original proposal in relation to additional permitted use.

The proposal is supported by a suite of technical studies including traffic, flooding, acoustics, infrastructure servicing, economic need, and urban design, all of which confirm that the rezoning is appropriate and that future redevelopment can be accommodated without adverse impacts on the surrounding area. Traffic modelling demonstrates that existing road networks can sustain projected volumes; flood assessments indicate negligible off-site impacts; and noise studies confirm compliance with applicable standards.

On the 17 March 2026, Council resolved to forward the planning proposal to the NSW Department of Planning, Housing and Infrastructure (DPHI). A Gateway Determination was issued by the Department on the 15 May 2026, authorising Council to be the local plan-making authority subject to no outstanding objections during consultation stage and

satisfying the s9.1 Ministerial Directions of the Environmental Planning and Assessment Act 1979.

During the public exhibition period no objections were received from the community, state government agencies or utility providers.

The proposal is consistent with the Greater Sydney Region Plan, the Western City District Plan, Fairfield's Local Strategic Planning Statement, the Employment Lands Strategy, and the Fairfield Economic Development Strategy. It also aligns with the NSW Government's Industrial Lands Action Plan, contributing to the retention and intensification of strategically located industrial land.

Overall, the Planning Proposal has clear strategic and site-specific merit. It supports local employment, strengthens the industrial land supply in Fairfield LGA, responds to current market demand, and enables sustainable long-term economic development. On this basis, the proposal is considered suitable for progression through the Gateway process.

Introduction

Background and history of site

A Planning Proposal (PP) has been lodged with Fairfield City Council seeking to amend the Fairfield Local Environmental Plan (FLEP) 2013 to rezone the land at 17–21 Longfield Street, Cabramatta (Lots 34 and 35 DP 456221) from R4 High Density Residential to E4 General Industrial.

The intention of the planning proposal is to amend the Fairfield Local Environmental Plan (LEP) 2013 by rezoning 17-21 Longfield Street, Cabramatta from R4 High Density Residential to E4 General Industrial. This proposed change aligns with the existing uses and activities on the site. The PP also seeks to remove the applicable height of building and floor space ratio controls that apply to the site under the Fairfield LEP 2013, which is reflective of the current development standards for the E4 zone across the City.

Since the 1950's, the subject site has continued to be used for industrial purposes including warehousing and associated offices, display areas, storage, distribution and ancillary car parking. Prior to February 2019 the subject site was zoned B5 Business Development under the Fairfield Local Environmental Plan 2013, with no height or floor space ratio controls. The zone was considered the 'old' bulky goods zone within Fairfield LEP 2013, permitting specialised retail premises (large format retail), a range of light industrial uses, warehousing, landscaping supplies, etc.

Following February 2019, the site was rezoned from B5 Business Development to R4 High Density Residential. The intent of the proposal was to accommodate a range of residential uses such as residential apartments, aged care services, independent living units for seniors, childcare, a community facility, indoor recreation facilities (gym), with associated neighbourhood shops and takeaway food and drink premises limited to 160sqm supporting the development.

A developer obtained an option over the site and submitted a development application (DA) to Council seeking to develop residential apartments. A DA was lodged in 2023 for the demolition of the existing factory and associated structures. That DA was withdrawn in April 2023. A proposed mixed-use DA was lodged in 2024 with the development proposing:

- open space,
- new road,
- construction of multiple 3 to 6 storey residential flat buildings containing 673 dwellings,
- two basement levels providing 1,239 parking spaces
- 2,576m² of non-residential floor area including a gym, medical centre and takeaway food and drink premises and neighbourhood shops.

The DA was appealed to the Land and Environment Court in July 2024 as a deemed refusal. In September 2024 the application was withdrawn by the developer, due to an understanding on prevailing market demand on existing uses.

Subsequently, the development option over the site has been returned to the landowner, FTD Holdings. The landowner has now submitted a new planning proposal to revert back to what was previously permitted as result of the existing markets. The land is currently operating under existing use rights.

The operation of the industrial businesses has continued with current ongoing long-term leases being entered into with existing tenants. The tenants continue to have lease agreements for another 8 years and due to the highly accessible location and size of the land the lease holders wish to remain.

Given the above, the land owner has advised that they have undertaken private market feasibility on residential development options for the site which concluded it is too far from the Cabramatta town centre for high density residential land use, and the NSW Government's policy settings (Transport Orientated Development SEPP) prioritises high density residential development around railway stations and town centre locations.

Therefore, the Applicant wishes to zone the land to E4 General Industrial to continue the existing light industrial uses to meet growing market demand for industrial land in Western Sydney.

Site context

The site (see figure 1 below) is legally known as Lot 34 and 35 DP 456221 and has a street address of 17 – 21 Longfield Street, Cabramatta. The site comprises two large parcels rectangular in shape, connected to both Longfield and Chadderton Streets with a combined frontage of 164m to Chadderton and 161m to Longfield Street. The total site area is approximately 3.97 hectares and is under single ownership. The site is located approximately 30m to the west of the Hume Highway. The site's proximity to the Hume Highway and the established Lansvale industrial precinct highlights its strategic value as employment land.

The site is identified as being within a low flood risk precinct as a result of mainstream flooding. The site is not identified as bushfire prone land, nor containing or within proximity to areas of European or aboriginal heritage. The site is not identified as contaminated land however due to past and continued industrial land uses any future DA would be required to address contamination. The site is located approximately 1.1km and 1.2km east of Cabramatta and Canley Vale Stations. The site is within 100 metres of multiple bus stops on Longfield Street and The Hume Highway.

The site directly adjoins R2 Low Density Residential land to the western boundary, with further R2 zoned land to the north west and south west of the site. The site also directly adjoins E4 General Industrial land to the east.



Figure 1: Subject Site

The site currently benefits from existing use rights, as the existing industrial uses have continued to operate under the R4 zoning and have not ceased operating since gazettal of the R4 zoning for the site in 2019. The site includes approximately 14,900m² of existing gross floor area (GFA), including:

- A large industrial building located within the central southern portion of the site, providing around 10,200sqm warehouse space and 500sqm office space.
- A small business premises on the southeast corner of the site.
- An industrial building located within the north-western corner of the site, providing around 1,900sqm warehouse space and 200sqm office space; and
- An industrial building located within the north-eastern corner of the site, providing 1,600sqm warehouse space and 200sqm office space.

The site also currently benefits from an existing approved B-double truck route that benefits the existing industrial activity. The B-double vehicle entry is via Chadderton Street which is accessed via the Hume Highway.

Part 1 – Objectives

Objective

To amend the Fairfield Local Environmental Plan (FLEP) 2013 to rezone 17–21 Longfield Street, Cabramatta (Lots 34 and 35 DP 456221) from R4 High Density Residential to E4 General Industrial to:

1. Retain, enhance and modernise the existing industrial buildings on site.
2. Proposed extension of the industrial buildings to the southern end of the site.
3. Future proposed buildings facing Longfield Street to provide an improved transition to the residential character to the south with landscaping and parking away from the street.
4. Retaining all existing access points from Longfield and Chadderton Streets.
5. Accommodating all future car parking and required manoeuvring on site.
6. Improved public domain and landscaping along the western, southern and northern frontages.
7. Improved site transition to residential uses to the south.

Intended outcomes

The following development outcomes are intended:

- Facilitate expansion and more effective operation of the existing industrial land uses and development on the site to support the local economy.
- To contribute to ongoing renewal of employment lands in the locality, by removing the existing use right associated with the land and facilitate the industrial expansion opportunity.
- Provide high quality-built form and employment land uses facing Longfield Road in order to provide an activated edge to enhance surveillance of the adjacent residential area.
- Retain efficient traffic and pedestrian access points to the site, in particular, major truck access from Chadderton Street and local access and parking on Longfield Street so to not impact residents' amenity.

Part 2 – Explanation of provisions

Intended provisions

This Planning Proposal seeks the following modifications of the provisions of the Fairfield Local Environmental Plan 2013:

1. Amend the Land Zoning Map to rezone the site from R4 High Density Residential to E4 General Industrial
2. Amend the Height of Buildings Map by removing all maximum height associated with the site, and prescribe no Height of Buildings
3. Amend the Floor Space Ratio Map by removing all maximum floor space ratio associated with the site and prescribe no floor space ratio control.
4. Amend the Key Site Map by removing Key Site 24 and prescribing Key Site 30 to the land. This will result in Schedule1 Additional Permitted Use 30 applying to the land.

FLEP Schedule 1 Additional permitted use 30:

30 Use of certain land in Zone E4

- (1) *This clause applies to land in Zone E4 that is identified as "30" on the [Key Sites Map](#).*
- (2) *Development for the following purposes is permitted with development consent—*
- (a) *health consulting rooms,*
 - (b) *information and education facilities,*
 - (c) *medical centres,*
 - (d) *specialised retail premises.*

Refer to the Attachment A - Current and Proposed Map Amendments

5. Amend the Schedule 1 Additional Permitted Use of the written instrument by deleting clause 23

FLEP Schedule 1 Additional permitted use 23:

23 Use of certain land at 17–23 Longfield Street, Cabramatta

- (1) *This clause applies to land identified as "24" on the [Key Sites Map](#).*
- (2) *Development for the purposes of a recreation facility (indoor) and take away food and drink premises is permitted with development consent.*
- (3) *Despite subclause (2), development for the purposes of neighbourhood shops and take away food and drink premises is permitted only if the combined gross floor area of the development does not exceed 160m².*

The intent of the proposal is to amend the applicable planning controls to be consistent with the provisions set within the E4 General Industrial zone adjoining the site.

All other planning controls applying to the site will remain unchanged. Appendix A of the report depicts the related map amendments.

Part 3 – Justification of strategic and site-specific merit

Part 3 sets out the justification for the Planning Proposal, against its strategic planning context, the site-specific context and considering the environmental, social and economic impacts of the proposal and the interests of the State and Commonwealth Governments.

In accordance with the Plan Making Guidelines, the level of justification is to be commensurate to complexity of the proposal. At this stage of the process, the potential impacts of the proposal must be identified to sufficiently provide the intent of the development; in this case the site has been used, and is still currently used for industrial purposes, and thus less complex rezoning.

For this rezoning, the required urban design concept and technical investigation have been undertaken to conform the principal intent of the rezoning and demonstrate the strategic merit of the proposal.

Section A – Need for a planning proposal

Is the planning proposal a result of an endorsed Local Strategic Planning Statement (LSPS), strategic study or report?

The Planning Proposal is not a result of any Council strategy, study or report but rather the outcome of change in the intended use of the land.

The site was zoned B5 Business Development under the Fairfield LEP 2013. In 2019, the site was rezoned R4 High Density Residential, however the existing industrial and warehousing business continued to operate and currently remain in operation. The site has an existing use right as defined under the Environmental Planning and Assessment Act, 1979 Division 4.11 Existing Use.

To ensure the effective utilisation of the land, continued use on the site, facilitate modern technology and employment benefits, enhanced productivity and support for the local economy, it is proposed to “reinstate” the employment zone.

The proposal does support the implementation of the Fairfield City Economic Development Strategy 2024 and Employment Lands Strategy 2008.

Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

The proposed LEP amendments are the best means for addressing the objectives and intended outcomes for the site.

The proposal is supported by the Fairfield Local Planning Panel.

Various options were considered, as outlined below.

Option 1 – No action

The first option is to undertake no action in relation to the site. The buildings have been on site for over 20 years and doing nothing would not provide an outcome for the site that

optimises its strategic position to provide benefits to the local community. As such, this option was discounted by the applicant.

Option 2 – Renew the site under current controls.

The second option is to renew the site under the current development controls. However, as the site is zoned for residential purposes, the current industrial uses cannot be renewed under the current controls.

This means that the buildings and uses would be able to carry out some alterations but no enlargement or expansion of intensification of the existing use. The existing use rights under the EP&A Act 1979, and Part 7 Existing Uses under the EP&A Regulations would not allow for flexibility to reflect the market need, enable an increase of greater than 10% across the site in GFA or significant modernisation of technology. As one of the largest parcels of land which can provide economic benefits to the LGA, this option is considered a loss of productivity for the LGA.

Hence relying on existing use rights was not a suitable solution.

Option 3 – Site Specific Planning Proposal

The third option is to lodge a site-specific Planning Proposal (PP) to enable the renewal of the site. The Planning Proposal is the most transparent means of achieving the desired outcomes to facilitate the redevelopment of the land, ensure local employment opportunities and provide public benefit.

Therefore, Option 3 is considered to be the preferred option as it is aligned with the Council employment lands and economic development strategies that identify proposed industrial type uses are compatible with the surrounding area.

Section B – Relationship to strategic planning framework

Will the planning proposal give effect to the objectives and actions of the applicable regional or district plan or strategy (including any exhibited draft plans or strategies)?

Yes.

The Planning Proposal will give effect to the Greater Sydney Regional Plan - A Metropolis of Three Cities (Regional Plan), The draft Sydney Plan and the Western District Plan (District Plan). An analysis of the consistency of the Planning Proposal with the objectives of the Regional Plan and District Plan is outlined below.

Metropolis of Three Cities – Greater Sydney Region Plan (GSRP)	
Plan Objectives	Justification
Objective 10: Greater housing supply	Whilst the PP results in the loss of a large site for high density residential development, it has been demonstrated that the feasibility for large scale residential development, as proposed under the previous planning proposal, is not feasible in this location. As such it is a justifiable rezoning from residential to industrial and supports the governments approach to well-located industrial/employment lands.
Objective 23: Industrial and Urban Services Land is Planned, Retained and Managed	Focuses on creating job opportunities near where people live, improving access to skills, and reducing commute times. The proposal supports this priority and aligns with '<i>Objective 23: Industrial and Urban Services Land is Planned, Retained, and Managed</i>,' which emphasises the need to plan for and retain industrial land to meet growing demand in Western Sydney. The proposal promotes the creation of local employment opportunities, particularly in industries like logistics, warehousing, and emerging sectors. This aligns with the need for more employment land to accommodate population growth and shifting industry needs in Western Sydney. The proposal ensures that additional local employment opportunities are within 30 minutes by public transport from residential areas, reducing commuting times and enhancing productivity. This aligns with the Plan's aim to ensure that people are within 30 minutes of their workplace, contributing to improved work-life balance and reducing reliance on private cars.

The Sydney Plan

The Sydney Plan is the State's next 20-year strategic land use framework guiding the future growth of the Sydney region. It focuses on 12 key action directions, including improving outcomes for Aboriginal communities, expanding housing choice, enabling well-located places aligned with population growth, and strengthening infrastructure and employment opportunities while protecting the natural environment.

Although this proposal is not a direct response to any single action in the Sydney Plan, it strongly supports the Plan's broader objectives. Rezoning the land to E4 General Industrial directly contributes to the creation of well-located employment lands, enhances industrial capacity near established infrastructure, and supports long-term job generation. This aligns with the Plan's emphasis on securing a resilient and diverse economy, improving access to employment, and ensuring industrial lands are protected and optimised.

The proposal will reinforce the City's economic foundations by accommodating modern industrial uses, supporting local businesses, and strengthening the regional employment network—thereby contributing to a more productive, sustainable, and liveable Sydney

Western City District Plan (WCDP)

The State's Regional Plan and District Plans are intended to be repealed once the Sydney Plan has been finalised as result of a suite of planning reforms.

Currently, the Western City District Plan applies to Fairfield City and is the 20-year plan to manage the growth of the district in the context of economic, social and environmental

matters to achieve the vision of Greater Sydney. The following table includes an assessment of the planning proposal against the relevant directions and actions outlined in the WCDP:

Planning Priorities	Comments
A City Supported by Infrastructure	
W1: Planning for a city supported by infrastructure	Cabramatta is a well-established suburb with existing infrastructure, utilities and services in the region.
A Collaborative City	
W2: Working through collaboration	The planning proposal provides for a collaborative process with Council, agencies, stakeholders and general the community.
A City for People	
W3: Providing services and social infrastructure to meet people's changing needs W4: Fostering healthy, creative, culturally rich and socially connected communities	Not applicable.
Housing the City – Giving People Housing Choices	
W5: Providing housing supply, choice and affordability, with access to jobs, services and public transport	Not applicable.
A City of Great Places – Design Places for People	
W6: Creating and renewing great places and local centres, and respecting the District's heritage	Redevelopment of the site will contribute to the revitalisation of the employment lands of Lansvale Precinct, especially as it is a large site under one ownership.
A Well-Connected City – Developing a more Accessible and Walkable City	
W7: Establishing the land use and transport structure to deliver a liveable, productive and sustainable Western Parkland City	The land is in close proximity to the Cabramatta Town Centre and Hume Highway connecting to diverse transport options to other regions of Sydney reinforcing the 30-minute city.
Jobs and Skills for the City – Creating the conditions for a Stronger Economy	
W8: Leveraging industry opportunities from the Western Sydney Airport and Badgerys Creek Aerotropolis W9: Growing and strengthening the metropolitan cluster W10: Maximising freight and logistics opportunities and planning and managing industrial and urban services land W11: Growing investment, business opportunities and jobs in strategic centres	Planning Priority W10: Focuses on maximising freight and logistics opportunities and managing industrial land to support long-term growth. • 'Maximising Freight and Logistics Opportunities and Planning and Managing Industrial and Urban Services' calls for additional industrial and urban services land to accommodate population growth and enhance the district's role as a national freight and logistics hub. • The proposed E4 General Industrial zoning will provide much-needed industrial land in a strategic location. This supports the Plan's goal of increasing industrial capacity in response to growing demand in Western Sydney. • The site's proximity to major transport routes, including the Hume Highway, makes it ideal for logistics and freight industries, supporting the district's ambition to develop a national freight and logistics role. • The planning proposal supports the development for industrial uses and urban services resulting from the growth for additional around 7,000sqm of employment floor area.

A City in its Landscape – Valuing Green Spaces and Landscape	
W12: Protecting and improving the health and enjoyment of the District's waterways W13: Creating a Parkland City urban structure and identity, with South Creek as a defining spatial element W14: Protecting and enhancing bushland and biodiversity W15: Increasing urban tree canopy cover and delivering Green Grid connections W16: Protecting and enhancing scenic and cultural landscapes W17: Better managing rural areas W18: Delivering high quality open space	Future development will incorporate well design landscaping to deliver additional tree cover canopy and soft planting on the land.
An Efficient City – Using Resources Wisely	
W19: Reducing carbon emissions and managing energy, water and waste efficiently	The future development of the site will facilitate energy and water flows captured, and supporting the development of a circular economy.
A Resilient City – Adapting to a Changing World	
W20: Adapting to the impacts of urban and natural hazards and climate change	The site is located within a low flood risk precinct and the minor change in flood extent within the site along the southern boundary due to the proposed building, located to the left of the site entrance in Longfield Street is minor. The flood assessment determined that there would be no significant adverse flood impact on the neighbouring properties as a result of the proposed development. Future development will need to comply with applicable environmental development controls for flood risk management

Is the planning proposal consistent with a council LSPS that has been endorsed by the Planning Secretary or GSC, or another endorsed local strategy or strategic plan?

Fairfield City Plan Community Strategic Plan 2025-2035

The Fairfield City Plan 2025-2035 is the community's strategic plan that sets out their vision, priorities and goals for the next 10 years. As shown below, the planning proposal is consistent with the themes and goals set within the Plan.

Goal	Consistency
Theme 1: Community wellbeing	
1. A safe city that feels more secure 2. A healthy and active community through reliable services and opportunities 3. A proud diverse community that is celebrated 4. An inclusive city with access to opportunities and facilities	The rezoning would facilitate the site to enhance industry and service-oriented uses which will ensure community wellbeing of the area.
Theme 2: Places and infrastructure	
1. An accessible city with connected and reliable transport 2. A sustainable and liveable city through affordable housing, vibrant urban spaces and amenities 3. Community assets and infrastructure are well managed into the future 4. Inviting and well used open space	The continued use of industry and services on the site will facilitate various amenities in the neighbouring residential areas.

Theme 3: Environmental sustainability	
1. A sustainable natural environment 2. An environmentally aware and active community 3. Environmental compliance standards are met	Future development on the land will need to be designed in a manner to ensure compliance to the relevant standards applicable to the nature of development permitted on the site.
Theme 4: Strong and resilient economy	
1. A resilient economy supported by diverse businesses and employment opportunities 2. Thriving entertainment precincts with a vibrant and inclusive night-time economy 3. Vibrant, welcoming and attractive town centres that support community life and commerce	The Planning Proposal will facilitate the to continue and enhance the existing industrial use of the site, which subsequently will increase diversity in employment and job opportunities aligned with Lansvale Industrial Land Precinct.
Theme 5: Good governance and leadership	
1. Decision making processes are open and transparent 2. Fairfield City is financially sustainable and responsible 3. Accountability	Not applicable.

Fairfield Local Strategic Planning Statement 2040

The table below outlines the five themes along with responses to the planning priorities relevant to the proposed planning proposal.

Planning priority	Consideration
Theme 1: Community well-being – Healthy & Liveable places	
1. Provide housing that accommodates the needs of existing and future residents 2. Deliver greater housing diversity and affordability to meet the changing needs of the community 3. Plan for and manage areas identified for future urban development 4. Provide attractive, healthy and safe places for the whole community 5. Protect the city's heritage	The site falls at the edge of the enterprise corridor and is reflected as high density residential in the plan due to its current zoning. With the change in circumstances with the State Government Policy of residential development near train stations and town centres, the site is not being developed for residential development. The land is well located for, and adjacent to employment uses. Further with the constraints of significant infrastructure and costs required in the Aerotropolis, large industrial land parcels, like the site, developers are seeking large industrial facilities and land with infrastructure. This change in circumstance provides significant justification for the site to be retained as industrial land.
Theme 2: Infrastructure & places – Supporting growth & change	
6. Ensure infrastructure is aligned to accommodate planned growth and community needs 7. Leverage opportunities from major new district Infrastructure and services and technological developments	The planning proposal will deliver "additional" employment generating lands in a strategically connected location adjoining Hume Highway. The proposal will result in re-instatement of the logical extension of the existing employment area thus maximising opportunities for the industrial lands. Infrastructure is aligned to accommodate planned growth and community needs
Theme 3: Environmental sustainability	
8. Protect areas of high natural value and environmental significance and improve the health of catchments & waterways	The subject site is largely constraint free and does not propose additional development environmentally hazard areas. There are

9. Realise the Parkland City Vision 10. Adapt to natural hazards and environmental impacts	opportunities to enhance tree planting to help mitigate exposure to heat. The site is well established with existing stormwater management and flood impacts have been addressed in the supporting flood study.
Theme 4: Strong & resilient economy	
11. Promote a robust economy which generates diverse services and job opportunities 12. Plan for and manage urban Services land	Planning Priority 11: Promote a robust economy which generates diverse services and job opportunities – The proposal would facilitate industrial development that generates diverse job opportunities. The rezoning to E4 General Industrial would support employment growth and enhance the region's role in Western Sydney. The site's location, adjacent to existing E4 zoned land, would support synergies with the adjacent uses. Planning Priority 12: Plan for and manage urban services land - By aligning the site's zoning with adjacent E4 General Industrial land, the proposal ensures the efficient use of industrial land and supports the region's broader infrastructure and economic development needs. Removing height and floor space ratio controls will also allow more flexible industrial development, which is vital to meeting growing demand for industrial space. As the site is close to Hume Highway, connectivity is vital and keeping it as employment lands can ensure its competitiveness and sustainability to support the growing population.
Theme 5: Good governance – Advocacy & consultation	
13. Ensure a well-engaged and informed community 14. Monitor and report on the delivery of the LSPS actions 15. Review the LSPS to changes and priority and circumstances 16. Advocate for and represent the Fairfield City community	The planning proposal aligns with the broader planning frameworks and reflects the views of the Fairfield City community, demonstrating responsible and accountable decision making.

Fairfield City Economic Development Strategy	
Priorities	Consistency
Priority1: Supporting Local Small Businesses & Creating Local Jobs	Rezoning to E4 General Industrial enables light industrial, urban services, food preparation, logistics, and technical trades, all of which are small-business-intensive sectors. This would provide affordable industrial floorspace near a major centre (Cabramatta) allows small businesses to operate close to customers, suppliers, and labour.
Priority 2: Industry development	Rezoning to E4 General Industrial directly supports industrial, manufacturing, transport and logistics industries, enabling new and expanding enterprises to locate in Lansvale Industrial Precinct.
Priority 3: Visitor Economy	Although the site itself is not a visitor-focused use, rezoning to E4 General Industrial can indirectly support Cabramatta's visitor economy by providing back-of-house production, logistics, and food manufacturing that supply these businesses, strengthens the economic ecosystem that supports Cabramatta's festivals, markets, restaurants, and multicultural tourism.
Priority 4: Creating Vibrant Precinct	Cabramatta Town Centre is a key precinct identified for economic activation and long-term growth. Rezoning to E4 General Industrial would introduces industrial employment uses within walking distance of the centre, creating a mixed-economy precinct with stronger day-time employment and diversified economic activity.

Is the planning proposal consistent with any other applicable State and regional studies or strategies?

Assessment against other State plans	
Plan Actions	Justification
Industrial Lands Action Plan 2025	This Planning Proposal confirms that industrial lands are critical for productive cities and the LGA. The site will accommodate jobs, businesses and activities that generate large economic output and services to support the growing population. The HillPDA Report (2025) also identifies the large shortfall of industrial land in Fairfield, and the importance of retaining the site for its current industrial use. The industrial land is well located, serviced and can ensure competition for the local market, creating jobs close to homes, and support the construction industry in the delivery of housing and to drive business investment. This Planning Proposal responds to Action 1 and 2 in particular: • The site is around 3.9ha under one ownership and retaining it as industrial lands can secure, intensify and support already serviced industrial lands. • The planning proposal is responding to the changing needs of the market and reflecting the industrial attraction and investment in the industrial precinct of Lansvale. • It proposes some additional permissible uses in order to ensure sustainability of the land into the future as employment land, but yet do not detract from town centres. • The industrial activities provide for local and some district services, is clustering with other industrial and urban service lands, located close to the Hume Highway and thus is likely to be locally significant industrial lands as part of the broader Lansvale Precinct. • In the future providing other employment and industrial uses as part of Industrial Action 2, would support the longevity of the proposed lands.
Fairfield Local Housing Strategy (2022)	The Local Housing Strategy (LHS) identifies a number of key centres and areas located within the eastern part of Fairfield City that are suitable for an increase in housing diversity and affordability to meet the changing needs of the community Though the site was identified in the Housing Strategy as having capacity for 580 to 750 additional dwellings, the DA was lodged and went up to the Land and Environment Court and was pending and withdrawn. The closest town centre and railway station being 1.5km away made it less viable for high density residential development compared to those areas identified around the railway station by the Low-and Mid- Rise Housing Policy. Since the rezoning, the developer has returned the development options on the site to the owner indicating no specific demand or viability on the site for residential development.

Fairfield Employment Lands Strategy (2008)	The Fairfield Employment Land Strategy identifies several guiding principles for industrial lands. The Planning Proposal has demonstrated consistency with guiding principles within the strategy through: • Preserving a large, well-serviced lot suitable for industrial development, meeting the strategy's principle of maintaining land for larger floor plates connected to major road networks. • Being consistent with the zoning of the adjacent industrial area, supports the strategy's goal of clustering industries to reduce land use conflicts and enhance business synergies. • Supports the existing use of the site to continue to be used for industrial and employment purposes. The economic assessment prepared to support the Planning Proposal identifies that Fairfield LGA will have a deficit of employment lands of around 214 hectares by 2046. Rezoning the subject site for E4 General Industrial purposes, and its subsequent increase in industrial floorspace, would contribute to Fairfield Council meeting some of the employment land deficit.
--	---

Is the planning proposal consistent with the relevant state environmental policies?

The relevant State Environmental Planning Policies are outlined in the table below:

SEPP Title	Consistency	Planning Proposal
SEPP (Biodiversity and Conservation) 2021	Consistent.	The proposal does not contain provisions that contradict or hinder the application of the SEPP. Compliance with the provisions would be assessed on a site-by-site basis at the Development Application stage.
SEPP 21 (Exempt and Complying Development Codes) 2008	Consistent.	The proposal does not contain provisions that contradict or hinder the application of the SEPP. Compliance with the provisions would be assessed on a site-by-site basis at the Development Application stage.
SEPP (Housing) 2021	Not applicable.	The proposed zonings are not concern with residential type developments.
SEPP (Industry and Employment) 2021	Consistent.	The proposal does not contain provisions that contradict or hinder the application of the SEPP. Compliance with the provisions would be assessed on a site-by-site basis at the Development Application stage.
SEPP (Planning Systems) 2021	Consistent.	The proposal does not contain provisions that contradict or hinder the application of the SEPP. Compliance with the provisions would be assessed on a site-by-site basis at the Development Application stage.
SEPP (Precincts – Central River City) 2021	Not applicable.	The site is not located within the specified Precincts.
SEPP (Precincts – Eastern Harbour City) 2021	Not applicable.	The site is not located within the specified Precincts.

SEPP Title	Consistency	Planning Proposal
SEPP (Precincts – Regional)	Not applicable.	The site is not located within the specified Precincts.
SEPP (Precincts – Western Parkland City) 2021	Consistent.	The site is not located within the specified Precincts.
SEPP (Primary Production) 2021	Not applicable.	The existing and proposed zonings are not applicable for Primary Production.
SEPP (Resilience and hazards) 2021	Consistent.	The proposal does not contain provisions that contradict or hinder the application of the SEPP. Compliance with the provisions would be assessed on a site-by-site basis at the Development Application stage.
SEPP (Resources and Energy) 2021	Not applicable.	The existing and proposed zonings are not concerned with Extractive Industries and Mining Petroleum Production.
SEPP (Sustainable Buildings) 2022	Consistent.	The proposal does not contain provisions that contradict or hinder the application of the SEPP. Compliance with the provisions would be assessed on a site-by-site basis at the Development Application stage.
SEPP (Transport and infrastructure) 2021	Consistent.	The proposal does not contain provisions that contradict or hinder the application of the SEPP. Compliance with the provisions would be assessed on a site-by-site basis at the Development Application stage.

Is the planning proposal consistent with applicable Ministerial Directions (s.9.1 directions) or key government priority?

The relevant Section 9.1 Directions contained within the Environmental Planning and Assessment Act 1979 are outlined in the table below:

Section 9.1 Direction No. & Title	Contents of Section 9.1 Direction	Comply	Planning Proposal
Focus area 1: Planning Systems			
1.1 implementation of Regional Plans	To give legal effect to the vision, land use strategy, goals, directions and actions contained in Regional Plans	Consistent	The proposal is consistent with the Regional Plans as addressed in Part 3 of the document.
1.2 Development of Aboriginal Land Council land	To provide for the consideration of development delivery plans prepared under chapter 3 of the State Environmental Planning Policy (Planning Systems) 2021 when planning proposals are prepared by a planning proposal authority	Not applicable.	The site is not owned or subject to a claim by an Aboriginal Land Council.
1.3 Approval and Referral Requirements	To ensure that LEP provisions encourage the efficient and appropriate assessment of development.	Consistent.	The planning proposal does not include any provisions requiring concurrence, consultation or referral by a Minister or public authority.
1.4 Site Specific Provisions	To discourage unnecessarily restrictive site-specific planning controls.	Consistent.	The site has an existing specific clause, namely Clause 23 of Schedule 1 applicable to the land. It is proposed to repeal the Clause 23 from text instrument and from Key Site ap and to apply Clause 30 Use of certain land in Zone E4 to the land.
1.4A Exclusion of Development standards from Variation	To maintain flexibility in the application of development standards by ensuring that exclusions from the application of clause 4.6 of a Standard Instrument Local Environmental Plan (Standard Instrument LEP) or an equivalent provision of any other environmental planning instrument, are only applied in limited circumstances.	Consistent.	The proposal does not seek to alter clause 4.6 of the FLEP 2013 or any equivalent provision to any other planning instrument.
Focus area 1: Planning Systems – Place-based			
1.10 Implementation of the Western Sydney Aerotropolis Plan	To ensure development within the Western Sydney Aerotropolis is consistent with the Western Sydney Aerotropolis Plan dated September 2020.	Consistent.	The site is not within the Western Sydney Aerotropolis Plan however directions within the WCDP support growth in areas of Western Sydney as a result of the Aerotropolis.
Focus area 2: Design and Place (This focus area was blank when the directions were made)			
Focus area 3: Biodiversity and Conservation			
3.1 Conservation Zones	To protect and conserve environmentally sensitive areas.	Consistent.	The proposal and future development will ensure to protect and conserve environmentally sensitive areas.
3.2 Heritage Conservation	To conserve items, areas, objects and places of environmental heritage significance and indigenous	Consistent.	The subject site is not heritage listed nor within a heritage conservation area. The proposal considers the environmental and built heritage

Section 9.1 Direction No. & Title	Contents of Section 9.1 Direction	Comply	Planning Proposal
	heritage significance.		significance of the wider area of Fairfield City.
3.5 Recreation Vehicle Areas	To protect sensitive land or land with significant conservation values from adverse impacts from recreation vehicles.	Not applicable.	The site is privately owned and does not offer public access or temporary stays for recreation vehicles.
3.6 Strategic Conservation Planning	To protect, conserve or enhance areas with high biodiversity value.	Consistent.	The proposal will ensure the development will protect, conserve and enhance the area of biodiversity value in nearby areas.
3.7 Public Bushland	- to protect bushland in urban areas, including rehabilitated areas, and ensure the ecological viability of the bushland, by: (a) preserving: i. biodiversity and habitat corridors, ii. links between public bushland and other nearby bushland, iii. bushland as a natural stabiliser of the soil surface, iv. existing hydrological landforms, processes and functions, including natural drainage lines, watercourses, wetlands and foreshores, v. the recreational, educational, scientific, aesthetic, environmental, ecological and cultural values and potential of the land, and (b) mitigating disturbance caused by development, (c) giving priority to retaining public bushland.	Consistent.	The site is currently zoned Residential and with industrial use right. No bushland will be impacted.
3.10 Water Catchment Protection	- To maintain and improve the water quality (including ground water) and flows of natural waterbodies and reduce urban run-off and stormwater pollution. - To protect and improve the hydrological, ecological and geomorphological processes of natural waterbodies and their connectivity. - Protect and enhance the environmental quality of water catchments by managing them in an ecologically sustainable manner, for the benefits of all users. - Protect, maintain and rehabilitate watercourses, wetlands, riparian lands and their vegetation and ecological connectivity.	Consistent.	The site is not within a Drinking Water Catchment.
Focus area 4: Resilience and Hazards			
4.1 Flooding	Ensure that development of flood prone land is consistent with the NSW Government's Flood Prone Land Policy and the principles of the Flood Risk Management	Consistent.	The flood assessment determined that there would be no significant adverse flood impact on the neighbouring properties as a result of the proposed development. However,

Section 9.1 Direction No. & Title	Contents of Section 9.1 Direction	Comply	Planning Proposal
	Manual 2023, and Ensure that the provisions of an LEP that apply to flood prone land are commensurate with flood behaviour and includes consideration of the potential flood impacts both on and off the subject land		a localised increase of flood levels of up to 25mm and flood velocity of up to 0.2m/s is observed on the footpath and along the kerb at the site fronting Longfield Street. This flood impact posed no flood hazard to pedestrians using the footpath, as the hazard level remained safe (H1 hazard) in the 1% AEP flood event; therefore, the overall impact is considered negligible. The assessment concluded that overall, the proposed development is expected to maintain existing flood conditions, with no significant change in flood behaviour in the vicinity of the site due to the change.
4.1 Flooding (3)	(3) A planning proposal must not contain provisions that apply to the flood planning area which: (a) permit development in floodway areas, (b) permit development that will result in significant flood impacts to other properties, (c) permit development for the purposes of residential accommodation in high hazard areas, (d) permit a significant increase in the development and/or dwelling density of that land, (e) permit development for the purpose of centre-based childcare facilities, hostels, boarding houses, group homes, hospitals, residential care facilities, respite day care centres and seniors housing in areas where the occupants of the development cannot effectively evacuate, (f) permit development to be carried out without development consent except for the purposes of exempt development or agriculture. Dams, drainage canals, levees, still require development consent, (g) are likely to result in a significantly increased requirement for government spending on emergency management services, flood mitigation and emergency response measures, which can		The planning proposal has been assessed against the requirements of Section 9.1 Direction 4.1(3) and is considered to be consistent with the Direction for the following reasons: (a) Development in floodway areas: The flood assessment confirms that the proposed development does not involve the obstruction of key flood conveyance paths. The site design and location of buildings ensure that flood flow behaviour is maintained, and no inappropriate development is permitted within areas identified as floodway areas. (b) Significant flood impacts to other properties: Flood modelling undertaken using TUFLOW software (ARR 2019 methodology and Rainfall on Grid approach) demonstrates that the proposed development will not result in significant flood impacts on neighbouring properties. While minor, localised increases in flood level (up to 25mm) and velocity (up to 0.2m/s) are predicted along the kerb and footpath fronting Longfield Street, these impacts are: - Confined to the immediate frontage of the site; - Categorised within a low hazard range (generally H1); and - Considered negligible in terms of broader flood behaviour and risk. Accordingly, the proposal maintains existing flood conditions and does not generate adverse off-site impacts. (c) Residential accommodation in

Section 9.1 Direction No. & Title	Contents of Section 9.1 Direction	Comply	Planning Proposal
	include but are not limited to the provision of road infrastructure, flood mitigation infrastructure and utilities, or (h) permit hazardous industries or hazardous storage establishments where hazardous materials cannot be effectively contained during the occurrence of a flood event.		high hazard areas: The proposal facilitates the rezoning of the site from residential to industrial land, thereby removing the potential for residential accommodation within the flood-affected area. This represents a reduction in flood risk to life, particularly in the context of the site being partially affected by flood extents and is consistent with current best practice floodplain risk management and the recommendations of the NSW Flood Inquiry. (d) Significant increase in development or dwelling density: The proposal does not result in a significant increase in development or dwelling density within flood-prone land. Rather, it removes residential density potential and transitions the site to an employment-based zoning that is more appropriate to its flood characteristics. Built form outcomes will be subject to detailed assessment at the development application stage, ensuring consistency with flood-related controls under the Fairfield City Wide DCP. (e) Sensitive land uses requiring evacuation: The proposed E4 General Industrial zoning does not facilitate vulnerable or sensitive land uses. The rezoning therefore avoids introducing uses where occupants may be unable to evacuate effectively during flood events, ensuring alignment with evacuation safety principles. (f) Development without consent: The proposal does not introduce provisions that would enable development to be carried out without consent (other than exempt or complying development as provided under existing legislation). Future development on the site will remain subject to development consent, allowing for detailed flood risk assessment and appropriate mitigation measures to be considered at the DA stage. (g) Increased demand on government services:

Section 9.1 Direction No. & Title	Contents of Section 9.1 Direction	Comply	Planning Proposal
			The proposal is not expected to result in a significant increase in demand for emergency management services or flood mitigation infrastructure. As such, the proposal will not generate additional burdens on emergency response or public infrastructure systems. (h) Hazardous industries and storage: While the E4 General Industrial zone permits a range of industrial uses, the proposal does not specifically facilitate hazardous industries or storage establishments that cannot be safely managed during flood events. Any such uses would be subject to separate planning assessment;
4.1 Flooding (4)	(4) A planning proposal must not contain provisions that apply to areas between the flood planning area and probable maximum flood to which Special Flood Considerations apply which: (a) permit development in floodway areas, (b) permit development that will result in significant flood impacts to other properties, (c) permit a significant increase in the dwelling density of that land, (d) permit the development of centre-based childcare facilities, hostels, boarding houses, group homes, hospitals, residential care facilities, respite day care centres and seniors housing in areas where the occupants of the development cannot effectively evacuate, (e) are likely to affect the safe occupation of and efficient evacuation of the lot, or (f) are likely to result in a significantly increased requirement for government spending on emergency management services, and flood mitigation and emergency response measures, which can include but not limited to road infrastructure, flood mitigation infrastructure and utilities.		(a) Development in floodway areas: The proposal does not permit development within floodway areas. Flood modelling indicates that the proposed building footprint and layout do not obstruct primary flood conveyance paths. The development maintains existing flow conditions and does not impede the movement of floodwaters within the broader floodplain. (b) Significant flood impacts to other properties The detailed hydraulic modelling (TUFLOW, ARR 2019 methodology) demonstrates that the proposed development does not result in significant flood impacts to surrounding properties. Minor increases in flood level (up to 25mm) and velocity (up to 0.2m/s) are confined to the immediate frontage along Longfield Street and: - Do not extend to neighbouring properties; - Remain within low hazard classifications (generally H1); and - Are considered negligible in the context of floodplain behaviour. The development is therefore consistent with the requirement to avoid significant off-site flood impacts. (c) Significant increase in dwelling density: The proposal does not permit any increase in dwelling density.

Section 9.1 Direction No. & Title	Contents of Section 9.1 Direction	Comply	Planning Proposal
			On the contrary, the rezoning from R4 High Density Residential to E4 General Industrial removes the potential for residential development within land affected by flooding, including areas subject to Special Flood Considerations. This outcome is consistent with strategic flood risk management by reducing exposure of residential populations in flood-prone areas. (d) Sensitive land uses requiring evacuation: The proposed E4 General Industrial zoning does not facilitate vulnerable land uses. Accordingly, the proposal avoids introducing development where occupants may be unable to evacuate effectively during flood events, particularly within areas affected by PMF flooding. (e) Safe occupation and evacuation: The flood assessment confirms that the proposed development will not adversely affect safe occupation or evacuation. By removing residential uses and aligning land use with flood risk characteristics, the proposal improves overall safety outcomes for the site. (f) Increased demand on emergency services and infrastructure: The proposal is not expected to result in a significant increase in demand for emergency management services or flood mitigation infrastructure. As such, the proposal will not generate additional burdens on emergency response or public infrastructure systems.
4.2 Coastal Management	To protect and manage coastal areas of NSW.	Consistent.	The site is not within a coastal wetland, littoral rainforest, coastal vulnerability area, coastal environment area or coastal use area.
4.3 Planning for Bushfire Protection	- to protect life, property and the environment from bush fire hazards, by discouraging the establishment of incompatible land uses in bush fire prone areas, and - To encourage sound management of bush fire prone areas.	Consistent.	The site is not mapped as bush fire prone land.
4.4 Remediation of Contaminated Land	The objective of this direction is to reduce the risk of harm to human health and the environment by ensuring that	Consistent.	Any proposal for demolition and earthworks to the site will require detailed site investigations and remediation at the Development

Section 9.1 Direction No. & Title	Contents of Section 9.1 Direction	Comply	Planning Proposal
	contamination and remediation are considered by planning proposal authorities.		Application stage.
4.5 Acid Sulfate Soils	To avoid significant adverse environmental impacts from the use of land that has a probability of containing acid sulfate soils.	Consistent.	The land is not affected by any policy that restricts development on the land because of the likelihood of acid sulfate soils.
4.6 Mine Subsidence and Unstable Land	To prevent damage to life, property and the environment on land identified as unstable or potentially subject to mine subsidence.	Consistent.	The site is not located in a mine subsidence area.
Focus area 5: Transport and Infrastructure			
5.1 Integrating Land Use and Transport	The objective of this direction is to ensure that urban structures, building forms, land use locations, development designs, subdivision and street layouts achieve the following planning objectives: (a) improving access to housing, jobs and services by walking, cycling and public transport, and (b) increasing the choice of available transport and reducing dependence on cars, and (c) reducing travel demand including the number of trips generated by development and the distances travelled, especially by car, and (d) supporting the efficient and viable operation of public transport services, and (e) providing for the efficient movement of freight	Consistent.	This Direction applies as the proposal seeks to continue existing use of the site for logistics/light industrial purposes. Freight access is an important component of the existing use, with access already facilitated to the site with an approved B-double access point and close connectivity to the Hume Highway.
5.2 Reserving Land for Public Purposes	(a) To facilitate the provision of public services and facilities by reserving land for public purposes, and (b) To facilitate the removal of reservations of land for public purposes where the land is no longer required for acquisition.	Not applicable.	The proposal does not seek to remove or reserve land for public purposes.
5.3 Development Near Regulated Airports and defence Airfields	(a) ensure the effective and safe operation of regulated airports and defence airfields; (b) ensure that their operation is not compromised by development that constitutes an obstruction, hazard or potential hazard to aircraft flying in the vicinity; and (c) ensure development, if situated on noise sensitive land, incorporates appropriate mitigation measures so that the development is not adversely affected by aircraft noise.	Consistent.	The site is not located in proximity to a regulated airport or defence field.
5.4 Shooting Ranges	To: Maintain appropriate levels of public safety and amenity when rezoning land adjacent to an existing shooting range	Consistent.	The site is not located adjacent or in proximity to an existing shooting range.

Section 9.1 Direction No. & Title	Contents of Section 9.1 Direction	Comply	Planning Proposal
	- Reduce land use conflict arising between existing shooting ranged and rezoning of adjacent land - Identify issues that must be addressed when considering rezoning land adjacent to an existing shooting range.		
5.5 High pressure dangerous goods pipelines	to reduce the risk of harm to human health and the environment by ensuring high pressure dangerous goods pipelines (relevant pipelines) are considered by planning proposal authorities	Consistent.	The site is not located adjacent or in proximity to high pressure dangerous goods pipeline.
Focus area 6: Housing			
6.1 Residential Zones	(a) encourage a variety and choice of housing types to provide for existing and future housing needs (b) make efficient use of existing infrastructure and services and ensure that new housing has appropriate access to infrastructure and services, and (c) minimise the impact of residential development on the environment and resource lands.	Justified.	The site was rezoned for high density housing and aged care facility. The development application was lodged, amended and eventually withdrawn at Land and Environment Court. Over the five years since the rezoning the site has NOT been developed for housing. With the change in circumstance of the government's policy of housing within transit orientated development near stations, there has been limited interest in the site's location for housing, and with its adjacency to industrial land. The site has continued to be used for industrial purposes. The proposal will result in the subsequent loss of a residential zoned land; however the property has never been used for residential purposes, and thus the loss is of minor significance. The HillPDA Employment Land Assessment Report (2025) indicates the need and shortage of industrial land.
6.2 Caravan Parks and Manufactured Home Estates	(a) provide for a variety of housing types, and (b) provide opportunities for caravan parks and manufactured home estates.	Not applicable.	The proposal does not seek an amendment to accommodate a caravan park or manufactured home estate.
Focus area 7: Industry and Employment			
7.1 Employment Zones	a) encourage employment growth in suitable locations, b) retain the areas and locations of Employment zones, c) not reduce the total potential floor space area for employment uses and related public services in Employment Zones. d) not reduce the total potential floor space area for industrial uses in E4, E5 and W4 zones,	Not applicable.	(b) The current use of the site is industrial; however the zoning of the site is R4 High Density Residential. The site still falls within the Lansvale Industrial Lands Precinct associated with other E4 Industrial Lands along Hume Highway. The proposed rezoning to retain the industrial uses supports the area and location of the employment lands. The proposal is consistent with the Direction.

Section 9.1 Direction No. & Title	Contents of Section 9.1 Direction	Comply	Planning Proposal
			(c) The proposal is consistent with this direction as it seeks not to reduce, but increase, the employment floor space in the area, adjacent to a light industrial zoning with direct access to existing employment/industrial area and required road access. (d) The proposal is consistent with this direction as the intention is to retain and also increase the industrial use on the site. This commitment is demonstrated by the fact that there is currently a development application being considered by Council DA 348/2025 for additional 831sqm of industrial floor area using Division 4.11 of the Environmental Planning and Assessment Act, 1979 and Part 7 Existing use Rights of the EP&A Regulations.
7.2 Reduction in non-hosted short-term rental accommodation period	(a) mitigate significant impacts of short-term rental accommodation where non-hosted short-term rental accommodation period are to be reduced, and (b) ensure the impacts of short-term rental accommodation and views of the community are considered.	Not applicable.	The direction does not apply for Fairfield local government area.
Focus area 8: Resources and Energy			
8.1 Mining, Petroleum Production and Extractive Industries	The objective of this direction is to ensure that the future extraction of State or regionally significant reserves of coal, other minerals, petroleum and extractive materials are not compromised by inappropriate development.	Consistent.	The proposal is not within a target area of interest for mining, petroleum production and extractive industries.
Focus area 9: Primary Production			

Section 9.1 Direction No. & Title	Contents of Section 9.1 Direction	Comply	Planning Proposal
9.1 Rural Zones	To protect the agricultural production value of rural land.	Consistent.	The site is located within an established urban area and will not alter the production value of rural lands in the region.
9.2 Rural Lands	To: - Protect the agricultural production value of rural land - Facilitate the orderly and economic use and development of rural lands for rural and related purposes - Assist in the proper management, development and protection of rural lands to promote social, economic and environmental welfare of the State - Minimise the potential for land fragmentation and land use conflict in rural areas, particularly between residential and other rural land uses - Encouraging sustainable land use practices and ensure the ongoing viability of agriculture on rural land - Support the delivery of the actions outlined in the NSW Right to Farm Policy.	Consistent.	The site is not rural land, and the existing and proposed zoning would not result in land use conflicts for rural areas.
9.3 Oyster Aquaculture	(a) ensure that 'Priority Oyster Aquaculture Areas' and oyster aquaculture outside such an area are adequately considered when preparing a planning proposal, and (b) protect 'Priority Oyster Aquaculture Areas' and oyster aquaculture outside such an area from land uses that may result in adverse impacts on water quality and consequently, on the health of oysters and oyster consumers.	Consistent.	The land is not within or near a Priority Oyster Aquaculture Area.

Section C – Environmental, social and economic impact

Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected because of the proposal?

No. The subject site does not contain, nor is not within proximity to any critical habitat or threatened species, populations or ecological communities, and their habitats that will be affected as result of the planning proposal.

Are there any other likely environmental effects of the planning proposal and how are they proposed to be managed?

The following items relating to flooding, traffic, contamination, noise and amenities are addressed further below focusing on the impacts of the proposal to rezone to E4 General Industrial.

Flooding

J Wynham Prince (July 2025) undertook a flood impact assessment to assess and report on flood behaviour under both existing and developed scenarios, specifically evaluating the potential flood impact on neighbouring properties in the 1% AEP flood event.

The flood assessment determined that there would be no significant adverse flood impact on the neighbouring properties as a result of the proposed development. However, a localised increase of flood levels of up to 25mm and flood velocity of up to 0.2m/s is observed on the footpath and along the kerb at the site fronting Longfield Street. This flood impact posed no flood hazard to pedestrians using the footpath, as the hazard level remained generally safe (H1 hazard) in the 1% AEP flood event; therefore, the overall impact is considered negligible. The assessment concluded that overall, the proposed development is expected to maintain existing flood conditions, with no significant change in flood behaviour in the vicinity of the site.

J Wynham Prince conclude that the proposed rezoning and development is considered to be aligned with Council's DCP and LEP, and the proposed rezoning will not impact the surrounding environment.

Traffic

A Traffic and Parking Impact Assessment report (2025) prepared by Varga Traffic Planning, using SIDRA model, found that:

- capacity analysis has found that all intersections in the vicinity of the site will continue to operate at current Levels of Service, with negligible increases in average vehicle delays, and that no road improvements or intersection upgrades will be required as a consequence of the planning proposal.
- the parking provisions can be accommodate don site and will not result in additional impact to the existing road network capacity
- loading / servicing for the proposed development will continue to be undertaken using a variety of commercial vehicles up to and including 26m B-double trucks, as existing. Dedicated loading bays are to be provided internal to the proposed new buildings.

In summary, there would be no detrimental and no additional traffic impacts or environmental impacts associated with the proposed rezoning.

Contamination

The existing industrial uses remain occupied and operating and have a further lease for up to 6-8 years. The site comprises of hard stand. Any future development proposing to remove aggregate and hardstand will require a detailed site investigation at development application stage to ensure the land is suitable for the use.

Noise

Nutbrook Engineering Group, who partnered with Waves Consulting Group, undertook a noise and vibration assessment, primarily based on continuing to operate the site as an E4

General Industrial site. The assessment investigated the worst-case noise emission associated with the operation of the site and found that:

- The impact predicated noise emission from the site to the surrounding environment are low with no remedial measures required
- There is negligible additional traffic noise, and the NSW Road Noise Policy requirements are satisfied, and
- The potential vibration impacts due to the operation of the site were found to be nil.

For this reason the amenity and environmental impacts are suitable for the site to continue as an industrial use. In future, any new or change of use will need to be supported by further noise assessment report.

Amenity - Solar Access, privacy or view

The proposes uses and potential location of new buildings on site will not impact the residential amenity to the south, west or north. Upgrading of any on site infrastructure or boundary walls, as well as enhanced landscaping along Longfield Street and sections along the western boundary will be considered in detail at development application stage.

The future proposed buildings on the Longfield Street side of the site are subject to development applications in the future. However the vision is to propose some modern high-tech buildings, to screen the bigger bulkier large shed on the site and create a landscaped area to improve visual amenity.

These amenity aspects will enhance the management of the site and any minor impacts.

How has the planning proposal adequately addressed any social and economic effects?

HillPDA undertook an economic benefits and employment land assessment report (2025) and found in relation to industrial land:

- Fairfield's total zoned employment land stocks are estimated at 1,060 hectares. Of total land stocks, just under 90% (946 hectares) was developed, while only 11% was undeveloped. In the south east portion of Fairfield within the area of the site, only 15% of the LGA employment land stocks were found, of which 3% was undeveloped. This is despite the locality containing 70% of the LGA's population in 2021 and 97% of its projected growth to 2046.
- With 8.5ha per annum take up and lower unimproved land values in Fairfield LGA, coupled with its proximity to major transportation corridors and population centres, have contributed to its attractiveness to developers.
- It is anticipated by HillPDA that depending on the method used to calculate industrial land between 153 ha and 250ha of land required within the next 24 years.
- For this reason, rezoning the site to E4 General Industrial is necessary and supported from an economic perspective.

The rezoned land can be used to develop new employment opportunities or extend the existing adjoining employment use, resulting in additional employment opportunities for the area. This is a positive economic benefit to the economy and local area.

Social Infrastructure Benefits

The site accommodates facilities for workers to cycle to work, and in the enhancement and modernisation, end of trip facilities can be accommodated on site. Further with the additional workers, landscaped and communal areas to workers at lunch time, plus easy access to proposed take away food and drink, will all provide convenience for the workers on the site.

Public Benefit

The social and economic impacts of this proposal are positive as this proposal will facilitate additional supply of employment land and floor space within a highly accessible location. The proposal has capacity to enable the development of a site with a high standard of amenity and deliver a high-quality product which promotes healthy and sustainable work environment. This proposal is consistent with the applicable strategies and represents a practical response to the site's circumstances.

Section D – Infrastructure: Local, State and Commonwealth

Is there adequate public infrastructure for the planning proposal?

The proposed rezoning is supported by adequate infrastructure:

Infrastructure Servicing

Infrastructure and Development Consulting (IDC) undertook an infrastructure and servicing strategy, and found that:

- **Water** - The existing water main of 50mm diameter can support the existing and proposed development on site. Reticulation infrastructure within the site boundary will be extended to provide a connection to any new buildings. Should upgrades be required to provide additional capacity for the proposed development, the existing 150mm diameter main on Longfield Street could be upgraded to 200mm between the Hume Highway and the existing 200mm diameter main near the western site boundary.
- **Sewer** - The proposed development will utilise the existing 225mm diameter main traversing the eastern site boundary. Reticulation infrastructure within the site boundary will be extended to provide a connection to the new buildings. Upgrades to the existing sewer infrastructure are not expected to be required,
- **Electricity** - Based on the above assessment, a peak load of 373kVA is expected to be generated by the development. This represents an increase of 171.4kVA on the load generated by the existing development on the site. It is expected that the increased demand can be accommodated by the existing feeder supplying the site.
- **Gas** - It is likely that should gas be required for future development on the site, supply could be provided by the existing gas infrastructure in Longfield Street. Should the future site uses require gas infrastructure, Jemena will support the demand generated by development as required. The gas servicing requirements will be confirmed during a subsequent stage of the project.
- **Telecommunications** - Future development of the site will be able to connect to the existing NBN Co. network for telecommunications servicing. Existing infrastructure within the site boundary will need to be relocated to accommodate future building footprints, particularly in the southern portion of the site where two new buildings are proposed.

Public transport

- The site has good access to public transport and broader public transport network including passenger train stations located at Liverpool, Fairfield and Cabramatta Town Centres.

Section E – State and Commonwealth Interests

What are the views of State and Commonwealth public authorities and government agencies consulted in order to inform the gateway determination?

State and Commonwealth public authorities have not yet been contacted at this stage. The following will be engaged post gateway:

- Sydney Water
- Endeavor Energy
- Transport for NSW
- NSW Department of Climate Change, Energy, the Environment and Water.

A post-exhibition report will be provided to Council summarising the feedback from public authorities and government agencies consulted during the public exhibition stage to inform the final Planning Proposal.

Part 4 – Maps

This part of the Planning Proposal deals with the maps associated with the Fairfield Local Environmental Plan (FLEP) 2013 that are to be amended to facilitate the necessary changes as described in this report.

The proposal requires a straightforward mapping change to the Fairfield Council LEP for the site, namely:

1. Amend the Land Zoning Map to rezone the site from R4 High Density Residential to E4 General Industrial
2. Amend the Height of Buildings Map by removing all maximum height associated with the site, and prescribe no Height of Buildings
3. Amend the Floor Space Ratio Map by removing all maximum floor space ratio associated with the site and prescribe no floor space ratio control.
4. Amend the Key Site Map by removing Key Site 24 and to prescribing Key Site 30 to the land

Appendix A.1 contains maps of existing and proposed zones and development standards applying to this Planning Proposal.

Part 5 – Community Consultation

The Environmental Planning and Assessment (EP&A) Act 1979 sets out the consultation requirements for planning proposals and are determined at the Gateway stage.

In accordance with Sections 3.34 and Schedule 1, clause 4 of the EP&A Act 1979, the planning proposal was on public exhibition from 15 June 2026 to 24 July 2026 for a period of 30 working days to align community and state agency consultation.

Community consultation was undertaken in accordance with Council's Community Engagement Strategy that were notified in a number of different methods that included:

- Dedicated webpage on Council's 'Planning Exhibition' and 'Have Your Say' webpages with the PP and its technical studies made publicly available.
- Available for viewing at Council's Administrative Centre.
- Letters to landowners of the PP site and neighbouring properties within a 50m radius.
- NSW Government Planning Portal notification.
- Drop-in information made via appointment.

During this time, a total one (1) submission was received from a nearby resident in support of the planning proposal.

Consultation also occurred with relevant state agencies as required under the gateway conditions and no objections were raised.

Part 6 – Project Timeline

The project timeline is intended to be used only as a guide and may be subject to changes such as changes to issues that may arise during the public consultation process and/or community submissions.

No.	Step	Process content	Timeframe
1	Consideration by Council	Prepare and report Planning Proposal to Council	March 2026
2	Council decision	- Assessment by Council. (including LEP Panel) - Advice to Council	April 2026
3	Gateway determination	- Prepare draft controls for Planning Proposal - Update report on Gateway requirements	May 2026
4	Pre-exhibition	In accordance with Council resolution and conditions of the Gateway Determination.	May 2026
5	Commencement and completion of public exhibition period	Notification letters to Government Agencies as required by Gateway Determination	June 2026
6	Consideration of submissions	Under the Gateway Determination issued by DPI&E public hearing is not required.	July 2026
7	Post-exhibition review and additional studies	Assessment and consideration of submissions	August 2026
8	Submission to the Department for finalisation (where applicable)	Includes assessment and preparation of report to Council	September 2026
9	Gazettal of LEP amendment	Covering possible changes to draft Planning Proposal considering community consultation	October 2026
Estimated Time Frame			28 weeks (estimated 140 days)

Conclusion

This Planning Proposal has been prepared in accordance with the provisions of Section 3.33 of the Environmental Planning and Assessment Act 1979 (EP&A Act). It has also been prepared having regard to the relevant guidelines including the Local Environmental Plan Making Guideline (August 2023) (DPHI).

This Planning Proposal is to rezone 17-21 Longfield Street, Cabramatta from R4 High Residential Density to E4 General Industrial under the Fairfield Local Environmental Plan 2013 to Fairfield Council (Council).

The site was rezoned for high density housing and aged care facility, however over the five years since the rezoning was made, the site has not been developed for housing. The site has continued to be used for industrial purposes and is adjacent to industrial land.

With the change in circumstance in the government's transit orientated development policy of housing being well located and development near train stations, there has been limited interest and viability in the site's location for housing. The proposal will result in the subsequent loss of a residential zoned land; however, the property has never been used for residential purposes, and thus the loss is of minor significance. The minor inconsistency with the Ministerial Directions can therefore be justified.

Fairfield LGA has a substantial shortfall of industrial zoned land, and thus retaining the industrial and employment land, together with enhancing and modernising the technology and facility can create more efficient use of the land, greater sustainability and viability and creation of more local jobs. The site has an existing use right, as per Division 4.11 of the Environmental Planning and Assessment Act, 1979 limiting further enhancement, improvement or installation of major modernisation and technology to support a growing industry. For this reason, the planning proposal will provide for improvements to the site and enhancement of more jobs close to housing.

The planning proposal is consistent with the principles and themes of the Greater Sydney Regional Plan - A Metropolis of Three Cities (Regional Plan), and the Western District Plan (District Plan). It is also consistent with Theme 2 and 4 of the Fairfield Local Strategic Plan, Employment Land Strategy and Economic Development Strategy. The Planning Proposal can also achieve the Department of Planning Housing and Infrastructure's Industrial Land Action Plan. The planning proposal therefore has strategic merit.

Technical studies have also demonstrated that the site is suitable for ongoing industrial and employment uses.

Appendices

Appendix A - Maps

- A.1 Fairfield Local Planning Panel Signed Minutes
- A.2 Report to Council 10 March 2026 (item 1)
- A.3 Minutes of Council meeting of 10 March 2026

Appendix B – Maps

- B.1 Current and proposed maps

Application supporting documents (available separately)

- Planning Proposal Report – JRC
- Urban Design and Built Form Assessment
- Acoustic Report
- Traffic Report
- Flood Risk Management Report
- Economic and Retail assessment
- Infrastructure and Retail Assessment
- Supporting Letter – Additional Permitted Use

Proposed Map Amendments

17-21 Longfield Street Cabramatta

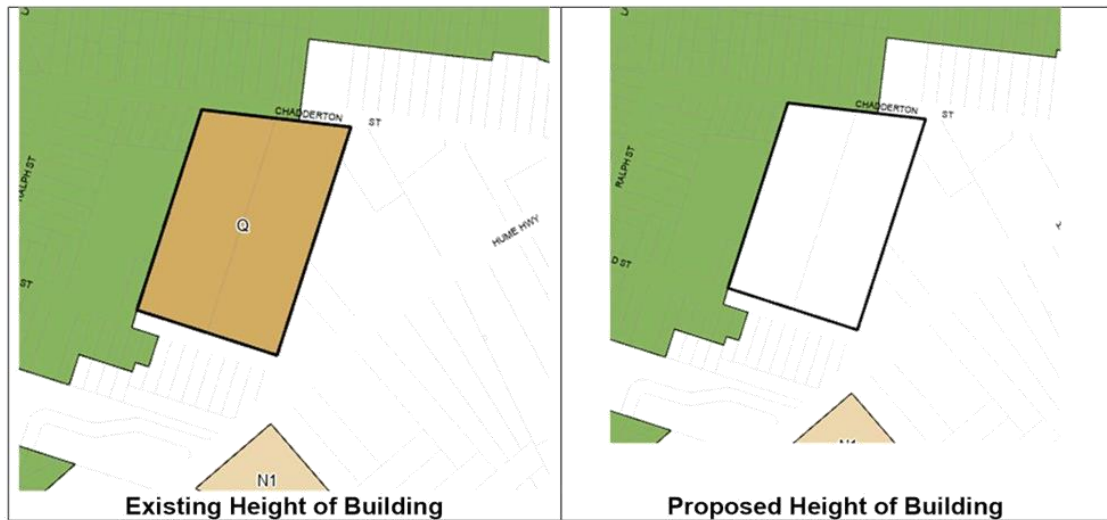
1. Land Zoning

Amend the Land Zoning Map (LZN_021) to rezone 17-21 Longfield Street, Cabramatta from R4 High Density Residential to E4 General Industrial.



2. Maximum Height of Building

Amend the Height of Building Map (HOB_021) from Q-20m to prescribe no height of building control.

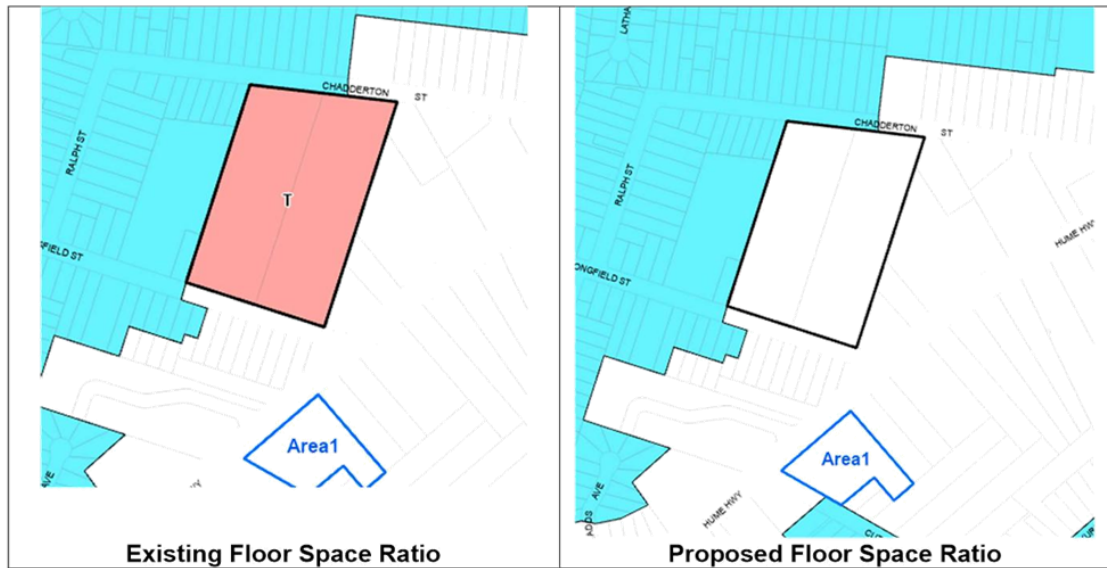


Proposed Map Amendments

17-21 Longfield Street Cabramatta

3. Maximum Floor Space Ratio

Amend the Floor Space Ratio Map (FSR_021) from T – 2:1 to prescribe no floor space ratio control.



4. Key Sites Map

Amend the Key Site Map (KYS_021) to remove Key Site 24 and to prescribe Key Site 30



Proposed Map Amendments

17-21 Longfield Street Cabramatta



Department of Planning, Housing and Infrastructure

Gateway Determination

Planning proposal (Department Ref: PP-2025-1592): to amend the Fairfield Local Environmental Plan 2013 by rezoning land located at 17-21 Longfield Street, Cabramatta, from R4 High Density Residential to E4 General Industrial and removing and applying certain additional permitted uses.

I, the acting Director, Local Planning (Central, West and South) at the Department of Planning, Housing and Infrastructure, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Fairfield Local Environmental Plan 2013 to amend the Fairfield Local Environmental Plan 2013 to facilitate the rezoning of 17-21 Longfield Street, Cabramatta from R4 High Density Residential to E4 General Industrial should proceed subject to the following conditions:

The Council as planning proposal authority is authorised to exercise the functions of the local plan-making authority under section 3.36(2) of the Act subject to the following:

- (a) the planning proposal authority has satisfied all the conditions of the Gateway determination;
- (b) the planning proposal is consistent with applicable directions of the Minister under section 9.1 of the Act or the Secretary has agreed that any inconsistencies are justified; and
- (c) there are no outstanding written objections from public authorities.

The LEP should be completed on or before 25 January 2027.

Gateway Conditions

1. Prior to exhibition and agency consultation:
 - a) the proposal is to be amended under Part 2 *Explanation of provisions*, by identifying those additional permitted uses that are proposed to be removed and those that are to be applied, with an explanatory note;
 - b) where applicable, adjust relevant supporting studies to ensure these studies accurately address the council adopted planning proposal; and
 - c) update the proposal's consistency with Section 9.1 Direction 4.1 Flooding, specifically addressing 4.1(3) and 4.1 (4) of the Direction.
2. Public exhibition is required under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act as follows:
 - (a) the planning proposal is categorised as standard as described in the *Local Environmental Plan Making Guideline* (Department of Planning and Environment, August 2023) and must be made publicly available for a minimum of 20 working days; and
 - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in *Local Environmental Plan Making Guideline* (Department of Planning and Environment, August 2023).

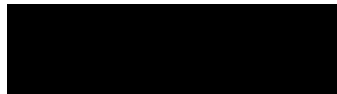
3. Consultation is required with the following public authorities and government agencies under section 3.34(2)(d) of the Act (or any other part of the Act) and/or to comply with the requirements of applicable directions of the Minister under section 9 of the Act:

- (a) Sydney Water
- (b) Endeavour Energy
- (c) Transport for NSW
- (d) NSW Department of Climate Change, Energy, the Environment and Water
- (e) NSW Reconstruction Authority
- (f) State Emergency Services
- (g) Jemena Gas

Each public authority is to be provided with a copy of the planning proposal and any relevant supporting material via the NSW Planning Portal and given at least 30 working days to comment on the proposal.

4. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).

Dated 15 May 2026



Elizabeth Kimbell
Acting Director Local Planning
(Central, West and South)
Local Planning and Council Support
Department of Planning, Housing and
Infrastructure

Delegate of the Minister for Planning and
Public Spaces

PP-2025-1592 (IRF26/4054)

List of submissions and agency responses

State Agency / Submission	Summary of submission / Response	Comments
Development Coordination Authority – Water Licencing	The Department reviewed the proposal and advised that the site is not located on waterfront land under the <i>Water Management Act 2000</i> , as it is situated more than 40 metres from a watercourse. Accordingly, the Department raises no objections to the proposed rezoning.	No objection from DCA
Endeavour Energy	Endeavour Energy advised that the conditions and recommendations previously provided for a related development application are also relevant to this Planning Proposal. Electricity servicing can be provided to the site; however, a padmount substation will be required within the development site in a suitable, accessible location and secured with the appropriate property tenure. The substation and associated infrastructure must comply with Endeavour Energy's standards regarding access, safety, fire protection, and flood risk, with any non-compliance requiring formal approval through a dispensation process.	No Objection from Endeavour Energy
Jemena	Jemena advises that a high-pressure gas main is located within the Longfield Street road reserve, approximately 5 metres from the front boundary of the site at 17–21 Longfield Street. While Jemena does not object to the proposed rezoning, any future works near the southern part of the site, may require Jemena's review and approval due to the proximity of the gas infrastructure.	No Objection from Jemena

NSW SES	The NSW SES supports the proposed rezoning from R4 High Density Residential to E4 General Industrial, noting that industrial uses generally present a lower flood risk to life than residential uses because premises can be closed before flooding occurs. SES advises that any future development application demonstrate the site's suitability in relation to flood risk and incorporate flood-compatible building design and materials capable of withstanding flood impacts.	No Objection for SES
Sydney Water	Sydney Water advises that the site is serviced by the Milperra Gravity Water Supply Zone and the Malabar Wastewater System, and preliminary assessment indicates that water and wastewater services should be available for the proposed development. However, minor infrastructure upgrades or adjustments may be required, with detailed servicing requirements to be determined at the Section 73 application stage. If the development generates trade wastewater, the applicant must obtain Sydney Water approval and a discharge permit before commencing operations. Sydney Water also notes that further assessment may be required to protect existing water and wastewater assets, easements, and infrastructure, with any specific requirements to be identified during later stages of the development process.	No objection from Sydney Water.
Submitter at Longfield St Cabramatta	The submitter, on behalf of the owners of a property on Longfield Street, supports retaining the existing R4 High Density Residential zoning for their property and surrounding residential lots opposite the subject	The submitter appears to have misunderstood the extent of the rezoning proposed under the Planning Proposal (PP). The

	site. While acknowledging the existing factory use at 17–21 Longfield Street, they are concerned that expanding industrial zoning could negatively affect the future redevelopment potential of nearby residential properties. The submission requests that any rezoning to E4 General Industrial be strictly limited to the subject site and not alter the zoning, development opportunities, or residential character of surrounding residential land, including 18 Longfield Street.	submission raises concerns about the rezoning of their property; however, this is not proposed as part of the PP. The rezoning is limited to the subject site at <u>17–21 Longfield Street</u> and does not apply to, or affect, any land outside the subject site. Therefore, the existing zoning and development potential of surrounding properties, including <u>the submitter’s property at Longfield Street</u>, would remain unchanged.
--	--	---

Development Coordination Authority



Our ref: V15/2812-13#66

Your ref: PP-2025-1592

28 July 2026

Subject: PP-2025-1592 Rezoning of 17-21 Longfield Street, Cabramatta from R4 High Density Residential to E4 General Industrial

Dear Mosheur Rahman,

Thank you for the referral regarding the above-mentioned proposal to the Development Coordination Authority (DCA) Water Advisory for comment.

The Department's interest and jurisdiction is in relation to water sources and waterfront land under the *Water Management Act 2000* (WM Act). The objects and principles of the WM Act are essentially to identify, preserve, maintain and enhance rivers/watercourses, wetlands, waterfront land and water resources.

The proposal has been reviewed, and the following comments are provided for your attention and consideration.

- The site is not considered to be located on waterfront land as defined by the Water Management Act 2000 as it is located more than 40m from a watercourse. As such, no objections are raised in relation to the proposed rezoning.

If you have any further questions about this matter, please contact DCA's Front Door via dca.enquiries@dphi.nsw.gov.au

Yours sincerely,



Water Advisory
Development Coordination Authority
NSW Department of Planning Housing and Infrastructure



Endeavour Energy

ABN 11 247 365 823

T 133 718

Level 40-42, 8 Parramatta Square

10 Darcy Street

Parramatta NSW 2150

PO Box 811, Seven Hills NSW 1730

15 June 2026

Chief Executive Officer
Fairfield City Council

Attention: Mosheur Rahman

PP-2025-1592 at 17 - 21 LONGFIELD STREET, CABRAMATTA

Dear Sir or Madam

I refer to the referral of 15 June 2026 from the NSW Planning Portal Concurrence and Referral Service regarding request Ref-4806 Fairfield City Council Planning Proposal PP-2025-1592 at 17 - 21 Longfield Street, Cabramatta (Lots 34 & 35 DP 456221) to rezone the site to E4 General Industrial under the Fairfield Local Environmental Plan 2013 and amend the planning controls consistent with the zone. Submissions need to be made to Council by 13 July 2026.

Please refer to the attached copy of Endeavour Energy's submission made to Council on 24 April 2024 via the NSW Planning Portal regarding Concurrence and Referral Service request CNR-68158 for Fairfield City Council Development Application DA 65.1/2024 at 17 - 23 LONGFIELD STREET CABRAMATTA 2166 (Lots 34 & 35 DP 456221) for 'The demolition of existing structures on site, subdivision to deliver open space and a new road, and the construction of a mixed use development comprising 673 apartments, medical centre, neighbourhood shop, takeaway food and drink premises and gym'. The conditions and advice provided therein are essentially also applicable to this Planning Proposal.

The Planning Proposal includes the following addressing whether electricity services are available and adequate for the proposed development.

Infrastructure Servicing

Infrastructure and Development Consulting (IDC) undertook an infrastructure and servicing strategy, and found that:

- Electricity - Based on the above assessment, a peak load of 373kVA is expected to be generated by the development. This represents an increase of 171.4kVA on the load generated by the existing development on the site. It is expected that the increased demand can be accommodated by the existing feeder supplying the site.

The required padmount substation will need to be located within the property (in a suitable and accessible location) and be protected (including any associated cabling not located within a public road / reserve) with an appropriate form of property tenure as detailed in the attached copy of Endeavour Energy's 'Land Interest Guidelines for Network Connection'.



endeavourenergy.com.au

Generally it is the Level 3 Accredited Service Provider's (ASP) responsibility (engaged by the developer) to make sure substation location and design complies with Endeavour Energy's standards the suitability of access, safety clearances, fire ratings, flooding etc. If the substation does not comply with Endeavour Energy's standards, the applicant must request a dispensation.

For further information please also refer to the attached copies of Endeavour Energy's:

- Mains Design Instruction MDI 0044 'Easements and Property Tenure Rights'.
- Guide to Fencing, Retaining Walls and Maintenance Around Padmount Substations.

Please find attached for the applicant's reference a copy of Endeavour Energy's Standard Conditions for Development Applications and Planning Proposals, Version 11A, February 2026 which provides some additional and updated information.

For further advice the applicant can call Endeavour Energy via General Enquiries on business days from 9am - 4:30pm on telephone: 133 718 and the following contacts:

- Customer Network Solutions Branch for matters related to the electricity supply or asset removal / relocation who are responsible for managing the conditions of supply with the applicant and their Accredited Service Provider (ASP). Alternatively contact can be made by the [Connect Online](#) portal.
- Easements Officers for matters related to easement management, protected works or other forms of property tenure / interests. Alternatively contact can be made by email Easements@endeavourenergy.com.au.
- Property Branch for matters related to property tenure. Alternatively contact can be made by email network_property@endeavourenergy.com.au (underscore between 'network' and 'property').
- Construction Works Team for safety advice for building or working near electrical assets or street infrastructure in public areas. Alternatively contact can be made). Alternatively contact can be made by the [Connect Online](#) portal.

Based on and subject to the foregoing Endeavour Energy has no objection to the Planning Proposal. Could you please pass on a copy of this submission to the applicant? Should you wish to discuss this matter, or have any questions, please do not hesitate to contact me or the contacts identified above in relation to the various matters. Due to the high number of development application / planning proposal notifications submitted to Endeavour Energy, to ensure a response contact by email to Property.Development@endeavourenergy.com.au is preferred.

Yours faithfully



Level 40-42, 8 Parramatta Square, 10 Darcy Street
Parramatta NSW 2150.

Dharug/Wiradjuri/Dharawal/Gundungurra/Yuin Country

endeavourenergy.com.au |    



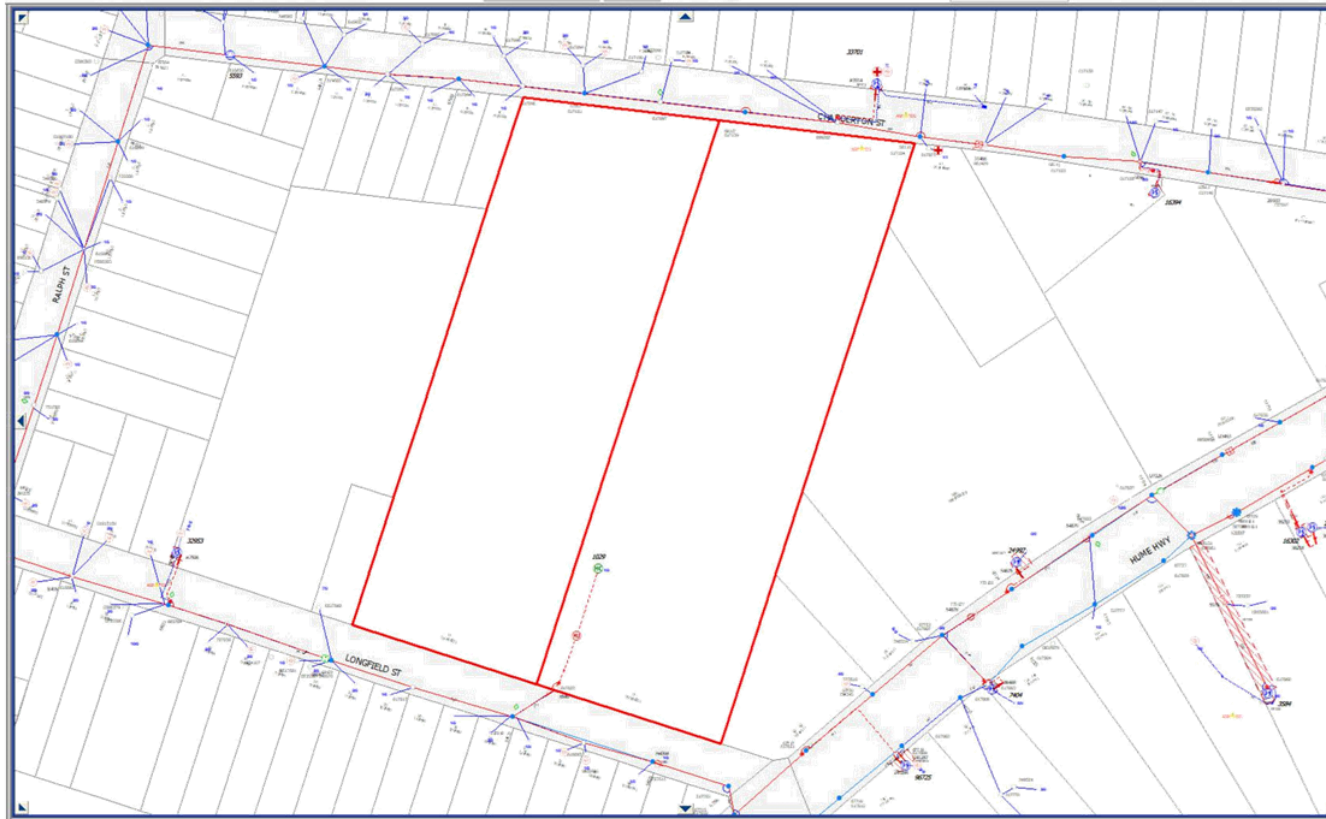
**Endeavour
Energy**

**POWER
together**



Endeavour Energy respectfully acknowledges the Traditional Custodians on whose lands we live, work, and operate and their Elders past and present.

Site Plan from Endeavour Energy's HxGN NetWorks Core NetViewer Master Facility Model. **WARNING: Electricity infrastructure shown is indicative only.**



Please note the location, extent and type of any electricity infrastructure, boundaries etc. shown on the plan is indicative only. In addition it must be recognised that the electricity network is constantly extended, augmented and modified and there is a delay from the completion and commissioning of these works until their capture in the model. Easements benefitting Endeavour Energy are indicated by red hatching. Generally (depending on the scale and/or features selected), low voltage (normally not exceeding 1,000 volts) is indicated by blue lines and high voltage (normally exceeding 1,000 volts but for Endeavour Energy's network not exceeding 132,000 volts / 132 kV) by red lines (these lines can appear as solid or dashed and where there are multiple lines / cables only the higher voltage may be shown). This plan only shows the Endeavour Energy network and does not show electricity infrastructure belonging to other authorities or customers owned electrical equipment beyond the customer connection point / point of supply to the property. This plan does not constitute the provision of information on underground electricity power lines by network operators under Part 5E 'Protection of underground electricity power lines' of the *Electricity Supply Act 1995* (NSW).

LEGEND	
	Padmount substation
	Indoor substation
	Ground substation
	Kiosk substation
	Cottage substation
	Padmount high voltage plugboard
	Pole mounted substation
	Overhead battery substation
	Underground battery substation
	Low voltage static compensator
	High voltage customer substation
	Metering unit
	Switch station
	Indoor switch station
	Voltage regulator
	Customer connection point
	Low voltage pillar

	Streetlight column
	Life support customer
	Tower
	Pole
	Pole with streetlight
	Customer owned / private pole
	Cable pit
	Service pit
	Load break switch
	Recloser
	Proposed removed
	Easement active
	Statutory rights
	Easement proposed
	Licence active
	Subject site

Extract of Urban design and built form assessment

Proposed Layout

The adjacent plan highlights the key elements of the proposed development.

New built form is focused along Longfield Street, with buildings arranged around a central landscaped parking area.

The ground floor levels are intended to accommodate showroom-style uses, with associated and ancillary spaces located above.

The public domain objective is to deliver a high-quality interface to Longfield Street that reflects the character of the proposed uses while providing a respectful transition to the residential neighbourhood to the west.

The massing diagrams on the following pages illustrate the relative scale of the proposal. Building heights along Longfield Street are designed to be consistent with the local context and incorporate articulation and setbacks that respond to the site's transitional position between the Hume Highway and the adjoining low-scale residential area.



Mosheur Rahman

Sent: Wednesday, 22 July 2026 4:27 PM
To: Mosheur Rahman
Cc: LANDS
Subject: RE: Planning Proposal PP-2025-1592: Request for agency referral received Ref-4810

Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Hi Mosheur,

Thank you for following up with Jemena regarding this Planning Proposal. Jemena have reviewed the location of this Planning Proposal.

Jemena would like to note that it has a high-pressure gas main located in road reserve along Longfield Street, Cabramatta approximately 5m from the front boundary of the subject site at 17 -21 Longfield Street, Cabramatta.

In regard to the objectives of the proposed rezoning amendment, listed in Part One of the Planning Report (A7109901 - Page 9) - Jemena would like to note that any future construction including; extensions to existing industrial buildings, landscaping works and parking, to the southern end of the subject site may require Jemena's review and approval. This is due to Jemena's high pressure Secondary main being located within close proximity to the subject sites boundary.

Jemena do not object to the proposed rezoning (PP-2025-1592) of the subject site.

Ensure appropriate Before You Dig Australia (BYDA) processes are followed as part of the construction process.

Thank you



Regards,



www.jemena.com.au
Level 39, Liberty Place
161 Castlereagh St, Sydney NSW 2000





Our Ref: ID3904
Your Ref: PP-2025-1592

23 July 2026

[REDACTED]

NSW Department of Planning, Housing and Infrastructure
4 Parramatta Square
Parramatta NSW 2150

[REDACTED]

Planning Proposal for 17-21 Longfield Street, Cabramatta

Thank you for the opportunity to provide advice on the Planning Proposal for 17-21 Longfield Street, Cabramatta. It is understood that the planning proposal seeks to rezone the site from R4 High Density Residential to E4 General Industrial to reflect the long-standing industrial operation of the site by amending the Fairfield Local Environmental Plan (LEP) 2013 including:

- Rezone the site to E4 General Industrial.
- Remove the existing Height of Buildings and Floor Space Ratio controls to align with adjoining E4 General Industrial lands.
- Delete and remove the site from Schedule 1, Clause 23, which was specifically applied as part of the 2019 rezoning to support the R4 High Density Residential land.
- Amend Schedule 1, Clause 30, to include the site which reflects the uses previously allowed under the former B5 Business Development zone before the Department of Planning rationalised the Employment Zones.
- Update the key sites maps to reflect the above Schedule 1 changes.

The NSW State Emergency Service (NSW SES) is the agency responsible for dealing with floods, storms and tsunamis in NSW. This role includes planning for, responding to and coordinating the initial recovery from floods. As such, the NSW SES has an interest in the public safety aspects of the development of flood prone land, particularly the potential for changes to land use to either exacerbate existing flood risk or create new flood risk for communities in NSW.

We have reviewed the following documents provided as part of the preparation of our advice.

- Fairfield City Council, 2026, Planning Proposal
- J. Wyndham Price, 2025, Flood Impact Assessment



STATE HEADQUARTERS

93 - 99 Burrelli Street, Wollongong 2500
PO Box 6126, Wollongong NSW 2500
P (02) 4251 6111
F (02) 4251 6190
www.ses.nsw.gov.au
ABN: 88 712 649 015



We recommend flooding issues are considered in accordance with the requirements of NSW Government's Flood Prone Land Policy as set out in the Flood Risk Management Manual 2023 (the Manual) and supporting guidelines, including the Support for Emergency Management Planning and relevant planning circulars and directions under the *Environmental Planning and Assessment Act, 1979*, including 4.1 Flooding and Planning Circular PS 26-001 Flooding and land use planning.

The site is inundated by regional Georges River flooding during the Probable Maximum Flood (PMF) event and is also affected by overland flooding around a 1% Annual Exceedance Probability (AEP) event.¹ During the Georges River PMF event the site is entirely inundated with flooding reaching depths of up to 2 metres² and hazard level 5.³ This level of hazard is unsafe for all people and vehicles with buildings requiring special engineering design and construction.

In summary, we:

- Support the proposed rezoning of the site from R4 High Density Residential to E4 General Industrial which may **reduce the risk to life posed by this site**. Industrial premises present a lower risk than residential uses as they are generally able to be closed prior to the onset of flooding thereby reducing the exposure of people to the hazard.
- Recommend any proposed flood emergency management strategy for this site include the **early closure of the site and securing of any buildings or materials if there is a risk of major Georges River flooding**, on receipt of advice from the Bureau of Meteorology (BoM), or when other evidence leads to an expectation of flooding on the site.
- **Recommend** any future Development Application for the site demonstrates its suitability having regard to flood risk and incorporates flood-compatible building design and materials capable of withstanding flood forces and debris loading.

You may also find the following Guidelines available on the NSW SES website useful:

- Reducing Vulnerability of Buildings to Flood Damage
- Designing Safer Subdivisions
- Managing Flood Risk Through Planning Opportunities

Please feel free to contact Kate Dawes via email at rra@ses.nsw.gov.au should you wish to discuss any of the matters raised in this correspondence. The NSW SES would also be interested in receiving future correspondence regarding the outcome of this referral via this email address.

¹ J. Wyndham Price, 2025, Flood Impact Assessment, Section 6.3 Flood Level and Depth, Page 12

² BMT, 2020, Georges River Flood Study, Figure A-8 Extreme Modelled Peak Flood Depths, Velocities & Water Levels, Mapping Compendium Page 10

³ BMT, 2020, Georges River Flood Study



Yours sincerely,



NSW State Emergency Service



ATTACHMENT A: Principles Outlined in the Support for Emergency Management Planning Guideline⁴

Principle 1 Any proposed Emergency Management strategy should be compatible with any existing community Emergency Management strategy.

Any proposed Emergency Management strategy for an area should be compatible with the strategies identified in the relevant local or state flood plan or by the NSW SES. According to the NSW State Flood Plan⁵ and the Fairfield City Local Flood Emergency Sub Plan⁶, evacuation is the primary emergency management strategy for people impacted by flooding.

Principle 2 Decisions should be informed by understanding the full range of risks to the community.

Decisions relating to future development should be risk-based and ensure Emergency Management risks to the community of the full range of floods are effectively understood and managed.

Risk assessment should consider the full range of flooding, including events up to the Probable Maximum Flood (PMF) and not focus only on the 1% Annual Exceedance Probability (AEP) flood. Climate change considerations should also be included, in line with NSW Government Guidelines.

The site is located “approximately 0.6 km from Prospect Creek, 0.5 km from Georges River, and 0.8 km from Cabramatta Creek”⁷ and is inundated by regional Georges River flooding during the PMF event. The site is also affected by overland flooding as frequently as the 1% AEP event with the Flood Impact Assessment stating “For the 1% AEP flood event, average flood depths across parking and open hardstands were generally under 0.3m. Corresponding figures for the PMF events were 0.6m.”⁸

During the Georges River PMF event the site is entirely inundated with flooding reaching depths of up to 2 metres⁹ and hazard level 5.¹⁰ This level of hazard is unsafe for all people and vehicles with buildings requiring special engineering design and construction. It is further noted there are significant existing evacuation constraints in the surrounding area which complicate the emergency management response to Georges River flood events.

⁴ NSW Government. 2023. Principles Outlined in the Support for Emergency Management Planning Guideline

⁵ NSW Government. 2021. NSW State Flood Plan. Section 1.6 – Key Principles. 1.6.2, page 5.

⁶ NSW SES, Fairfield City Local Flood Emergency Sub Plan, Endorsed April 2023, Section 5.8

⁷ J. Wyndham Price, 2025, Flood Impact Assessment, Section 2.1 Existing Site, Page 2

⁸ J. Wyndham Price, 2025, Flood Impact Assessment, Section 6.3 Flood Level and Depth, Page 12

⁹ BMT, 2020, Georges River Flood Study, Figure A-8 Extreme Modelled Peak Flood Depths, Velocities & Water Levels, Mapping Compendium Page 10

¹⁰ BMT, 2020, Georges River Flood Study



The proposed rezoning of the site to E4 General Industrial reduces the risk to life posed by this site, industrial premises present a lower risk than residential uses as they are generally able to be closed prior to the onset of flooding thereby reducing the exposure of people to the hazard. While it is understood the site is currently in use as an industrial premises, we recommend any future Development Application for the site be required to demonstrate the use of flood compatible building design and materials able to withstand flood forces and debris loading appropriate for this site.

We further recommend any proposed flood emergency management strategy for this site include the early closure of the site and securing of any buildings or materials if there is a risk of major Georges River flooding, on receipt of advice from the Bureau of Meteorology (BoM), or when other evidence leads to an expectation of flooding on the site.

Principle 3 Development of the floodplain does not impact on the ability of the existing community to safely and effectively respond to a flood.

The ability of the existing community to effectively respond (including self-evacuating) within the available timeframe on available infrastructure is to be maintained. It is not to be impacted on by the cumulative impact of new development.

Risk assessment should have regard to flood warning and evacuation demand on existing and future access/egress routes. Consideration should also be given to the impacts of localised flooding on evacuation routes. Evacuation must not require people to drive or walk through flood water.

Development strategies relying on an assumption that mass rescue may be possible where evacuation either fails or is not implemented are not acceptable to the NSW SES.

Principle 4 Decisions on development within the floodplain does not increase risk to life from flooding.

Managing flood risks associated with Low Flood Islands requires careful consideration of development type, likely users, and their ability respond to minimise their risks. This includes consideration of:

- **Isolation** – There is no known safe period of isolation in a flood, the longer the period of isolation the greater the risk to occupants who are isolated.
- **Secondary risks** – This includes fire and medical emergencies that can impact on the safety of people isolated by floodwater. The potential risk to occupants needs to be considered and managed in decision-making.
- **Consideration of human behaviour** – The behaviour of individuals such as choosing not to remain isolated from their family or social network in a building on a floor above the PMF for an extended flood duration or attempting to return to a building during a flood, needs to be considered.

Principle 5 Risks faced by the itinerant population need to be managed.



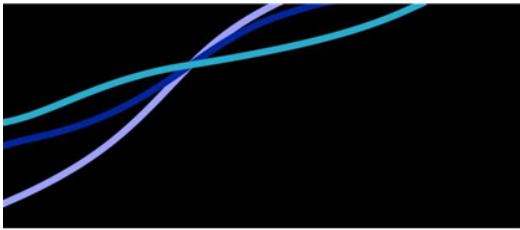
Any Emergency Management strategy needs to consider people visiting the area or using a development.

Principle 6 Recognise the need for effective flood warning and associated limitations.

Principle 7 Ongoing community awareness of flooding is critical to assist effective emergency response.

Development within a floodplain will necessitate ongoing involvement from the NSW SES in community awareness, preparedness, and response activities.

Importantly, a private flood management plan is insufficient to address flood risk on this site.



20 July 2026

Our reference: 235201

**RE: Planning Proposal PP-2025-1592 (24/35085) at 17-21 Longfield Street, Cabramatta**

Thank you for notifying Sydney Water of planning proposal PP-2025-1592 at 17-21 Longfield Street, Cabramatta, which proposes the following amendments to the *Fairfield Local Environmental Plan 2013*:

- Amend the Land Zoning Map to rezone site from R4 High Density Residential to E4 General Industrial.
- Amend the Height of Building Map from 20m to prescribe no height of building control.
- Amend the Floor Space Ratio Map from 2:1 to no floor space ratio control.
- Remove Clause 23 from Schedule 1 Additional Permitted Use and Key Site 24 from the Key Site Map
- Identify the subject site as Key Site 30 on the Key Site Map, which will include the site under the existing FLEP 2013 Clause 30 Use of certain land in Zone E4.

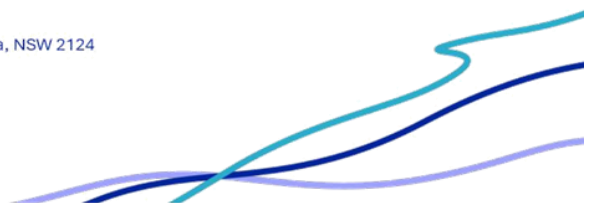
The planning proposal seeks to maintain the existing industrial uses on site, and to facilitate future industrial and employment development on site. The indicative concept plan provides for an opportunity for approximately an additional 7,000m² of general industrial and warehousing uses,

Sydney Water has reviewed the application based on the information supplied and provides the following Sydney Water requirements to assist in understanding the servicing needs of the proposed development.

Sydney Water Corporation ABN 49 776 225 038

2 Parramatta Square, 1 Smith Street, Parramatta, NSW 2150 | PO Box 399, Parramatta, NSW 2124

Telephone 13 20 92 sydneywater.com.au



Water and Wastewater Servicing

- The development site is supplied by the Milperra Gravity Water Supply Zone (WSZ) and within the NGRS catchment of the Malabar Wastewater System.
- Our preliminary assessment indicates that water and wastewater servicing should be available for the proposed development.
- Amplifications, adjustments, deviations and/or minor extensions may be required.
- Detailed requirements will be provided at the Section 73 application stage after development applications have been lodged.

Trade wastewater requirement

- If this proposed development is anticipated to generate trade wastewater, the developer must submit an application requesting permission to discharge trade wastewater to Sydney Water's wastewater system. Applicant must wait for approval and issue of a permit before any business activities can commence.
- The permit application can be made on Sydney Water's web page through [Sydney Water Tap in®](#).

Protection of Assets

This letter constitutes high-level initial advice only. Further advice from Sydney Water may be offered during the exhibition, the Feasibility or, Section 73 stages with regards to the protection of our existing and proposed assets/easements and any requirements pertaining to building over or adjacent to Sydney Water assets. These aspects will be investigated as we receive more detail, and specific protection requirements, objections or amendments will be documented as they progress.

Next steps

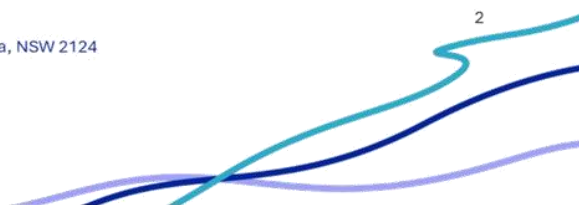
- Council is advised to forward the enclosed *Sydney Water Planning Proposal Information Sheet (for proponent)* to assist the proponent in progressing their development. This Info Sheet contains details on how to make further applications to Sydney Water and provides more information on Infrastructure Contributions.
- The proponent is advised to lodge a feasibility application with Sydney Water to advise us on their proposed development timescales and staging.

The development servicing advice provided is not formal approval of our servicing requirements and is based on the best available information at the time of referral (e.g. planning proposal). It is important to note that this information can evolve over time in tandem with the progression of other development projects in the catchment, changes within the local systems and receiving works. This is particularly important in systems with limited capacity. Furthermore, Sydney Water does not reserve or hold capacity for proposed developments, regardless of whether the area has been rezoned or not. To

Sydney Water Corporation ABN 49 776 225 038

2 Parramatta Square, 1 Smith Street, Parramatta, NSW 2150 | PO Box 399, Parramatta, NSW 2124

Telephone 13 20 92 sydneywater.com.au



ensure accuracy and alignment with current conditions, it is best to approach Sydney Water for an updated capacity assessment particularly if a referral response letter is more than 12 months old.

If the proponent has any questions, they should contact their Sydney Water case manager. Should Council require further information, please contact Joanne Chan from the Growth Analytics Team at urbangrowth@sydneywater.com.au.

Yours sincerely,



Manager, Growth Analytics and Strategic Partnerships
Growth and Development
Water and Environment Services
Sydney Water, 1 Smith Street, Parramatta NSW 2150

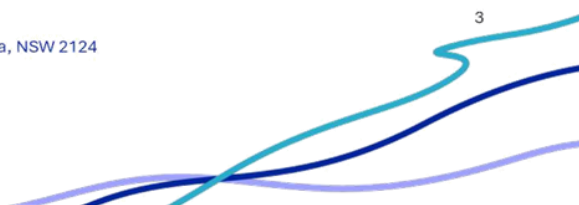
Enclosed:

- Sydney Water Planning Proposal Information Sheet (for proponent)

Sydney Water Corporation ABN 49 776 225 038

2 Parramatta Square, 1 Smith Street, Parramatta, NSW 2150 | PO Box 399, Parramatta, NSW 2124

Telephone 13 20 92 sydneywater.com.au



Mosheur Rahman

To:

Mail Mail

Subject:

Reference 24/35085: Submission Regarding Planning Proposal for 17–21 Longfield Street, Cabramatta

Dear Fairfield City Council,

I am writing in relation to the public exhibition of the planning proposal to rezone 17–21 Longfield Street, Cabramatta, to E4 General Industrial.

I am writing on behalf of my parents who are the owners of 18 Longfield Street, which is located directly opposite the subject site. I wish to express my support for retaining the current residential zoning of my property and the surrounding residential properties on our side of the street.

While I understand that 17–21 Longfield Street is currently a factory, I am concerned that any expansion of industrial zoning within the area will affect the future redevelopment potential of nearby residential land. The existing R4 High Density Residential zoning of our property provides important opportunities for future redevelopment, including the possibility of rebuilding.

I respectfully request that Council ensure that any rezoning of 17–21 Longfield Street is limited to the subject site and does not result in any change to the zoning or development potential of surrounding residential properties, including 18 Longfield Street. Retaining the R4 High Density Residential zoning will preserve future housing opportunities and maintain the residential character of this side of Longfield Street.

Thank you for considering my submission.

Yours sincerely,

Cabramatta 2166

Outcomes Supplementary Reports



REPORT BY CHAIRPERSON

DATE OF MEETING: 22 September 2026

LOCATION: Council Chambers

TIME: 7.00pm

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.

ITEM	SUBJECT	PAGE
------	---------	------

SECTION A

‘Matters referred to Council for its decision’

- 89:** Proposed change to Federally Funded Financial Assistance Grants (FA Grants)
File Number: 20/39170 4

RECOMMENDATION:

That the report on the proposed change to Federally funded Financial Assistance Grants (FA Grants) be received and noted.

- 90:** **SUBJECT:** Public Exhibition - Draft Planning Agreement - Canopy Estate
Premises: Canopy Estate (previously known as Keyhole Lands) Horsley Park
Applicant: FPI Developments NSW Pty Ltd
Owner: FPI Developments NSW Pty Ltd (Directors: Ian Barter and Gregory Allan Donaghey)
Zoning: E4 – General Industrial
File Number: 23/05034 69

RECOMMENDATION:

That:

1. The draft Local Planning Agreement (PA) for the Canopy Estate (previously known as the Keyhole Lands precinct) and associated Explanatory Note be placed on public notice for a period of 28 days from the day it is advertised on Council’s website.
2. Council receive a further report detailing the outcome of the public exhibition period.
3. Council’s VPA Register be updated with the exhibition version of the draft Local Planning Agreement.

Note: This report deals with a planning decision made in the exercise of a function of Council under the EP&A Act and a division needs to be called.

SECTION C

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

There are no reports submitted for this section.

THAT CONCLUDES THE REPORT OF THE OUTCOMES SUPPLEMENTARY REPORTS.

CHAIRPERSON

Outcomes Supplementary Reports



SECTION A

‘Matters referred to Council for its decision’

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 89

SUBJECT: Proposed change to Federally Funded Financial Assistance Grants (FA Grants)

FILE NUMBER: 20/39170

PREVIOUS ITEMS: 37 - Proposed change to Federally Funded Financial Assistance Grants (FAGs) - Outcomes Committee - 10 May 2022

REPORT BY: Lachlan Gunn, Deputy General Manager & CFO

RECOMMENDATION:

That the report on the proposed change to Federally funded Financial Assistance Grants (FA Grants) be received and noted.

SUPPORTING DOCUMENTS:

AT-A ↓	NSW Local Government Grants Commission Letter Dated 4 September 2026 outlining proposed methodology change to Financial Assistance Grants from 2027-28	5 Pages
AT-B ↓	Local Government Grants Commission Proposed Methodology Consultation Presentation 8 September 2026	49 Pages
AT-C ↓	NSW Local Government Grants Commission Letter Dated 24 August 2026 detailing estimated Financial Assistance Grants for 2026-2027 Financial Year	4 Pages

CITY PLAN

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

SUMMARY

The NSW Grants Commission (the Commission) wrote to Council on 4 September 2026 advising that it is proposing to change the methodology for how the Commonwealth Government's Financial Assistance Grants (FA Grants) are allocated to NSW Councils. Under the draft proposal Council's indicative funding will reduce by \$3.43 million (33.4%) from \$10.16 million for the year ended 30 June 2026 to \$6.73 million for the year ending 30 June 2028.

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 89

The Commission has invited councils to make submissions on the draft methodology by 9 October 2026. Council is proposing to make a submission, which will be tabled at Council's Outcomes Committee meeting scheduled for 6 October 2026.

This report provides an overview of changes to the methodology for FA Grant allocations during the last 10 years, and the level of funding provided to Council during this period.

The Commission has advised that it directs funding to councils with the greatest relative disadvantage, and this has been the publicly stated objective of the Commission for more than 10 years. This is typically rural and remote councils with limited revenue capacity

The Australian Government provides grant funding annually to local government under the Local Government (Financial Assistance) Act 1995 (the Act). This is known as the Financial Assistance Grant (FA Grant) program. Local government grants commissions in each state and the Northern Territory then recommend the distribution of the funding under the FA Grant program to local governing bodies in accordance with the Act and the National Principles for allocating grants.

The FA Grant program consists of 2 components:

- a General Purpose Component which is distributed between the states and territories according to population (ie. on a per capita basis), and
- an identified Local Road Component which is distributed between the states and territories according to fixed historical shares.

Both components of the grant are untied in the hands of local government, allowing councils to spend the grants according to local priorities.

The estimated financial impact of the proposed changes for Council is as follows:

	General Purpose Component \$	Local Road Component \$	Total \$
Actual allocation 2025-26	7,868,923	2,293,317	10,162,240
Proposed allocation 2027-28 under proposed methodology*	5,589,165	1,139,801	6,728,966
Funding reduction	2,279,758	1,153,516	3,433,274

*- Calculated using existing data because the Commission does not control the level of FA Grant funding provided to the State by the Commonwealth Government.

The Federal Act specifies that all councils are entitled to a per capita minimum grant, based on 30 % of the General Purpose Component. Council has historically received more than the minimum grant per capita amount because the former methodology included criteria that acknowledged some of the unique financial needs of our community. The minimum per capita amount for 2026-27 is \$27.22, but Council will receive \$35.35 per head of population this year. This represents a 4% reduction on the prior year's allocation for Council.

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 89

The remaining 70% of the General Purpose Component is allocated based on financial need. Councils with the greatest need receive a larger grant, and councils deemed to not be in need receive no needs based funding. Under the proposed changes Fairfield will be 1 of those councils that receive no needs based funding from 1 July 2027.

In 2022 the Commission proposed to amend the ceiling on FA Grant allocations to +6% and to set a floor of -4% when allocating FA Grants for 2023/24 and subsequent financial years. However, the reinstatement of the negative floor was deferred to the 2025/26 financial year. A lower limit floor of -5% was applied to the allocation of FA Grants to Council from 2014/15 to 2017/18, but was amended to 0% in 2018/19 when the Commission modified the funding allocation model at that time, and it was retained at this level during COVID.

There are 34 Metropolitan councils, of which 18 received the minimum per capita allocation for the 2019/20 financial year. This increased to 20 councils for the 2026/27 financial year. OLG has advised that nearly all Metropolitan councils will receive the minimum per capita allocation for the 2027/28 financial year. Therefore, the negative floor that provided a mechanism to transition councils to the minimum General Purpose grant allocation has been removed, and instead up to 14 Metropolitan councils that are currently above the minimum, and don't meet the relative disadvantage criteria, will move straight to the minimum. Fairfield is 1 of those 14 councils.

The proposed changes would result in a \$2.28 million (29.0%) reduction in Council's General Purpose Component of the FA Grant allocation for the 2027-28 financial year compared to the year ended 30 June 2026

The Commission is also proposing to change the allocation methodology for the Local Roads Component, which will compound the financial impact of changes to the allocation of the General Purpose Component.

It is proposed that the methodology for allocating the Local Roads Component will be amended to capture the geographic cost disparities that councils face in the operational maintenance of their road network, and the type and usage of roads in each local governing area. This would result in a \$1.15 million (50.3%) reduction in Council's Local Roads Component of the FA Grant allocation for the 2027-28 financial year compared to the year ended 30 June 2026.

Council has little time to plan for this funding reduction if the proposed methodology is implemented as it takes effect from 1 July 2027. The OLG has advised that they will consider submissions and make an announcement in early 2027.

**REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS**

Meeting Date 22 September 2026

Item Number. 89

Background

Council's FA Grants for the past 15 years have been:

Year	General Purpose Component	Local Road Component	Total FA Grant	Increase / (decrease) from prior year in GPC	% increase / (decrease) in GPC
	\$	\$	\$	\$	
2027-28*	5,589,165	1,139,801	6,728,966	(1,965,003)	(26.0%)
2026-27	7,554,168	2,396,389	9,950,557	(314,755)	(4.0%)
2025-26	7,868,923	2,293,317	10,162,240	(267,471)	(3.3%)
2024-25	8,136,394	2,199,543	10,335,937	12,606	0.2%
2023-24	8,123,788	2,096,798	10,220,586	41,469	0.5%
2022-23	8,082,319	1,987,152	10,069,471	391,260	5.1%
2021-22	7,691,059	1,866,077	9,557,136	169,195	2.2%
2020-21	7,521,864	1,794,073	9,315,937	123,839	1.7%
2019-20	7,398,025	1,755,172	9,153,197	(15,280)	(0.2%)
2018-19	7,413,305	1,703,964	9,117,269	(52,456)	(0.7%)
2017-18	7,465,761	1,666,380	9,132,141	(387,300)	(4.9%)
2016-17	7,853,061	1,625,868	9,478,929	(428,795)	(5.2%)
2015-16	8,281,856	1,640,633	9,922,489	(435,887)	(5.0%)
2014-15	8,717,743	1,649,449	10,367,192	(446,953)	(4.9%)
2013-14	9,164,696	1,647,852	10,812,548	(96,459)	(1.0%)
2012-13	9,261,155	1,587,973	10,849,128		
Total				(3,671,990)	(39.6%)

*- Allocation under the proposed methodology

2018 amendments to the allocation methodology for the General Purpose Component

In 2018 the Commission implemented changes to parts of the expenditure allowance element of the General Purpose Component (GPC) of the FA Grants in order to allocate them, as far as possible, to councils with the greatest relative disadvantage.

The Commission identified councils with the greatest relative disadvantage as generally being rural and remote councils with:

- small and declining populations
- limited capacity to raise revenue
- financial responsibility for sizeable networks of local roads / infrastructure and diminishing financial resources
- relative isolation

The Commission revised the allocation model in 2018 because it previously had 20 expenditure functions and 47 disability factors applied across 128 councils, plus more than 100 individual occurrences of discretionary disability factors. The GPC expenditure allowance in the 2018 allocation model included 5 Cost Adjustors (or Disability Factors / Measures) to enable the Commission to compare council's relative disadvantage / advantage:

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 89

- Population (Australian Bureau of Statistics (ABS) – Total for Local Government Area (LGA))
- Aboriginal and Torres Strait Islanders (ABS - %)
- Local road length (Council – kilometres)
- Environment (ABS – hectares of environmental land)
- Rainfall, topography and drainage (consultants Willing & Partners – index)

In prior years Council officers have contacted the Commission to gain an insight into why the GPC of the FA Grant for FCC was declining despite it having a large migrant community, more than 70% of its residents speaking a language other than English at home, and the Fairfield LGA being 1 of the most disadvantaged communities in NSW (SEIFA). These factors contribute to Fairfield having a community with a strong reliance on council's facilities and services. In response the Commission advised that inclusion of the SEIFA index in the model did not significantly change the allocation. Further, prior to the funding model changes in 2018/19, disability factors in the GPC model included percentage community members from a non-English speaking background, pensioners and benefit recipients, and the occupation of residents. But these were not considered to be material indicators of relative disadvantage when the Commission's consultants performed regression analysis and advised on suggested revisions to the allocation model in 2016. Therefore, they were not included in the revised model implemented in 2018.

2026 amendments to the allocation methodology for the General Purpose Component and Local Road Component

The Commission has advised that the proposed methodology to apply from 1 July 2027 uses a balanced budget approach, which means that it compares what each council is expected to need to spend with what it is reasonably able to raise in revenue.

They provided the following table to compare the 2018 methodology with the proposed methodology (exert from Attachment A):

Area	Previous methodology	Proposed methodology
Minimum grant	Allocated after the needs assessment, adding complexity	Allocate 30% of the GPC to all councils on a per capita basis before assessing need
Definition of need	Expenditure need and revenue capacity assessed separately and relative to state averages	Use a balanced -budget approach that accounts for expenditure need and revenue capacity together
Expenditure data	Six expenditure categories; not all expenditure covered; reliance on unaudited disaggregated reporting	One aggregated operating expenditure measure using data aligned more closely with audited totals; water and sewer excluded
Expenditure drivers	The model did not account for remoteness	Model accounts for population, Aboriginal and Torres Strait Islander population, ARIA+ remoteness and the interaction between population and remoteness

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 89

Area	Previous methodology	Proposed methodology
Revenue capacity	Rates capacity based mainly on land values and aggregated urban/non -urban categories; limited treatment of other revenue	Residential rates based on household income; business, farmland and mining rates assessed using land values; include modelled user fees and charges and a 4-year average of operating grants
Adjustments	Separate relative disability allowance and post -model adjustments increased complexity	Remove the separate disability allowance and rely more directly on the model
Local roads	Fixed weightings and separate urban/rural treatment using population, road length, bridge length and remoteness	Use council -reported road and bridge length, adjusted by regional construction cost differences (estimated using Rawlinsons regional construction cost indices)

The Commission has advised that the adjustment to the methodology is required to ensure national principles are addressed. Stating that:

“The methodology recognises that regional, rural, and remote councils often face higher service delivery costs – for this reason, remoteness is included as an important factor in assessing relative need. The methodology also recognises the needs of Aboriginal and Torres Strait Islander communities, consistent with the National Principles.

The Commission's preferred option includes a safeguard for the 14 most remote NSW councils (Accessibility and Remoteness Index of Australia - or ARIA - score above 6), ensuring they do not receive less funding than they currently receive. The Commission has noted that these councils face unique service delivery challenges, have limited capacity to generate revenue locally, and rely heavily on grant funding. The safeguard provides greater funding certainty for these communities.”

Council has not been provided with details on how these principles are applied when the FA Grant calculations are performed, but it is clear the Commission's focus is on allocating funds to councils with small declining populations, a large indigenous community, and with large local road networks. The OLG placed a large emphasis on the use of the ARIA score as a measure of relative need during the briefing provided to councils on the proposed methodology on 8 September 2026. This heavily weights the allocation to accessibility and remoteness, not the financial disadvantage of the community (SEIFA index). The briefing has been included as Attachment B to this report.

The SEIFA index measures the relative level of socio-economic disadvantage and / or advantage based on a range of Census characteristics and provides a ranking of areas in Australia. The latest SEIFA index calculated using 2021 Census data ranked Fairfield as the most socio-economic disadvantaged Local Government Area in NSW.

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 89

Council requested OLG to provide detailed calculations supporting the proposed changes to the General Purpose and Local Roads components of Council's FA Grants on 11 September 2026, along with revised balances for all councils in NSW under the new methodology, but has not received a response as of 17 September 2026.

CONCLUSION AND NEXT STEPS

Council officers will prepare a submission on the proposed changes to the FA Grant allocation methodology, which will be tabled at Council's Outcomes Committee meeting scheduled for 6 October 2026.

Lachlan Gunn
Deputy General Manager & CFO

Outcomes Supplementary Reports - 22 September 2026

File Name: **OSR22092026_2.DOCX**

***** END OF ITEM 89 *****

ATTACHMENT A

Item: 89

NSW Local Government Grants Commission Letter Dated 4 September 2026
outlining proposed methodology change to Financial Assistance Grants from 2027-28

Department of Planning, Housing and Infrastructure
Office of Local Government



Our reference: A1020255

Clr Frank Carbone
Mayor
Fairfield City Council

[REDACTED]
mail@fairfieldcity.nsw.gov.au

4 September 2026

Dear Clr Carbone,

I write to provide an update on the NSW Local Government Grants Commission's (the Commission) review of the methodology for how the Commonwealth Government's budgeted Financial Assistance Grants (FA Grants) are allocated to NSW councils. As foreshadowed, this review is being conducted in response to advocacy from the NSW peak local government bodies to ensure improvements to the methodology are made, that it complies with the legislation, is fairer, more transparent and is based on the most correct data available.

The Commission understands that any change to the way grants are distributed is very important for councils and your communities. For this reason, we are seeking council and stakeholder feedback on the draft methodology, as proposed in this letter, before any final decision about the allocation methodology is made.

As all councils understand, this draft proposal cannot change the total Commonwealth funding pool available to NSW councils. Instead, this draft methodology may change how that funding is distributed between councils, with the aim of meeting the legal requirements of the grants, which includes better reflecting each council's relative financial need.

Further information about the key methodology changes is provided at **Attachment A** to support your Council's consideration of the proposal.

To assist with planning and feedback, the table below shows your Council's indicative funding under the draft proposal, assuming the annual NSW amount does not change. These figures are estimates only – as the Commonwealth Government controls the total amount, and this varies with their budget allocation. However, we are providing you this estimate to help councils understand the possible effect of the proposed changes.

ATTACHMENT A

Item: 89

NSW Local Government Grants Commission Letter Dated 4 September 2026
outlining proposed methodology change to Financial Assistance Grants from 2027-28

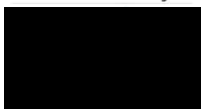
	General Purpose Component \$	Local Road Component \$	Total \$
2025-26 Actual	7,868,923	2,293,317	10,162,240
Proposed Methodology	5,589,165	1,139,801	6,728,966

The Commission would welcome your council's views on the draft methodology, including its practicality, transparency, fairness, data sources, potential impacts, risks and any opportunities for improvement. In particular, if you have views on the methodology or data sources, we will welcome your views on alternative methodologies or data sources to use.

The methodology presentation and submission template guide are available on the Office of Local Government website [here](#). Your feedback on the methodology and data sources will help the Commission understand how the proposal may affect councils in practice before we finalise our approach. Submission should be provided **by 9 October 2026** to grantscommission@olg.nsw.gov.au.

Thank you for the important work you and all NSW councils do to support your communities and the financial sustainability of council.

Yours sincerely



Linda Scott
Chair
Local Government Grants Commission

Attachment A – Summary of proposed methodology changes

General Purpose Component

The proposed methodology change uses a balanced-budget approach, which is used by the majority of other Australian jurisdictions. In simple terms, this compares what each council is expected to need to spend with what it is reasonably able to raise in revenue.

This provides a more complete picture of a council's financial position and is intended to ensure funding is allocated fairly, consistently and to better align with the Legislative Instrument - National Principles. The model supports the principles of horizontal fiscal equalisation and effort neutrality. This means councils should be able to provide a comparable level of service through reasonable revenue and expenditure effort, without grant outcomes being driven by individual policy choices. The proposed approach looks at both the cost of delivering local services and a council's ability to raise revenue.

As required under the National Principles, 30 per cent of the General Purpose Component (GPC) funding pool must be distributed on a per-capita basis. This means this part of the funding is allocated to councils based on population. The remaining funding would be distributed according to assessed financial need, with financial need being measured as the gap between a council's modelled expenditure need and modelled revenue capacity, compared with the NSW average.

The proposed methodology would:

1	2	3
Allocate 30% per capita to all councils	Estimate expenditure need and revenue capacity	Allocate 70% according to financial need

Table 1 compares the previous and proposed methodology:

Area	Previous methodology	Proposed methodology
Minimum grant	Allocated after the needs assessment, adding complexity	Allocate 30% of the GPC to all councils on a per capita basis before assessing need
Definition of need	Expenditure need and revenue capacity assessed separately and relative to state averages	Use a balanced-budget approach that accounts for expenditure need and revenue capacity together
Expenditure data	Six expenditure categories; not all expenditure covered; reliance on unaudited disaggregated reporting	One aggregated operating expenditure measure using data aligned more closely with audited totals; water and sewer excluded
Expenditure drivers	The model did not account for remoteness	Model accounts for population, Aboriginal and Torres Strait Islander population, ARIA+ remoteness and the interaction between population and remoteness

ATTACHMENT A

Item: 89

NSW Local Government Grants Commission Letter Dated 4 September 2026
outlining proposed methodology change to Financial Assistance Grants from 2027-28

Area	Previous methodology	Proposed methodology
Revenue capacity	Rates capacity based mainly on land values and aggregated urban/non-urban categories; limited treatment of other revenue	Residential rates based on household income; business, farmland and mining rates assessed using land values; include modelled user fees and charges and a four-year average of operating grants
Adjustments	Separate relative disability allowance and post-model adjustments increased complexity	Remove the separate disability allowance and rely more directly on the model
Local roads	Fixed weightings and separate urban/rural treatment using population, road length, bridge length and remoteness	Use council-reported road and bridge length, adjusted by regional construction cost differences (estimated using Rawlinsons regional construction cost indices)

Table 2 identifies the expenditure need and revenue capacity drivers for the draft methodology of the General Purpose Component:

Expenditure Need	Revenue Capacity
- Modelled as the average operating cost per person expected for a council with similar structural characteristics, rather than the council's chosen or actual spending in a single year - Based on total operating expenditure, excluding water and sewer services, using four years of data - Population: smaller councils are generally assessed as having higher per capita costs because fixed costs are spread across fewer residents - Aboriginal and Torres Strait Islander population: recognises additional service-delivery needs and the relevant National Principle - ARIA+ remoteness recognises isolation-related costs such as freight, travel and access to specialised labour - Population and remoteness interaction recognises that the per capita cost effect of isolation is greater for small remote councils - The model produces a per capita expenditure need for each council using common statewide coefficients	- Estimated as what a council should reasonably be able to raise on average, rather than the revenue it chooses to collect in a particular year - Residential rates: assessed using average household income and the number of households, reflecting affordability and the size of the residential base - Business, farmland and mining rates: assessed separately using land values and category-specific statewide benchmarks - User fees and charges: estimated statistically from council characteristics, excluding water and sewer charges, to preserve effort neutrality - Operating grants: included as a four-year council average as grant support must be recognised and varies considerably between years - The combined rates, user fees and charges, and operating grants produce a per capita revenue-capacity estimate for each council

Under the draft methodology, financial need equals expenditure need minus revenue capacity. Councils, above the weighted NSW average financial need receive a needs-based grant; other councils receive the minimum per capita grant only.

Local roads component

The proposed methodology identifies road need using each council's reported local road and bridge network length, adjusted for regional differences in construction costs via the Rawlinsons Australian Construction Handbook indices. The respective index figures give an indication of how total building project costs vary across NSW, which is used to proxy variations in road maintenance costs. Where a council-specific index is not available, it is estimated using population and ARIA+ remoteness.

Road type, condition and usage are not directly included because comprehensive, consistent and audited data are not available.

Adjustment to ensure national principles are addressed

The methodology recognises that regional, rural, and remote councils often face higher service delivery costs – for this reason, remoteness is included as an important factor in assessing relative need. The methodology also recognises the needs of Aboriginal and Torres Strait Islander communities, consistent with the National Principles.

The Commission's preferred option includes a safeguard for the 14 most remote NSW councils (Accessibility and Remoteness Index of Australia - or ARIA - score above 6), ensuring they do not receive less funding than they currently receive. The Commission has noted that these councils face unique service delivery challenges, have limited capacity to generate revenue locally, and rely heavily on grant funding. The safeguard provides greater funding certainty for these communities.

Local Government Grants Commission

Proposed Methodology Consultation



OFFICIAL



Acknowledgement of Country

We acknowledge the Traditional Custodians of the lands, skies and waters across New South Wales and pay respect to Elders past and present.

We honour Aboriginal peoples' ongoing connections to Country, community, culture and knowledge, and we commit to working in partnership to support self-determination.

I also acknowledge and pay my respects to our Aboriginal and Torres Strait Islander people/colleagues joining us today.

OFFICIAL



OFFICIAL

Purpose for today



Section	Title
1	Why are we here?
2	Guiding principles and objectives
3	General Grant Methodology
4	Local Roads Component
5	Adjustment to ensure National Principles are addressed
6	Feedback



OFFICIAL

OFFICIAL

NSW Commissioners



Chair



Deputy Chair
(Office of Local Government
Deputy Secretary)



Commissioner



Commissioner

OFFICIAL

OFFICIAL



Role of the NSW Commission

The Commission is an independent body.

Makes recommendations, within the legislative parameters, to the Minister for Local Government on the allocation of Financial Assistance Grants to NSW councils

These grants support councils in providing essential services and infrastructure to their communities.



OFFICIAL

OFFICIAL



1

Why are we here?

OFFICIAL

OFFICIAL

History



OFFICIAL

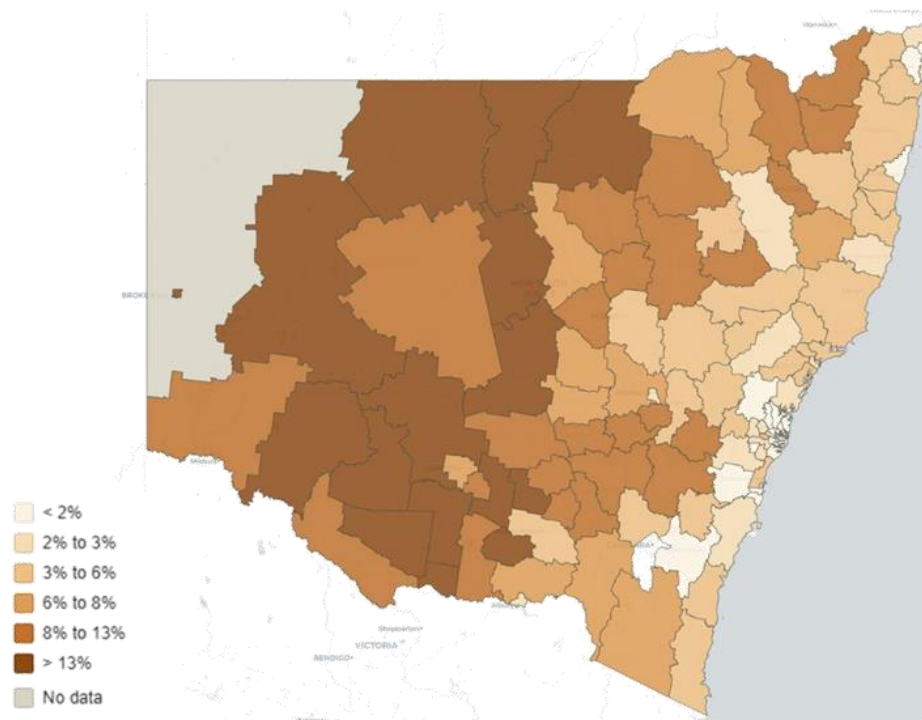
Rationale for the methodology review

- Calculation complexity reduces transparency and limits confidence in equitable allocations
- Data credibility has been eroded across the sector - council provided expenditure allowance and road length data, lacks validation and integrity
- Significant annual variation in costs reported by councils
- Several cost driver data sources - such as rainfall, topography, drainage, and environmental hectares - are outdated or invalid
- Resulting in reduced integrity and confidence in the methodology's effectiveness



OFFICIAL

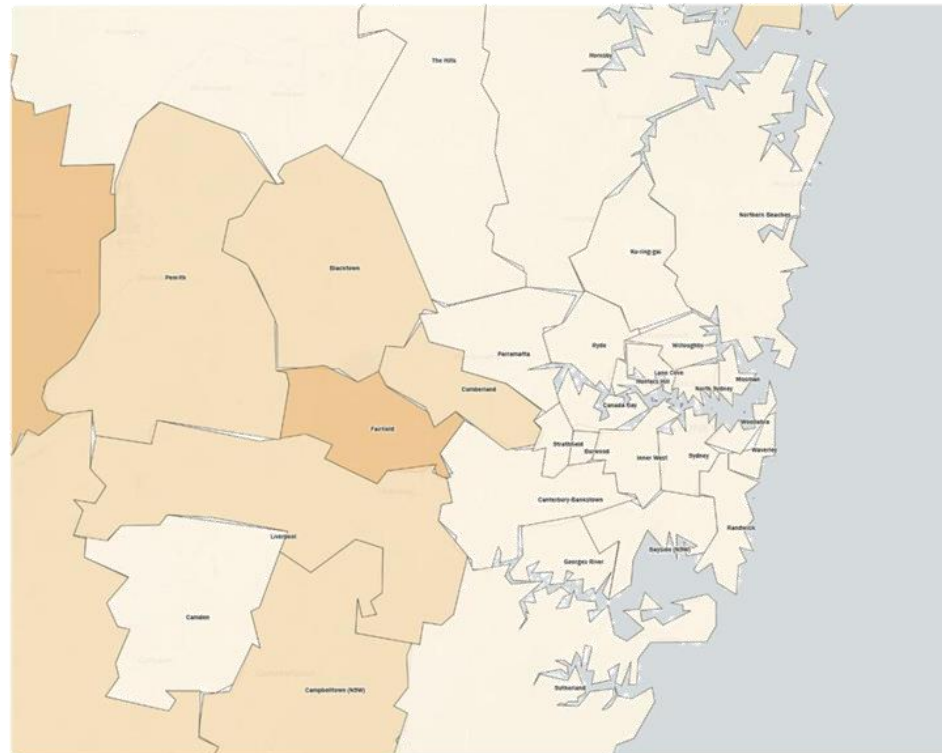
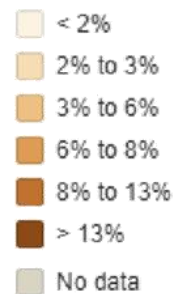
2025-26 allocation FA Grants as a percentage of income



OFFICIAL

OFFICIAL

Metropolitan 2025-26 allocation FA Grants as a % of income



OFFICIAL

OFFICIAL



2

Guiding principles and objectives

OFFICIAL

OFFICIAL

Legislative Requirements



The Commission operates under the **Commonwealth Local Government (Financial Assistance) Act 1995**, which requires:

Distribution of general purpose and local roads grants to councils.

Allocation based on national principles of equity and need.

Transparent processes, including consultation with councils and public reporting.

OFFICIAL

OFFICIAL

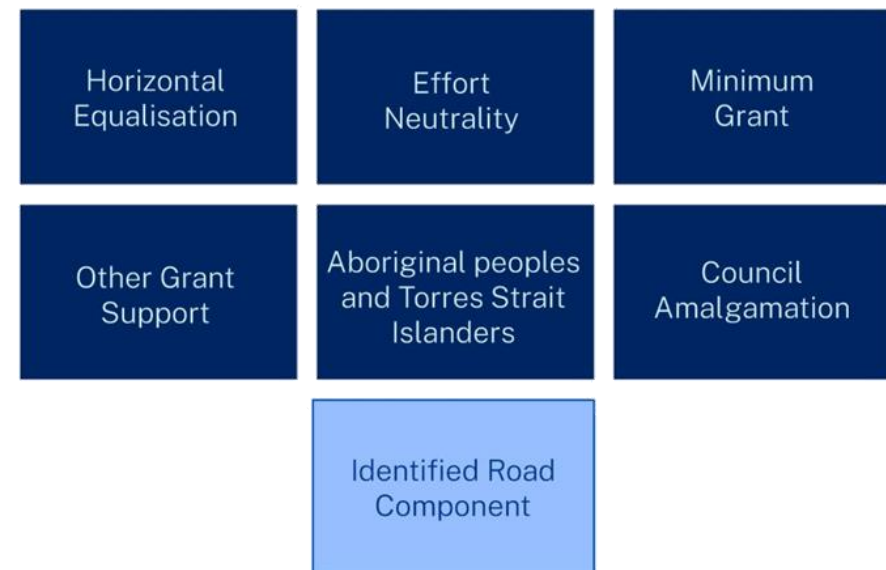
The Objectives



The funding is to assist councils to improve in five areas.



The Commission seeks a more equitable distribution of the FA Grant which must adhere to the Principles.



OFFICIAL

OFFICIAL

Federal Legislation



Horizontal Fiscal Equalisation

'a mechanism designed to ensure that all states and territories have a similar fiscal capacity to deliver services to their residents, regardless of their individual revenue-raising abilities'

Assessing relative needs -
what is council's relative
position based on a basket
of indicators

Role of the minimum per
capita grant

OFFICIAL

OFFICIAL

Federal Legislation



Effort Neutrality

A council's grant is not to be influenced by its policy decisions

NSW Government policy is to allocate funds, as far as possible, to councils with the greatest relative need

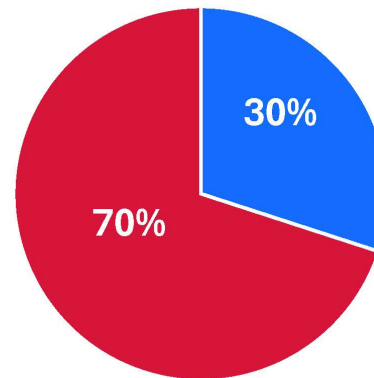
OFFICIAL

OFFICIAL

Federal Legislation



General Purpose Component Per Capita Minimum Grant



Based on 30% of the General Purpose Component pool divided by the State's population.

OFFICIAL

OFFICIAL

Additional objectives of grant methodology 2027-28



Address Commission's objectives:

Objective	Description
Simplicity	Reduce model inputs and only use factors with a material impact.
Reliability	Data is consistent and obtained from trusted sources.
Equalising financial sustainability	Equalising the financial sustainability of councils across the State and reducing financial disparity.

OFFICIAL

OFFICIAL



3

Draft Methodology

General Grant Methodology

OFFICIAL

OFFICIAL

Current Direct Assessment vs Proposed Balanced Budget



PREVIOUS

Direct assessment is based on assessing the level of advantage or disadvantage in each area of expenditure and revenue and summing these assessments over all areas of expenditure and revenue for all councils



PROPOSED

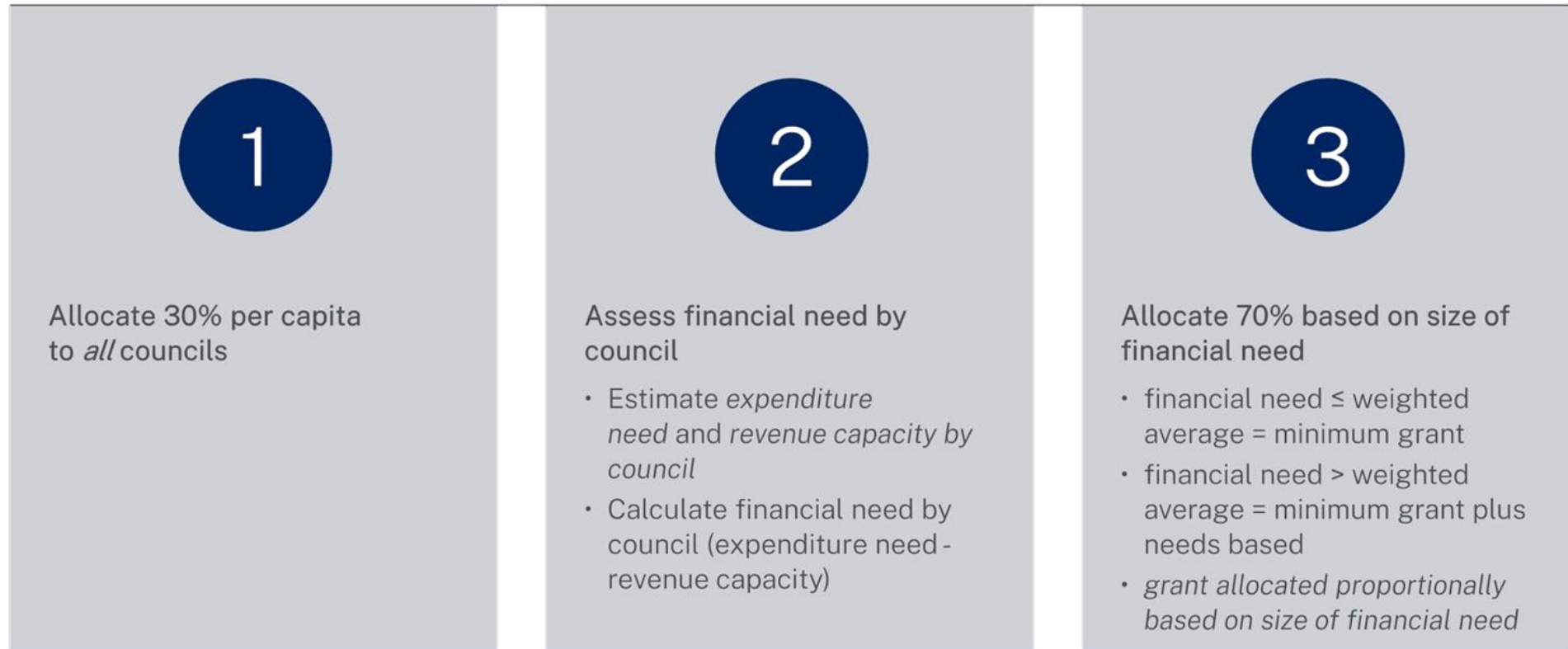
A balanced budget model is based on making an assessment of each council's costs of providing services and its capacity to raise revenue, including its capacity to obtain other grant assistance.

All other states except SA use balanced budget

OFFICIAL

OFFICIAL

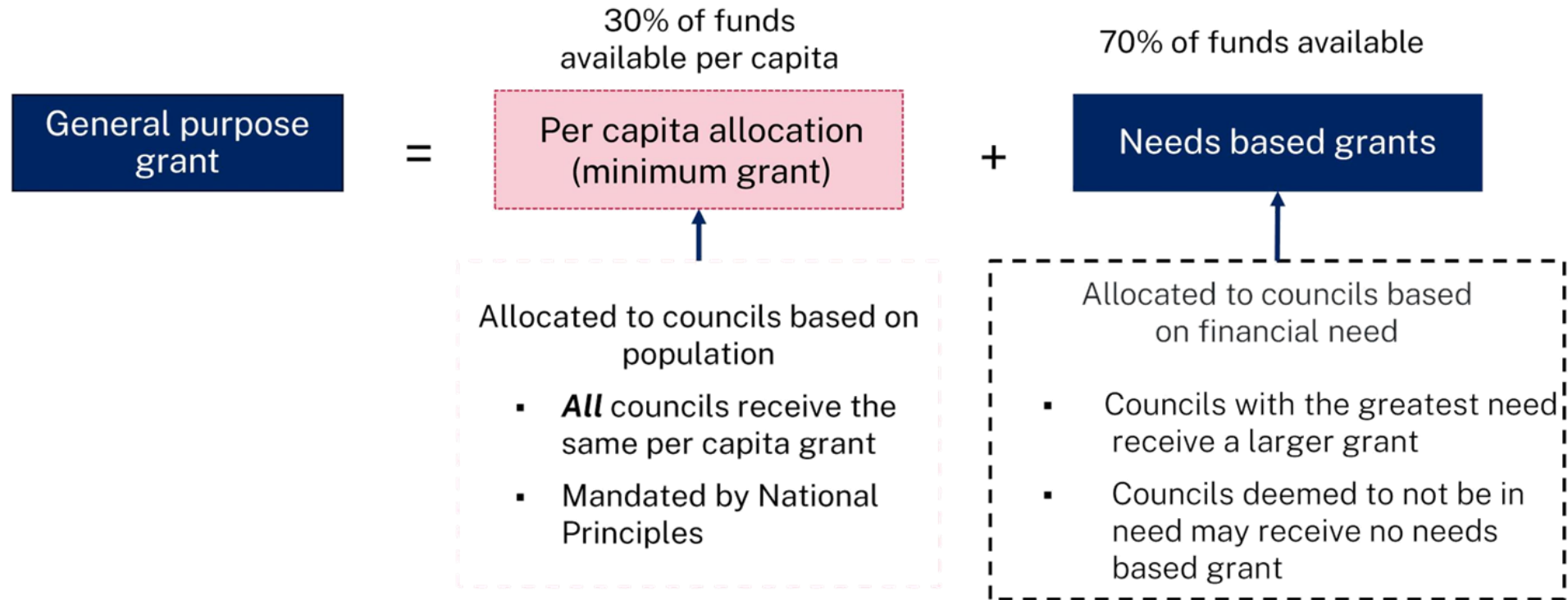
The proposed General Purpose grant is implemented in 3 steps



OFFICIAL

OFFICIAL

General purpose grant



OFFICIAL

OFFICIAL

Assess financial need by council



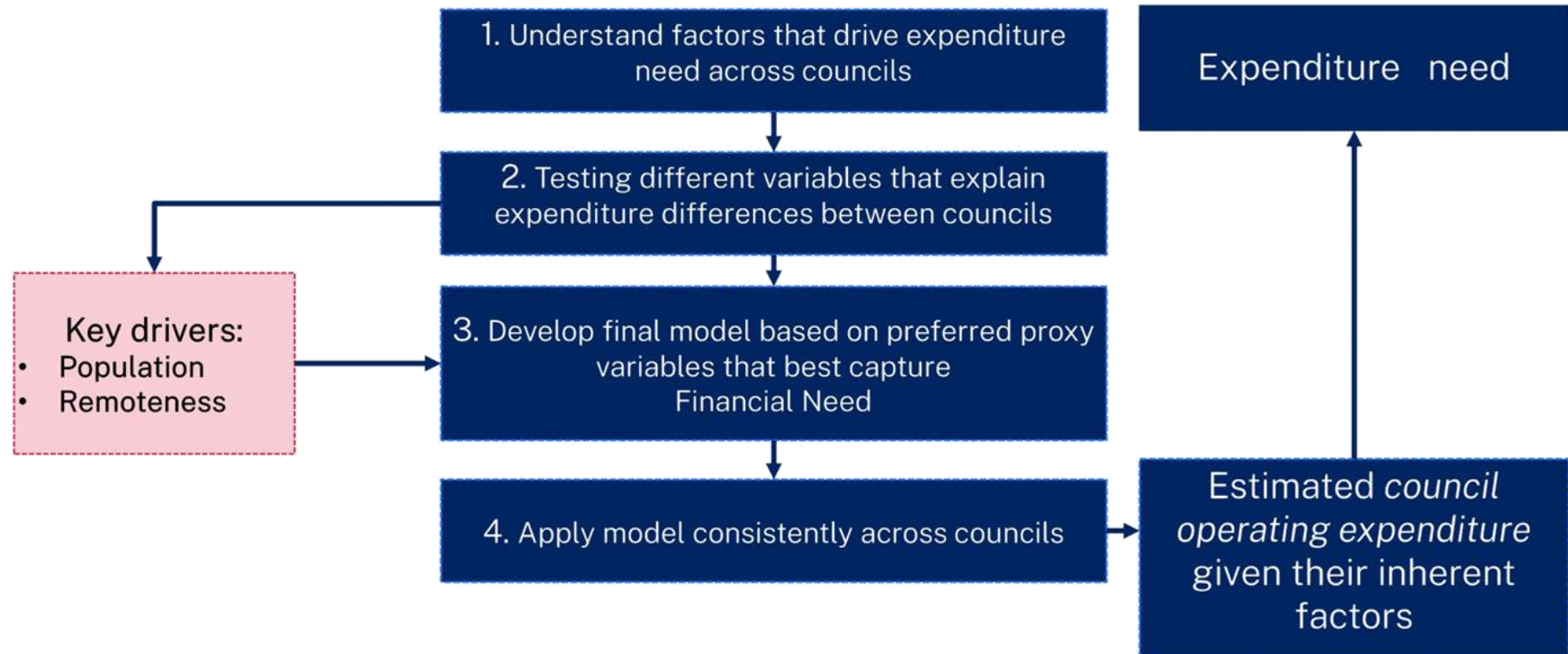
$$\text{Financial need} = \text{Expenditure need} - \text{Revenue raising capacity}$$

Needs based grants allocated on principles of *horizontal equalisation* and *effort neutrality* as defined by the Act

OFFICIAL

OFFICIAL

Expenditure need



OFFICIAL

OFFICIAL

Data sources - General Purpose Component

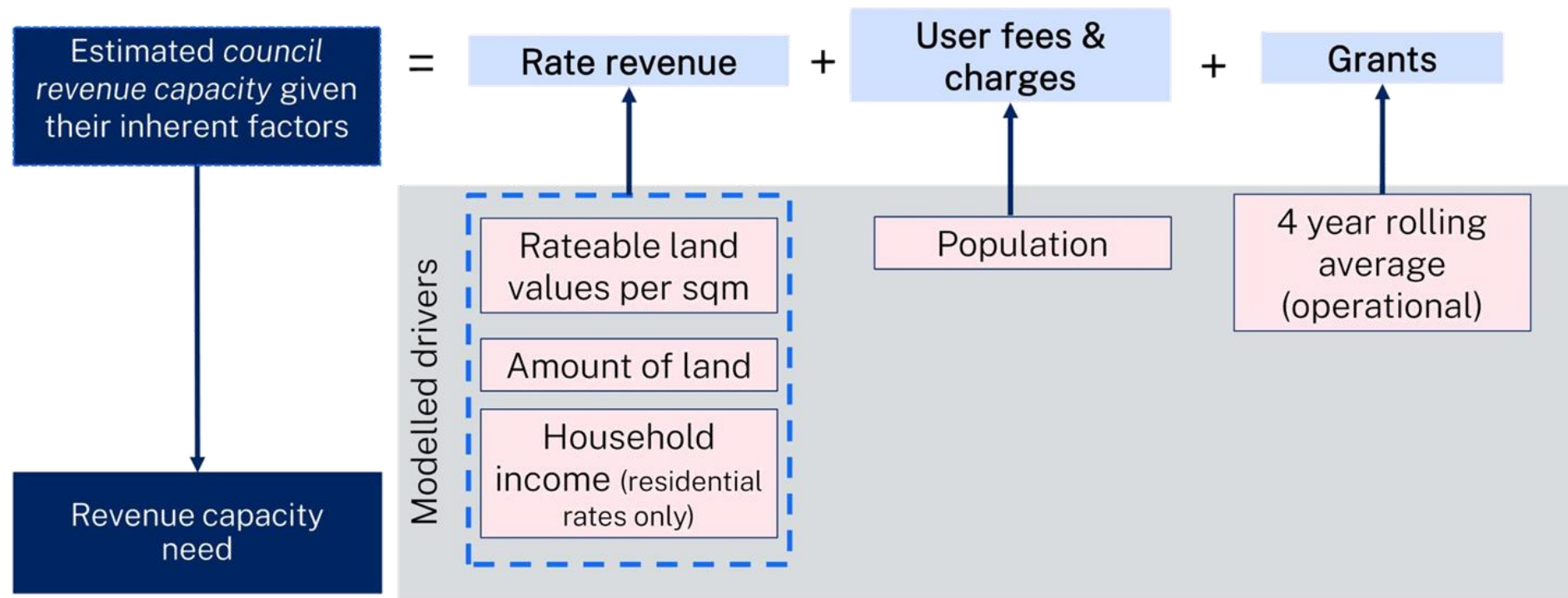


Data source	
Financial Data Return	Councils must ensure the completed FDR is accurate and a direct reflection of the audited information included in the Financial Statements
Annual Permissible Income Workpapers	Audited rating information including number of rating assessments in each category, notional yield for each category, land valuation for each category
ABS	Nationally consistent, transparent and well-documented – population data and ATSI data
ARIA+ (Accessibility/Remoteness Index of Australia)	ARIA+ is an objective and nationally consistent measure of remoteness in Australia developed by the Australian Centre for Housing Research. It is nationally consistent, transparent, well-documented and enables fair and comparable assessment of remoteness across councils and regions

OFFICIAL

OFFICIAL

Revenue capacity



OFFICIAL

OFFICIAL

Outcomes of general grant component



Every council receives the minimum grant

Financial need < weighted average need → minimum grant **only**

Financial need > weighted average need → minimum grant **plus** needs based grant in proportion to relative financial need

Larger financial need → **Larger needs based grant**

OFFICIAL

OFFICIAL



4

Draft Methodology

Local Roads Component

OFFICIAL

OFFICIAL

Local roads component – National Principles



“The identified road component should be allocated ... on the basis of the relative needs of each local governing body for roads expenditure.... relevant considerations include length, type and usage of roads in each local governing area.”



Implications:

Allocation should be based on road expenditure need

Allocation, where possible, should use data on length, type and usage of roads

www.thecie.com.au

OFFICIAL

OFFICIAL

The local roads component is implemented in 3 steps



. / \$- Establish Cost Index (Rawlinsons)



STEP 2: Identify road need on road network extent and the established cost index



STEP 3: Allocate the grant based on council road expenditure need

OFFICIAL

OFFICIAL

Data sources – Local Road Component



Data source	
Rawlinsons Cost Index	Provides accurate building cost data and benchmarking for Australian construction projects
Annual Roads and General Return	Verifiable data provided annually by councils

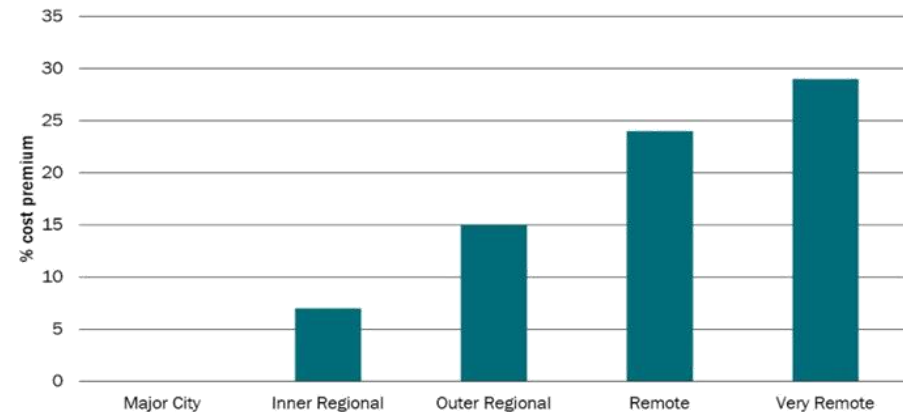
OFFICIAL

OFFICIAL



Step 1: Establish the cost index

- Local roads funding models require metrics of council cost disadvantages.
- Rawlinsons Regional Construction Cost Index, captures that geographic cost disparities that councils face in the operational maintenance of their road network.



Estimated cost premium according to Rawlinson's Regional Construction Cost Index 2026 for different ABS remoteness categories, relative to major cities (%)

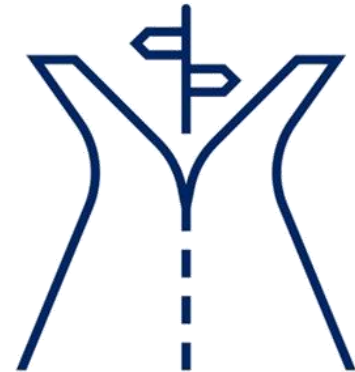
OFFICIAL

OFFICIAL

Step 2: Identify road need on road network extent and the established cost index



- Longer road length = ↑ road expenditure need = ↑ road grant
- Higher cost index = ↑ road expenditure need = ↑ road grant



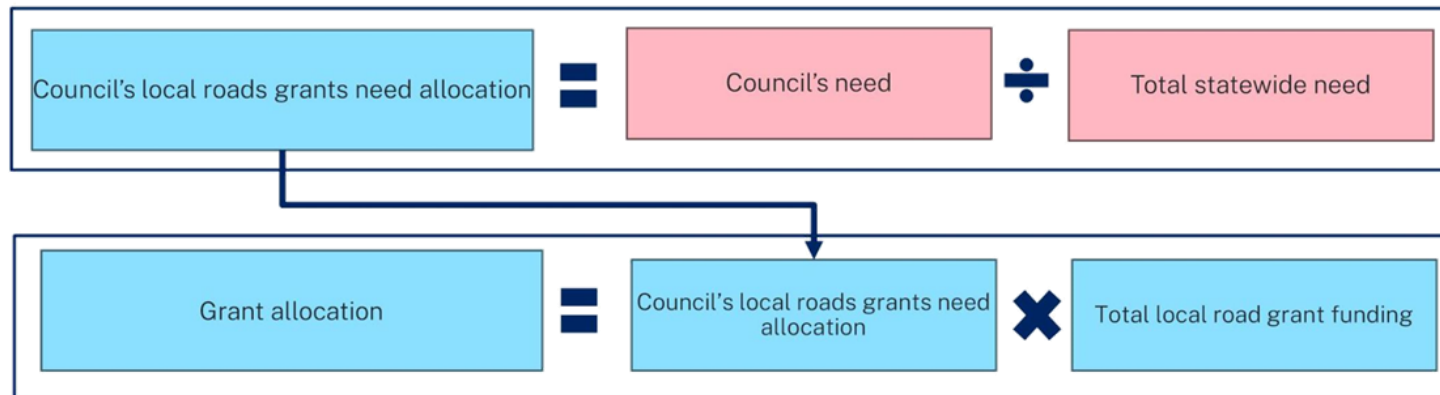
OFFICIAL

OFFICIAL

Step 3: Allocate the grant based on council road expenditure need



Grants are allocated to councils based on a council's road expenditure need as a share of expenditure need across the state:



- *Expenditure need is increasing in road length*

OFFICIAL

OFFICIAL



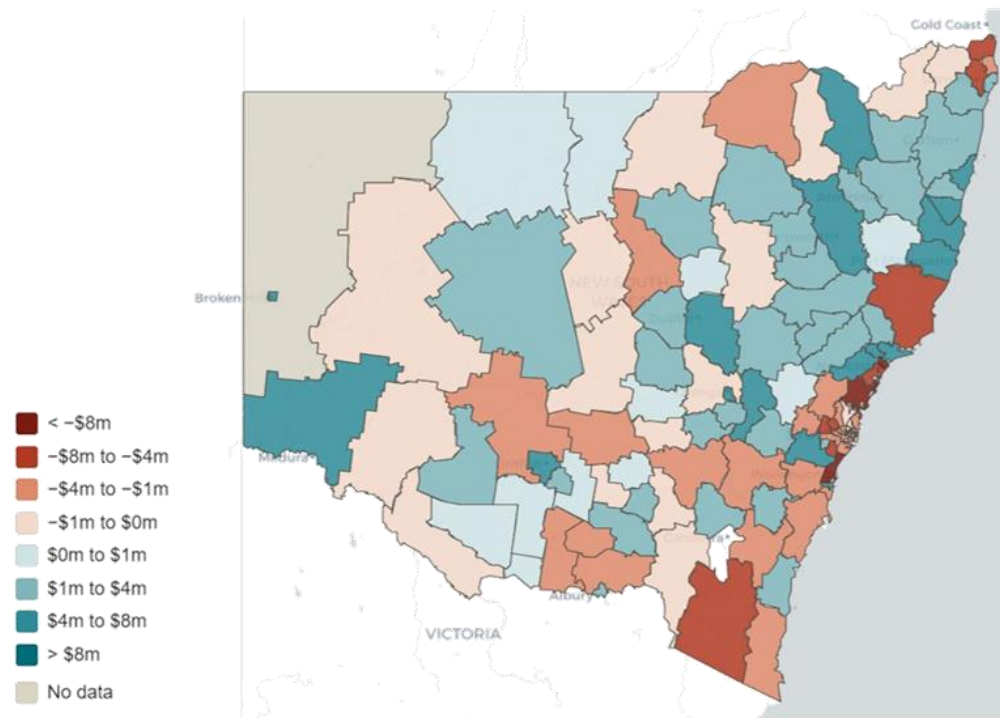
5

Adjustment to ensure National Principles are addressed

OFFICIAL

OFFICIAL

Base Line – General Purpose and Local Roads Compared to 2025-26 total allocation (\$ million)



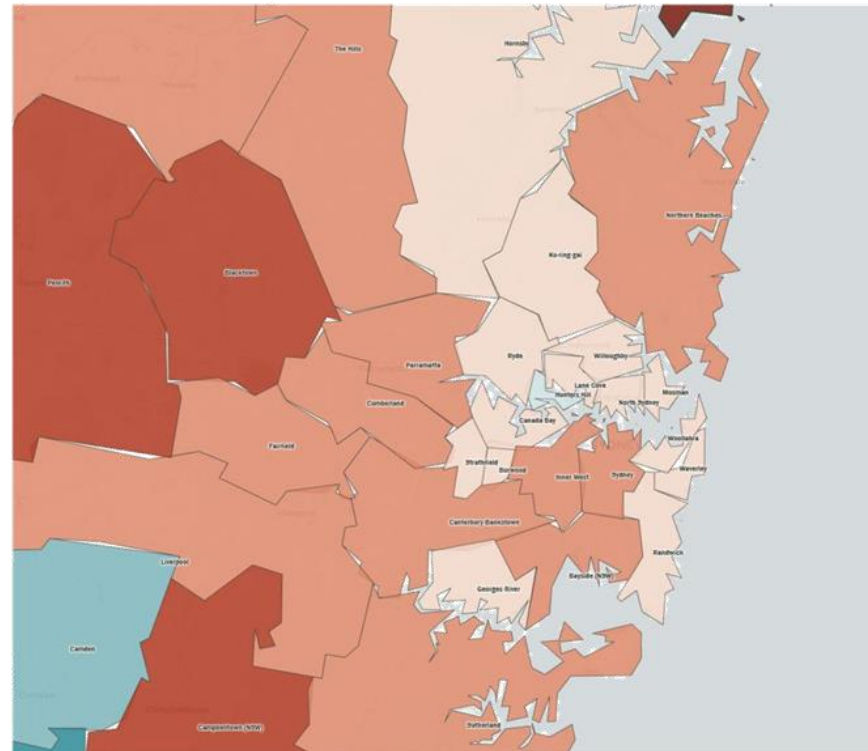
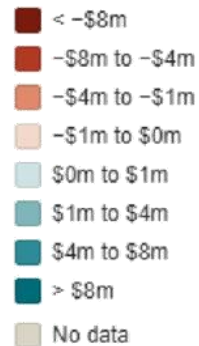
OFFICIAL

OFFICIAL

Base Line – General Purpose and Local Roads Compared to 2025-26 total allocation (\$ million)



Metropolitan



OFFICIAL

OFFICIAL

Recommended option for feedback Grant Floor Criterion – ARIA + > 6



We know that councils in the most remote parts of NSW depend heavily on steady grant funding to cover their everyday costs. Because of this, we have adjusted our approach so these councils do not face grant funding cuts that they cannot afford.



OFFICIAL

OFFICIAL

Adjustment to address National Principles

Grant Floor Criterion – ARIA + > 6

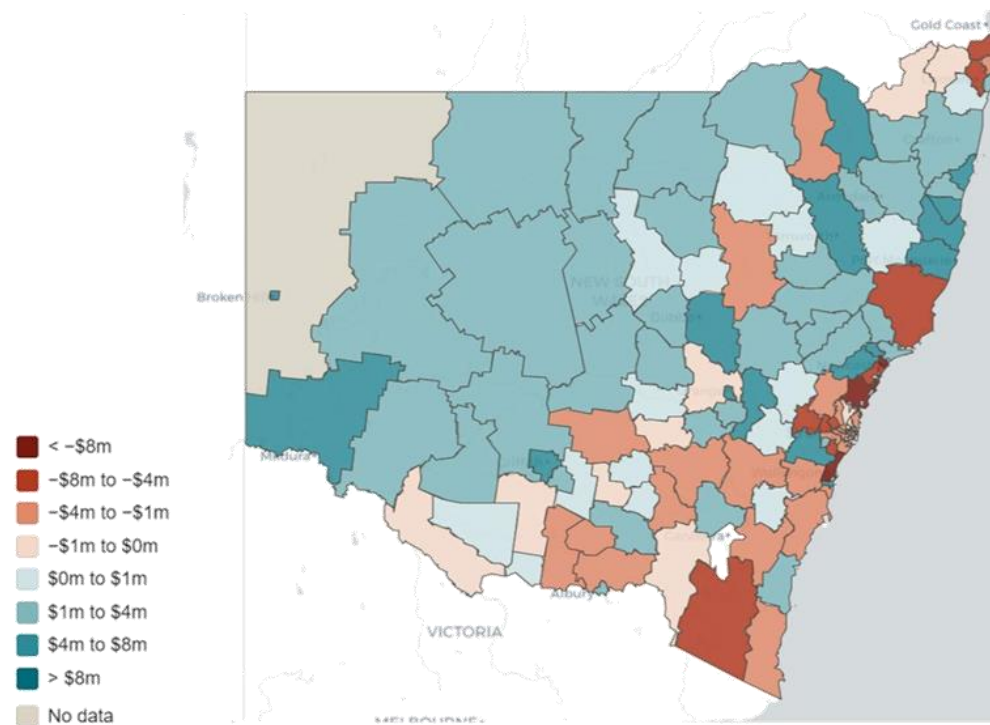


	Expenditure assumption	Revenue assumption
Description	As per the base case - estimated statistically from councils' actual operating expenditure (excluding water and sewer), based on population, remoteness and ATSI.	As per the base case.
	As per the base case but assume that councils that are over ARIA SCORE OF 6 (14 of the most remote NSW councils) can only receive a general grant equal to or greater than the 2025-26 grant (funds redistributed from other councils receiving above the minimum grant)	
Rationale	This type of adjustment is more transparent and justifiable than other approaches. These councils have unique expenditure needs which may not fully be captured by the statistical approach to measure expenditure but are recognised by the Commission.	

OFFICIAL

OFFICIAL

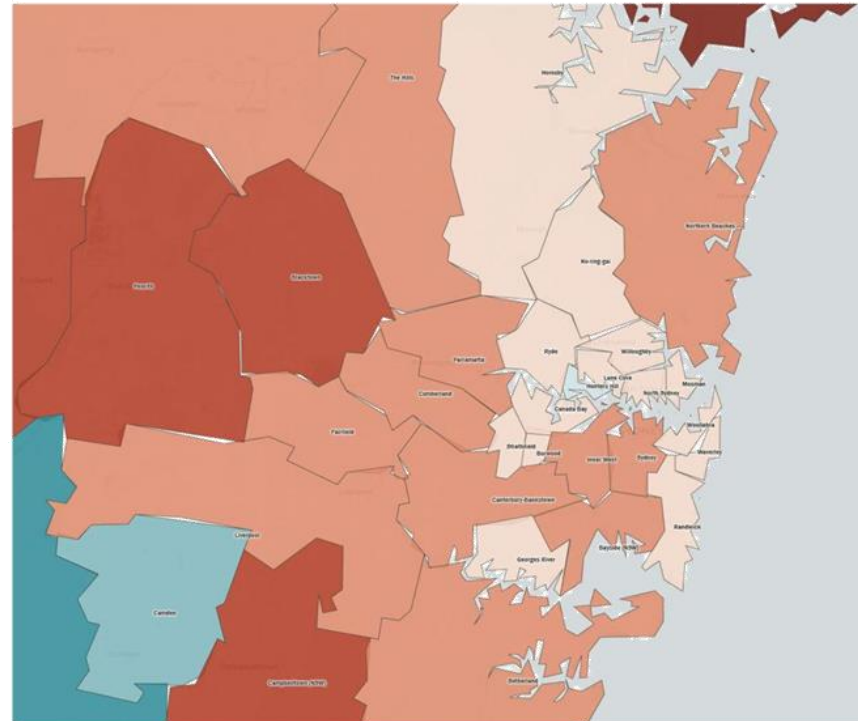
Grant Floor Criterion – ARIA + > 6 Compared to 2025-26 allocation (\$ million)



OFFICIAL

OFFICIAL

Metropolitan Grant Floor Criterion – ARIA + > 6 Compared to 2025-26 allocation (\$ million)

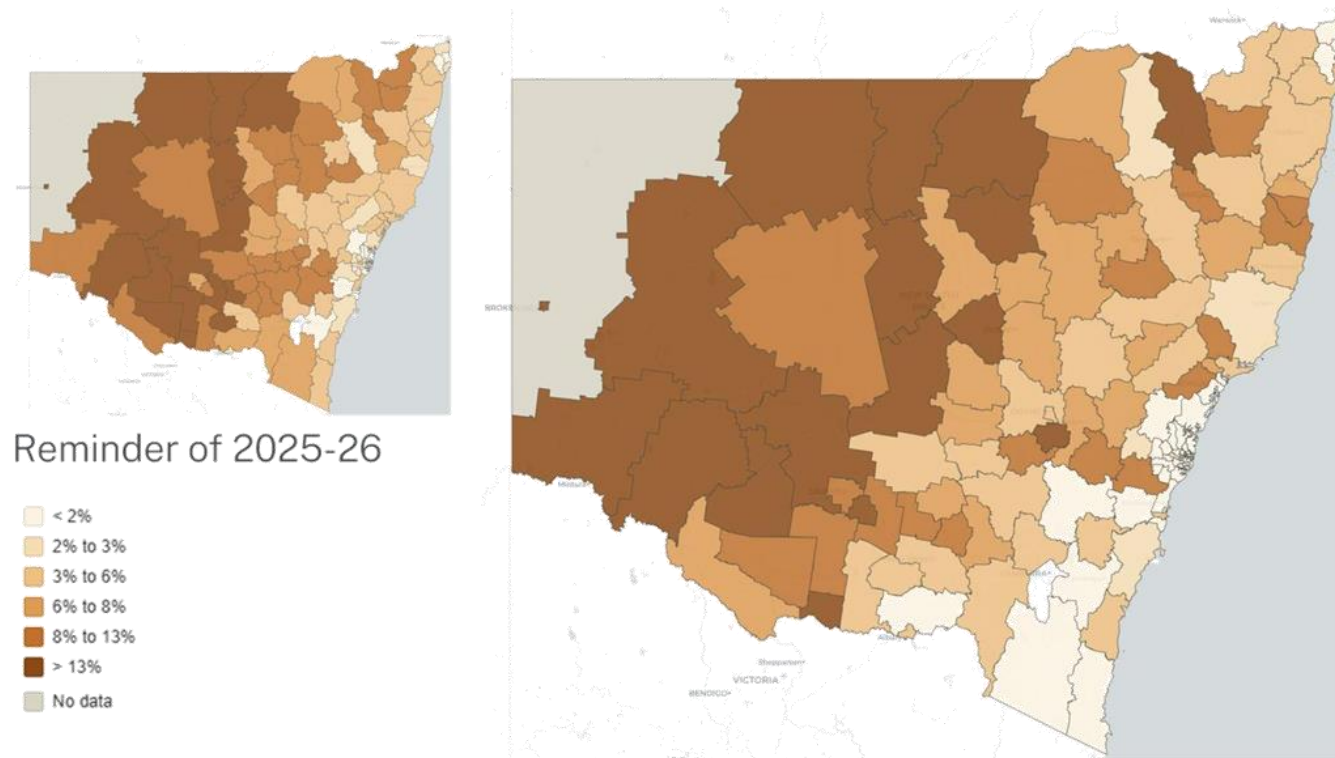


OFFICIAL

OFFICIAL

Grant Floor Criterion – ARIA + > 6

FA Grants as a percentage of income

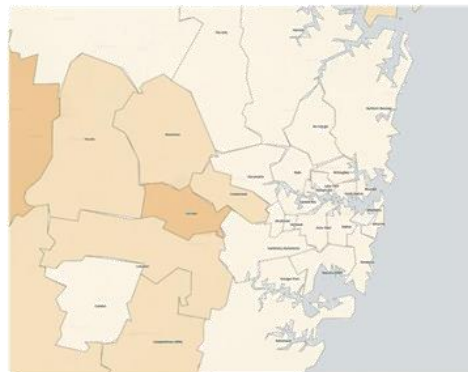


OFFICIAL

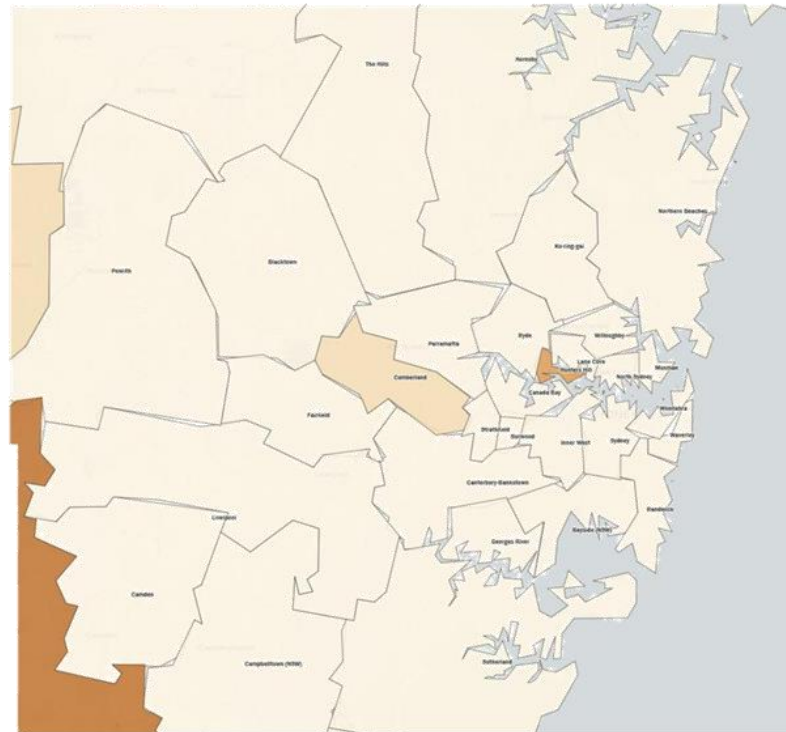
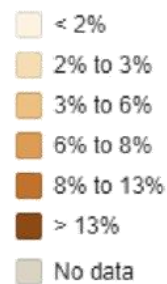
OFFICIAL

Metropolitan Grant Floor Criterion – ARIA + > 6

FA Grants as a percentage of income



Reminder of 2025-26



OFFICIAL

OFFICIAL

Adjustments for National Principles

Options long list



Scenario name		Description
Baseline	Base	As per statistical model
Disaster Grant Adjustment	DGA	Excludes grants reported in the “Storm/flood damage – Operating” cell of the annual Financial Data Return from revenue capacity due to timing mismatches
Uniform Grant Scaling	UGS	Scale down grants for revenue capacity calculation due to funding uncertainty and historical assessment
Variable Grant Scaling	VGS	Rather than reducing grants for all councils, grants are scaled down only for those councils most reliant on grant funding
Remote Expenditure Adjustment	REA	Higher historical expenditure assumed for remote councils
Minimum Grant Rule	MGR	Councils with populations above 80,000 receive only the minimum grant amount
Grant Floor Criterion	GFC	Councils meeting the selected criterion receive at least their 2025-26 grant allocation, with funding redistributed from other councils

OFFICIAL

OFFICIAL

Comparing the options



Change in grants as a % difference in councils' total income

	Base 25/26	DGA	DGA and REA	UGS	VGS	MGR	GFC Remote and V remote	GFC R, VR and OR	GFC ARIA + >6	DGA and GFC ARIA + >6
Major City	-0.3%	-0.3%	-0.5%	-0.4%	-0.6%	-0.7%	-0.5%	-0.6%	-0.5%	-0.6%
Inner Regional	1.8%	1.7%	1.4%	1.7%	1.6%	2.3%	1.3%	0.6%	1.1%	1.3%
Outer Regional	1.7%	1.8%	1.4%	2.5%	2.5%	3.1%	1.2%	4.0%	1.9%	2.2%
Remote	-1.4%	2.0%	5.0%	2.8%	3.9%	0.7%	5.1%	5.1%	5.1%	6.1%
Very Remote	0.0%	-1.3%	4.7%	0.3%	0.8%	2.4%	5.2%	5.2%	5.2%	5.5%

OFFICIAL

OFFICIAL



6

Feedback

Feedback and submissions: grantscommission@olg.nsw.gov.au

OFFICIAL

OFFICIAL



Consultation Program



Date	Event
3 August 2026	Sydney
6 August 2026	Queanbeyan
14 August 2026	Coffs Harbour
1 September 2026	Maitland
4 September 2026	Cobar
8 September 2026	Webinar
14 September 2026	Griffith
15 September 2026	Dubbo
16 September 2026	Webinar

OFFICIAL

OFFICIAL



Presentation Evaluation

The Commission is seeking your feedback to help ensure the presentation and supporting materials are clear, concise and provide councils with sufficient information to prepare informed, principle-based submissions.



Local Government Grants
Commission Proposed
Methodology Engagement



OFFICIAL

OFFICIAL

Submissions



We encourage councils to focus their feedback on the proposed methodology and any suggested improvements.

Council-specific examples are welcome where they help illustrate broader issues or risks.

Date	Action
By 9 October 2026	Submissions received
October / November 2026	Feedback considered
2027-28	New methodology implemented

Please email submissions to grantscommission@olg.nsw.gov.au by 9 October 2026.

Please note receipts after this date may not be considered.

Submission guidelines can be accessed at the [OLG Website](#)

OFFICIAL

OFFICIAL



OFFICIAL

Local Government Grants Commission



Reference: A1014900

Clr Frank Carbone
Mayor
Fairfield City Council



mail@fairfieldcity.nsw.gov.au

24 August 2026

Dear Clr Carbone,

Thank you for your Council's engagement with the NSW Grants Commission in order to support the allocation of the Commonwealth Government's Federal Assistance Grants. As the Chair of the NSW Local Government Grants Commission's (Commission), alongside the Deputy Chair and Commissioners, we appreciate the local government sector's commitment to preserving the integrity of this important grant allocation process.

In accordance with our policy of providing information to councils about the way the Commission calculates financial assistance grants (FA Grants), please find attached a summary of Council's 2026-27 estimated FA Grants entitlement (Appendix A).

2026-27 Estimated entitlements

The Federal Government's FA Grants total estimated entitlement for 2026-27 is \$3.62 billion and is made up of \$2.5 billion for the general purpose component (GPC) and \$1.1 billion for the local roads component (LRC). The national estimated entitlement for 2026-27 increased by \$160 million to account for final adjustments to the Consumer Price Index (CPI) and population shares for the year.

The GPC is distributed across the states and territories on a population basis. NSW received 31.09% or \$779 million, which represents a 3.95% increase on last year's final figure.

The LRC is based on a historical formula. NSW's share of the total national road funding is 29%, or \$322 million.

T 02 4428 4100 TTY 02 4428 4209 E grantscommission@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au

Local Government Grants Commission

**External factors impacting the GPC pool of funds in NSW**

NSW communities and councils continue to be faced with a number of challenges including devastating climate disasters. In 2025, the CPI continued to trend towards previously average levels of about 3.5% to 4%. But further fluctuations cannot be ruled out.

Council's 2026-27 FA Grants estimated entitlement, compared to the 2025-26 final entitlement is as follows:

Fairfield City Council				
Year	General Purpose \$	Local Roads \$	Total \$	
2025-26 final	7,868,923	2,293,317	10,162,240	Change
2026-27 est	7,554,168	2,396,389	9,950,557	-2.1%

The NSW Schedule of Payments (Appendix B) and the 2026-27 Fact Sheet (Appendix C) is also enclosed for Council's information.

Impact of advanced payments

The Commonwealth Government made an early payment of the 2026-27 estimated FA Grant entitlement. In June 2026, all councils were paid 80% of the estimated entitlement for 2026-27 in advance, as calculated at that date. This has resulted in the quarterly instalments for 2026-27 being reduced and will be paid in quarterly instalments in August 2026, November 2026, February 2027 and May 2027.

The Commission continues to be concerned about the unpredictability that the practice of advance payments creates. Long-term and annual budgeting forecasts are subject to changes, and annual financial reporting can often be skewed. Councils are advised not to rely on either the availability of future advance payments or the value of those advances if received.

Challenges in fairly distributing the GPC funds

As councils will be aware, the Commission is required to adhere to the National Principles which mandate a per capita payment based on population growth/decline. This inhibits the full application of the Horizontal Fiscal Equalisation (HFE) Principle to distribute the grants based on greatest relative need. It is also the policy of the NSW Government to explore opportunities to direct grants to communities with the greatest relative need. The Commission has had regard to these policies in allocating the grants.

Maintaining the annual negative floor on the GPC

The Commission has maintained the negative floor in 2026-27. It not sustainable to protect those councils with greatest relative advantage. The negative floor is essential to

T 02 4428 4100 TTY 02 4428 4209 E grantscommission@olg.nsw.gov.au
 Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au

Local Government Grants Commission



distribute the GPC more fairly, allowing greater application of the HFE, consistent with the National Principles and NSW policy.

There is no guarantee that a council will receive an increased FA Grant each year. There are a number of changing variables, including a council's changing measure of relative disadvantage compared to the state average measure and the size of the total FA Grant pool.

Commission's review of the allocation methodology

The Commission is currently reviewing the methodology used to allocate the FA Grant for the 2027-28 financial year and subsequent years.

To support its review, the Commission will conduct a series of stakeholder consultation sessions, both in person in Sydney and Regional locations, and online via webinar. These sessions will outline the proposed methodology and provide councils with an opportunity to offer feedback.

The draft methodology has been developed in accordance with the National Principles and the State Government's Policy of targeting the Financial Assistance Grants, as far as possible, to councils experiencing the greatest relative disadvantage.

Councils are invited to register their interest in attending any of the eight in person sessions commencing early August 2026 via the following link: [NSW Local Government Grants Commission](#), or register for a webinar session:

8 September 2026 – [Register here](#)

16 September 2026 – [Register here](#)

I would ask that this letter please be tabled at the next Council meeting.

If you have any questions concerning these matters, please contact the Commissions Secretariat on (02) 4428 4142 or grantscommission@olg.nsw.gov.au.

Yours sincerely



Linda Scott
Chair
Local Government Grants Commission

T 02 4428 4100 TTY 02 4428 4209 E grantscommission@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au

ATTACHMENT C

Item: 89	NSW Local Government Grants Commission Letter Dated 24 August 2026 detailing estimated Financial Assistance Grants for 2026-2027 Financial Year
----------	--

Local Government Grants Commission



Enc:

- 2026-27 Council Entitlement
- 2026-27 Fact Sheet
- 2026-27 NSW Schedule of Payments

T 02 4428 4100 TTY 02 4428 4209 E grantscommission@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 90

SUBJECT: Public Exhibition - Draft Planning Agreement - Canopy Estate
Premises: Canopy Estate (previously known as Keyhole Lands) Horsley Park
Applicant: FPI Developments NSW Pty Ltd
Owner: FPI Developments NSW Pty Ltd (Directors: Ian Barter and Gregory Allan Donaghey)
Zoning: E4 – General Industrial

FILE NUMBER: 23/05034

REPORT BY: Chris Shinn, Co-ordinator Strategic Land Use Planning

RECOMMENDATION:

That:

1. The draft Local Planning Agreement (PA) for the Canopy Estate (previously known as the Keyhole Lands precinct) and associated Explanatory Note be placed on public notice for a period of 28 days from the day it is advertised on Council's website.
2. Council receive a further report detailing the outcome of the public exhibition period.
3. Council's VPA Register be updated with the exhibition version of the draft Local Planning Agreement.

Note: This report deals with a planning decision made in the exercise of a function of Council under the Environmental Planning & Assessment Act and a division needs to be called.

SUPPORTING DOCUMENTS:

AT-A ↓	Letter of Offer	6 Pages
AT-B ↓	Draft Local Planning Agreement - Canopy Estate	42 Pages
AT-C ↓	Draft Local Planning Agreement - Canopy Estate - Explanatory Note	5 Pages
AT-D ↓	Assessment Against the Practice Note Principles and associated Acceptability Tests	4 Pages

CITY PLAN

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

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 90

SUMMARY

This report relates to the draft Local Planning Agreement (PA) associated with the Canopy Warehousing Estate State (previously known as 'Keyhole Lands' at Horsley Park) Significant Development Application SSD-76397489.

The purpose of this report is for Council to now consider the draft PA for public consultation. The draft PA proposes the developer will:

- Construct a new north south local industrial road in accordance with the 'Keyhole Lands' site-specific Development Control Plan (SSDCP) 2025.
- As part of the estate road construction provide two CCTV cameras and illegal dumping signs to assist with illegal dumping mitigation and management.
- Construction of a roundabout at the intersection of Redmayne Road and the new industrial estate road.
- Upgrade and straightening of Redmayne Road.
- Dedication to Council of approximately 22,195 sqm of land associated with the new industrial estate road and the straightening of Redmayne Road.

The contribution value for the above works and land dedication is approximately \$16,197,000.

It is important to note that the proponent does not propose to offset any development contributions that would be applicable to the State Significant Development Application.

This report recommends that Council endorse the Letter of Offer (Attachment A), draft Local Planning Agreement (Attachment B) and associated Planning Agreement Explanatory Notes (Attachment C) for public exhibition. A further report will be submitted to Council post exhibition to consider endorsement of the draft PA.

Background

In January 2025, Fairfield LEP 2013 Map Amendment No.9 was gazetted, rezoning the Keyhole Lands (now known as Canopy Estate) precinct in Horsley Park from RU2 Rural Landscape to E4 General Industrial. The rezoning aligned with Council's preferred option for the Fairfield Rural Lands Urban Investigation Area (UIA) Structure Plan.

The rezoning was supported by the 'Keyhole Lands Estate – Development Control Plan' (DCP). As part of the work to prepare the DCP, Council identified that heavy vehicle access should be limited to the new estate road only and that Redmayne Road would remain for light vehicles only and that there would be no access for any vehicles in the industrial estate on to Chandos Road. This has been reflected in the draft Planning Agreement, which is discussed further in this report.

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 90

The developer (Fraser's) of Canopy Estate entered into a State Voluntary Planning Agreement (SVPA) with Transport for NSW (TfNSW). To ensure appropriate access to the industrial estate through the SVPA, the developer has committed to dedicating the required land and carrying out associated infrastructure works. This includes widening part of The Horsley Drive and constructing a new signalised intersection to provide safe and direct access to the proposed industrial estate. These works closely align with Council's ongoing advocacy and collaboration with TfNSW and the NSW Government to facilitate the widening of the full length of The Horsley Drive between Cowpasture Road and the M7 Motorway.

In September 2025, a State Significant Development Application (SSD-76397489) for an industrial estate was lodged by Fraser's with the NSW Department of Planning, Housing and Infrastructure (DPHI). The land subject to the SSD is outlined in the figures below:

Land to be Developed	1647-1671 The Horsley Drive, 157-213 and 136-170 Redmayne Road, 137-209 Chandos Road, and a portion of Redmayne Road, Horsley Park identified as:		
	• Lots 56 and 57 DP 13961	• Lot 78B DP 347873	• Lot B DP 377249
	• Lots 58A, 61B, 79A and 79B DP 17288	• Lots A and B DP 357890	• Lots 1 and 2 DP 505934
	• Lot A DP 347034	• Lots A and B DP 361393	• Lot 1 DP 849699
		• Lot 59A DP 362022	• Part of Redmayne Road

Figure 1. Legal description of the sites subject to SSD-76397489.



Figure 2. Land subject to SSD-76397489.

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 90

To support the SSD, the applicant submitted a Letter of Offer requesting to enter into a local Planning Agreement with Council to deliver works and land dedication. Letters of Offer are the initial step under Section 7.4 of the Environmental Planning and Assessment (EP&A) Act 1979 for a developer seeking to enter into a Voluntary Planning Agreement with Council.

Council and the applicant have been working towards a suitable draft Planning Agreement that will deliver on the Letter of Offer and the works and land dedication proposed.

The purpose of this report is for Council to now consider the draft PA for public consultation.

Policy and Guidelines – State

Local Planning Agreements are negotiated between a developer and a council, for the provision of a community benefit such as infrastructure to support existing and growing communities. State legislation, Ministerial Directions and Practice Notes guide the preparation and negotiation of local planning agreements.

A Practice Note on Planning Agreements issued in February 2021 assists parties in the preparation of planning agreements.

Policy and Guidelines – Local

Planning Agreements are managed through the application of 'Fairfield City Council Planning Agreements Policy 2023' adopted by Council on 11 July 2023.

A Planning Agreement is an agreement entered into by a planning authority (such as Fairfield City Council) and a developer who has sought a change to a Local Environmental Plan through a Planning Proposal or who has made a Development Application.

In this instance, the applicant has lodged a State Significant Development application with the NSW DPHI.

Planning Agreements cannot be entered into unless public notice has been given and an explanatory note is made available for inspection for 28 days.

The assessment against the Practice Note Principles and associated Acceptability Test is shown in Attachment D.

Draft Local Planning Agreement

The draft PA subject to this report proposes that the developer will:

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 90

- Construct a new north south local industrial road in accordance with the 'Keyhole Lands' site-specific Development Control Plan 2025.
- As part of the estate road construction provide two CCTV cameras and illegal dumping signs to assist with illegal dumping mitigation and management.
- Construction of a roundabout at the intersection of Redmayne Road and the new industrial estate road.
- Upgrade and straightening of Redmayne Road.
- Dedication to Council of approximately 22,195 sqm of land associated with the new industrial estate road and the straightening of Redmayne Road.

Public Benefit

The key public benefit identified in the draft PA is the transport and road safety outcomes associated with the straightening and realignment of Redmayne Road. This road realignment was not required as part of the State Significant Development (SSD) approval and was not identified within the Site-Specific Development Control Plan (SSDCP). However, through negotiations between Council and the developer, an agreement was reached to undertake the realignment of Redmayne Road. As part of these works, the developer will also dedicate approximately 2,400m² of land located north of Redmayne Road as public road reserve (Figure 3.).

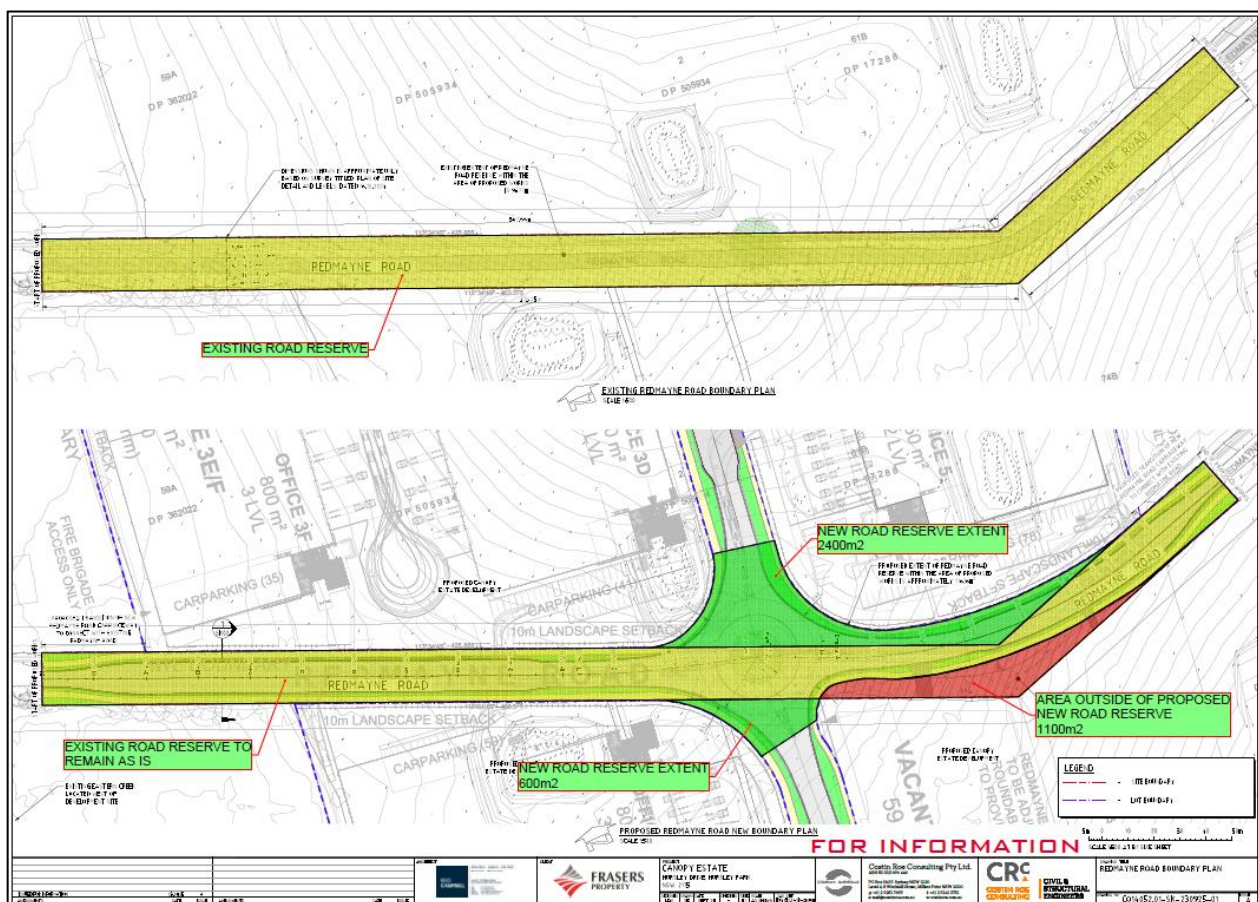


Figure 3. Proposed realignment of Redmayne Road

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 90

While the draft PA includes a broad range of works, many of which could be characterised as development-enabling infrastructure including the majority of the industrial estate road, its primary value extends beyond securing the delivery of works and land dedication. The draft PA provides Council with certainty that key infrastructure will be delivered in a coordinated manner and in accordance with Council's strategic vision for the Rural Lands Urban Investigation Area and the Site-Specific Development Control Plan.

This is particularly important given that Council is not the consent authority for the development application. Although the developer may seek amendments to the State Significant Development application in the future, the PA provides Council with legal grounds and greater assurance that the agreed infrastructure outcomes will be delivered regardless of any subsequent changes.

The works and land dedication to be provided by the developer are in addition to any future Section 7.12 development contributions that will be required to be paid prior to the commencement of construction.

Legal

Council's solicitors have reviewed the proponent's draft PA and have provided the following advice:

- a) The draft PA and the Letter of Offer both appear to be consistent with relevant policies and guidelines pertaining to planning agreements.
- b) The draft PA offers a material public benefit and satisfies the mandatory requirements of s7.4 of the Environmental Planning & Assessment Act 1979 (NSW).
- c) The planning agreement **does not** seek to exclude or offset Section 7.11 or Section 7.12 Development Contributions that may apply to the development application.
- d) Schedule 2 of the draft PA identifies the works and land contributions proposed by the proponent:

Works

- Construction of a new north-south local industrial road including 2 CCTV cameras and three illegal dumping signs.
- Construction of a roundabout at the intersection of Redmayne Road and the local industrial road.
- Upgrade and realignment of Redmayne Road.

Dedication of land

- Dedication of approximately 22,195 sqm of land upon which the works contribution is carried out.

Works contribution value

- \$16,197,000 of works and land dedication.

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 90

Security

- The applicant will be required to provide security in the form of a bank guarantee prior to the issue of the construction certificate for the development and a further bank guarantee for defect security as a pre-condition of completion of the works.

Defects/warranties/indemnity

- The proponent will be responsible for the initial relevant defects, warranties and indemnity issues associated with the works.

Financial Implications

The draft Planning Agreement seeks to dedicate approximately 22,195 sqm of land, primarily road and road reserve, to Council.

The developer has identified that the total value of the draft Planning Agreement (including works and land dedication) to be approximately \$16,197,000.

Once ownership is transferred, Council will however be required to manage and maintain the new roads.

Despite the future on-going maintenance and management, it is expected that the overall financial, economic, transport connectivity and strategic implications will result in a net positive to Council.

Consultation & Timing

In accordance with the Environmental Planning Assessment (EP&A) Regulations 2000, the public exhibition of a draft Local Planning Agreement will occur for 28 days, with a public notice appearing on Council's website. Hard copies of the material will also be available at Council's Administration Centre.

The associated Planning Agreement Explanatory Note is also required to be made available for public inspection.

CONCLUSION

The draft Planning Agreement proposes a range of works and material public benefit to support the State Significant Development of the Canopy Estate. These include construction of a new industrial estate road, CCTV cameras and signage, upgrade and realignment of Redmayne Road, and dedication of land associated with the new industrial estate road and the straightening of Redmayne Road. The draft PA also provides certainty to Council that the precinct and infrastructure will be delivered in accordance with Council's strategic vision.

The draft Planning Agreement does not propose to offset any of the development contributions that will be applicable at the development application stage.

REPORT BY CHAIRPERSON
OUTCOMES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 90

The draft Planning Agreement has been reviewed by Council's solicitor who has advised consideration of matters relating to design of works, phasing and security to ensure work is completed to Council's satisfaction.

It is recommended that the draft PA and associated explanatory note be placed on public notice for a period of 28 days from the day it is advertised, with Council's VPA Register also being updated accordingly.

A further report will be required to be presented to Council for consideration of the submissions.

Chris Shinn
**Co-ordinator Strategic Land Use
Planning**

Authorisation:
Manager Strategic Land Use Planning
Director City Strategy

Outcomes Supplementary Reports - 22 September 2026

File Name: **OSR22092026_1.DOCX**

***** END OF ITEM 90 *****



16 April 2024

Bradley Cutts
General Manager
Fairfield City Council
86 Avoca Road
Wakeley NSW 2176

Attention: Chris Shinn, Coordinator Strategic Planning

Dear Mr Cutts,

Local Planning Agreement Offer – Keyhole Lands, Horsley Park

Australand C & I Land Holdings Pty Ltd (**Developer**) is the proponent of a Planning Proposal to rezone a section of land at Horsley Park known as the 'Keyhole Lands', situated between The Horsley Drive and Chandos Road, from RU2 – Rural Landscape to IN1 – General Industrial under the *Fairfield Local Environmental Plan 2013* (**Planning Proposal**).

The Planning Proposal (Ref: PP-2021-3824) was lodged with Fairfield City Council on 28 June 2021. Gateway Determination was issued by the then *NSW Department of Planning and Environment* on 15 May 2023. The Planning Proposal was publicly exhibited between 15 November and 15 December 2023. The Gateway Determination requires that the Planning Proposal is finalised by 15 August 2024.

Once the Planning Proposal is finalised the Developer intends on submitting a State Significant Development Application (SSDA) to the *NSW Department of Planning, Housing, and Infrastructure* (DPHI) which will seek consent for the construction and operation of a Warehouse and Logistics hub. The SSDA will also seek consent for State and Local Road works, including:

- ◆ Construction of a new signalised intersection on The Horsley Drive and associated road widening.
- ◆ Construction of a new north-south local industrial road (Estate Road).
- ◆ Construction of a roundabout at the intersection of Redmayne Road and the Estate Road.
- ◆ Upgrade of Redmayne Road.

By this letter, the Developer wishes, subject to the finalisation and negotiation of the following terms, to make a formal offer (**VPA Offer**) under section 7.4 of the *Environmental Planning and Assessment Act 1979* (**EP&A Act**) to enter into a Voluntary Planning Agreement (**VPA**) with Council in connection with the future development of the Land facilitated by the Planning Proposal and future SSDA.

In summary, the terms of the proposed VPA would be as follows:

Item	Terms
Parties	Fairfield City Council (Council) Australand C & I Land Holdings Pty Ltd ACN 107 356 141 (Developer)

Fraser's Property Industrial Australia Pty Limited
Level 2, 1C Homebush Bay Drive, Rhodes NSW 2138 Australia
ABN: 22 107 356 454
3461-1440-7974v2



Item	Terms
Description of the land (s 7.4(3)(a))	All properties owned by the Developer that are the subject of the Planning Proposal and future SSDA (Land). Refer Annexure A .
Description of the development to which the planning agreement applies / change to the environmental planning instrument to which the planning agreement relates (s 7.4(3)(b)(i) and (ii))	The future development of the Land facilitated by Planning Proposal PP-2021-3824 and future SSDA.
Nature and extent of the provision to be made by the Developer, and the time(s) and manner by which the provision is to be made (s 7.4(3)(c))	The Developer offers to, in connection with the Planning Proposal and future development of the Land, deliver the public benefits indicated in the plan at Annexure B, comprising the: a) construction and dedication to Council of a new north-south local industrial road, in accordance with the requirements of the site-specific development control plan to be adopted in connection with the Planning Proposal (Estate Road); b) construction of a roundabout at the intersection of Redmayne Road and the Estate Road, and dedication to Council of additional land required to ensure the roundabout becomes a public road; and c) upgrade of Redmayne Road, to the extent shown in the plan at Annexure B. The proposed works are estimated to be in the order of \$5.6 million. The total value of the proposed works and dedication land is to be subject to the assessment of a quantity surveyor and agreed between the parties prior to being reflected in the VPA. The proposed works are to be delivered in a single stage. It is proposed that the VPA would contain provisions requiring the public benefit contributions to be delivered prior to the issue of an occupation certificate for any building fronting the relevant road works. In addition to the works proposed to be the subject of this VPA, the Developer proposes to enter into a planning agreement with Transport for NSW (TfNSW) to deliver a new signalised intersection at The Horsley Drive and associated road widening.

3461-1440-7974v2



Item	Terms
Application of sections 7.11, 7.12, 7.24 and new Division 7.1, Subdivision 4 (s 7.4(3)(d))	On the basis that there is currently no section 7.11 contributions plan that applies to the Land, contributions under section 7.11 are not proposed to be excluded in connection with the future development of the Land. Contributions under section 7.12 are not proposed to be excluded in connection with the future development of the Land. Contributions under section 7.24 (as in force immediately prior to the commencement of the <i>Environmental Planning and Assessment Amendment (Housing and Productivity Contributions) Act 2023</i> (NSW)) are not proposed to be excluded in connection with the future development of the Land. Contributions under Division 7.1, Subdivision 4 (as inserted into the <i>EP&A Act</i> by the <i>Environmental Planning and Assessment Amendment (Housing and Productivity Contributions) Act 2023</i> (NSW)) on its commencement, but as it may be amended from time to time) are not proposed to be excluded in connection with the future development of the Land under this VPA.
Whether benefits are to be taken into consideration in determining a development contribution under s 7.11 (s 7.4(3)(e))	Not applicable.
Mechanisms for resolution of disputes (s 7.4(3)(f))	Conventional dispute resolution mechanisms including mediation.
Enforcement of the agreement by a suitable means (s 7.4(3)(g))	The VPA will include the following security measures: (a) registration on the title to the Land; (b) provision of a bank guarantee(s) or bond(s) to secure the delivery of the proposed road works; (c) rights for Council to step in and remedy certain breaches of the VPA in carrying out the proposed road works, at the Developer's cost; (d) provisions allowing Council to compulsorily acquire land that is proposed to be dedicated for \$1 if the Developer does not dedicate or transfer the relevant land by the time prescribed in the VPA; and (e) restrictions on the issue of occupation certificates before certain public benefit contributions have been delivered.



Item	Terms
Costs	The Developer agrees to pay Council's reasonable costs of and incidental to the negotiation, preparation and entering into the VPA.

We look forward to receiving Council's response to the above offer. Please contact Samantha Wilson (Planning Manager) at [REDACTED] if you have any questions or would like to discuss the above.

Regards,



Roland Martin
General Manager – NSW

Fraser's Property Industrial Australia Pty Limited



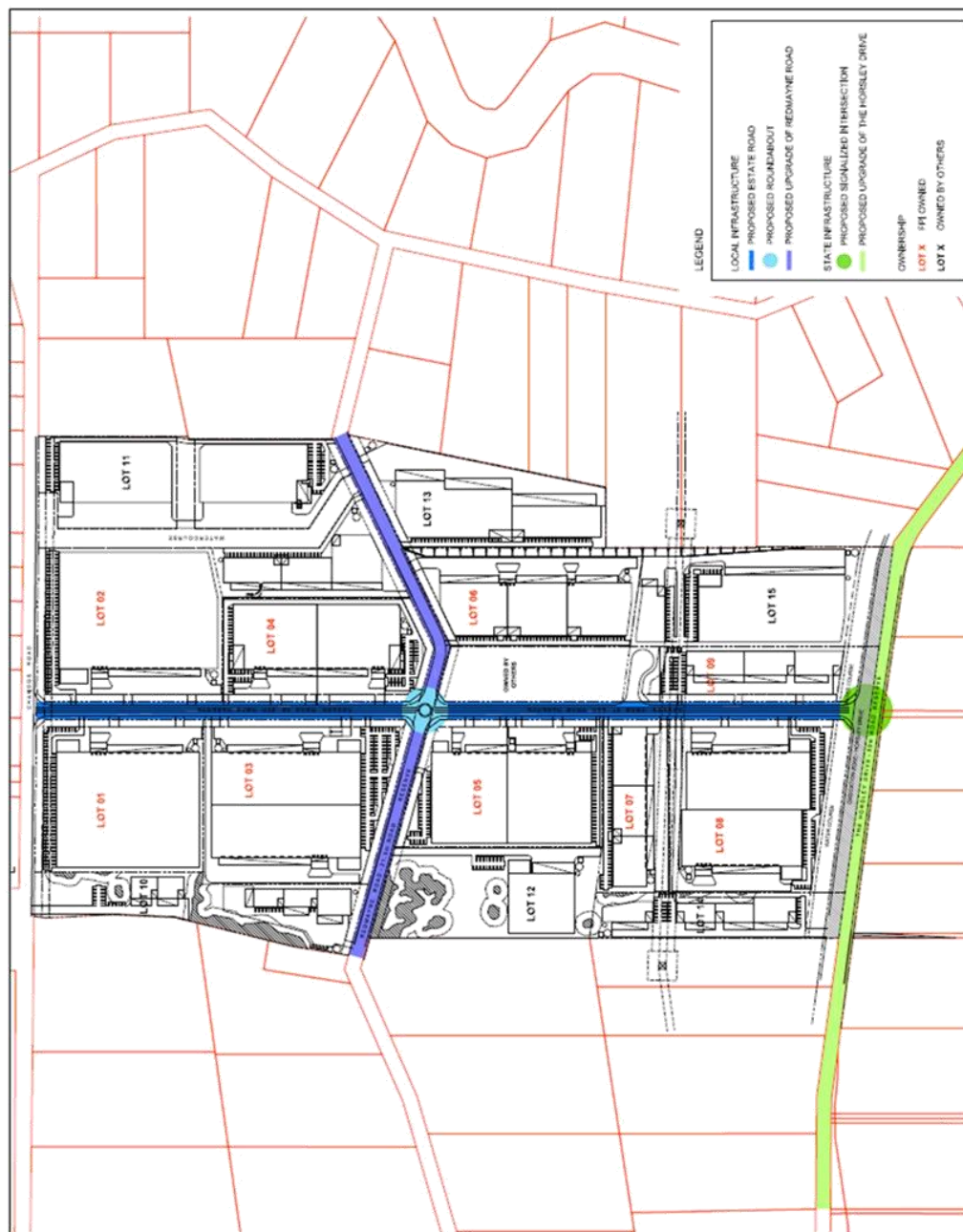
Attachment A - Land

Lot Description	Address	Area (sqm)
Lot 58A DP17288	203-209 Chandos Road	13,250
Lot 57 DP13961	187-201 Chandos Road	28,890
Lot 56 DP13961	171-185 Chandos Road	30,640
Lot A DP361393	155-169 Chandos Road	14,350
Lot B DP361393	137-153 Chandos Road	18,610
Lot 59A DP362022	157-165 Redmayne Road	16,190
Lot 1 DP505934	171-185 Chandos Road	27,270
Lot 2 DP505934	185-193 Redmayne Road	17,770
Lot 61B DP17288	195-201 Redmayne Road	15,230
Lot A DP347034	203-213 Redmayne Rd	17,980
Lot B DP357890	136-142 Redmayne Road	16,460
Lot A DP357890	144-150 Redmayne Road	15,940
Lot B DP377249	152-170 Redmayne Road	18,780
Lot 74B DP17288	182-190 Redmayne Road	17,900
Lot 74A DP17288	200-206 Redmayne Road	19,100
Lot 78B DP347873	1671 The Horsley Drive	20,000
Lot 79A DP17288	1667 The Horsley Drive	20,000
Lot 79B DP17288	1657 The Horsley Drive	20,000
Lot 1 DP849699	1637-1647 The Horsley Drive	49,800

3461-1440-7974v2



Annexure B – Public Benefits Plan



3461-1440-7974v2

Annexure ____ to Request: Planning Agreement

Parties: Fairfield City Council and FPI Developments NSW Pty Limited

Date:

Fairfield City Council
FPI Developments NSW Pty Limited

Planning Agreement
Canopy Estate, Horsley Park

Planning Agreement - Canopy Estate, Horsley Park

Contents

1	Definitions and Interpretation	6
1.1	Definitions	6
1.2	Interpretation	9
2	Planning Agreement	10
2.1	Application	10
2.2	Warranties	11
2.3	Operation	11
2.4	Developer Contributions	11
2.5	Further agreements	11
2.6	Surrender of right of appeal, etc	11
2.7	Application of section 7.11, section 7.12 and Subdivision 2 of Division 7.1 of Part 7 of the Act to the Development	11
3	Dedication of land	12
3.1	Condition precedent to dedication	12
3.2	Dedication of land	12
4	Works Contribution	12
4.1	Conduct of Works	12
4.2	Design and specification of Works Contribution	13
4.3	Carrying out of Works Contribution	14
4.4	Variation of Works Contribution	14
4.5	Contribution Value	15
4.6	Access to Land by Council	15
4.7	Completion	15
4.8	Works-As-Executed-Plan	16
4.9	Defects	16
4.10	Council's obligations relating to Work	17
4.11	Removal of Equipment	17
5	Adjustment of Contribution Value	18
6	Registration	18
6.1	Registration	18
6.2	Discharge	19
7	Dispute Resolution	19
7.1	Reference to Dispute	19
7.2	Notice of Dispute	19
7.3	Meeting of parties' senior representatives	20
7.4	Conduct pending resolution	20
7.5	Mediation	20
7.6	Expert determination	21
7.7	Confidentiality of information provided in dispute resolution process	22

Planning Agreement - Canopy Estate, Horsley Park

7.8	Remedies available under the Act	22
7.9	Urgent relief	22
8	Enforcement	23
8.1	Delivery of Bank Guarantees	23
8.2	Replacement of Bank Guarantees	23
8.3	Return of Security	23
8.4	Calling on Security	24
8.5	Top up of Security	24
8.6	Termination	25
8.7	Notices	25
8.8	Breach of obligations	26
8.9	Enforcement in a court of competent jurisdiction	27
9	Position of Council	27
9.1	Consent authority	27
9.2	Document does not fetter discretion	27
9.3	Severance of provisions	27
9.4	No Obligations	28
9.5	Approvals and consent	28
10	Assignment and Novation	28
11	Indemnities & Insurance	29
11.1	Risk	29
11.2	Release	29
11.3	Indemnity	29
11.4	Insurance	29
12	Other provisions	30
12.1	Costs	30
12.2	Entire agreement	30
12.3	Further acts	30
12.4	Governing Law and jurisdiction	30
12.5	Joint and individual liability and benefits	30
12.6	Severability	31
12.7	Illegality	31
12.8	Modification	31
12.9	Waiver	31
12.10	GST	31
12.11	Explanatory Note	32

Planning Agreement - Canopy Estate, Horsley Park

Schedule 1 - Requirements under section 7.4 of the Act	33
Schedule 2 - Development Contributions	34
Schedule 3 - Description of Land	36
Schedule 4 - Works Contribution Plan	37
Schedule 5 - Dedication Plan	38
Execution page	39

Planning Agreement - Canopy Estate, Horsley Park

Planning Agreement
Canopy Estate, Horsley Park

Parties

Council	Name	Fairfield City Council
	Address	86 Avoca Road Wakeley NSW 2176
	ABN	83 140 439 239
Developer	Name	FPI Developments NSW Pty Limited
	Address	Level 2, 1C Homebush Bay Drive, Rhodes NSW 2138
	ACN	648 326 676

Recitals

- A The Landowner owns the Land.
- B The Developer wishes to carry out the Development and applied for the Development Application for the purpose of enabling the Development to be carried out on the Land.
- C The Developer and the Council have agreed that the Developer will make Development Contributions in connection with the Development Application in accordance with this document.

It is agreed as follows.

Planning Agreement - Canopy Estate, Horsley Park

1 Definitions and Interpretation

1.1 Definitions

In this document, words beginning with a capital letter have the following definitions:

Acquisition Act means the *Land Acquisition (Just Terms Compensation) Act 1991* (NSW).

Act means the *Environmental Planning and Assessment Act 1979* (NSW).

Approval means any approval, consent, licence, permission, certificate or the like.

Assign means, as the context requires, any assignment, sale, transfer, disposition or other assignment of a legal and/or beneficial interest.

Assignee has the meaning given to it in clause 10.

Authority means the Commonwealth or New South Wales government, a Minister of the Crown, a government department, state-owned corporation, a public authority established by or under any Act, a council or county council constituted under the *Local Government Act 1993*, or a person or body exercising functions under any Act including a commission, panel, court, tribunal and the like.

Bank Guarantee means an irrevocable and unconditional undertaking by a major Australian financial institution or trading bank carrying on business in Sydney issued:

- (a) In favour of Council;
- (b) Specifying the Developer as a customer;
- (c) For an amount in accordance with clause 8.1 and Schedule 2;
- (d) As security for the performance by the Developer of the obligations under this document;
- (e) With an expiry date which must not be earlier than five years after the date the bank guarantee is issued; and
- (f) On terms which provide that the bank guarantee may be called on by Council upon presentation and without reference to the Developer (however this does not affect Council's obligations under clause 8).

Bond means a documentary performance bond which must be denominated in Australian dollars and be an unconditional undertaking issued by an Australian Prudential Regulation Authority (APRA) regulated authorised deposit taking institution or an insurer authorised by APRA to conduct new or renewal insurance business in Australia that has at all times an investment grade security rating from an industry recognised rating agency.

Business Day means a day which is not a Saturday, Sunday or a public holiday in New South Wales.

Certifier has the meaning given to it in section 6.1 of the Act.

Claim means against any person any allegation, action, demand, cause of action, suit, proceeding, judgement, debt, damage, loss, cost, expense or liability howsoever arising and whether present or future, fixed or unascertained, actual or contingent whether at law, in equity, under statute or otherwise.

Complete means, in respect of a Works Contribution, that the Developer has fully performed its obligation to make that Works Contribution in accordance with clause 4.7. **Completed** and **Completion** have derivative meaning.

Construction Certificate has the meaning given to it in section 6.4(a) of the Act.

Planning Agreement - Canopy Estate, Horsley Park

Contribution Value means the amount specified in Column 5 of Schedule 2 headed "contribution value" for each Item of the Development Contribution.

Cost means a cost, charge, expense, outgoing, payment, fee and other expenditure of any nature.

Dealing in relation to the Land means selling, transferring, mortgaging or charging the Land.

Dedication Plan means the plan in Schedule 5.

Defect has the meaning ascribed to it in clause 4.9.

Defects Liability Period means, in respect of each Works Contribution, a period of 12 months commencing on and from the date that the relevant Works Contribution is Complete.

Defects Security has the meaning ascribed to it in clause 8.1.

Designated Land means that part of the Land required to be dedicated to the Council, as specified in Schedule 2 and identified on the Dedication Plan as set out in Schedule 5.

Development means the future development of the Land contemplated by the Development Application.

Development Application has the same meaning as in the Act and for this document means the State Significant Development Application SSD-76397489 which seeks Development Consent for the construction and operation of an industrial warehouse estate known as 'Canopy Estate' on the Land, being site preparation and infrastructure works, subdivision to create five development lots, construction and operation of eight industrial buildings including ancillary office space and a café, as well as associated infrastructure and landscaping.

Development Consent has the same meaning as in the Act.

Development Contribution means any Works Contribution and/or Designated Land as set out in Schedule 2.

Dispute means a dispute between the Parties under or in relation to this document.

ELNO has the same meaning as in the Participation Rules.

Encumbrance means, in relation to the relevant Designated Land, any:

- (a) Of the following interests in the Designated Land:
 - (i) Easements, restrictions, trusts, estates or covenants; and
 - (ii) Any management statement which places, or would place, any obligations on the Council as the owner of the relevant Land; and
- (b) Interest or power:
 - (i) arising under, or with respect to, a biodiversity stewardship agreement;
 - (ii) created or otherwise arising in or over any interest in the Designated Land under any mortgage, charge (whether fixed or floating), pledge, lien, hypothecation, title retention, conditional sale agreement, hire or hire purchase agreement, restriction as to transfer, use or possession, subordination to any right of any other person and any other encumbrance or security interest, or bill of sale; or
 - (iii) by way of security for the payment of a debt or other monetary obligation or the performance of any obligation.

Equipment means any equipment, apparatus, vehicle or other equipment or thing to be used by or on behalf of the Developer in connection with the performance of its obligations under this document.

Event of Default has the meaning ascribed to it in clause 8.9.

Planning Agreement - Canopy Estate, Horsley Park

GST has the same meaning as in the GST Law.

GST Law has the meaning given to that term in *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and any other Act or regulation relating to the imposition or administration of the GST.

Index means the 6427.0 Producer Price Index, Australia published by the Australian Bureau of Statistics and calculated in accordance with the following:

- (a) Construction Industry Producer Price Indexes.
- (b) Table 17 presenting the Price Index of the Output of the Construction industries, subdivision and class index numbers.
- (c) Index number 30 Building Construction – New South Wales.
- (d) Index calculated on the reference base 1998-99=100.0.

Insolvency Event means the happening of any of these events:

- (a) Except to reconstruct or amalgamate while solvent, a body corporate enters into, or resolves to enter into, a scheme of arrangement, agreement of company arrangement or composition with, or assignment for the benefit of, all or any class of its creditors, or it proposes a reorganisation, moratorium or other administration involving any of them;
- (b) A body corporate resolves to wind itself up, or otherwise dissolve itself, or gives notice of intention to do so, except to reconstruct or amalgamate while solvent or is otherwise wound up or dissolved;
- (c) A body corporate is or states that it is insolvent;
- (d) A body corporate takes any step to obtain protection or is granted protection from its creditors, under any applicable legislation or an administrator is appointed to a body corporate;
- (e) A person becomes an insolvent under administration as defined in section 9 of the *Corporations Act 2001* (Cth);
- (f) A receiver, manager or receiver and manager is appointed to the Company; or
- (g) A body corporate becomes an externally administered body corporate within the meaning of the *Corporations Act 2001* (Cth).

Item means an item in Schedule 2.

Land means the "Land" set out in Schedule 3.

Landowner means Australand C&I Land Holdings Pty Ltd atf the Frasers Property C&I Land Holdings (Horsley Park No. 1) Trust (ACN 107 365 641) and any successor or successors in title to the Land.

Law means all legislation, regulations, by-laws, common law and other binding order made by any Authority.

Occupation Certificate has the meaning given to it in section 6.4(c) of the Act.

Outstanding Works Notice has the meaning given to it in clause 4.7.

Party means a party to this document.

Permitted Encumbrances means each of:

- (a) Easements benefitting statutory authorities, encroachments authorised by a Development Consent (or any other related approval) and environmental management requirements including precinct wide utility services provided by non-statutory corporations;
- (b) The registration of this document on the relevant folios of the Designated Land; and

Planning Agreement - Canopy Estate, Horsley Park

- (c) Any Encumbrance that Council (acting reasonably) agrees in writing is a permitted encumbrance.

Participation Rules means the participation rules as determined by the Electronic Conveyancing National Law as set out in the Electronic Conveyancing (Adoption of National Law) Act 2012 (NSW).

PEXA means Property Exchange Australia Ltd.

Planning Legislation means the Act, the *Local Government Act 1993* (NSW) and the *Roads Act 1993* (NSW).

Plan of Subdivision means a registered plan of subdivision within the meaning of section 195 of the *Conveyancing Act 1919* (NSW).

Primary Security has the meaning ascribed to it in clause 8.1.

Quantity Surveyor means a person who:

- (a) Is a member of their respective professional organisation and has been for at least five (5) years;
- (b) Practises as a quantity surveyor for works of the same nature as the relevant Works Contribution;
- (c) Is active as a quantity surveyor at the time of his appointment;
- (d) Has at least three (3) years' experience in valuing works of the same nature as the relevant Works Contribution; and
- (e) Undertakes to act fairly and promptly in accordance with the requirements of this document.

Register means the register maintained by the Registrar-General under the *Real Property Act 1900* (NSW).

Regulation means the *Environmental Planning and Assessment Regulation 2021* (NSW).

Security means collectively the Primary Security and Defects Security.

Subdivision Works Certificate has the meaning given to it in section 6.4(d) of the Act.

Works-As-Executed-Plan means a final set of constructed drawings, manuals and survey plans applicable to the Works Contribution in an electronic format compatible to Council systems.

Works Contribution means each Development Contribution that comprises the carrying out of works by the Developer, identified in Schedule 2.

Works Contribution Plan means the plan in Schedule 4.

Works Notice has the meaning given to it in clause 4.7.

1.2 Interpretation

- (a) Except as otherwise provided in this document, words in this document have the same meaning as those words have in the Act.
- (b) In the interpretation of this document, the following provisions apply unless the context otherwise requires:
 - (i) Headings are inserted for convenience only and do not affect the interpretation of this document;
 - (ii) If the day on which any act, matter or thing must be done under this document is not a Business Day, the act, matter or thing must be done on the next Business Day;

Planning Agreement - Canopy Estate, Horsley Park

- (iii) A reference in this document to dollars or \$ means Australian dollars and all amounts payable under this document are payable in Australian dollars;
- (iv) A reference in this document to a \$ value relating to a Development Contribution is a reference to the value exclusive of GST;
- (v) A reference to 'dedicate' or 'dedication' in relation to land is a reference to dedicate or dedication free of cost;
- (vi) A reference in this document to any law, legislation or legislative provision includes any statutory modification, amendment or re-enactment and any subordinate legislation or regulations issued under that legislation or legislative provision;
- (vii) A reference in this document to any agreement, deed or document is to that document, deed or document as amended, novated, supplemented or replaced;
- (viii) A reference to a clause, part, schedule or attachment is a reference to a clause, part, schedule or attachment of or to this document;
- (ix) An expression importing a natural person includes any company, trust, partnership, joint venture, association, body corporate or governmental agency;
- (x) Where a word or phrase is given a defined meaning, another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning;
- (xi) A word which denotes the singular denotes the plural, a word which denotes the plural denotes the singular, and a reference to any gender denotes the other genders;
- (xii) Reference to the word 'include' or 'including' are to be construed without limitation;
- (xiii) A reference to this document included the agreement recorded in this document;
- (xiv) A reference to a Party means a party to this document and includes a reference to the servants, agents and contractors of the Party, and the Party's successors and assigns;
- (xv) Any schedules, appendices and attachments form part of this document; and
- (xvi) Notes appearing in this document are operative provisions of this document.

2 Planning Agreement

This document is a planning agreement within the meaning set out in section 7.4 of the Act and governed by Subdivision 2 of Division 7.1 of Part 7 of the Act.

2.1 Application

This document applies to:

- (a) The Land; and
- (b) The Development.

Planning Agreement - Canopy Estate, Horsley Park

2.2 Warranties

- (a) The Parties warrant to each other that they:
 - (i) Have full capacity to enter into this document and that entry into the document will not result in the breach of any Law; and
 - (ii) Are able to fully comply with their obligations under this document.
- (b) The Developer warrants to Council that there is no legal impediment to it entering into this document, or performing the obligations imposed under it.

2.3 Operation

This document operates:

- (a) As a deed from the date that it is executed by both parties; and
- (b) As a planning agreement for the purpose of the Act from the date that the Development Consent for the Development becomes operative.

2.4 Developer Contributions

The Developer must make each Development Contribution:

- (a) In a manner specified in Column 3 of Schedule 2;
- (b) At the time specified in Column 4 of Schedule 2; and
- (c) Otherwise in accordance with the terms of this document.

2.5 Further agreements

The Parties may, at any time and from time to time, enter into agreements relating to the subject-matter of this document that are not inconsistent with this document for the purpose of implementing this document.

2.6 Surrender of right of appeal, etc

- (a) The Developer is not to commence or maintain, or to cause or procure the commencement or maintenance, of any proceedings in any court or tribunal or similar body appealing against, or questioning the validity of this document, or an Approval relating to the Development Application in so far as the subject matter of the proceedings relates to this document.
- (b) Clause 2.6(a) does not restrict the Developer or person with the benefit of the Development Consent issued in relation to the Development Application from commencing an appeal in the Land and Environment Court of New South Wales in relation to any subsequent development application or application to modify the Development Consent the subject of this document, provided that the subject matter of the appeal does not relate to this document or any condition of Development Consent requiring entry into this document.

2.7 Application of section 7.11, section 7.12 and Subdivision 2 of Division 7.1 of Part 7 of the Act to the Development

- (a) This document does not exclude the application of section 7.11, section 7.12 or Subdivision 2 of Division 7.1 of Part 7 of the Act to the Development.

Planning Agreement - Canopy Estate, Horsley Park

- (b) Section 7.11(6) of the Act does not apply to the Development Contributions that are to be carried out or provided pursuant to this document.

3 Dedication of land

3.1 Condition precedent to dedication

- (a) Prior to dedication of the Designated Land in accordance with clause 3.2, the Developer must, at its cost, provide Council with a site audit statement, prepared pursuant to a non-statutory audit, which states in Section A1 of the statement that the Designated Land is suitable for use as a public road (**Condition Precedent**).
- (b) Dedication of the Designated Land under clause 3.2 must not occur until the Developer has satisfied the Condition Precedent or unless Council agrees to waive the Condition Precedent.

3.2 Dedication of land

- (a) The Developer must procure the dedication or transfer the Designated Land to Council free of any Encumbrances (other than the Permitted Encumbrances) by the time specified in Column 4 of Schedule 2.
- (b) The Developer must meet, or procure that the Landowner meets, all costs (including legal and registration costs) associated with the dedication or transfer of the Designated Land in accordance with clause 3.2(a), including any reasonable costs incurred by Council in relation to that dedication or transfer.
- (c) Each Development Contribution which comprises the Designated Land is taken to be made upon either:
 - (i) (**Plan**) If the relevant land is dedicated in a deposited plan or a Plan of Subdivision registered at NSW Land Registry Services, when that plan is so registered; or
 - (ii) (**Transfer**) Otherwise, when the Developer delivers to Council evidence that a transfer of the Designated Land to Council has been effected by means of electronic lodgement and registration through PEXA or another ELNO.
- (d) The Developer must do all things reasonably necessary to enable registration of the Plan or Transfer to occur including by delivering to Council:
 - (i) any consent required by an interested party in the relevant land; and
 - (ii) any document in registrable form which, when registered, will remove any Encumbrances, other than the Permitted Encumbrances, registered on the title of that land.
- (e) The Developer must, as soon as practicable, comply, or procure compliance with, any requisition raised by NSW Land Registry Services in relation to the Plan or Transfer.

4 Works Contribution

4.1 Conduct of Works

The Developer, at its cost, must:

Planning Agreement - Canopy Estate, Horsley Park

- (a) Obtain Development Consent (if required), and any other Approval required by a relevant Authority, for the construction and use of the Works Contribution;
- (b) Carry out and Complete the Works Contribution in accordance with:
 - (i) any relevant Development Consent and Approval;
 - (ii) the Works Contribution Plan;
 - (iii) the requirements of, or consents issued by, any Authority;
 - (iv) any Australian Standards applicable to works of the same nature as each aspect of the Works Contribution;
 - (v) the timing specified in Column 4 of Schedule 2; and
 - (vi) any other obligations under this document; and
- (c) When carrying out the Works Contribution, the Developer must ensure that:
 - (i) All necessary measures are taken to protect people, property and the environment;
 - (ii) Unnecessary interference with the passage of people and vehicles is avoided;
 - (iii) Nuisances and unreasonable noise and disturbances are prevented; and
 - (iv) All relevant Laws and regulations with respect to water, air, noise and land pollution (including 'pollution incidents') as defined under the *Protection of the Environment Operations Act 1997* (NSW) are complied with; and
 - (v) The Works Contribution is undertaken in a proper and workmanlike manner complying with current industry practice and standards relating to each aspect of the Works Contribution.

4.2 Design and specification of Works Contribution

- (a) The Developer must:
 - (i) Consult with Council with respect to the development of the detailed design and specification of each Works Contribution; and
 - (ii) Take into consideration the reasonable requirements of Council in any such detailed design,
 in accordance with, and subject to, this clause 4.2.
- (b) Before commencing construction of a Works Contribution, the Developer must, at its own cost, prepare and submit to Council, for its approval under clause 4.2(d), the detailed design and specification for that Works Contribution.
- (c) The design and specification for the Works Contribution must be prepared by the Developer having specific regard to:
 - (i) Council's 'Specification for Roadworks and Drainage associated with subdivision or other development' policy or any other policy of Council relevant at the time to the specific Works Contribution; and
 - (ii) The Contribution Value of the relevant Works Contribution.
- (d) If, within twenty (20) Business Days of the date of submission referred to in clause 4.2(b), Council notifies the Developer in writing:

Planning Agreement - Canopy Estate, Horsley Park

- (i) of its approval of the design and specification of the Works Contribution, the Developer must carry out and complete the Works Contribution in accordance with the approved design and specification; or
- (ii) that it does not approve of the design and specification of the Works Contribution, Council must specify the reasons why approval is withheld and the Developer may elect to:
 - (A) Amend the design and specification and submit to Council the amended design and specification in which case the approval process set out in this clause 4.2 applies to that amendment; or
 - (B) Refer the relevant matter for dispute resolution in accordance with this document.
- (e) Council may only refuse its consent to the design and specification of the Works Contribution:
 - (i) to the extent that it is not consistent with a relevant Development Consent;
 - (ii) to the extent that it is not consistent with the Works Contribution Plan; and
 - (iii) on the basis that the Contribution Works as designed would result in:
 - (A) unreasonable maintenance costs being incurred by Council; or
 - (B) a material difference in the replacement life of any component of the Contribution Works.
- (f) If Council fails to notify the Developer in writing that it approves or does not approve of the design and specification within the time required under clause 4.2(d), the Council is deemed to have not approved the relevant design and specification and the Developer may elect to proceed as set out in clause 4.2(d)(i).

4.3 Carrying out of Works Contribution

- (a) Without limiting any other provision of this document, any Works Contribution that is required to be carried out by the Developer under this document must be carried out in accordance with any design or specification specified or approved by Council in accordance with clause 4.2, any relevant Approval and any other applicable Law.
- (b) The Developer, at its own cost, must obtain any Approvals necessary for the carrying out of the Works Contribution and must comply with any reasonable direction given to it by Council to prepare or modify a design or specification relating to a Works Contribution that the Developer is required to carry out under this document.

4.4 Variation of Works Contribution

- (a) The design or specification of any Works Contribution that is required to be carried out by the Developer under this document may be varied by document in writing between the Parties, acting reasonably, without the necessity for an amendment to this document.
- (b) The Developer may make a written request to the Council to approve a variation to the design or specification of a Works Contribution in order to enable it to comply with the requirements of any Authority imposed in connection with any Approval relating to the carrying out of the Works Contribution.

Planning Agreement - Canopy Estate, Horsley Park

- (c) The Council must respond to a request made by the Developer under clause 4.4(b) within 10 Business Days and may not unreasonably withhold its approval to such a request. The parties agree that such a variation will not require an amendment to this document.
- (d) The Developer must comply promptly with a reasonable direction referred to in this clause 4.4 at its own cost.

4.5 Contribution Value

- (a) For the purpose of this document, the Parties acknowledge that the Contribution Value in relation to each item of Works Contribution is the amount specified in column 5 of Schedule 2 (as indexed from time to time).
- (b) If the Developer's actual cost of carrying out a Works Contribution, including any costs incurred pursuant to this document, determined at the date on which the Works Contribution is Completed, differs from the Contribution Value, then neither party will be entitled to claim credit or reimbursement, as the case may be, for the difference.

4.6 Access to Land by Council

The Developer must permit, and procure that the Landowner permits, the Council, its officers, employees, agents and contractors to enter the Land at any time, upon giving reasonable prior notice, in order to inspect, examine or test (any part of) the Works Contribution.

4.7 Completion

- (a) For the purpose of this document, a Works Contribution is **Completed** when the Works have been accepted as, or deemed to have been, Completed in accordance with this clause 4.7 and any other obligation with respect to the relevant Item of the Works Contribution which must be discharged prior to the Completion of that Item in accordance with this document has been discharged.
- (b) The Developer must give Council not less than twenty (20) Business Days written notice of:
 - (i) the particular Item of the Works Contribution to which it relates; and
 - (ii) the date on which the Developer proposes to Complete the relevant Item of the Works Contribution (**Completion Date**),

(Works Notice).
- (c) At any time before the Completion Date specified in the Works Notice, Council may inspect the Works Contribution set out in a Works Notice and, acting reasonably, give written notice to the Developer that, either:
 - (i) the Works Contribution is Complete; or
 - (ii) the Developer is required to carry out additional work that is reasonably required to achieve Completion of the Works Contribution (**Outstanding Works Notice**).
- (d) The Developer must comply with any Outstanding Works Notice according to its terms, and at the Developer's cost, unless the Developer disputes the Outstanding Works Notice, in which case this is a dispute to which clause 7 applies.
- (e) If Council:

Planning Agreement - Canopy Estate, Horsley Park

- (i) Does not give any notice referred to in clause 4.7(c), the Works Contribution will be taken to be Complete on the Completion Date specified in the Works Notice. Notwithstanding, Council must give written notice to the Developer that the Works Contribution is Complete as soon as practicable after the date that the Works Contribution is deemed to be Complete; or
- (ii) Gives an Outstanding Works Notice, and the Developer reasonably considers that it has complied with the Outstanding Works Notice, the Developer may give a further Works Notice in accordance with clause 4.7(b).

4.8 Works-As-Executed-Plan

- (a) This clause 4.8 applies to the Works Contribution.
- (b) As soon as practicable and by no later than forty (40) Business Days after an Item of the Works Contribution is Completed in accordance with this document, the Developer must provide to the Council with:
 - (i) A full Works-As-Executed-Plan in respect of the relevant Item of the Works Contribution that has been Completed; and
 - (ii) All appropriate certificates to verify that the Item of the Works Contribution has been carried out in accordance with relevant standards.

4.9 Defects

- (a) For the purpose of this clause 4.9, a **Defect** is:
 - (i) any defect in the Works Contribution which is not minor; and/or
 - (ii) any part of the Works Contribution which has not been constructed in accordance with the detailed design approved under clause 4.2.
- (b) At any time within the Defects Liability Period, Council may inspect the Works Contribution for the purpose of ascertaining what defects or omissions (if any) in the Works Contribution are required to be made good by the Developer:
- (c) Council may issue a defects notice (**Defects Notice**) concerning the Works Contribution and specifying:
 - (i) That part of the Works Contribution which are defective and require rectification;
 - (ii) The work required to be undertaken by the Developer in order to rectify the Works Contribution; and
 - (iii) The time within which the Works Contribution are to be rectified (which must be a reasonable time and not less than ten (10) Business Days).
- (d) The Developer must rectify the Defects contained within a Defects Notice at its own cost and in accordance with the terms of the Defects Notice.
- (e) The Developer must follow the procedure set out in the Defects Notice in order to satisfy the Defects Notice.
- (f) When the Developer considers the works specified in the Defects Notice is complete, the Developer must give Council a notice relating to the Works Contribution the subject of the Defects Notice.
- (g) Another site inspection may be conducted by Council to inspect to the completed rectification works.

Planning Agreement - Canopy Estate, Horsley Park

- (h) Council, at its absolute discretion, may enter upon the Land for the purpose of satisfying the Defects Notice where the Developer has failed to comply with a Defects Notice but only after giving the Developer at least ten (10) Business Days written notice of its intention to do so.
- (i) If Council elects to exercise the step-in rights granted it under this clause 4.9 then:
 - (i) Council may enter upon any part of the Land that it requires access to in order to satisfy the obligations of the Developer in accordance with the Defects Notice;
 - (ii) Council may rectify the relevant Works Contribution in accordance with the Defects Notice;
 - (iii) The Developer must not impede or interfere with Council undertaking that work; and
 - (iv) The Developer is liable for all costs incurred by Council in completing or rectifying the Works Contribution in accordance with the Defects Notice.
- (j) Where Council exercises its step-in rights, Council may:
 - (i) Call upon the Defects Security provided by the Developer pursuant to clause 8 for any reasonable costs in Council rectifying the relevant Defects in accordance with the Defects Notice; and
 - (ii) In the event that the Defects Security does not cover all of Council's costs of rectifying the Defects in accordance with the Defects Notice, Council may recover those additional costs as a debt due in a court of competent jurisdiction.
- (k) The Developer indemnifies Council for all monies payable by the Developer to Council pursuant to clause 4.9(i)(iv). The provisions of clause 8.3(b) apply to the release of the Defects Security.
- (l) For the avoidance of any doubt, the right of Council to require the rectification of Defects and to step-in lapses at the conclusion of the Defects Liability Period.

4.10 Council's obligations relating to Work

The Council is not to unreasonably delay, hinder or otherwise interfere with the performance by the Developer of its obligations under this document, and will use its reasonable endeavours to ensure third parties unrelated to the Developer do not unreasonably delay, hinder or otherwise interfere with the performance of those obligations.

4.11 Removal of Equipment

When a Works Contribution on any Council owned or controlled land is completed for the purposes of this document, the Developer, without delay, must:

- (a) Remove any Equipment from the Council owned and controlled land and make good any damage or disturbance to the land as a result of that removal; and
- (b) Leave the land in a neat and tidy state, clean and free of rubbish.

Planning Agreement - Canopy Estate, Horsley Park

5 Adjustment of Contribution Value

- (a) Subject to clause 5(c), on each anniversary of the date of this document (each an **Adjustment Date**), the Contribution Value of each Item of the Development Contribution will be increased in accordance with the following formula (**Index Method**):

$$A = B \times \frac{C}{D}$$

where:

- A** = the indexed amount;
B = the relevant amount as set out in this document;
C = the Index most recently published before the date that the relevant payment or the calculation with respect to the relevant amount is to be made; and
D = the Index most recently published before the commencement date of this document.

If **A** is less than **B**, then the amount of the relevant Contribution Value will not change.

- (b) After each Adjustment Date, Council may request that the Developer give Council replacement or further Security so that Council holds Security for an amount equal to the revised Contribution Values for the Security that is held by Council on the relevant Adjustment Date. If requested by Council, the Developer must give Council such replacement or further Security within 20 Business Days of such a request.
- (c) Prior to any Adjustment Date, and instead of the Index Method, the Developer may request Council to adjust the Contribution Values to revised amounts specified in a cost estimate report prepared by a suitably qualified Quantity Surveyor (**QS Method**). For the purposes of clause 5(a), Council may, in its discretion, consent to the QS Method replacing the Index Method on the next occurring Adjustment Date.

6 Registration

6.1 Registration

- (a) The Developer, at their own expense and subject to Council providing executed copies of all necessary documents in accordance with clause 6.1(b), must, as soon as reasonably practicable and no later than twenty (20) Business Days after execution of this document and before the issue of any Construction Certificate or Subdivision Certificate for the Development, take all necessary and practical steps, and otherwise do anything that Council reasonably requires to procure:
- (i) The consent of each person who:
- (A) Has an estate or interest in the Land registered under the *Real Property Act 1900* (NSW); or
- (B) Is seized or possessed of an estate or interest in the Land; and
- (ii) The execution of any documents to enable registration of this document on the title to the Land pursuant to section 7.6 of the Act.
- (b) The Developer, at its own expense, will take all practical steps, and otherwise do anything that is reasonably required, to enable lodgement and registration of this document to occur electronically through PEXA or another ELNO, no later than twenty (20) Business Days after execution of this document.

Planning Agreement - Canopy Estate, Horsley Park

- (c) Council must promptly execute all documents necessary to enable registration of this document on the title to the Land.
- (d) The Developer agrees to procure the registration of this document under the *Real Property Act 1900* (NSW) in the relevant folios of the Register in accordance with section 7.6 of the Act.
- (e) The Developer must provide documentary evidence that the registration of this document has been completed to Council within five (5) Business Days of receiving confirmation that the registration has occurred.

6.2 Discharge

Council:

- (a) Acknowledges that the Designated Land may be dedicated or transferred under clause 3.2 with this document registered on the Designated Land as a Permitted Encumbrance; and
- (b) Must execute any form required by the Registrar-General, and prepared by the Developer to enable this document to be removed from the title to the Land (or any part of it) if:
 - (i) The Developer and Landowner have fully performed their obligations under this document;
 - (ii) In respect of part performance of the obligations under this document, the Developer and/or Landowner (as applicable) have fully performed the obligations referable to the part of the Land over which the document is sought to be released and provided the Developer and Landowner are not in breach of this document at that time, unless waived by Council; or
 - (iii) This document is terminated or rescinded.

7 Dispute Resolution**7.1 Reference to Dispute**

If a Dispute arises between the Parties in relation to this document, the Parties must not commence any court proceedings relating to the dispute unless the parties have complied with this clause 7, except where a party seeks urgent interlocutory relief.

7.2 Notice of Dispute

The party wishing to commence the dispute resolution process must give written notice (**Notice of Dispute**) to the other parties which:

- (a) Adequately identifies and provides details of the nature of the Dispute;
- (b) States the alleged basis of the Dispute;
- (c) States the position which the party issuing the Notice of Dispute believes is correct;
- (d) States what the party commencing the dispute resolution process believes will resolve the Dispute; and
- (e) Designates its representative to negotiate the Dispute.

Planning Agreement - Canopy Estate, Horsley Park

7.3 Meeting of parties' senior representatives

- (a) Within 10 Business Days after the notice is given, or another period agreed by the parties in writing, a senior representative of each party must meet in good faith with a view to resolving the Dispute.
- (b) The parties may, without limitation:
 - (i) Resolve the Dispute during the course of that meeting;
 - (ii) Agree that further material or expert determination in accordance with clause 7.6 about a particular issue or consideration is needed to effectively resolve the Dispute (in which event the parties will, in good faith, agree to a timetable for resolution); or
 - (iii) Agree that the parties are unlikely to resolve the Dispute, and, in good faith, agree to a form of alternative dispute resolution (including expert determination, arbitration or mediation) which is appropriate for the resolution of the relevant Dispute.
- (c) If the Dispute is not resolved within 10 Business Days, or such longer period as may be agreed between the parties, after the meeting convened under clause 7.3(b), either party may give to the other a written notice calling for determination of the Dispute (**Determination Notice**) by:
 - (i) Mediation under clause 7.5 or for expert determination under clause 7.6; and
 - (ii) Failing agreement under clause 7.3(c)(i), refer the Dispute for expert determination under clause 7.6.

7.4 Conduct pending resolution

The parties must continue to perform their respective obligations under this document if there is a Dispute but will not be required to complete the matter the subject of the Dispute, unless the appropriate party indemnifies the other parties against costs, damages and all losses suffered in completing the disputed matter if the Dispute is not resolved in favour of the indemnifying party.

7.5 Mediation

If a party gives a Determination Notice calling for the Dispute to be mediated:

- (a) The parties must agree to the terms of reference of the mediation within 15 Business Days of receipt of the Determination Notice (the terms shall include a requirement that the mediation rules of the Resolution Institute apply);
- (b) The mediator will be agreed between the parties, or failing agreement within 15 Business Days of receipt of the Determination Notice, either Party may request the Chair of the Resolution Institute (or its nominee) to appoint a mediator;
- (c) The mediator appointed pursuant to this clause 7.5 must:
 - (i) Have reasonable qualifications and practical experience in the area of the Dispute; and
 - (ii) Have no interest or duty which conflicts or may conflict with his or her functions as a mediator;

Planning Agreement - Canopy Estate, Horsley Park

- (d) The mediator shall be required to undertake to keep confidential all matters coming to their knowledge by reason of their appointment and performance of their duties;
- (e) The parties must within 15 Business Days of receipt of the Determination Notice notify each other of their representatives who will be involved in the mediation (except if a resolution of Council is required to appoint a representative, the Council must advise of the representative within 5 Business Days of the resolution);
- (f) The parties agree to be bound by a mediation settlement and may only initiate judicial proceedings in respect of a Dispute which is the subject of a mediation settlement for the purpose of enforcing that mediation settlement; and
- (g) In relation to costs and expenses:
 - (i) Each party will bear its own professional and expert costs incurred in connection with the mediation; and
 - (ii) The costs of the mediator will be shared equally by the parties unless the mediator determines that a party has engaged in vexatious or unconscionable behaviour in which case the mediator may require the full costs of the mediation to be borne by that party.

7.6 Expert determination

- (a) If the Dispute is referred for expert determination, the Dispute must be determined by an independent expert in the relevant field jointly appointed by the parties. If the parties cannot agree on the expert to be appointed, the parties must jointly appoint an expert nominated by the President of the NSW Law Society.
- (b) The expert appointed to determine the Dispute must:
 - (i) Have a technical understanding of the subject matter in the Dispute;
 - (ii) Not have a significantly greater understanding of one party's business, functions or operations which might allow the other party to construe this greater understanding as a bias; and
 - (iii) Inform the parties before being appointed of the extent of the expert's understanding of each party's business or operations and, if that information indicates a possible bias, then that expert must not be appointed except with the written approval of the parties.
- (c) The parties must promptly enter into a document with the appointed expert setting out the terms of the expert's appointment and the fees payable to the expert (which are to be shared by the parties equally).
- (d) The Dispute must be referred to the expert by written submissions from each party, which must include a copy of this document.
- (e) The expert must be instructed to determine the Dispute and provide the expert's determination to the parties no later than 10 Business Days after receipt of the submissions (or another period agreed by the parties).
- (f) The parties must promptly provide the expert with any information, assistance and cooperation requested in writing by the expert in connection with the expert's determination. All correspondence between the expert and a party must be copied to the other party.

Planning Agreement - Canopy Estate, Horsley Park

- (g) The expert must act as an expert and not as an arbitrator. The expert's written determination will be final and binding on the parties in the absence of manifest error.
- (h) If the expert fails to determine the Dispute and provide the expert's determination to the parties within 20 Business Days after the date on which the determination was due under clause 7.6 (including any extension agreed by the parties under that clause), either party may commence proceedings to determine the Dispute.

7.7 Confidentiality of information provided in dispute resolution process

- (a) The parties agree, and must procure that the mediator and the expert agree as a condition of his or her appointment:
 - (i) Subject to clause 7.7(b), to keep confidential all documents, information and other material disclosed to them during or in relation to the mediation or expert determination;
 - (ii) Not to disclose any confidential documents, information and other material except:
 - (A) To a party or adviser or consultant who has signed a confidentiality undertaking; or
 - (B) If required by Law or any Authority to do so; and
 - (iii) Not to use confidential documents, information or other material disclosed to them during or in relation to the mediation or expert determination for a purpose other than the mediation or expert determination.
- (b) The parties must keep confidential and must not disclose or rely upon or make the subject of a subpoena to give evidence or produce document in any arbitral, judicial or other proceedings:
 - (i) Views expressed or proposals or suggestions made by a party or the mediator or the expert during the expert determination or mediation relating to a possible settlement of the Dispute;
 - (ii) Admissions or concessions made by a party during the mediation or expert determination in relation to the Dispute; and
 - (iii) Information, documents or other material concerning the Dispute which are disclosed by a party during the mediation or expert determination unless such information, documents or facts would be discoverable in judicial or arbitral proceedings.

7.8 Remedies available under the Act

This clause 7 does not operate to limit the availability of any remedies available to Council under the Act.

7.9 Urgent relief

This clause 7 does not prevent any party from seeking urgent injunctive or declaratory relief concerning any matter under this document.

Planning Agreement - Canopy Estate, Horsley Park

8 Enforcement

8.1 Delivery of Bank Guarantees

- (a) Prior to the issue of the first Construction Certificate or Subdivision Works Certificate in respect of the Works Contribution, the Developer must give a Bank Guarantee or Bond to Council (or other form of security to the satisfaction of the Council, acting reasonably) for an amount equal to the Contribution Value for each Item of the Works Contribution (**Primary Security**).
- (b) Prior to the Completion of each Works Contribution in accordance with clause 4, the Developer must give a Bank Guarantee or Bond to Council (or other form of security to the satisfaction of the Council, acting reasonably) for an amount equivalent to five percent (5%) of the Contribution Value of that Works Contribution (**Defects Security**), (collectively referred to as the **Security**).

8.2 Replacement of Bank Guarantees

- (a) The Developer may replace any Security provided by it at any time, provided that the amount of that replacement is not less than that which is required to be provided under this document.
- (b) On receipt of a replacement Security under clause 8.2(a), Council must immediately release the Security being replaced and return it to the Developer.

8.3 Return of Security

- (a) Within 10 Business Days of any written request being made by the Developer, after the Developer has Completed a Works Contribution, Council must return to the Developer the Primary Security referable to that Works Contribution to the Developer, including any replacement Security referable to that Works Contribution given by the Developer under clause 8.2, provided that:
 - (i) If Council has made a demand against the relevant Primary Security, Council is only required to return any remaining balance of the Primary Security still held by Council;
 - (ii) The Developer has complied with clause 8.1(b) in respect of the relevant Works Contribution; and
 - (iii) The Developer is not in breach of this document at that time (unless waived by Council).
- (b) Council must release and return the Defects Security (or any unused part of it) for each Works Contribution to the Developer no later than ten (10) Business Days after the last to occur of:
 - (i) If no Defects Notice has been issued for that Works Contribution, the end of the Defects Liability Period; or
 - (ii) If one (1) or more Defects Notices have been issued for that Works Contribution, the date that all Defects under the relevant Defects Notice(s) has(ve) been rectified in accordance with clause 4.9.

Planning Agreement - Canopy Estate, Horsley Park

- (c) Within 10 Business Days after this document is terminated and a request being made by the Developer, Council must return to the Developer all Security given under clauses 8.1 and 8.2.

8.4 Calling on Security

- (a) If the Developer commits an Event of Default as specified in clause 8.9, Council, without limiting any other remedies available to it, may call on any Security provided by the Developer.
- (b) If Council calls on any Security, it may use the amount so paid to it in satisfaction of any reasonable costs incurred by it in remedying the relevant Event of Default.
- (c) The provisions of clause 4.9(j) apply to Council's rights under this document to call on the Defects Security.

8.5 Top up of Security

If Council calls on any Security under clause 8.4(b), Council, by notice in writing to the Developer, may require the Developer to deliver a replacement Security in an amount that, when added to any unused portion of any Security then held by Council, does not exceed the amount of the Security which Council is entitled to hold at that time under this document.

8.6 Compulsory acquisition of the Designated Land

- (a) The Developer acknowledges and agrees that:
 - (i) a reference to the *Developer* in this clause 8.6 is a reference to both the Developer and the Landowner; and
 - (ii) the Landowner becomes bound by this clause 8.6 as if it entered into this document upon this document being registered on the title of the Land.
- (b) The Developer consents to the compulsory acquisition of the Designated Land:
 - (i) in accordance with the Acquisition Act; and
 - (ii) on the terms set out in this clause 8.6.
- (c) Council may only acquire the Designated Land compulsorily in accordance with the Acquisition Act if the Developer is in breach of its obligation to dedicate the Designated Land under this document.
- (d) If Council acquires the Designated Land compulsorily in accordance with the Acquisition Act:
 - (i) the Developer agrees that the compensation payable to it on account of that acquisition under the Acquisition Act is \$1.00; and
 - (ii) Council must complete that acquisition within twelve (12) months of the relevant breach under clause 8.6(c).
- (e) The parties agree that the provisions of this clause 8.6 are an agreement with respect to the compulsory acquisition of the Designated Land for the purpose of s30 of the Acquisition Act.
- (f) If Council:
 - (i) acquires the Designated Land under clause 8.6(d); and

Planning Agreement - Canopy Estate, Horsley Park

- (ii) is required to pay any compensation to a third party as a result of that acquisition, then the Developer must pay Council the amount of that compensation as an additional Development Contribution:
- (iii) within ten (10) Business Days of demand for payment being made by Council; and
- (iv) prior to the issue of the then next Occupation Certificate or Subdivision Certificate with respect to the Development.

8.7 Termination

- (a) This document terminates in the following events:
 - (i) The Development Consent for the Development lapses; or
 - (ii) The parties agree in writing to terminate the operation of this document.
- (b) Upon termination of this document:
 - (i) all future right and obligations of the parties are discharged; and
 - (ii) all pre-existing rights and obligations of the parties continue to subsist.
- (c) This document will terminate upon the Developer satisfying all of the obligations imposed on it in full.

8.8 Notices

- (a) Any notice, consent, information, application or request that must or may be given or made to a Party under this document is only given or made if it is in writing and sent in one of the following ways:
 - (i) Delivered or posted to that party at its address set out below; or
 - (ii) Emailed to that party at its email address set out below.

Council

Attention: General Manager
 Address: PO Box 12, Fairfield NSW 1860
 Email address: mail@fairfieldcity.nsw.gov.au

Developer

Attention: The Company Secretary
 Address: Level 15, 180 George Street, Sydney NSW 2000
 Email address: fpi.secretariat@frasersproperty.com.au

- (b) If a party gives the other party three (3) Business Days' notice of a change of its address or email address, any notice, consent, information, application or request is only given or made by that other party if it is delivered, posted, or sent to the latest address or email address.
- (c) Any notice, consent, information, application or request will be treated as given or made at the following time:
 - (i) If it is delivered, when it is left at the relevant address.

Planning Agreement - Canopy Estate, Horsley Park

- (ii) If it is sent by post, seven (7) Business Days after it is posted.
- (iii) If it is sent by email, within 3 hours of the sender having sent the email provided that no error message is received within that 3 hour timeframe.
- (d) If any notice, consent, information, application or request is delivered, or sent, on a day that is not a Business Day, or if on a Business Day after 5pm on that day in the place of the Party to whom it is sent, it will be treated as having been given or made at the beginning of the next Business Day.

8.9 Breach of obligations

- (a) If the Council reasonably considers that the Developer is in breach of any obligation under this document, it may serve a written notice on the Developer (**Breach Notice**) specifying:
 - (i) The nature and extent of the breach;
 - (ii) If:
 - (A) The breach is capable of rectification other than the payment of compensation, what Council requires the Developer to do in order to rectify the breach; or
 - (B) The breach is not reasonably capable of rectification other than the payment of compensation, the amount of compensation Council requires the Developer to pay in order to rectify the breach; and
 - (iii) The period within which the breach will be rectified or compensation paid, being a period that is reasonable in the circumstances and is not less than 20 Business Days.
- (b) The Developer commits an **Event of Default** if the Developer:
 - (i) Fails to fully comply with a Breach Notice; or
 - (ii) Becomes subject to an Insolvency Event.
- (c) If the Developer commits an Event of Default, Council may, in addition to any of its rights at Law, as applicable to the Event of Default:
 - (i) Step-in and carry out any work specified in any relevant Breach Notice and may enter, occupy and use any land controlled by the Developer and any Equipment on such land for that purpose;
 - (ii) If Council suffers loss or damage as a consequence of the Event of Default, or if Council is otherwise permitted to do so under this Agreement, call on the Security; and/or
 - (iii) Terminate this document.
- (d) Any costs incurred by the Council in remedying a breach in accordance with clause 8.9(c) may be recovered by the Council by either or a combination of the following means:
 - (i) By calling-up and applying the Security provided by the Developer under this document; or
 - (ii) As a debt due in a court of competent jurisdiction.

Planning Agreement - Canopy Estate, Horsley Park

- (e) For the purposes of clause 8.9(d), the Council's costs of remedying a breach the subject of a Breach Notice include, but are not limited to:
 - (i) The costs of the Council's servants, agents and contractors reasonably incurred in remedying the breach;
 - (ii) All fees and charges necessarily or reasonably incurred by the Council in remedying the breach; and
 - (iii) All legal costs and expenses reasonably incurred by the Council, by reason of the breach.
- (f) Nothing in this clause 8.9 prevents the Council from exercising any rights it may have at Law or in equity in relation to a breach of this document by the Developer, including but not limited to seeking relief in an appropriate court.

8.10 Enforcement in a court of competent jurisdiction

- (a) Without limiting any other provision of this document, the Parties may enforce this document in any court of competent jurisdiction.
- (b) For the avoidance of doubt, nothing in this document prevents:
 - (i) a Party from bringing proceedings in the Land and Environment Court of New South Wales to enforce any aspect of this document or any matter to which this document relates; or
 - (ii) the Council from exercising any function under the Act or any other Law relating to the enforcement of any aspect of this document or any matter to which this document relates.

9 Position of Council**9.1 Consent authority**

The parties acknowledge that Council is a consent authority with statutory rights and obligations pursuant to the terms of the Planning Legislation.

9.2 Document does not fetter discretion

This document, or anything done under this document:

- (a) Is not to be taken as approval or consent by Council as a regulatory authority; and
- (b) Does not in any way operate to inhibit, deter or prejudice the power of Council to make any Law or the exercise by Council of any statutory functions, duties or powers, pursuant to the Planning Legislation (**Discretion**).

9.3 Severance of provisions

- (a) No provision of this document is intended to, or does, constitute any unlawful fetter on any Discretion. If, contrary to the operation of this clause, any provision of this document is held by a court of competent jurisdiction to constitute an unlawful fetter on any Discretion, the parties agree:

Planning Agreement - Canopy Estate, Horsley Park

- (i) They will take all practical steps, including the execution of any further document, to ensure the objective of this clause 9 is substantially satisfied;
 - (ii) In the event that paragraph (i) cannot be achieved without giving rise to an unlawful fetter on a Discretion, the relevant provision will be severed and the remainder of this document has full force and effect; and
 - (iii) To endeavour to satisfy the common objectives of the parties in relation to the provision of this document which is held to be an unlawful fetter to the extent that it is possible having regard to the relevant court judgment.
- (b) Where the Law permits Council to contract out of a provision of that Law or gives Council power to exercise a Discretion, then if Council has in this document contracted out of a provision or exercised a Discretion under this document, then to the extent of this document is not to be taken to be inconsistent with the Law.

9.4 No Obligations

Nothing in this document will be deemed to impose any obligation on Council to exercise any of its functions under the Act in relation to the Development Consent for the Development, the Land or the Development in a certain manner.

9.5 Approvals and consent

- (a) Except as otherwise set out in this document, and subject to any statutory obligations, a Party may give or withhold an approval or consent to be given under this document in that Party's absolute discretion and subject to any conditions determined by the party.
- (b) A party is not obliged to give its reasons for giving or withholding consent or for giving consent subject to conditions.

10 Assignment and Novation

- (a) Subject to clauses 10(b) and 10(f), the Developer must not Assign or novate the rights and obligations of this document to any person (**Assignee**) unless the Developer first obtains the consent of Council, which cannot be unreasonably withheld or delayed, provided the Developer satisfies the requirements of this clause 10.
- (b) The Developer must provide Council with any evidence required by Council, acting reasonably, to satisfy Council that the Assignee is reasonably capable of performing the obligations under this document that are to be assigned or novated to it.
- (c) Within 20 Business Days after receiving the evidence provided under clause 10(b), Council must confirm whether or not Council consents to the proposed assignment to the Assignee.
- (d) If Council consents to the assignment, the Developer must procure at no cost the Council:
 - (i) the execution by the Assignee of an appropriate deed where the Assignee agrees to be bound by the terms of this document; and
 - (ii) the provision of all Security to Council by the Assignee that the Developer is required to provide under this document (and any additional security if required by Council acting reasonably) at the same time as, or prior to, entering into that deed.

Planning Agreement - Canopy Estate, Horsley Park

- (e) Council is under no obligation to consider granting its consent to any request made by the Developer under clause 10(a) if, at the time the request is made, the Developer is in breach of this document and/or this document is not registered on the title of the Land.
- (f) This clause 10 does not apply where the Assignee is a related body corporate within the meaning of that term in section 50 of the *Corporations Act 2001* (Cth).

11 Indemnities & Insurance

11.1 Risk

The Developer performs this document at its own risk and its own cost.

11.2 Release

The Developer releases the Council from any Claim it may have against the Council arising in connection with the performance of the Developer's obligations under this document except if, and to the extent that, the Claim arises because of the Council's negligence or default.

11.3 Indemnity

The Developer indemnifies the Council from and against all Claims that may arise as a result of wilful default or negligence in connection with the construction of a Works Contribution, except if, and to the extent that, the Claim arises from:

- (a) The negligence acts or omissions of Council; or
- (b) Any change to the management or use of the Item of the Works Contribution as intended under this document.

11.4 Insurance

- (a) The Developer must take out and keep current to the satisfaction of the Council the following insurances in relation to the work required to be carried out by the Developer under this document up until the Works Contribution is taken to have been completed in accordance with this document:
 - (i) Contract works insurance, noting the Council as an interested party, for the full replacement value of the Works Contribution (including the cost of demolition and removal of debris, consultants' fees and authorities' fees), to cover the Developer's liability in respect of damage to or destruction of the Works Contribution;
 - (ii) Public liability insurance for at least \$20,000,000.00 for a single occurrence, which covers the Council, the Developer and any subcontractor of the Developer, for liability to any third party;
 - (iii) Workers compensation insurance as required by Law; and
 - (iv) Any other insurance required by Law.
- (b) If the Developer fails to comply with clause 11.4(a), the Council may effect and keep in force such insurances and pay such premiums as may be necessary for that purpose and the amount so paid shall be a debt due from the Developer to the Council and may be recovered by the Council as it deems appropriate including:

Planning Agreement - Canopy Estate, Horsley Park

- (i) By calling upon the Security provided by the Developer to the Council under this document; or
- (ii) Recovering the amount as a debt due in a court of competent jurisdiction.
- (c) The Developer is not to commence to carry out any Works Contribution unless it has first provided to the Council satisfactory written evidence of all of the insurances specified in clause 11.4(a).

12 Other provisions

12.1 Costs

- (a) The Developer agrees to reimburse or pay Council's reasonable costs of negotiating, preparing, executing, stamping and registering the document, and any document related to this document, within 20 Business Days of receiving a tax invoice from Council.
- (b) The Developer agrees to pay or reimburse the reasonable costs and expenses incurred by Council in connection with the advertising and exhibition of this document in accordance with the Act.
- (c) The Developer must also pay to the Council the Council's reasonable costs of administration and ongoing enforcement of this document within 7 Business Days of a written demand by the Council for such payment.

12.2 Entire agreement

- (a) This document contains everything to which the Parties have agreed in relation to the matters it deals with.
- (b) No Party can rely on an earlier document, or anything said or done by another Party, or by a director, officer, agent or employee of that Party, before this document was executed, except as permitted by Law.

12.3 Further acts

Each Party must promptly execute all documents and do all things that another Party from time to time reasonably requests to effect, perfect or complete this document and all transactions incidental to it.

12.4 Governing Law and jurisdiction

This document is governed by the Law of New South Wales. The Parties submit to the non-exclusive jurisdiction of its courts and courts of appeal from them. The Parties will not object to the exercise of jurisdiction by those courts on any basis.

12.5 Joint and individual liability and benefits

- (a) Except as otherwise set out in this document:
 - (i) Any agreement, covenant, representation or warranty under this document by two or more persons binds them jointly and each of them individually; and

Planning Agreement - Canopy Estate, Horsley Park

- (ii) Any benefit in favour of two or more persons is for the benefit of them jointly and each of them individually.

12.6 Severability

- (a) If a clause or part of a clause of this document can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable and valid, it must be read in the latter way.
- (b) If any clause or part of a clause is illegal, unenforceable or invalid, that clause or part is to be treated as removed from this document, but the rest of this document is not affected.

12.7 Illegality

If this document or any part of it becomes illegal, unenforceable or invalid as a result of any change to a Law, the Parties are to co-operate and do all things necessary to ensure that an enforceable agreement of the same or similar effect to this document is entered into.

12.8 Modification

No modification of this document will be of any force or effect unless it is in writing and signed by the Parties to this document.

12.9 Waiver

- (a) The fact that a Party fails to do, or delays in doing, something the Party is entitled to do under this document, does not amount to a waiver of any obligations of, or breach of obligation by, another Party.
- (b) A waiver by a Party is only effective if it is in writing.
- (c) A written waiver by a Party is only effective in relation to a particular obligation or breach in respect of which it is given. It is not to be taken as an implied waiver or any other obligation or breach or as an implied waiver of that obligation or breach in relation to any other occasion.

12.10 GST

- (a) If any Party reasonably decides that it is liable to pay GST on a supply made to the other Party under this document and the supply was not priced to include GST, then recipient of the supply must pay an additional amount equal to the GST on that supply.
- (b) Defined terms used in this clause 12.10 have the meaning ascribed to them in the GST Law.
- (c) The parties agree, in accordance with Class Ruling CR2013/13, that Development Contributions required to be made under this document are exempt from GST.
- (d) Subject to clause 12.10(f), if GST is payable on a Taxable Supply made under, by reference to or in connection with this document, the Party providing the Consideration for that Taxable Supply must also pay the GST Amount as additional Consideration.
- (e) Clause 12.10(c) does not apply to the extent that the Consideration for the Taxable Supply is expressly stated in this document to be GST inclusive.

Planning Agreement - Canopy Estate, Horsley Park

- (f) No additional amount shall be payable by the Council under clause 12.10(c) unless, and only to the extent that, the Council (acting reasonably and in accordance with the GST Law) determines that it is entitled to an Input Tax Credit for its acquisition of the Taxable Supply giving rise to the liability to pay GST.
- (g) If there are Supplies for Consideration which is not Consideration expressed as an amount of Money under this document by one Party to the other Party that are not subject to Division 82 of the GST Law, the Parties agree:
 - (i) to negotiate in good faith to agree the GST inclusive market value of those Supplies prior to issuing Tax Invoices in respect of those Supplies; and
 - (ii) that any amounts payable by the Parties in accordance with this clause (as limited by clause 12.10(f)) to each other in respect of those Supplies will be set off against each other to the extent that they are equivalent in amount.
- (h) No payment of any amount pursuant to this clause 12.10, and no payment of the GST Amount where the Consideration for the Taxable Supply is expressly agreed to be GST inclusive, is required until the supplier has provided a Tax Invoice or Adjustment Note as the case may be to the recipient.
- (i) Any reference in the calculation of Consideration or of any indemnity, reimbursement or similar amount to a cost, expense or other liability incurred by a party, must exclude the amount of any Input Tax Credit entitlement of that party in relation to the relevant cost, expense or other liability.
- (j) This clause 12.10 continues to apply after expiration or termination of this document.

12.11 Explanatory Note

An Explanatory Note relating to this document is required by section 205 of the Regulation. Pursuant to section 205(5) of the Regulation, the Parties agree that the Explanatory Note is not to be used to assist in construing this document. A template for an Explanatory Note is included in Council's Planning Agreements Policy 2023.

Planning Agreement - Canopy Estate, Horsley Park

Schedule 1 - Requirements under section 7.4 of the Act

Requirement under the Act	This Agreement
Planning instrument and/or development application (s 7.4(1))	
The Developer has:	
a) Sought a change to an environmental planning instrument;	(a) No
b) Made, or proposes to make, a development application or application for a complying development certificate; and/or	(b) Yes
c) Entered into an agreement with, or is otherwise associated with, a person to whom paragraph (a) or (b) applies.	(c) No
Description of land to which this agreement applies (s.7.4(3)(a))	Refer to Schedule 3
Description of change to the environmental planning instrument to which this agreement applies (s.7.4(3)(b))	No
Description of the development to which the agreement applies (s.7.4(3)(b))	Refer to definition of the 'Development'
Application of section 7.11 of the Act (s.7.4(3)(d))	Applies
Application of section 7.12 of the Act (s.7.4(3)(d))	Applies
Application of section 7.24 of the Act (s.7.4(3)(d))	Applies
Consideration of benefits under this agreement if section 7.11 applies (s.7.4(3)(e))	Not applicable
Mechanism for Dispute resolution (s.7.4(3)(f))	Refer to clause 7
Enforcement of this agreement by a suitable means, such as the provision of a bond or guarantee, in the event of a breach of the agreement by the developer (s.7.4(3)(g))	Refer to clause 8
No obligation to grant consent or exercise functions in relation to a change to an environmental planning instrument (s.7.4(9))	Refer to clauses 9.2 and 9.4

Schedule 2 - Development Contributions**Part 1 - Works Contribution**

Item	Column 1 Development Contribution	Column 2 Public Purpose	Column 3 Manner & Extent	Column 4 Timing	Column 5 Contribution Value
1	Estate Road	Public road	Construction of a new north-south local industrial road: 1. in accordance with the requirements of the Keyhole Lands site-specific Development Control Plan 2025, as generally shown on the plan at Schedule 4; and 2. including two (2) CCTV cameras and three (3) illegal dumping signs in consultation with Council's Waste Management Team to ensure they are appropriately positioned to assist with illegal dumping mitigation and ongoing management.	Prior to the issue of an Occupation Certificate for the Development.	\$6,256,000
2	Redmayne Road and Estate Road Roundabout	Public road	Construction of a roundabout at the intersection of Redmayne Road and the Estate Road, as generally shown on the plan at Schedule 4.	Prior to the issue of an Occupation Certificate for the Development.	\$1,674,000

Planning Agreement - Canopy Estate, Horsley Park

3	Redmayne Road Upgrades	Public road	Upgrade and realignment of Redmayne Road, as generally shown on the plan at Schedule 4.	Prior to the issue of an Occupation Certificate for the Development.	\$3,817,000
---	------------------------	-------------	---	--	-------------

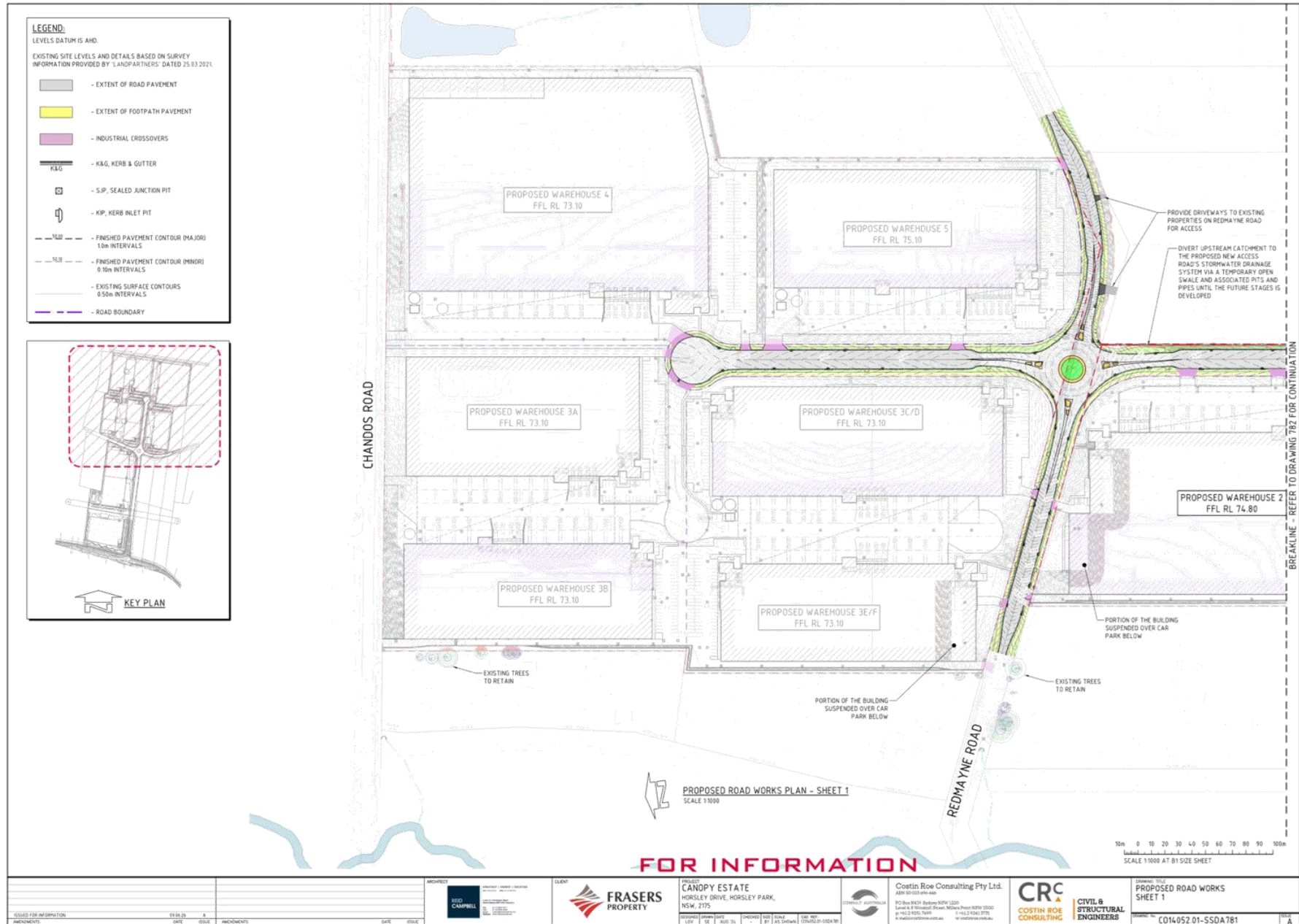
Part 2 - Designated Land Contribution

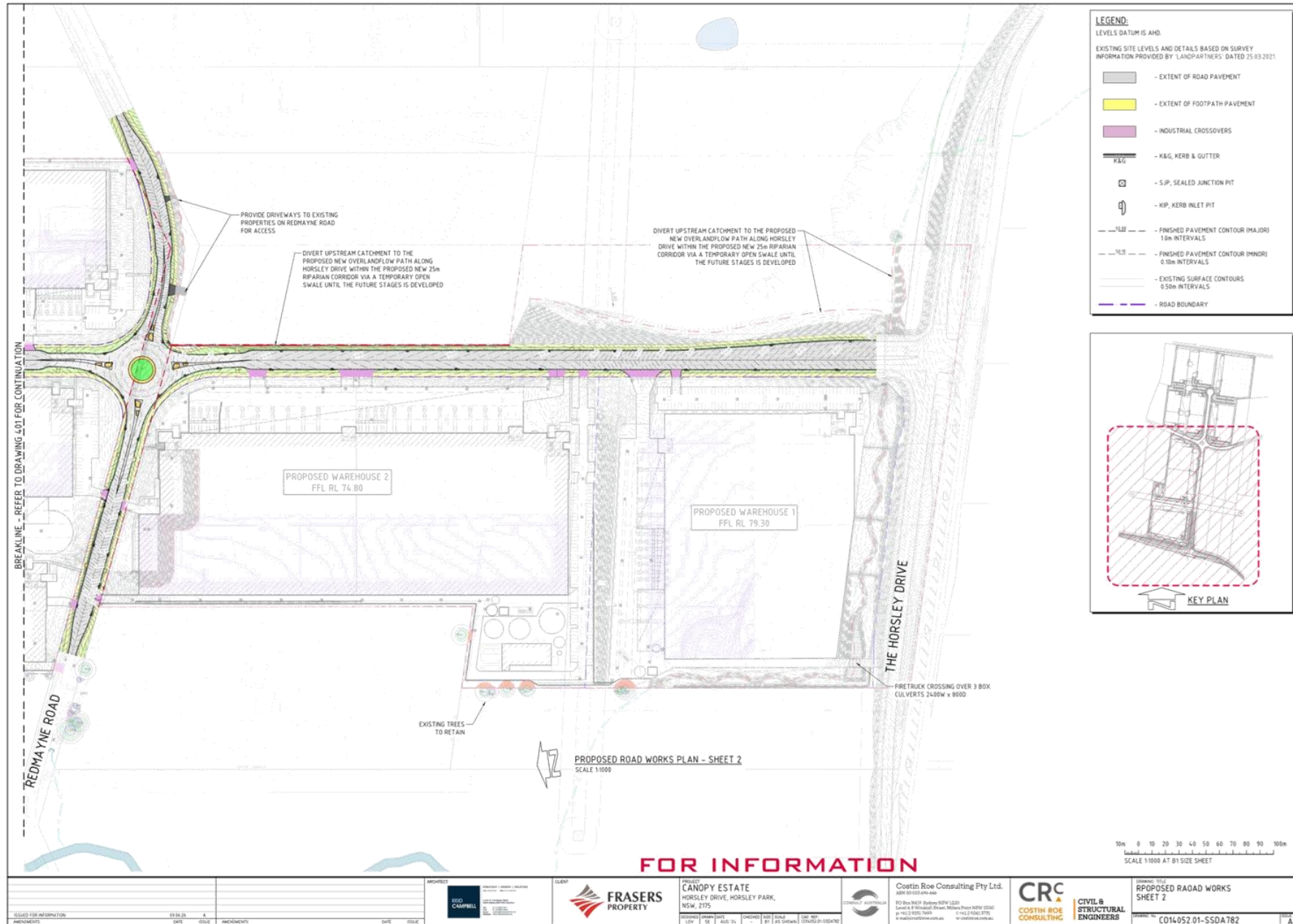
Item	Column 1 Development Contribution	Column 2 Public Purpose	Column 3 Manner & Extent	Column 4 Timing	Column 5 Contribution Value
1	Dedication of Land	Public road	Dedication or transfer to Council of circa 22,195 sqm of land, being that Part of the Land upon which each Works Contribution is carried out, as indicatively identified on the plan in Schedule 5.	Prior to the issue of an Occupation Certificate for the Development.	\$4,450,000

Schedule 3 - Description of Land

Lot Description	Address
Lot 58A DP17288	203-209 Chandos Road, Horsley Park
Lot 57 DP13961	187-201 Chandos Road, Horsley Park
Lot 56 DP13961	171-185 Chandos Road, Horsley Park
Lot A DP361393	155-169 Chandos Road, Horsley Park
Lot B DP361393	137-153 Chandos Road, Horsley Park
Lot 59A DP362022	157-165 Redmayne Road, Horsley Park
Lot 1 DP505934	167-183 Redmayne Road, Horsley Park
Lot 2 DP505934	185-193 Redmayne Road, Horsley Park
Lot 61B DP17288	195-201 Redmayne Road, Horsley Park
Lot A DP347034	203-213 Redmayne Road, Horsley Park
Lot B DP357890	136-142 Redmayne Road, Horsley Park
Lot A DP357890	144-150 Redmayne Road, Horsley Park
Lot B DP377249	152-170 Redmayne Road, Horsley Park
Lot A DP377249	172-180 Redmayne Road, Horsley Park
Lot 74B DP17288	182-190 Redmayne Road, Horsley Park
Lot 74A DP17288	200-206 Redmayne Road, Horsley Park
Lot 78B DP347873	1671 The Horsley Drive, Horsley Park
Lot 79A DP17288	1667 The Horsley Drive, Horsley Park
Lot 79B DP17288	1657 The Horsley Drive, Horsley Park
Lot 1 DP849699	1637-1647 The Horsley Drive, Horsley Park

Schedule 4 - Works Contribution Plan





Schedule 5 - Dedication Plan



FRASERS PROPERTY INDUSTRIAL
LEVEL 15, 180 GEORGE STREET
SYDNEY NSW 2000
P +61 2 9767 2000

© 2026 FRASERS PROPERTY INDUSTRIAL
This document is confidential and is subject to copyright. It may not be copied, used, reproduced or transmitted in any way or in any form without the express permission of Fraser's Property Industrial. Areas written on drawings are approximate only and are subject to confirmation by survey.

CANOPY ESTATE
THE HORSLEY DRIVE,
HORSLEY PARK, NSW

**DESIGNATED
CONTRIBUTIONS PLAN**



JOB MP-HP-FS-1050	DATE 29.05.2026
SCALE 1:2500 @ A1	DRN. REV. A

Planning Agreement - Canopy Estate, Horsley Park

Execution page

Executed as a deed

Dated: _____

Council

Signed, sealed and delivered by Fairfield City Council by its General Manager in the presence of the witness whose signature appears below and in accordance with resolution dated

Witness (Signature)

General Manager (Signature)

Name of Witness (Print Name)

Name of General Manager (Print Name)

Developer

Signed, sealed and delivered by FPI Developments NSW Pty Limited in accordance with section 126(1) of the *Corporations Act 2001* (Cth) by authority of its directors.

Joint agent/attorney (Signature)

Joint agent/attorney (Signature)

Name of joint agent/attorney (Print Name)

Name of joint agent/attorney (Print Name)

Explanatory Note

Planning Agreement

Canopy Estate, Horsley Park

1 Introduction

- (1) The purpose of this Explanatory Note is to provide a plain English summary to support the notification of a proposed Voluntary Planning Agreement (**Planning Agreement**) under s7.4 of the *Environmental Planning and Assessment Act 1979* (NSW) (**Act**).
- (2) This Explanatory Note has been prepared jointly between the parties as required by clause 205 of the *Environmental Planning and Assessment Regulation 2021* (NSW) (**Regulations**).
- (3) This Explanatory Note must not be used to assist in interpreting the Planning Agreement.

2 Parties to the Planning Agreement

The parties to the Planning Agreement are:

- (1) Fairfield City Council (ABN 83 140 439 239) (**Council**); and
- (2) FPI Developments NSW Pty Limited (ACN 648 326 676) (**Developer**).

3 Description of the Land to which the Planning Agreement applies

The Planning Agreement applies to (**Land**):

- (1) Lot 58A in DP17288, known as 203-209 Chandos Road, Horsley Park;
- (2) Lot 57 in DP13961, known as 187-201 Chandos Road, Horsley Park;
- (3) Lot 56 in DP13961, known as 171-185 Chandos Road, Horsley Park;
- (4) Lot A in DP361393, known as 155-169 Chandos Road, Horsley Park;
- (5) Lot B in DP361393, known as 137-153 Chandos Road, Horsley Park;
- (6) Lot 59A in DP362022, known as 157-165 Redmayne Road, Horsley Park;
- (7) Lot 1 in DP505934, known as 167-183 Redmayne Road, Horsley Park;
- (8) Lot 2 in DP505934, known as 185-193 Redmayne Road, Horsley Park;
- (9) Lot 61B in DP17288, known as 195-201 Redmayne Road, Horsley Park;
- (10) Lot A in DP347034, known as 203-213 Redmayne Road, Horsley Park;
- (11) Lot B in DP357890, known as 136-142 Redmayne Road, Horsley Park;
- (12) Lot A in DP357890, known as 144-150 Redmayne Road, Horsley Park;
- (13) Lot B in DP377249, known as 152-170 Redmayne Road, Horsley Park;

21675235.1

- (14) Lot A in DP377249, known as 172-180 Redmayne Road, Horsley Park;
- (15) Lot 74B in DP17288, known as 182-190 Redmayne Road, Horsley Park;
- (16) Lot 74A in DP17288, known as 200-206 Redmayne Road, Horsley Park;
- (17) Lot 78B in DP347873, known as 1671 The Horsley Drive, Horsley Park;
- (18) Lot 79A in DP17288, known as 1667 The Horsley Drive, Horsley Park;
- (19) Lot 79B in DP17288, known as 1657 The Horsley Drive, Horsley Park; and
- (20) Lot 1 in DP849699, known as 1637-1647 The Horsley Drive, Horsley Park.

4 Description of the Planning Proposal and Development

The Planning Agreement relates to the proposed development of the Land as permitted under State Significant Development Application 76397489 which seeks consent for the construction and operation of an industrial warehouse estate known as 'Canopy Estate' on the Land (**Development**) which includes:

- (1) site preparation and infrastructure works;
- (2) subdivision to create five (5) development lots;
- (3) construction and operation of eight (8) industrial buildings including ancillary office space and a cafe, as well as associated infrastructure and landscaping.

5 Summary of objects, nature and effect of the Planning Agreement

The **objective** of the Planning Agreement is to provide community infrastructure, amenities and resources to the Fairfield City LGA community by facilitating the provision of the contributions as set out in **Schedule 1** of this Explanatory Note in a timely and efficient manner (**Contributions**).

The **intent** of the Planning Agreement is to facilitate the provision of the Contributions by the Developer.

The Planning Agreement will be registered on the title of the Land.

The Developer will provide Council with the following bank guarantees to secure provision of the Contributions (other than the dedication of land):

- (1) Prior to the issue of the first Construction Certificate or Subdivision Works Certificate in respect of the works to be delivered under the Planning Agreement, a bank guarantee for an amount equal to the contribution value for each item of works (set out in **Part 1** of **Schedule 1** of this Explanatory Note).
- (2) Prior to the Completion of each item of works, a bank guarantee for an amount equivalent to five percent (5%) of the contribution value of that item of works (set out in **Part 1** of **Schedule 1** of this Explanatory Note).

Council will be able to withhold Occupation Certificates until such time as the Contributions are made.

To the extent that the Contributions are the dedication of land, and the Developer does not dedicate any part of the land required to be dedicated by the time required under the Planning Agreement, then the Developer permits Council to compulsorily acquire that land for compensation in the amount of \$1.00.

21675235.1

The **nature** of the Planning Agreement is a contractual relationship between Council and the Developer for the provision of the Contributions.

The **effect** of the Planning Agreement is that the Developer will provide the Contributions in the manner provided for in the Planning Agreement (as applicable) and as set out in **Schedule 1** of this Explanatory Note.

6 Assessment of the merits of the Planning Agreement

6.1 The planning purposes served by the Planning Agreement

In accordance with section 7.4(2) of the Act, the Planning Agreement promotes the public purpose of the provision of contributions for improving local infrastructure, amenities and services.

6.2 How the Planning Agreement promotes the public interest

In accordance with the objects of the Act, the Planning Agreement promotes the public interest in the following manner:

- (1) By ensuring appropriate arrangements are in place to ensure the timely provision of the infrastructure required to meet the demand generated by the Development.
- (2) By providing certainty for the Developer and Council as to the provision of the Contributions directed towards community infrastructure within the Fairfield City LGA community.
- (3) The promotion and co-ordination of the orderly and economic use and development of the Land to which the Planning Agreement applies.
- (4) By providing transparency regarding the monetary contributions to be provided for the Development.

6.3 How the Planning Agreement promotes Council's guiding principles

The Planning Agreement promotes a number of Council's guiding principles under section 8A of the *Local Government Act 1993* (NSW), as follows:

- (1) The exhibition of the Planning Agreement facilitates the involvement of members of the public in the consultation process for the Planning Agreement.
- (2) To plan strategically for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- (3) To act fairly, ethically and without bias to the interests of the local community.
- (4) To recognise diverse local community needs and interests.
- (5) To have regard to the long term and cumulative effects of its decisions on future generations.
- (6) Transparent decision-making and active engagement with local communities, through the use of the integrated planning and reporting framework and other measures.
- (7) To engage in long-term strategic planning on behalf of the local community.
- (8) The Planning Agreement makes it clear that Council has a statutory role as consent authority in relation to the development proposal and that the Planning Agreement is not intended to unlawfully influence the exercise of Council's regulatory functions.

21675235.1

7 Identification of whether the Planning Agreement conforms with Council's capital works program

The Planning Agreement conforms with Council's capital works program.

21675235.1

Schedule 1 – Contributions**Part 1 – Works Contribution**

Contribution	Description	Timing	Contribution Value
Estate Road	Construction of a new north-south local industrial road: (1) in accordance with the requirements of the Keyhole Lands site-specific Development Control Plan 2025; and (2) including two (2) CCTV cameras and three (3) illegal dumping signs in consultation with Council's Waste Management Team to ensure they are appropriately positioned to assist with illegal dumping mitigation and ongoing management.	Prior to the issue of an Occupation Certificate for the Development.	\$6,256,000.
Redmayne Road and Estate Road Roundabout	Construction of a roundabout at the intersection of Redmayne Road and the Estate Road.	Prior to the issue of an Occupation Certificate for the Development.	\$1,674,000.
Redmayne Road Upgrades	Upgrade and realignment of Redmayne Road.	Prior to the issue of an Occupation Certificate for the Development.	\$3,817,000.

Part 2 – Designated Land Contribution

Contribution	Description	Timing	Contribution Value
Dedication of Land	Dedication or transfer to Council of circa 22,195 sqm of land, being that Part of the Land upon which each Works Contribution is carried out.	Prior to the issue of an Occupation Certificate for the Development.	\$4,450,000.

Policy – NSW State Government

A Practice Note on Planning Agreements issued in February 2021 assists parties in the preparation of planning agreements.

Planning agreements must be governed by a set of policy principles that ensure transparency, fairness, and flexibility of planning decisions. The following highlights key considerations within the Practice Note.

Principles

Planning authorities and developers that are parties to planning agreements should adhere to the following fundamental principles.

Principle 1: Planning authorities should always consider a development proposal on its merits, not on the basis of a planning agreement.

Comment on Principle 1: The planning agreement has been considered on its merits and will provide material public benefits to the community that otherwise would not be able to be provided.

Principle 2: Planning agreements must be underpinned by proper strategic land use and infrastructure planning carried out on a regular basis and must address expected growth and the associated infrastructure demand.

Comment on Principle 2: The planning agreement is aligned with the vision in Council's preferred Fairfield Rural Lands Urban Investigation Area (UIA) Structure Plan. The planning agreement also ensures that the delivery of the infrastructure is in accordance with the Keyhole Lands Site Specific Development Control Plan.

Principle 3: Strategic planning should ensure that development is supported by the infrastructure needed to meet the needs of the growing population.

Comment on Principle 3: The planning agreement seeks to deliver infrastructure to support the proposed development of the Canopy Industrial Estate.

Principle 4: A consent authority cannot refuse to grant development consent on the grounds that a planning agreement has not been entered into in relation to the proposed development or that the developer has not offered to enter into such an agreement.

Comment on Principle 4: The planning agreement has not been prepared under duress and is voluntary for both parties. The planning agreement is in the public interest because of the material community benefits that will be delivered. Additionally, Council is not the consent authority for the development application, which is being assessed by the NSW Department of Planning, Housing, and Infrastructure.

Principle 5: Planning agreements should not be used as a means of general revenue raising or to overcome revenue shortfalls.

Comment on Principle 5: The planning agreement is intended to ensure delivery of infrastructure as part of significant redevelopment proposal of the Canopy Estate, Horsley Park. The planning agreement seeks to deliver works in kind and there is no monetary contribution component of the VPA.

Principle 6: Planning agreements must not include public benefits wholly unrelated to the particular development.

Comment on Principle 6: There is a clear and direct connection (nexus) between the planning agreement (the public benefits to be delivered) and the proposed development on the site. The planning agreement is broadly aligned and directly relates to key recommendations within Council's preferred option for Rural Lands Urban Investigation Area and Site-Specific Development Control Plan.

Principle 7: Value capture should not be the primary purpose of a planning agreement.

Comment on Principle 7: The planning agreement's primary purpose is to ensure adequate connectivity to the significant employment area, supporting job growth within Fairfield LGA.

Policy – Fairfield City Council Planning Agreement Policy

Acceptability Test

Planning agreements are required to meet the following acceptability test outlined in Council's Planning Agreement Policy:

- a) Is directed towards legitimate planning purposes, which can be identified in the statutory planning controls and other adopted planning strategies and policies applying to development.

Comment – The planning agreement is directed to a legitimate planning purpose as it is aligned to the:

- o Local Strategic Planning Statement that sets out the short-, medium- and long-term planning priorities for what is needed in the local area, such as jobs, homes, services, open space, and thriving town centres. This proposal, specifically relates to:
 - Planning Priority 3 – Plan for and manage areas identified for future urban development.
 - Planning Priority 6 - Ensure infrastructure is aligned to accommodate planned growth and community needs.
- o Council's preferred option for Rural Lands Urban Investigation Area and Site-Specific Development Control Plan.

- b) Provides for the delivery of infrastructure or public benefits not wholly unrelated to the development.

Comment – There is a clear and direct connection (nexus) between the planning agreement (the public benefits to be delivered) and the proposed development on the site. The planning agreement is broadly aligned and directly relates to key recommendations within Council's preferred option for Rural Lands Urban Investigation Area and Site-Specific Development Control Plan.

- c) Produces outcomes that meet the general values and expectations of the public and protect the overall public interest and environment from adverse impact.

Comment – The outcomes of the planning proposal align with the top ten community priorities identified within Council's Community Strategic Plan, namely:

- Connected Transport Systems, including Regional links
- Job opportunities

- d)** Provides for a reasonable means of achieving the relevant purposes and desired outcomes and securing the benefits.

Comment – The planning agreement provides the most effective, efficient, timely and viable way to provide for community benefits for this community infrastructure item proposed within the VPA.

- e)** Protects the community against adverse planning decisions.

Comment – The draft planning agreement is being considered separately to the State Significant Development Application (SSD). The draft planning agreement is being considered by Council, and the SSD is being considered and will be determined by the NSW DPHI. This separation of these functions ensures that the draft planning agreement will not lead to adverse planning decisions.

- f)** Whether there are any relevant circumstances that may operate to preclude Council from entering into the proposed Planning Agreement.

Comment – There are no known relevant circumstances that may operate to preclude Council from entering into the proposed Planning Agreement.

- g)** Proposes the quantum of the Public Benefit commensurate with (or greater than) the value of the Development Contribution.

Comment – The draft planning agreement does not offset or exempt the development from paying development contributions. The works proposed in the planning agreement area in addition to the development contributions.

Acceptability test – land dedication

In deciding whether land to be dedicated towards a public purpose as part of a Planning Agreement is acceptable, Council will consider the following matters:

- a)** Monetary value of the land.

Comment – The draft planning agreement includes approximately \$16,197,000 of works and land dedication.

- b)** Dimensions, location, and topography of the land.

Comment – The draft planning agreement adequately considers the topography of the land, detailed assessments occur through the State Significant Development assessment process.

- c)** Current use and any improvements on the land.

Comment – The draft planning agreement adequately considers the topography of the land, detailed assessments occur through the State Significant Development assessment process.

- d) Factors affecting the usability of the land, including soil condition; land contamination, flood affectations, road and pedestrian accessibility, solar access, and any relationship with existing Public Facilities.

Comment – The draft planning agreement adequately considers the topography of the land, detailed assessments occur through the State Significant Development assessment process. The detailed assessment process included Council advise to the NSW DPHI on the matters listed above.

- e) Ongoing costs to Council in managing the land.

Comment – The draft planning agreement adequately considers the on-going costs to Council in managing the land and take into consideration the alignment and delivery of the works to key strategic documents such as the Local Strategic Planning Statement (LSPS), Council's preferred option for Rural Lands Urban Investigation Area and Site-Specific Development Control Plan.

- f) Works proposed to be undertaken by the developer (if any) prior to the dedication of the land.

Comment – The draft planning agreement adequately considers the requirement of the developer to deliver the works prior to the dedication of the land.

Services Committee



REPORT BY CHAIRPERSON

DATE OF MEETING: 8 September 2026

LOCATION: Council Chambers

TIME: 6.45pm

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.

ITEM	SUBJECT	PAGE
------	---------	------

SECTION A

‘Matters referred to Council for its decision’

- 142:** NSW Environmental Protection Authority Grant - Waste and Sustainable Material Litter Prevention Program
File Number: 26/10469 7

RECOMMENDATION:

That the grant of four hundred and twenty-eight thousand, eight hundred and ninety-seven dollars (\$428,897.00 excluding GST) offered by the NSW Environmental Protection Authority under the Waste and Sustainable Material (WASM) Litter Prevention Grants Program be accepted and that one hundred and forty-three thousand and five hundred dollars (\$143,500.00 excluding GST) be accepted into the 2026/2027 Operational Plan for expenditure on Project SP1207 and it's expenditure for that purpose, be voted.

- 143:** Transport for NSW Block Grant - 2026-2027 Regional Roads
File Number: 11/02274 10

RECOMMENDATION:

That:

1. Council notes the grant of one million, three hundred and twenty-seven thousand dollars (\$1,327,000.00) offered by Transport for NSW under the Block Grant Assistance – Regional Roads and Traffic Facilities Program and that the additional thirty-six thousand dollars (\$36,000.00) above the grant funding identified in the 2026–2027 Operational Plan be accepted.
2. The additional grant funding replace existing general funding and be voted for expenditure as follows:
 - 2.1 Thirteen thousand dollars (\$13,000.00) grant funding be allocated to Project MPRBG2749 – Ferrers Road.
 - 2.2 Twenty-three thousand dollars (\$23,000.00) grant funding be allocated to Project MPLTM2702 – City Wide Renewal of Signs and Lines.
3. The 2026–2027 Block Grant Assistance – Regional Roads Agreement be executed by the General Manager or his nominated delegate.

REPORT BY CHAIRPERSON
Services Committee
Meeting Date: 8 September 2026

- 144:** Transport for NSW Grant - 2026/2027 Australian Government Black Spot Program - Roundabout at Cumberland and Junction Streets Cabramatta
File Number: 26/02459 14

RECOMMENDATION:

That the grant of three hundred and eighty thousand, two hundred and twenty-nine dollars (\$380,229.00) offered by Transport for NSW under the 2026/2027 Australian Government Black Spot Program to install a roundabout at Cumberland Street and Junction Streets Cabramatta be received into the 2026-2027 Operational Plan and its expenditure for that purpose, be voted.

- 145:** Australian Government Department of Education Grant - Community Child Care Fund Round 5 - Sustainability and Capital Support
File Number: 18/18762 17

RECOMMENDATION:

That:

1. The capital grant offered by Australian Government Department of Education under the Community Child Care Fund (CCCF) Round 5 Capital Support totalling four hundred and eight-four thousand, two hundred and twenty-seven dollars and seventy-nine cents (\$484,227.79 excluding GST), be accepted and that two hundred and seventy thousand, nine hundred and eighty-seven dollars and forty two cents (\$270,987.42 excluding GST) be accepted into the 2026-27 Operational Plan and its expenditure for that purpose, be voted.
2. The operational grant offered by Australian Government Department of Education under the Community Child Care Fund (CCCF) Round 5 Sustainability Support totalling nine hundred thousand dollars (\$900,000.00 excluding GST), be accepted and that three hundred thousand dollars (\$300,000.00 excluding GST) be accepted into the 2026-27 Operational Plan and its expenditure for that purpose, be voted.

REPORT BY CHAIRPERSON
Services Committee
Meeting Date: 8 September 2026

***** **CONFIDENTIAL** *****

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

146: RFT 110-26 Pest Control Services

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: 25/14985 22

RECOMMENDATION:

That Council accept the recommendation of the Tender Evaluation Panel in relation to Request for Tender RFT 110-26 Pest Control Services, as outlined in the report.

***** **CONFIDENTIAL** *****

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

147: RFT 112-26 Design and Construction of the Fairfield Showground Community and Events Centre

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: 25/14987 38

RECOMMENDATION:

That:

1. Council accept the recommendation of the Tender Evaluation Panel in relation to the Selective Request for Tender RFT 112-26 Design and Construction of the Fairfield Showground Community and Events Centre, as outlined in the report.
2. Council vote two million and ninety-four thousand dollars (\$2,094,000.00) from Developer Contributions and two million, nine hundred and six thousand dollars (\$2,906,000.00) from the Infrastructure Reserve into the 2026/2027 Operational Plan for expenditure on Project SP913 Community and Events Centre construction.

SECTION C

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

There are no reports submitted for this section.

THAT CONCLUDES THE REPORT OF THE SERVICES COMMITTEE.

CHAIRPERSON

Services Committee



SECTION A

'Matters referred to Council for its decision'

REPORT BY CHAIRPERSON
SERVICES COMMITTEE

Meeting Date 8 September 2026

Item Number. 142

SUBJECT: NSW Environmental Protection Authority Grant - Waste and Sustainable Material Litter Prevention Program

FILE NUMBER: 26/10469

REPORT BY: Nhung Bugaev, Waste and Sustainability Projects Officer

RECOMMENDATION:

That the grant of four hundred and twenty-eight thousand, eight hundred and ninety-seven dollars (\$428,897.00 excluding GST) offered by the NSW Environmental Protection Authority under the Waste and Sustainable Material (WASM) Litter Prevention Grants Program be accepted and that one hundred and forty-three thousand and five hundred dollars (\$143,500.00 excluding GST) be accepted into the 2026/2027 Operational Plan for expenditure on Project SP1207 and it's expenditure for that purpose, be voted.

SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

CITY PLAN

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

SUMMARY

A grant application was submitted to the NSW Environment Protection Authority (EPA) under Intake 5, Stream 3 of the Waste and Sustainable Material (WASM) Litter Prevention Grants Program in March 2026.

Council has been advised that its application was successful in securing a grant of \$428,897.00 (excluding GST) awarded over a 3-year period.

The funding will contribute to the implementation and delivery of priority actions identified in the Fairfield City Council Litter Prevention Plan and Roadmap 2026-2031. The Plan provides a coordinated, long-term approach to litter prevention across Fairfield City, while the roadmap identifies priority actions and initiatives for implementation.

**REPORT BY CHAIRPERSON
SERVICES COMMITTEE**

Meeting Date 8 September 2026

Item Number. 142

It is recommended that \$143,500.00 be allocated in the 2026/27 Operational Plan, with the remaining grant funding allocated across the 2027/2028 and 2028/2029 Delivery Program under project number SP1207.

The proposed allocation of grant funding is as follows:

TOTAL Funding Amount	2026/27	2027/28	2028/29
\$428,897.00	\$143,500.00	\$152,897.00	\$132,500.00

Background

The WASM Litter Prevention Grants Program supports initiatives that reduce litter and promote sustainable waste management practices across NSW. The program aims to:

- Support NSW's litter reduction targets, including the target to reduce litter items by 60% by 2030 under the NSW WASM Strategy 2041.
- Encourage strong leadership and ownership by councils and other organisations in planning and implementing effective litter prevention initiatives at local, regional and statewide levels.
- Ensure litter prevention efforts are based on evidence and best practices, aligning with the NSW Litter Prevention Strategy 2022–2030.
- Build long-term litter prevention capacity through sustainable strategies that extend beyond the grant funding period.
- Foster collaboration between councils, land managers and other key stakeholders to implement on-ground litter prevention projects and infrastructure improvements.
- Promote partnerships between community groups, businesses and government agencies to deliver coordinated and effective litter prevention initiatives.

The Fairfield City Council Litter Prevention Plan and Roadmap 2026-2031 provides a 5-year framework by addressing litter across Fairfield City.

The Plan is overseen by the Litter Steering Committee and supported by the Litter Working Group, comprising of staff representatives from relevant Council departments. This governance structure supports a coordinated, cross-departmental approach to litter prevention and ensures that initiatives are informed by operational knowledge and activities of relevant stakeholders.

The accompanying Roadmap (Action Plan) provides a practical framework for delivering priority actions throughout the 5-year period. It also establishes a basis for continuing litter prevention activities beyond the term of the EPA grant funding.

The grant funding will assist Council in progressing priority actions identified within the Plan and Roadmap and will provide additional resources to deliver the targeted litter prevention outcomes across Fairfield City.

REPORT BY CHAIRPERSON
SERVICES COMMITTEE

Meeting Date 8 September 2026

Item Number. 142

CONCLUSION

Council has been successful in securing \$428,897.00 (excluding GST) of grant funding under the NSW EPA WASM Litter Prevention Grants Program. This funding will support the implementation of priority actions under the Fairfield City Council Litter Prevention Plan and Roadmap 2026-2031, assisting Council to reduce litter, improve waste management practices and deliver sustainable litter prevention outcomes across the city.

It is recommended that the grant of four hundred and twenty-eight thousand, eight hundred and ninety-seven dollars (\$428,897.00 excluding GST) offered by the NSW Environmental Protection Authority under the Waste and Sustainable Material (WASM) Litter Prevention Grants Program be accepted and that one hundred and forty-three thousand and five hundred dollars (\$143,500.00 excluding GST) be accepted into the 2026/2027 Operational Plan for expenditure on Project SP1207 and it's expenditure for that purpose, be voted.

Nhung Bugaev
**Waste and Sustainability Projects
Officer**

Authorisation:
Manager Waste and Cleansing Operations
Director People Culture and Operations

Services Committee - 8 September 2026

File Name: **CSC08092026_3.DOCX**

***** END OF ITEM 142 *****

REPORT BY CHAIRPERSON
SERVICES COMMITTEE

Meeting Date 8 September 2026

Item Number. 143

SUBJECT: Transport for NSW Block Grant - 2026-2027 Regional Roads

FILE NUMBER: 11/02274

REPORT BY: Zahid Hassan, Asset Manager Civil and Built

RECOMMENDATION:

That:

1. Council notes the grant of one million, three hundred and twenty-seven thousand dollars (\$1,327,000.00) offered by Transport for NSW under the Block Grant Assistance – Regional Roads and Traffic Facilities Program and that the additional thirty-six thousand dollars (\$36,000.00) above the grant funding identified in the 2026–2027 Operational Plan be accepted.
 2. The additional grant funding replace existing general funding and be voted for expenditure as follows:
 - 2.1 Thirteen thousand dollars (\$13,000.00) grant funding be allocated to Project MPRBG2749 – Ferrers Road.
 - 2.2 Twenty-three thousand dollars (\$23,000.00) grant funding be allocated to Project MPLTM2702 – City Wide Renewal of Signs and Lines.
 3. The 2026–2027 Block Grant Assistance – Regional Roads Agreement be executed by the General Manager or his nominated delegate.
-

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

This report advises Council of the 2026–2027 Block Grant Assistance – Regional Roads and Traffic Facilities Program funding offered by Transport for NSW (TfNSW).

**REPORT BY CHAIRPERSON
SERVICES COMMITTEE**

Meeting Date 8 September 2026

Item Number. 143

Council has been offered a total grant allocation of \$1,327,000 which is \$36,000 higher than the grant funding identified in the adopted 2026–2027 Operational Plan.

It is proposed that the additional \$36,000 in grant funding replace existing general funding allocated to nominated projects within the 2026–2027 Operational Plan.

Background

The Block Grant Assistance – Regional Roads and Traffic Facilities Program is an ongoing TfNSW funding program that provides financial assistance to councils towards the management and maintenance of Regional Roads and traffic facilities.

On 10 August 2026, TfNSW advised Council of its approved Block Grant allocations for the 2026–2027 financial year as follows:

Categories	Adopted 2026-2027 Operational Plan	TfNSW Allocation
1. Block Grant Roads Component - Regional Roads	\$614,000.00	\$627,000.00
2. Block Grant Supplementary Road Component - Regional Roads	\$137,000.00	\$137,000.00
3. Block Grant Traffic Facilities Component - Regional and Local Roads - Signs and Lines	\$540,000.00	\$563,000.00
Total 2026-2027 Allocation	\$1,291,000.00	\$1,327,000.00

The grant allocation was confirmed after Council adopted the 2026–2027 Operational Plan. In preparing the Operational Plan, Council anticipated receiving \$1,291,000 through the Block Grant Program and allocated this funding across nominated road and traffic facility projects.

The final allocation offered by TfNSW is \$1,327,000 being \$36,000 higher than the amount identified in the Operational Plan. The additional grant funding provides an opportunity to replace an equivalent amount of existing general funding allocated to these eligible projects.

2026-2027 Operational Plan

The following projects within the adopted 2026–2027 Operational Plan are funded through the Block Grant Assistance – Regional Roads and Traffic Facilities Program.

It is proposed that the additional grant funding replace an equivalent amount of existing general funding allocated to the following projects:

**REPORT BY CHAIRPERSON
SERVICES COMMITTEE**

Meeting Date 8 September 2026

Item Number. 143

1. 2026-2027 Roads Component – Block Grant Program – \$627,000

Suburb	ID No.	Project Description	Funding Type	2026-2027 Operational Plan Budget	Proposed Changes	Total
Wakeley	MPRBG2768	Bulls Road including Roundabout at the Intersection Richards Road from Bathurst Street to Shoalhaven Street Repair pavement failures and resurfacing with hot mix asphalt (500m).	Grant	\$400,000	\$0	\$400,000
Horsley Park	MPRBG2749	Ferrers Road from Chandos Road to 400m towards Council's Boundary Repair pavement failures and resurfacing with hot mix asphalt (440m).	Grant	\$214,000	+\$13,000	\$227,000
			General	\$296,000	(\$13,000)	\$283,000
			Total	\$510,000	\$0	\$510,000

2. 2026-2027 Supplementary Road Component – (3 x 3 Program) \$137,000

Suburb	ID No.	Project Description	Funding Type	2026-2027 Operational Plan Budget
Edensor Park	MPRMS32728	Edensor Road - Eastbound Lanes from Smithfield Road to House Number 172 Base replacement with Mill and fill (90m).	Grant	\$137,000
			General	\$38,000
			Total	\$175,000

3. 2026-2027 Traffic Facilities Component – Sign and Lines Renewal Program – \$563,000

Suburb	ID No.	Project Description	Funding Type	2026-2027 Operational Plan Budget	Proposed Changes	Total
City Wide	MPLTM2702	Renewal of Signs and Lines City wide renewal of signs and lines.	Grant	\$540,000	+\$23,000	\$563,000
			General	\$30,000	(\$23,000)	\$7,000
			Total	\$570,000	\$0	\$570,000

The proposed adjustments do not change the total project budgets or scope of works, only the source of funding.

REPORT BY CHAIRPERSON
SERVICES COMMITTEE

Meeting Date 8 September 2026

Item Number. 143

CONCLUSION

Council has been advised of its Block Grant for Regional Roads with a total grant allocation of \$1.327 million for the 2026-2027 financial year.

It is recommended that Council accept the additional grant funding, vote the additional funding for expenditure against the nominated projects and authorise execution of the 2026–2027 Block Grant Assistance – Regional Roads Agreement by the General Manager or his nominated delegate.

Zahid Hassan
Asset Manager Civil and Built

Authorisation:
Manager City Assets
Director City Assets

Services Committee - 8 September 2026

File Name: **CSC08092026_4.DOCX**
***** END OF ITEM 143 *****

REPORT BY CHAIRPERSON
SERVICES COMMITTEE

Meeting Date 8 September 2026

Item Number. 144

SUBJECT: Transport for NSW Grant - 2026/2027 Australian Government Black Spot Program - Roundabout at Cumberland and Junction Streets Cabramatta

FILE NUMBER: 26/02459

REPORT BY: Sandra Slewa, Traffic & Transport Co-ordinator

RECOMMENDATION:

That the grant of three hundred and eighty thousand, two hundred and twenty-nine dollars (\$380,229.00) offered by Transport for NSW under the 2026/2027 Australian Government Black Spot Program to install a roundabout at Cumberland Street and Junction Streets Cabramatta be received into the 2026-2027 Operational Plan and its expenditure for that purpose, be voted.

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

A grant application was lodged for the Australian Government's 2026-2027 Black Spot Program for treatment of the intersection of Cumberland Street and Junction Street Cabramatta. This grant program fully funds proposals addressing sites with a history of serious crashes and is managed by Transport for NSW (TfNSW).

Council has been advised the application was successful and this report is to receive the grant funding into the budget and vote it for expenditure (\$380,229.00).

All payments are made through TfNSW to grant recipients.

Background

TfNSW has confirmed Council was successful with its grant application for \$380,229 for the detailed design and construction of a roundabout at Cumberland Street and Junction Street Cabramatta.

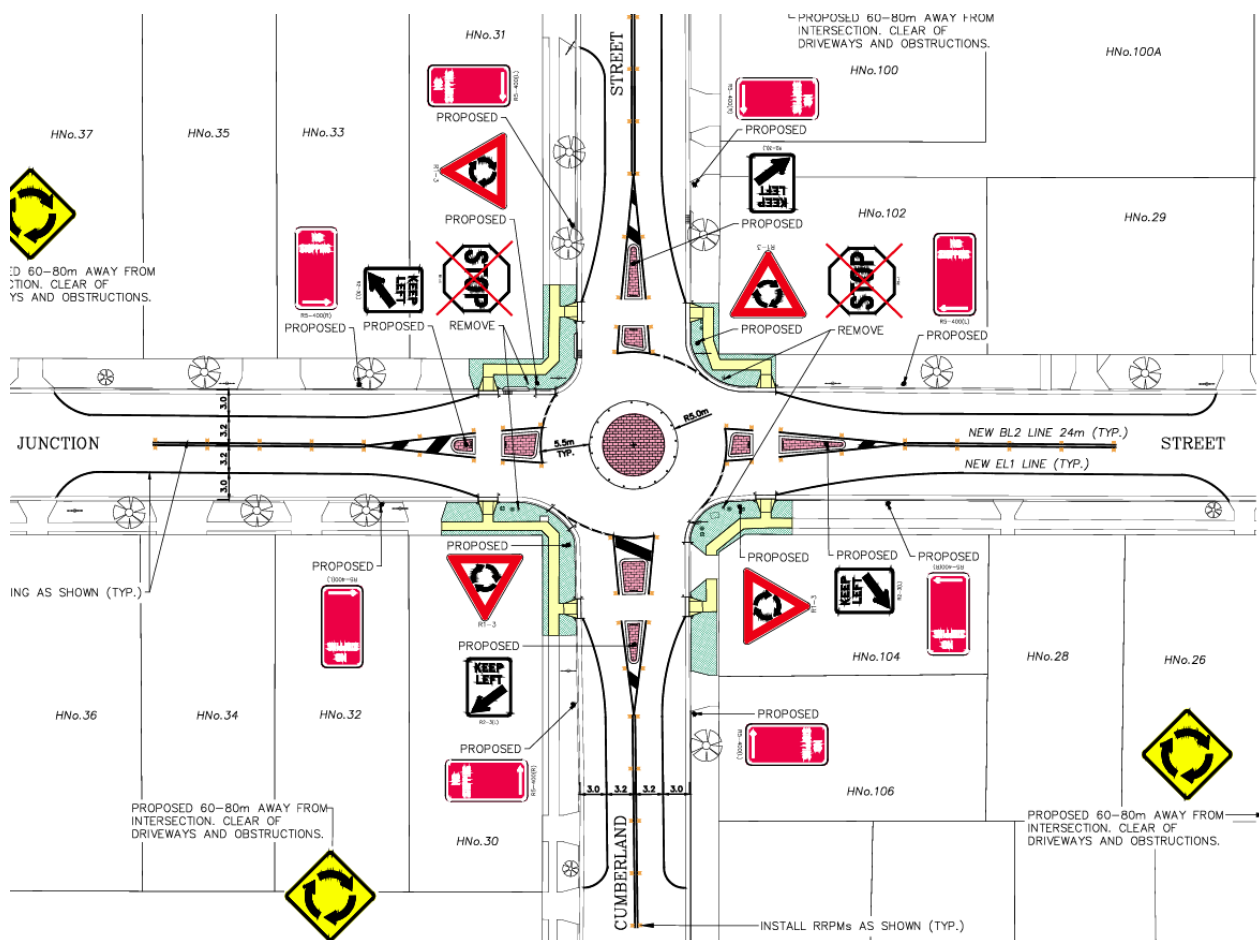
REPORT BY CHAIRPERSON SERVICES COMMITTEE

Meeting Date 8 September 2026

Item Number. 144

The project is scheduled to be completed in the 2027-2028 Operational Plan. Detailed design is scheduled for completion in 2026/27 and construction in the 2027/28 financial year.

The proposed is to install a roundabout at the intersection to reduce the speed vehicles approach and enter the intersection. This is expected to reduce the incidence and severity of cross intersection and loss of control type crashes. The concept design plan is shown below.



Landscaping is not shown and is to be reviewed as part of completing the design.

RECOMMENDATION

It is recommended the grant of three hundred and eighty thousand, two hundred and twenty-nine dollars (\$380,229.00) offered by Transport for NSW under the 2026/2027 Australian Government Black Spot Program to install a roundabout at Cumberland and Junction Streets, Cabramatta be received into the 2026-2027 Operational Plan and its expenditure for that purpose be voted.

REPORT BY CHAIRPERSON
SERVICES COMMITTEE

Meeting Date 8 September 2026

Item Number. 144

Sandra Slewa
Traffic & Transport Co-ordinator

Authorisation:

Manager Design Services
Director City Delivery

Services Committee - 8 September 2026

File Name: **CSC08092026_2.DOCX**

***** END OF ITEM 144 *****

REPORT BY CHAIRPERSON
SERVICES COMMITTEE

Meeting Date 8 September 2026

Item Number. 145

SUBJECT: Australian Government Department of Education Grant - Community Child Care Fund Round 5 - Sustainability and Capital Support

FILE NUMBER: 18/18762

REPORT BY: Sherean Michael, Manager Children and Family Services

RECOMMENDATION:

That:

1. The capital grant offered by Australian Government Department of Education under the Community Child Care Fund (CCCF) Round 5 Capital Support totalling four hundred and eight-four thousand, two hundred and twenty-seven dollars and seventy-nine cents (\$484,227.79 excluding GST), be accepted and that two hundred and seventy thousand, nine hundred and eighty-seven dollars and forty two cents (\$270,987.42 excluding GST) be accepted into the 2026-27 Operational Plan and its expenditure for that purpose, be voted.
 2. The operational grant offered by Australian Government Department of Education under the Community Child Care Fund (CCCF) Round 5 Sustainability Support totalling nine hundred thousand dollars (\$900,000.00 excluding GST), be accepted and that three hundred thousand dollars (\$300,000.00 excluding GST) be accepted into the 2026-27 Operational Plan and its expenditure for that purpose, be voted.
-

SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

CITY PLAN

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

Council's Best Start Education and Care Service secured a grant totalling one million three hundred and eighty-four thousand two hundred and twenty-seven dollars and seventy-nine cents (\$1,384,227.79) from the Australian Government Department of Education.

The Community Child Care Fund grant, offered for up to 3 years, from 2026-27 to 2028-29, is for Child Care Subsidy (CCS) approved providers that operate in areas with high levels of disadvantage.

REPORT BY CHAIRPERSON
SERVICES COMMITTEE

Meeting Date 8 September 2026

Item Number. 145

The Funding includes 2 streams:

- 1. Sustainability Support** helps improve the service's financial viability. This includes activities such as improving business practices, supporting service delivery in under-served communities, workforce development and training, engaging families not currently using ECEC and developing workforce and community engagement plans. Of the 10 services that applied for funding, 2 were successful in securing full or partial grant funding. Details of the successful services are provided in the table below.

Service	2026 – 27 Excl. GST	2027 - 28 Excl. GST	2028-29 EXC GST	Total Funding Excl. GST
Wakeley ELC	\$100,000	\$100,000	\$100,000	\$300,000
Family Day Care	\$200,000	\$200,000	\$200,000	\$600,000
TOTAL	\$300,000	\$300,000	\$300,000	\$900,000

Two activities have been approved for delivery through the grant funding received. These activities are designed to increase participation in early childhood education and care (ECEC) services and strengthen workforce capacity and include:

Activity 1 improve community engagement and increase service utilisation by linking the ECEC service with relevant local organisations. This will be achieved by recruiting a dedicated Linker Role and Multicultural Liaison Officer, responsible for building strong relationships with families experiencing disadvantage or vulnerability, including those from multicultural backgrounds who are not currently accessing ECEC.

Activity 2 introduces an ECEC Workforce Officer who will lead the development and implementation of a workforce strategy. This will support the attraction, upskilling, and retention of local educators through targeted training, professional development and career pathways.

- 2. Capital Support** helps improve existing ECEC facilities through minor capital works. This includes activities such as repairs, renovations and modifications, improvements to community buildings used for ECEC, child safety and quality compliance works and outdoor play areas and fencing.

Of the 10 services that applied for funding, 9 secured full or partial grant funding. Details of the successful services, the funding amounts approved and the corresponding funding timeframes are provided in the table below.

As a condition of the funding agreement, recipients must provide a mandatory 20% co-contribution towards the approved activities. The asset renewal projects are identified in Council's Assets Management Plans for funding and savings will be redistributed to small renewal projects and are within the total allocated Delivery Program budget. The total grants and co-contribution required for each successful service is shown in the table below.

**REPORT BY CHAIRPERSON
SERVICES COMMITTEE**

Meeting Date 8 September 2026

Item Number. 145

Location	2026 – 27 Excl. GST	2027 - 28 Excl. GST	Total Funding Excl. GST	FCC 20% Contribution
Bonnyrigg ELC	\$40,000.00	\$31,933.65	\$71,933.65	\$14,386.73
Bonnyrigg Heights	\$20,778.19	\$20,778.19	\$41,556.38	\$8,311.28
Cabramatta ELC	\$22,275.83	-	\$22,275.83	\$4,455.17
Canley Vale ELC	\$17,469.43	-	\$17,469.43	\$3,493.89
Janice Crosio ELC	\$26,894.86	\$26,894.68	\$53,789.00	\$10,757.80
St Johns Park ELC	\$25,000.00	\$26,039.17	\$51,039.17	\$10,207.83
Tasman Parade ELC	\$50,000.00	\$39,057.00	\$89,057.00	\$17,811.40
Wakeley ELC	\$28,238.94	\$28,238.94	\$56,447.00	\$11,289.40
Wetherill Park ELC	\$40,330.17	\$40,330.16	\$80,660.33	\$16,132.07
TOTAL	\$270,987.42	\$213,271.79	\$484,227.79	\$96,845.57

Best Start Education and Care is currently awaiting the release of the Activity Work Plan from the funding body, which will outline the detailed deliverables, milestones and activities to be undertaken under the grant-funded program. The table below outlines the capital works projects.

Location	Description	Capital classification
Bonnyrigg ELC	26/27 ➤ Installation of outdoor fan under awning. ➤ Upgrading air-conditioning in the Preschool and staff room. ➤ Installation of heavy duty retractable umbrella. 27/28 ➤ Creating a fixed nappy change space in the Early Learning room. ➤ Installing an outdoor shed for safe storage. ➤ Soft fall Upgrades.	➤ New Asset ➤ Renewal ➤ Renewal ➤ New Asset ➤ New Asset ➤ Renewal
Bonnyrigg Heights ELC	26/27 ➤ Removal of decking over the drainage zone to address safety and maintenance concerns. ➤ Creation of an interactive learning space. 27/28 ➤ Refurbishment of the staff room. ➤ Installation of cafe blinds in the outdoor awning area.	➤ Renewal ➤ Renewal ➤ Renewal ➤ New Asset
Cabramatta ELC	26/27 ➤ Installing outdoor wall fans in the awning area. ➤ Creating a pram storage area in the front garden to improve accessibility. ➤ Establishing a dedicated bin bay to relocate bins from the car park.	➤ New Asset ➤ New Asset ➤ New Asset

**REPORT BY CHAIRPERSON
SERVICES COMMITTEE**

Meeting Date 8 September 2026

Item Number. 145

Location	Description	Capital classification
Canley Vale ELC	26/27 ➤ Creating a sandpit in the front playgroup area for the Early Learners Room. ➤ Installing outdoor wall fans in both outdoor yards. ➤ Additional air-conditioning unit in the Preschool room.	➤ New Asset ➤ New Asset ➤ New Asset
Janice Crosio ELC	26/27 ➤ Removing rocks between the sandpit and garden area/Synthetic turf and garden upgrades. ➤ Redeveloping the concrete area/ soft fall/synthetic grass installation. ➤ Cleaning the large pergola over the sandpit. 27/28 ➤ Installing cafe blinds for weather protection. ➤ Second aircon unit for the Preschool room.	➤ Renewal ➤ Renewal ➤ Renewal ➤ New Asset ➤ New Asset
St Johns Park ELC	26/27 ➤ Soundproofing curtains in the Preschool room. ➤ Café blinds and outdoor fans in outdoor areas to provide shade. ➤ Installing outdoor fans in the awning area. 27/28 ➤ Softfall upgrades.	➤ New Asset ➤ New Asset ➤ New Asset ➤ Renewal
Tasman Parade ELC	26/27 ➤ Removing the large, deteriorated outdoor decking and replacing it with softfall. 27/28 ➤ Renovations to the outdoor yard. ➤ Replacing fence panels to meet regulatory height requirements. ➤ Indoor blinds.	➤ Renewal ➤ Renewal ➤ Renewal ➤ Renewal
Wakeley ELC	26/27 ➤ Replacing a deteriorated shade sail to restore safe and effective sun protection. ➤ Installing air-conditioning in the staff room. ➤ Modifying the existing outdoor environment to create a defined area for the Early Learning room. 27/28 ➤ Replacing damaged veranda awnings.	➤ Renewal ➤ New Asset ➤ Renewal ➤ Renewal
Wetherill Park ELC	26/27 ➤ Upgrading 1 child's bathroom to improve hygiene and accessibility. 27/28 ➤ Upgrading the second child's bathroom to improve hygiene and accessibility. ➤ Installing outdoor fans to improve comfort in outdoor learning areas.	➤ Renewal ➤ Renewal ➤ New Asset

REPORT BY CHAIRPERSON
SERVICES COMMITTEE

Meeting Date 8 September 2026

Item Number. 145

CONCLUSION

It is recommended that Council accept:

1. the capital grant offered by Australian Government Department of Education under the Community Child Care Fund (CCCF) Round 5 Capital Support totalling four hundred and eight-four thousand, two hundred and twenty-seven dollars and seventy-nine cents (\$484,227.79, excluding GST), be accepted and that two hundred and seventy thousand, nine hundred and eighty-seven dollars and forty-two cents (\$270,987.42 excluding GST) be accepted into the 2026-27 Operational Plan and its expenditure for that purpose, be voted.
 2. the operational grant offered by Australian Government Department of Education under the Community Child Care Fund (CCCF) Round 5 Sustainability Support totalling nine hundred thousand dollars (\$900,000.00 excluding GST), be accepted and that three hundred thousand dollars (\$300,000.00 excluding GST) be accepted into the 2026-27 Operational Plan and its expenditure for that purpose, be voted.
-

Sherean Michael
**Manager Children and Family
Services**

Authorisation:
Director City Living

Services Committee - 8 September 2026

File Name: **CSC08092026_16.DOCX**

***** END OF ITEM 145 *****

Services Supplementary Reports



REPORT BY CHAIRPERSON

DATE OF MEETING: 22 September 2026

LOCATION: Council Chambers

TIME: 7.00pm

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.

ITEM	SUBJECT	PAGE
------	---------	------

SECTION A

‘Matters referred to Council for its decision’

- 158:** Request for Donation - Mayoral Donations Fund
File Number: 26/20099 4

RECOMMENDATION:

That Council make a donation of five hundred dollars (\$500.00) from the Mayoral Donations Fund to the Cobreloa Sporting Club towards the Chilean Independence Day Festival being held on Sunday 27 September 2026 at Fairfield Park.

- 159:** Special Entertainment Precincts (SEPs) Trial and Permanent Designation for Canley Vale and Canley Heights
File Number: 21/33307 7

RECOMMENDATION:

That:

1. Council agrees to continue the Special Entertainment Precincts in Canley Vale and Canley Heights on a permanent basis and mark this significant milestone with the celebratory events outlined in the report.
2. The Amazon sponsorship be reallocated to support the celebratory events as detailed in the report.

SECTION C

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

There are no reports submitted for this section.

THAT CONCLUDES THE REPORT OF THE SERVICES SUPPLEMENTARY REPORTS.

CHAIRPERSON

Services Supplementary Reports



SECTION A

‘Matters referred to Council for its decision’

REPORT BY CHAIRPERSON
SERVICES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 158

SUBJECT: Request for Donation - Mayoral Donations Fund

FILE NUMBER: 26/20099

REPORT BY: Anna Milienou, Co-ordinator Executive Support

RECOMMENDATION:

That Council make a donation of five hundred dollars (\$500.00) from the Mayoral Donations Fund to the Cobreloa Sporting Club towards the Chilean Independence Day Festival being held on Sunday 27 September 2026 at Fairfield Park.

SUPPORTING DOCUMENTS:

AT-A [↓](#) Mayoral Donations Fund Register

1 Page

CITY PLAN

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

SUMMARY

The Mayoral Donations Fund provides small 1-off donations to individuals and groups within the Fairfield Local Government Area (LGA) who build communities and help individuals achieve their full potential and is intended to cover areas where other grants are not suitable or available.

Chilean Independence Day Festival

Written representation has been received from the Cobreloa Sporting Club & Ethnical Club Ltd (Cobreloa Sporting Club) seeking financial assistance towards its Chilean Independence Day Festival (Festival) to be held on Sunday 27 September 2026 at the Club's premises located at Fairfield Park, Ulverstone Street Fairfield.

The festival will showcase a range of cultural activities including live music, traditional dance and authentic Chilean cuisine. Council's contribution would assist with advertising, event logistics and entertainment costs.

REPORT BY CHAIRPERSON
SERVICES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 158

The Cobreloa Sporting Club meets the primary eligibility requirements of the Mayoral Donations Fund Policy to help build better communities. Therefore, a donation of \$500.00 would be appropriate.

Connection to Fairfield Local Government Area (LGA)

The Cobreloa Sporting Club operates from Fairfield Park located within the Fairfield LGA. The event participants reside 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 declined, payments made this financial period and Certificates of Appreciation or receipts is outlined in Attachment A.

Anna Milienou
Co-ordinator Executive Support

Authorisation:

Manager Governance and Audit
Director People Culture and Operations

Services Supplementary Reports - 22 September 2026

File Name: **SSR22092026_5.DOCX**

***** END OF ITEM 158 *****

Mayoral Donations Fund 2026/2027											
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	Balance in Fund	Date Receipt Received	Date Receipt listed in future report
									\$10,000.00		
28/07/2026	Sacred Heart Catholic Primary School Villawood	Support Community Colour Run Event this September 2026	Sandra Menezes		Yes	\$500	Decline	Out of area			
28/08/2026	Lee [REDACTED]	Karen and David Pang	Karen and David Pang		Yes	\$500	Accept	Meets criteria	\$9,500.00		
9/09/2026	Jorge Gahona President	Chilean Independence Day Festival	Claudia Almendra		Yes	\$500	Accept	Meets criteria	\$9,000.00		

REPORT BY CHAIRPERSON
SERVICES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 159

SUBJECT: Special Entertainment Precincts (SEPs) Trial and Permanent Designation for Canley Vale and Canley Heights

FILE NUMBER: 21/33307

PREVIOUS ITEMS: 156 - Information Report - Special Entertainment Precinct (SEP) Trial and Permanent Designation for Canley Vale and Canley Heights - Services Committee - 08 Sep 2026 At the conclusion of the Outcomes Committee
164 - Establishment of Special Entertainment Precincts in Canley Heights and Canley Vale - Services Supplementary Reports - 26 Nov 2024
33 - Planning Proposal - Canley Heights and Canley Vale Special Entertainment Precincts - Outcomes Committee - 13 May 2025

REPORT BY: Hao Dang, Director City Strategy

RECOMMENDATION:

That:

1. Council agrees to continue the Special Entertainment Precincts in Canley Vale and Canley Heights on a permanent basis and mark this significant milestone with the celebratory events outlined in the report.
 2. The Amazon sponsorship be reallocated to support the celebratory events as detailed in the report.
-

SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

CITY PLAN

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

SUMMARY

REPORT BY CHAIRPERSON
SERVICES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 159

Council resolved on 26 November 2024 to establish Special Entertainment Precincts (SEPs) in Canley Vale and Canley Heights as part of its Economic Development Strategy to strengthen the local night-time economy. The planning controls and management framework commenced on 28 November 2025 for an initial 12-month trial. The SEPs provide a clear framework for extended trading, live entertainment and sound management, while balancing the interests of businesses, residents and visitors.

The trial has increased awareness of The Canleys and supported greater collaboration, activation and confidence within both centres. There are currently 72 participating venues, with approximately 20 venues presenting live entertainment and around 70 artists supported by April 2026.

The Uptown Program has also helped establish Little Asia and Canley Heights Nights as recognised business-led district teams, while both centres achieved Purple Flag accreditation in June 2026, recognising them as safe, vibrant, diverse, accessible and well-managed night-time destinations.

Collectively, the SEPs, Uptown and Purple Flag programs make The Canleys 1 of the first precinct models in NSW to combine supportive planning controls, local business leadership and independently assessed standards for safety and visitor experience.

The 12-month trial period concludes on 28 November 2026. The SEPs and the existing framework will remain in place unless Council formally changes or removes it.

Based on the positive outcomes achieved during the trial, it is recommended that Council make the Canley Vale and Canley Heights Special Entertainment Precincts permanent. Permanency will provide certainty for existing and future businesses to continue investment and activation, strengthen future grant opportunities, extend their operations and contribute to a stronger night-time economy. It will also build on the success of the Uptown district teams and Purple Flag accreditation while maintaining appropriate controls for safety, noise and local amenity. Ongoing monitoring and collaboration between Council, businesses and government agencies will ensure the precincts remain vibrant, safe and well managed.

It is also recommended that celebratory events be held in both precincts to mark this significant milestone, with the Amazon sponsorship funding reallocated to help offset the cost of delivering the events.

Background

On 26 November 2024, Council resolved to establish Canley Heights and Canley Vale as Special Entertainment Precincts (SEPs), consistent with its Economic Development Strategy 2024. The initiative supported the NSW Government's Vibrancy Reforms by creating local rules that enable later indoor trading and live entertainment while managing noise and protecting the amenity of nearby residents.

REPORT BY CHAIRPERSON
SERVICES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 159



Figure 1- Canley Heights Special Entertainment Precinct



Figure 2- Canley Vale Special Entertainment Precinct

Following the required planning and community consultation processes, Amendment No. 50 to the Fairfield Local Environmental Plan 2013 and the supporting SEP management framework commenced on 28 November 2025. Council resolved that the first 12 months of the SEPs would operate as a trial period, after which a further report would evaluate its success and allow Council to decide whether to make the SEPs permanent.

REPORT BY CHAIRPERSON
SERVICES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 159

During the trial period, the SEPs were strengthened by 2 complementary NSW Government night-time economy programs. Through the Uptown Program, local businesses formed Little Asia and Canley Heights Nights as district teams with the capability to organise, collaborate, promote and activate their centres to deliver local activations.

Council brought these 2 distinct yet connected centres together under the shared destination brand called “The Canleys”. The long-term goal is for the district teams to become operationally and financially self-sufficient, enabling it to sustain and promote a vibrant business precinct beyond the availability of government funding.

Purple Flag is an internationally recognised accreditation program for evening and night-time precincts. In June 2026, both Canley Vale and Canley Heights also received Purple Flag accreditation recognising the districts as having met independently assessed standards for a safe, vibrant, diverse, accessible and well managed night-time precinct.

The Canleys is the first and currently only precinct model in NSW to have achieved Special Entertainment Precinct status, an Uptown district and Purple Flag accreditation.

Led by Council and underpinned by the commitment and hard work of Little Asia and Canley Heights Nights, The Canleys is now recognised by the NSW Office of the 24-Hour Economy Commissioner as a leading example of a successful, collaborative and well managed night-time economy precinct. This was demonstrated when Canley Vale hosted the NSW 24-Hour Economy Commissioner’s Open ‘Mike’ Night on 22 June 2026, with the event held across Làng Ân and Bar 53.

Purpose

The 12-month SEP trial has progressed strongly, demonstrating that extended trading and coordinated night-time activity can be managed safely and effectively while supporting local businesses and attracting more visitors to The Canleys.

Council has worked closely with Little Asia, Canley Heights Nights, businesses, government agencies and the NSW Office of the 24-Hour Economy Commissioner to deliver precinct activations, strengthen governance and monitor safety, amenity and operational impacts.

The successful delivery of major events, including the NSW 24-Hour Economy Commissioner’s Open ‘Mike’ Night, together with Uptown recognition and Purple Flag accreditation, demonstrates the precinct’s growing maturity and provides a strong foundation for considering the SEP’s permanency.

The available evidence indicates business support for later trading and confidence in the future of The Canleys. Together, the SEPs, Uptown Program and Purple Flag accreditation have helped raise awareness of what the precincts offer. Events organised by the district teams have also helped attract visitors and support local business activity with minimal impacts to the community (noise/complaint).

REPORT BY CHAIRPERSON
SERVICES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 159

Some venues, particularly pubs, bars and karaoke venues, have taken advantage of later trading hours, while others have made limited changes to their trading times. Businesses have expressed a willingness to review their hours and make greater use of the SEP provisions as customer demand grows. This suggests that the benefits of extended trading may develop gradually as these programs and initiatives encourage more people to visit The Canleys at night.

A summary of the key outcomes of the SEP trial is provided below:

- Strong business participation was achieved across the 2 precincts with 72 venues identified as participating in the SEP initiative.
- The precincts experienced growth in live entertainment with more venues regularly or periodically hosting performances.
- Approximately 70 artists were engaged and supported by April 2026, contributing to a more vibrant local entertainment sector.
- Business feedback indicated improved trade on Friday and Saturday nights, particularly during activation events, reflecting growing evening activity within the precincts.
- Evening pedestrian monitoring undertaken in March 2026 recorded approximately 6,100 people in Canley Heights and 3,900 in Canley Vale.
- Only 1 SEP-related noise complaint has been received since the precincts commenced and the matter was successfully resolved, demonstrating that increased activity has been effectively managed.

Where to From Here?

There are 3 main options available to Council once the trial period ends on 28 November 2026.

Option 1: Discontinue the SEPs after the 12-month Trial Period

If Council decides not to continue the SEPs following the trial, it must consider the trial evaluation and community consultation outcomes and formally resolve to cease the precincts.

Council would need to request that the Department of Planning, Housing and Infrastructure remove the boundaries through an expedited LEP amendment, withdraw the associated Precinct Management Plan and DCP provisions, notify affected stakeholders and update planning certificates. Once the revocation takes effect, businesses would lose the SEP's extended trading hours, special sound-management framework and associated liquor-licensing incentives, with operations generally reverting to their existing development consent and liquor licence conditions.

This may reduce business confidence, future investment and the momentum established through The Canleys initiative.

REPORT BY CHAIRPERSON
SERVICES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 159

Option 2: Make the SEPs Permanent (*Recommended Option by Council Staff*)

Making the SEPs permanent would provide Council, businesses and the community with long-term certainty and allow the benefits demonstrated during the trial to continue.

Council would resolve to make the precincts permanent and continue operating them under the current Precinct Management Plan. A further LEP amendment would not be required because the SEP boundaries are already permanently defined and mapped.

Council would retain responsibility for precinct governance, stakeholder engagement, monitoring trading hours, regulating relevant sound and amenity impacts in consultation with Police, and reviewing the management framework when required.

Businesses would retain access to extended trading hours, live-entertainment opportunities, clearer sound controls and applicable liquor-licensing incentives, providing greater confidence to invest, employ staff and develop new visitor experiences. Businesses and their representative groups would also be expected to remain active partners in maintaining The Canleys as a safe, vibrant and well-managed destination. They have expressed their desire and intention to continue in these roles.

Permanency provides the certainty needed to encourage existing and new businesses to invest in the precinct, including upgrading their shopfronts to complement its character and offerings. It also supports district teams in pursuing grants to strengthen and expand their activities.

Should Council resolve to make the SEPs permanent, a celebratory event would be appropriate to recognise this significant milestone and mark the occasion, similar to the event held when the SEP was first introduced. Details are provided further in the report.

Option 3: Discontinue the SEPs in the Future after Permanency Status

Permanency would not prevent Council from subsequently suspending or revoking the SEPs. Grounds to remove the SEPs at a later stage could include ongoing anti-social behaviour or violence, significant and unresolved non-compliance with trading or sound requirements, limited business participation, unacceptable impacts on public safety or amenity, or a change in Council's strategic direction. However, the NSW Guidelines indicate that discontinuation should occur only after other reasonable remediation options have been explored and the decision is supported by substantiated evidence.

Council would need to formally resolve to revoke the precincts, consult and notify businesses, residents and government agencies, withdraw the relevant management and DCP provisions and request removal of the SEP boundaries from the LEP. This would require a formal planning proposal process including a Gateway determination and public exhibition.

Revocation would remove the benefits available to businesses and could affect investment confidence and The Canleys' reputation.

REPORT BY CHAIRPERSON
SERVICES SUPPLEMENTARY REPORTS

Meeting Date 22 September 2026

Item Number. 159

Celebratory Events

If Council resolves to make the SEPs permanent, celebrations would be held in Canley Vale on 28 November 2026 and Canley Heights on 5 December 2026, with Council organising entertainment alongside activities run by the local businesses similar to the 2025 trial launch, these could include DJs, live performances, eating competitions and potentially fireworks/drone show if planning approvals and budget allows.

To support the event, Amazon has agreed (subject to Board approval) to redirect its \$30,000 sponsorship from the Jeepney Project towards the celebrations. Given that delivery of the jeepney is unlikely to occur before the sponsorship expires on 27 February 2027, redirecting the funding would enable Council to use the sponsorship to support The Canleys, rather than returning the funds.

CONCLUSION

Council established the SEPs to give local businesses clear framework and planning flexibility to support a safe and lively night-time economy while respecting the needs of quite enjoyment of nearby residents. The aim was to build business confidence, encourage investment and bring more activity to the area. The 12-month trial has been successful and gained recognition across NSW's economic development sector including NSW Office of the 24-Hour Economy Commissioner.

It is recommended that Council make the Canley Vale and Canley Heights Special Entertainment Precincts permanent. To make the significant milestone, Council further approve for the celebratory events be held in both districts, with the Amazon sponsorship funding reallocated to help offset the cost of delivering the events.

Hao Dang
Director City Strategy

Authorisation:
General Manager

Services Supplementary Reports - 22 September 2026

File Name: **SSR22092026_4.DOCX**

***** END OF ITEM 159 *****