

Services Committee



AGENDA

DATE OF MEETING: 10 March 2026

LOCATION: Committee Rooms

TIME: 6.30pm

Statement of Ethical Obligations

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

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

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- APOLOGIES AND REASONS ACCEPTED
- CONFIRMATION OF MINUTES

SECTION A

‘Matters referred to Council for its decision’

- 32:** Cricket NSW Grant - Australian Cricket Infrastructure Fund
 File Number: 18/24594 5

***** **CONFIDENTIAL** *****

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

- 33:** RFT 116-26 Construction of Ancillary Building at Fairfield Showground
- 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 because the disclosure of this information would diminish the competitive commercial value of any person to any person.
- File Number: 25/14984 8

SECTION B

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

- 34:** NSW Department of Planning, Housing and Infrastructure Grant – Infrastructure Funding Program
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- 35:** Request for Donation - Mayoral Donations Fund
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- 36:** Renewal of Tenancies - Occupancy and Use of Community Facilities by Community Organisations
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39: Audit, Risk and Improvement Committee (ARIC) Report - Quarter 3

AT-A - Draft ARIC Minutes 13 February 2026 - *RESTRICTED* - *It is recommended that the Council resolve into Closed Session with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2)(c) of the Local Government Act, 1993, on the grounds that:*

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business. and dealing with the matter in Open Session would be, on balance, contrary to the public interest because the disclosure of this information would prejudice any person's legitimate business, commercial, professional or financial interests.

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40: Information Report - NSW Environment Protection Authority Grant - Illegal Dumping Prevention Program

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41: Information Report - RFT 115-26 Road Renewal Package (8 Locations)

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SECTION A

'Matters referred to Council for its decision'

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Item Number. 32

SUBJECT: Cricket NSW Grant - Australian Cricket Infrastructure Fund

FILE NUMBER: 18/24594

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

RECOMMENDATION:

That the grant of ten thousand, one hundred and ten dollars (\$10,110.00 excl. GST) offered by Cricket NSW under the Australian Cricket Infrastructure Fund be accepted and considered for inclusion in 2026-2027 Operational Plan for Project MPOSR2702 Avery Park Cricket Pitch Upgrade 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

Council has been successful in a grant application to the Australian Cricket Infrastructure Fund (ACIF) to upgrade the Avery Park Concrete Cricket Pitch.

The ACIF is a joint initiative between Cricket NSW and Cricket Australia to support the ongoing development of community cricket facilities, with a focus on growing participation and promoting accessibility and inclusivity.

The grant provides a contribution of \$10,110.00 (excl. GST) towards the project.

Background

The existing cricket pitch at Avery Park requires renewal to maintain appropriate safety, performance and usability standards. Delivery of this upgrade, with the assistance of funding from the ACIF, will provide an improved recreational facility consistent with the hierarchy of Avery Park and aligned with Cricket NSW's Infrastructure Strategy, ensuring consistency and quality across cricket facilities.

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Avery Park is 1 of 11 fields hired by the Fairfield Liverpool Cricket Association (FLCA), which has approximately 850 registered players, including 500 juniors and 350 seniors. The upgrade will directly support participation outcomes, particularly the development of junior players within the FLCA competition.

The cricket pitch upgrade forms part of a broader package of works under consideration for Avery Park within the Draft 2026-2027 Operational Plan, identified under project MPOSR2702 Avery Park Playground Equipment, Steel Fence, Access Gate, Concrete Cricket Pitch, Goal Post, Park Name Sign and Rubber Softfall Renewal.

This report recommends that Council accept the grant funding and incorporate the expenditure into the Draft 2026-2027 Operational Plan for delivery.

Project Funding

The grant funding is provided by the Australian Cricket Infrastructure Fund, administered by Cricket NSW.

The awarding of \$10,110.00 (excl. GST) provides a contribution towards the project.

Cricket NSW advises that funds can be provided on confirmation of project delivery details and at the commencement of the 2026-2027 financial year.

The project is anticipated to be completed by September 2026, enabling the cricket pitch upgrade works to be undertaken between the winter and summer sporting seasons to minimise disruption to user groups.

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

State Electorate	Suburb	Project ID	Project Description	Funds	Amount (excl. GST)
Fairfield	Fairfield West	MPOSR2702	Avery Park Playground Equipment, Steel Fence, Access Gate, Goal Post, Park Name Sign, Rubber Softfall Renewal	General	\$209,890.00
				Grant	\$10,110.00
				TOTAL	\$220,000.00

CONCLUSION

A grant of \$10,110.00 (excl GST) has been offered under the Australian Cricket Infrastructure Fund, for the upgrade of the Avery Park Concrete Cricket Pitch.

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This report recommends that the grant of \$10,110.00 excl. GST offered by Cricket NSW under the Australian Cricket Infrastructure Fund for MPOSR2702 Avery Park Cricket Pitch Upgrade be accepted and received into the Draft 2026-2027 Operational Plan and its expenditure for that purpose be voted.

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

Authorisation:
Manager City Assets
Director City Assets

Services Committee - 10 March 2026

File Name: **CSC10032026_7.DOCX**

***** END OF ITEM 32 *****

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SECTION B

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

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Item Number. 34

SUBJECT: NSW Department of Planning, Housing and Infrastructure Grant – Infrastructure Funding Program

FILE NUMBER: 09/04284

REPORT BY: Ibrahim Diab, Manager City Assets

RECOMMENDATION:

That:

1. Council's grant application to the Department of Planning, Housing and Infrastructure's Infrastructure Funding Program, be endorsed.
 2. A further report be provided to Council to vote funding into the 2026-2027 Operational Plan pending a successful application.
-

SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

CITY PLAN

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

SUMMARY

The purpose of this report is to notify Council of the intention to submit an application under the Department of Planning, Housing and Infrastructure's Infrastructure Funding Program via the SmartyGrants platform.

Council proposes to nominate the Brenan Park Open Space Embellishment Project (Smithfield) as its priority submission under the \$2 million grant category applicable to Council's housing growth target.

The proposed project seeks to deliver open space improvements that support projected housing growth within the Smithfield Town Centre and surrounding precinct, while enhancing recreation, accessibility and community wellbeing outcomes.

The scope of works proposed for submission includes:

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- Construction of a new toddler's playground
- Establishment of a dedicated dog park
- Installation of pathway lighting
- Development of a circuit walking path with distance markers and seating
- New Park signage
- Garden and landscape embellishments

These improvements aim to increase the capacity, functionality and safety of Brenan Park, ensuring it can adequately service existing and future residents.

This report is provided for Council to receive and note.

INTRODUCTION

The Department of Planning, Housing and Infrastructure has opened funding under the Infrastructure Program via the SmartyGrants platform.

The program supports infrastructure projects that enable and service new housing, including upgrades to open space, active transport connections, and community infrastructure.

Projects must demonstrate:

- Alignment with strategic planning documents
- Support for housing growth and capacity
- Clear deliverability within required timeframes
- Evidence of service need and community benefit

Funding is assessed on strategic merit, service catchment, number of new dwellings supported and project readiness.

PROPOSED PROJECT – BREANAN PARK OPEN SPACE EMBELLISHMENT

Council intends to nominate the Brenan Park Open Space Embellishment Project (Smithfield) under the Department of Planning, Housing and Infrastructure's Infrastructure Funding Program, within the \$2 million grant category applicable to Council's housing growth target. The application submission is due on 20 March 2026.

Brenan Park is strategically located adjacent to the Smithfield Town Centre and is positioned to service existing and future residential growth within the precinct.

The proposed embellishment works for submission include:

- Construction of a new toddler's playground
- Establishment of a dedicated dog park
- Installation of pathway lighting
- Development of a circuit walking path with distance markers and seating
- New park signage
- Garden and landscape embellishments

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These improvements will increase the park's capacity, accessibility and functionality to meet projected population growth and recreational demand.

The project responds to:

- Anticipated housing growth within the Smithfield Town Centre
- Increased demand for accessible and high-quality public open space
- The need to improve the capacity and functionality of existing parkland

Brenan Park currently provides passive recreation opportunities and benefits from strong passive surveillance from surrounding residential development. Enhancing the park will support health and wellbeing outcomes, particularly for families living in higher-density housing with limited access to private open space.

Should the grant application be successful, a further report will be submitted to Council to formally accept the funding and provide an update on project delivery timeframes and financial implications.

CONCLUSION

The SmartyGrants Infrastructure Funding Program provides an opportunity for Council to secure external funding to deliver priority open space infrastructure that supports planned housing growth and enhances community wellbeing.

Council intends to nominate the Brenan Park Open Space Embellishment Project as its submission under this funding round.

This report is submitted for Council to receive and note the proposed application.

Ibrahim Diab
Manager City Assets

Authorisation:
Director City Assets

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File Name: **CSC10032026_14.DOCX**

***** END OF ITEM 34 *****

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Item Number. 35

SUBJECT: Request for Donation - Mayoral Donations Fund

FILE NUMBER: 24/17080

REPORT BY: Sonja Drca, Manager Governance and Audit

RECOMMENDATION:

That Council make a donation of one thousand dollars (\$1,000.00) from the Mayoral Donations Fund to Canley Heights RSL Soccer Club towards the Digger Cup event to be held at King Park on Friday 24 April 2026.

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 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.

Canley Heights RSL Soccer Club

Written representation has been received from Canley Heights RSL Soccer Club seeking a donation in support of the annual Digger Cup event being held on Friday 24 April 2025 at King Park. Should the forecast be for wet weather, the Organiser will make efforts to book either Fairfield Showground or Endeavour Park to ensure the event can proceed.

The Canley Heights RSL Soccer Club foster the game of soccer football in their junior and senior grades and promote the sport of soccer. Arrangements have been made for teams from local primary schools to participate in the Digger Cup football match to commemorate ANZAC Day.

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Council's contribution will assist with logistical costs associated with the event, medals and hire of referees.

The Canley Heights RSL Soccer Club meets the primary eligibility requirements of the Mayoral Donations Fund Policy of helping individuals achieve their potential and building better communities, therefore a donation of \$1,000.00 would be appropriate.

Connection to Fairfield Local Government Area (LGA)

Canley Heights RSL Soccer Club is based in Canley Heights and the participating schools are located 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 received is outlined in Attachment A.

Sonja Drca
Manager Governance and Audit

Authorisation:
Director People Culture and Operations

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File Name: **CSC10032026_5.DOCX**

***** END OF ITEM 35 *****

ATTACHMENT A

Item: 35

Mayor's Donations Fund Register

Mayor's Donations Fund 2025/2026											
Key/Legend	Green = Accepted	Red = Declined	Yellow = Pending								
Application Received	Applicant	Purpose	Contact Details	Address	Fairfield LGA Yes/No	Amount Requested	Accept/Decline	Reason Approved/Declined	Date Approved (resolution)	Amount Awarded	Balance in Fund
											\$10,000.00
3/07/2025	Smithfield Public School	Fete			Yes		Withdraw	Withdraw			\$ 10,000.00
15/07/2025	Norwest Junior Rugby Club	Fundraising Night			No		Decline	Not in the LGA			\$ 10,000.00
30/07/2025	Aboriginal Corporation for Homeless	Ride on Mower			Yes		Decline	Does not meet criteria			\$ 10,000.00
28/07/2025	Jez Premier Promotions	Mats			Yes	\$500.00	Accept	Meets Criteria	9/09/2025	\$ 500.00	\$ 9,500.00
7/08/2025	Canley Vale Public School Parents and Citizens Association	Community Day Event			Yes	\$500.00	Accept	Meets Criteria	9/09/2025	\$ 500.00	\$ 9,000.00
16/08/2025	Our Lady of Mt Carmel	Market Day			Yes		Withdraw	Withdraw			
25/08/2025	Pakistani Wesleyan Methodist Church	free food and clothing			Yes		Decline	No further information			
25/08/2025	Bethesda Pentecostal Church	New church			Yes		Decline	No further information			
29/08/2025	Sydney Baseball Lions Club	Children's Day Out			Yes	\$500.00	Accept	Meets Criteria	14/10/2025	\$ 500.00	\$ 8,500.00
9/09/2025	Congolese Community of NSW	Congolese General Assembly			Yes		Decline	Retrospect			
14/09/2025	The Mustard Seed Projects	Sending a 20ft container overseas					Decline	No further information			
15/09/2025	Green Valley Public School Fundraising	Bingo Night			No		Decline	Not in the LGA			
17/09/2025	Mount Pritchard East Public School	Christmas Raffle			Yes		Decline	No further information			
23/09/2025	Rotary Club of Fairfield City	Rotary Carols at Horsley Park			Yes	\$1,000.00	Accept	Meets criteria	14/10/2025	\$ 1,000.00	\$ 7,500.00
24/09/2025	Dawang Connections	National Indigenous Touch Football Knockout (NITFKO)					Decline	No further information			
22/10/2025	Werrington Country Public School	Christmas Raffle			No		Decline	Not in the LGA			
16/02/2026	Canley Heights RSL FC	Digger Cup			Yes	\$1,000.00	Accept	Meets Criteria	10/03/2026	\$ 1,000.00	\$ 6,500.00

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Item Number. 36

SUBJECT: Renewal of Tenancies - Occupancy and Use of Community Facilities by Community Organisations

FILE NUMBER: 25/24792

REPORT BY: Fran Kendrick, Social Planning and Advocacy Officer

RECOMMENDATION:

That:

1. Council grant licences to the each of the following for a 3-year period in accordance with Council's Fees and Charges Schedule:
 - 1.1 NSW Spanish and Latin American Association for Social Assistance for the premises known as Bonnyrigg Community Centre Community Office Space.
 - 1.2 Australian Cambodian Welfare Association for the premises known as Office 1 Bonnyrigg Heights Community Centre.
 - 1.3 Young Adults Disabled Association for the premises known as Office 1 and Activity Room Bonnyrigg South Community Centre.
 - 1.4 Fairfield Business Education Partnership Incorporated – trading as Southwest Connect for the premises known as Community office space Bossley Park Community Centre.
 - 1.5 Australian Nursing Home Foundation for the premises known as Office Greenfield Park Community Centre.
 - 1.6 Powerhouse Youth Theatre for the premises known as Theatre and office space Fairfield School of Arts inclusive of utility charges.
 - 1.7 Fairfield Food Services for the premises known as ground floor Fairfield Senior Citizens Centre.
 - 1.8 Westacott Cottage Management Committee for the premises known as Westacott Cottage.
 2. The General Manager or his nominated delegate be authorised to execute the Licence Agreements and any associated documents related to the matter, to certify Council's decision of licensing these premises, and to enable completion of the matter.
 3. The Land/Lease Register and financial records be updated.
-

SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

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CITY PLAN

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

SUMMARY

The related parties to this report are:

1. NSW Spanish and Latin American Association for Social Assistance
2. Australian Cambodian Welfare Association
3. Young Adults Disabled Association
4. Fairfield Business Education Partnership Incorporated – trading as Southwest Connect
5. Australian Nursing Home Foundation
6. Powerhouse Youth Theatre
7. Fairfield Food Services
8. Westacott Cottage Management Committee

In October 2024, a Memorandum was circulated informing councillors of the requirements of the Occupancy and Use of Community Facilities by Community Organisations Policy including the public notification requirements in accordance with Section 47 of the Local Government Act 1993. The granting of 3-year licences to these organisations is enabled through this policy.

The tenancies and work of each of the organisations and properties have been reviewed and all current tenants are considered to be providing important services to the community.

Background

Council is committed to providing facilities that meet the needs of the community. Not-for-profit organisations occupy and use the facilities, providing a range of social support services and activities for residents. Council aims to ensure that organisations operating within the facilities are supported, well connected and make a valuable contribution by providing services that are accessible and culturally appropriate.

In September 2023, Council adopted the Occupancy and Use of Community Facilities by Community Organisations Policy which outlines a fair and equitable way to manage the licencing of community facilities to community organisations. The policy stipulates that existing tenancy arrangements are to be reviewed at the conclusion of each licence term, with recommendations for renewal (or otherwise) submitted to Council for determination. This process ensures that tenants have delivered a community benefit and met all tenancy requirements.

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Council reviews properties that have tenants on a rolling program and renews licence agreements where appropriate. The review process includes engagement with each licensee, review of annual and other reports and consideration of the tenancy history. For community facilities without tenants, or where existing tenants are not (or are no longer) delivering appropriate community benefits, the policy requires that these facilities be advertised to allow community organisations to be selected through an Expression of Interest (EOI) process.

Council properties for consideration of renewal

Councillors were advised by Memorandum in October 2025 that the following properties and organisations would be considered for renewal.

Name of Property	Description	Tenant	Services Provided
Bonnyrigg Community Centre	Community Office space and meeting rooms	NSW Spanish and Latin American Association for Social Assistance Inc. (SLASA)	SLASA provides community support to the Spanish and Latin communities. They provide case work support, community development and link and connect.
Bonnyrigg Heights Community Centre	Community Office	Australian Cambodian Welfare Association (ACWA)	ACWA provides support services to the Cambodian community. Includes a senior's hub, cyber security program, settlement engagement and transition support and a Khmer Elderly day care program.
Bonnyrigg South Community Centre	Community Office space	Young Adults Disabled Association (YADA)	YADA provides social support for people with disability.
Bossley Park Community Centre	Community Office space	Fairfield Business Education Partnership Incorporated – trading as Southwest Connect	SouthWest Connect empowers young people in South West Sydney to discover pathways to a better future for themselves and their families.

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Name of Property	Description	Tenant	Services Provided
Greenfield Park Community Centre	Office Space	Australian Nursing Home Foundation	Provide support at home and day care programs for Myaged care recipients
Fairfield School of Arts	Theatre and Office space	Powerhouse Youth Theatre (PYT)	PYT offers young and emerging artists from Western Sydney a solid foundation to build their creativity. PYT enables artists to grow and flourish, so our arts landscape is more reflective Australia.
Fairfield Senior Citizens Centre	Kitchen, dining room and storage space	Fairfield Food Services	Provides discounted meals for people with disability or older people who are unable to provide meals for themselves.
Westacott Cottage	Historical cottage	Westacott Cottage Management Committee Incorporated	Craft organisation that supports volunteer community members

Renewal

All tenants are providing important services to their communities. Their tenancies are recommended to continue.

Advertising impending licence on community land

As part of this renewal process 5 properties outlined below are located on Community Land:

1. Bonnyrigg Heights Community Centre - 46 Simpson Road Bonnyrigg Heights, part Lot 101/857849.
2. Bonnyrigg South Community Centre – 9–15 Gemella Street Bonnyrigg South, part Lot 310/263089.
3. Bossley Park Community Centre – 28 Belfield Road Bossley Park, part Lot 2/811554.
4. Fairfield School of Arts – 19 Harris Street Fairfield, Lot 1/654423.
5. Westacott Cottage – 107 Railway Parade Canley Vale, Part Lot 2/500480.

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In accordance with Section 47 of the Local Government Act 1993, a public notification process was conducted. The public notification was undertaken for 28 days via Council's website, letters to adjoining owners and on-site notification. No submissions were received by Council.

Licence Agreement

It is noted that the standard essential terms and conditions for each proposed licence are:

Term	3 years
Rent	In-line with Council's fees and charges
Purpose	Services outlined in the table
Outgoings	Payable by Licensee where applicable and if separately metered.
Public Liability Insurance	\$20 Million
Security Deposit	Equivalent of 3 months annual rent

Tenants in shared facilities have their fee inclusive of utility charges. PYT has exclusive use of Fairfield School of Arts and as such falls to the separately metered for outgoings clause. They have not been charged utilities since they occupied the building and have advised that these charges would be cost prohibitive for them as a not-for-profit organisation. Council's Social Planning and Community Development Division work closely with PYT often running workshops and activities within the complex and it is recognised that PYT provide many opportunities and programs to our community. It is recommended that their licence fee going forward continue to be exclusive of utilities.

All services will be monitored by Council to ensure the occupant is meeting the expectations of the licence agreement. In addition to the licence, tenants will be required to engage with Council's Social Planning and Community Development Division to develop a social impact framework. This will provide Council with annual reports on the services provided within Council facilities and used to determine if the organisation is providing the social benefit agreed.

Fees and Charges

The following table outlines the cost for each facility as outlined in Council's Fees and Charges Schedule. These vary and reflect the size of the facility being licensed.

Name of Property	Area to be Licenced	Tenant	Annual Fee 2025/2026
Bonnyrigg Community Services Centre	4 x Community Office space – office 1,2,3 and 4	NSW Spanish and Latin American Association for Social Assistance	\$14,654.64 plus GST
Bonnyrigg Heights Community Centre	1 x Community Office space	Australian Cambodian Welfare Association	\$3,781.96 plus GST

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Name of Property	Area to be Licenced	Tenant	Annual Fee 2025/2026
Bonnyrigg South Community Centre	1 x Community Office space and 1 x meeting room	Young Adults Disabled Association	\$7,563.64 plus GST
Bossley Park Community Centre	3 x Community Office space – Office 1,2 and 3	Fairfield Business Education Partnership Incorporated – trading as Southwest Connect	\$11,345.88 plus GST
Greenfield Park Community Centre	1 x Community Office	Australian Nursing Home Foundation	\$4,018.04 plus GST
Fairfield School of Arts	Theatre and Office space	Powerhouse Youth Theatre	\$10,872.68 plus GST
Fairfield Senior Citizens Centre	Ground Floor	Fairfield Food Services	\$7,800.00 plus GST
Westacott Cottage Arts and Crafts Centre	Historical cottage	Westacott Cottage Management Committee Incorporated	\$472.68 plus GST

Policy

The proposed licences and tenants outlined in this report, along with the processes used to review existing tenancies, are consistent with the Council's Occupancy and Use of Community Facilities by Community Organisations Policy.

CONCLUSION

These organisations are providing important community services to residents of the Fairfield Local Government Area and a renewal of their licences for 3 years as recommended will provide stability and security to the organisations, Council and residents.

It is recommended that Council grant new licences under the terms and conditions as outlined in this report.

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Fran Kendrick
**Social Planning and Advocacy
Officer**

Authorisation:

Co-ordinator Social Planning and Advocacy
Manager Social Planning and Community Development
Director City Assets

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File Name: **CSC10032026_3.DOCX**

***** END OF ITEM 36 *****

SERVICES COMMITTEE

Meeting Date 10 March 2026

Item Number. 37

SUBJECT: Divisional Update Report - Quarter 2 - Design Services

FILE NUMBER: 25/35546

REPORT BY: Salman Zaman, Survey and Spatial Data Coordinator

RECOMMENDATION:

That the report be received and noted.

SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

CITY PLAN

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

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

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

This report provides an overview of the activities conducted by the teams during Quarter 2 (Q2) of the 2025/2026 Operational Plan.

1. TRAFFIC, TRANSPORT AND ROAD SAFETY

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

A summary of activity for the team in Q2 and for the year is shown in Table 1.

Table 1: Traffic Team activity summary for FY2025/26

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Activity	Q1	Q2	Q3	Q4	Year
Number of signs and lines maintenance/changes	312	214			
Number of traffic enquiries/complaints investigated	56	41			
Number of road safety initiatives undertaken	9	1			
Number of Development Applications (DAs) assessed	36	19			
Number of reports presented to the Traffic Committee	3	15			
Number of heavy vehicle regulator applications assessed	99	77			

Australian Government Black Spot Program

The Black Spot Program addresses a location or short length (less than 3km) of road where a history of crashes exists. Council was successful in obtaining funding for the following 5 locations under the Australian Government's Black Spot Program.

Table 2: Black Spot Projects in the 2025/2026 Operational Plan

Project Name	Oxford Street at Polding Street Fairfield
Project ID	MPBP2512
Description	Install street lighting at intersection, move holding line forward using kerb extensions.
Project Budget	\$97,152.00
Project Status	Completed (Asset handover ongoing)

Project Name	Gipps Street and Brenan Street Smithfield
Project ID	MPBP2501
Description	Improve deflection angle of existing roundabout, install flat top road humps and street lighting at intersection.
Project Budget	\$214,903.00
Project Status	In progress
Project Status Comments	Design and procurement of the works is complete, and construction has started and will be completed April 2026.

Project Name	Polding Street and Marlborough Street Smithfield
Project ID	MPBP2513
Description	Improve deflection angle of existing roundabout, install flat top road humps and pedestrian refuge.
Project Budget	\$296,132.00
Project Status	Completed (Asset handover ongoing)

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Project Name	Avoca Road and Rosedale Street, Wakeley
Project ID	MPBP2601
Description	Installation of signage and line marking with lighting upgrade
Project Budget	113,000.00
Project Status	Progressing
Project Status Comments	Traffic Committee approval in June 2026. Detailed design to be prepared. Estimated Construction completion by March 2027.

Project Name	Davis Road at its intersection with the T-way, Wetherill Park
Project ID	MPBP2603
Description	Install Street Lighting at intersection
Project Budget	\$299,000.00
Project Status	Not commenced
Project Status Comments	Lighting assessment and design to be prepared. Estimated Construction completion by March 2027.

Local Area Traffic Management

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

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

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

Table 3: LATM projects for FY 2025/2026

Project Name, ID and Description	Project Budget	Project Summary Status
Avenel Street, Canley Vale (MPLTM2601) – Installation of 2 road humps. Concept design complete and consultation complete. Traffic Committee approval in February 2026. Estimated completion date December 2026.	\$190,000.00	Progressing
Pritchard Street, Mount Pritchard (MPLTM2600) – Installation of 2 road humps. Concept design complete. After review of collision history in the street a grant application for Blackspot funding consideration has been made for 2026/2027.	\$110,000.00	Progressing
Shakespeare Street, Wetherill Park (MPLTM2504) - Installation of flat top road hump. Asset handover ongoing.	\$80,000.00	Completed

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Project Name, ID and Description	Project Budget	Project Summary Status
Sweethaven Road, Edensor Park (MPLTM2502) - Installation of traffic calming devices. Asset handover ongoing.	\$80,000.00	Completed
Brenan Street, Smithfield (MPLTM2503) - Installation of flat top road hump. Asset handover ongoing.	\$80,000.00	Completed
Mimosa Road and Quarry Road, Bossley Park (MPLTM2414) Investigation of the intersection to improve traffic operations. Request for Quotation (RFQ) for Traffic Management Plan complete and consultant engaged in November 2025. Traffic Management Plan to be completed in March/April 2026.	\$140,000.00	Progressing
Cabramatta Road West and Humphries Road, Bonnyrigg (MPLTM2415) Investigation of traffic signal operation at the intersection. Traffic signal and phasing design plan of short-term option on hold due to recent Transport for NSW (TfNSW) works at the signals. Engagement of consultant for revised modelling aimed to be completed in February 2026 with the review to take place in March 2026.	\$78,000.00	Progressing

Pedestrian Access and Mobility Plan

The Pedestrian Access and Mobility Plan (PAMP) are works to improve pedestrian movements. There was 1 project under this program with detail provided in Table 4.

Table 4: PAMP Project for FY 2025/2026

Project Name, ID and Description	Project Budget	Project summary status
Sweethaven Road between Edensor Road and Booralla Road, Edensor Park (MPPAM2501) - Installation of 1.2m footpath.	\$110,000.00	Design complete, construction to be completed June 2026.

Active Transport Program

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

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

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

Project Name	Maud Street, Fairfield West
Project ID	MPPAM2601
Description	Proposed Footpath Installation and Kerb Extensions.
Project Budget	\$108,000.00
Project Status	Progressing
Project Status Comments	Concept Design and consultation complete. Item went December 2025 Traffic Committee for approval. Detailed design in progress. Construction to be completed October 2026.

Road Safety Program 2024/2025 to 2025/2026

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

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

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

Project Name	Neville Street Smithfield
Project ID	MPLTM2514
Description	Detailed design and construction of 3 road humps.
Project Budget	\$262,350.00
Project Status	Progressing
Project Status Comments	Project delayed due to outcome of consultation and subsequent change in scope being requested. Anticipated construction completion date December 2026.

Project Name	Horton Street Mount Pritchard
Project ID	MPLTM2603
Description	Installation of watts profile road hump.
Project Budget	\$71,540
Project Status	Progressing
Project Status Comments	Traffic Committee approval in February 2026. Anticipated project completion date approximately June 2026.

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

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

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

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

Project Name	Sackville Street and Pevensey Street Fairfield
Project ID	IN251196
Description	Installation of traffic signals with filter right turns, no right turn signs and street lighting at intersection.
Project Budget	\$1,574,150.00
Project Status	Progressing
Project Status Comments	TfNSW Gate Zero letter received. Anticipated project completion date approximately May 2027.

Child Restraint Vouchers

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

Table 8: Child Restraint Vouchers issued in Fairfield Local Government Area

Vouchers	Q1	Q2	Q3	Q4	Annual
Child Restraint Vouchers Issued	73	61			

2. CIVIL DESIGN

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

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

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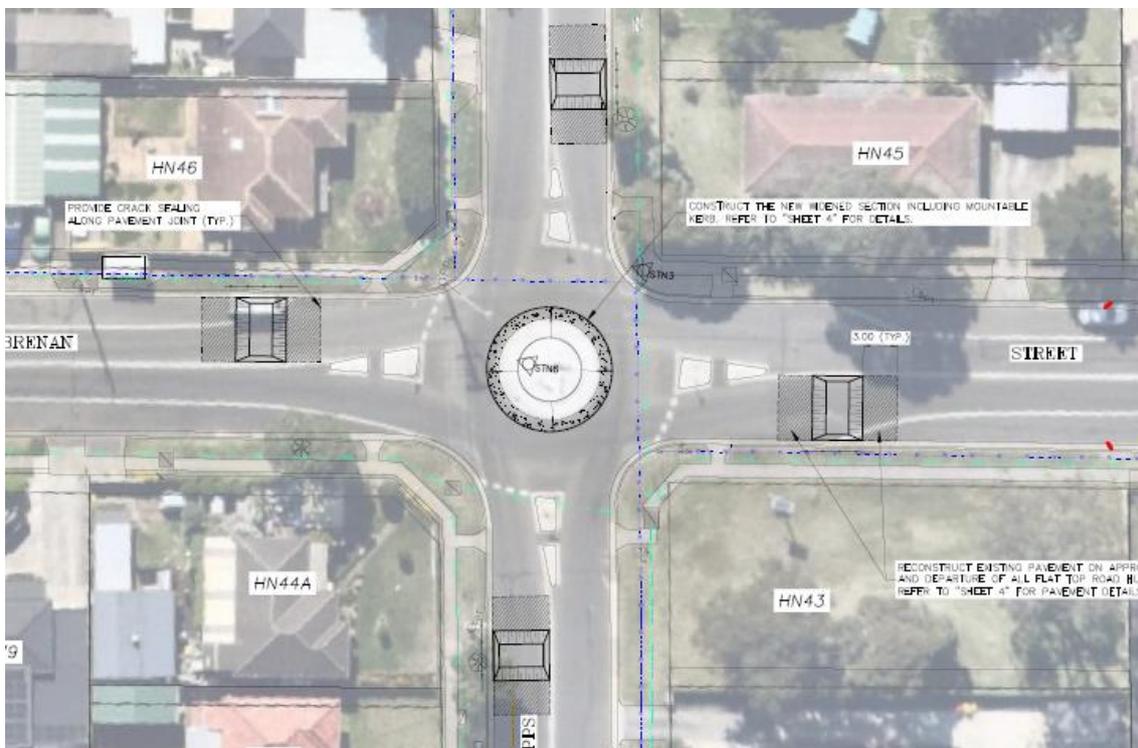
Meeting Date 10 March 2026

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This report provides an overview of some of the recent activities undertaken by the Civil Design Team during Quarter 2 (Q2) of the 2025/2026 Operational Plan.

Black Spot Program

Council has been successful in obtaining funding from TfNSW under the Black Spot Program to deliver safety improvements at the intersection of Gipps Street and Brenan Street, Smithfield (MPBP2501). The works include an upgrade to the existing intersection to improve pedestrian and vehicle safety achieved by widening the central island, installing road humps and upgrading lighting. Construction started January 2025 and is due for completion in April 2026.



Layout of safety improvement at the intersection of Brenan Street and Gipps Street Smithfield.

Road Safety Program

The TfNSW's Road Safety Program grant is to deliver traffic calming devices on Neville Street, Smithfield, between Bourke Street and Wetherill Street (MPLTM2514). The design has been subject to ongoing community consultation and due for completion in February 2025. The anticipated construction completion date is December 2026.

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Location of proposed traffic calming devices along Neville Street Smithfield.

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

The Western Sydney Infrastructure Program (WSIP) Roundabouts project (SP24747) is funded by the Federal Government and administered by TfNSW. The Civil Design Team is responsible for the overall project management, design, procurement and delivery.

Council submitted a scope change request in July 2025 to align the project budget with the total grant amount. This was approved by the Australian Government in December 2025. The newly approved scope comprises the construction of 6 roundabouts and detailed design of a further 2 roundabouts.

The sites for construction comprise:

- Site 2. Sweethaven Road and Cheyenne Road Greenfield Park
- Site 3. Belfield Road and Allambie Road Greenfield Park
- Site 4. Belfield Road and Prairie Vale Road Bossley Park
- Site 5. Canley Vale Road and Brisbane Road St Johns Park
- Site 6. Wilson Road and Simpson Road Bonnyrigg Heights
- Site 7. Newleaf Parade and Humphries Road Bonnyrigg

The sites for completion of design only comprise:

- Site 1. Sweethaven Road and Edensor Road Edensor Park
- Site 8. Newleaf Parade and Edensor Road Bonnyrigg

Four roundabouts and associated lighting upgrades were constructed between April and October 2025. A fifth roundabout is expected for completion by March 2026 and the sixth roundabout by June 2026.

Toward Zero Road Safety Program

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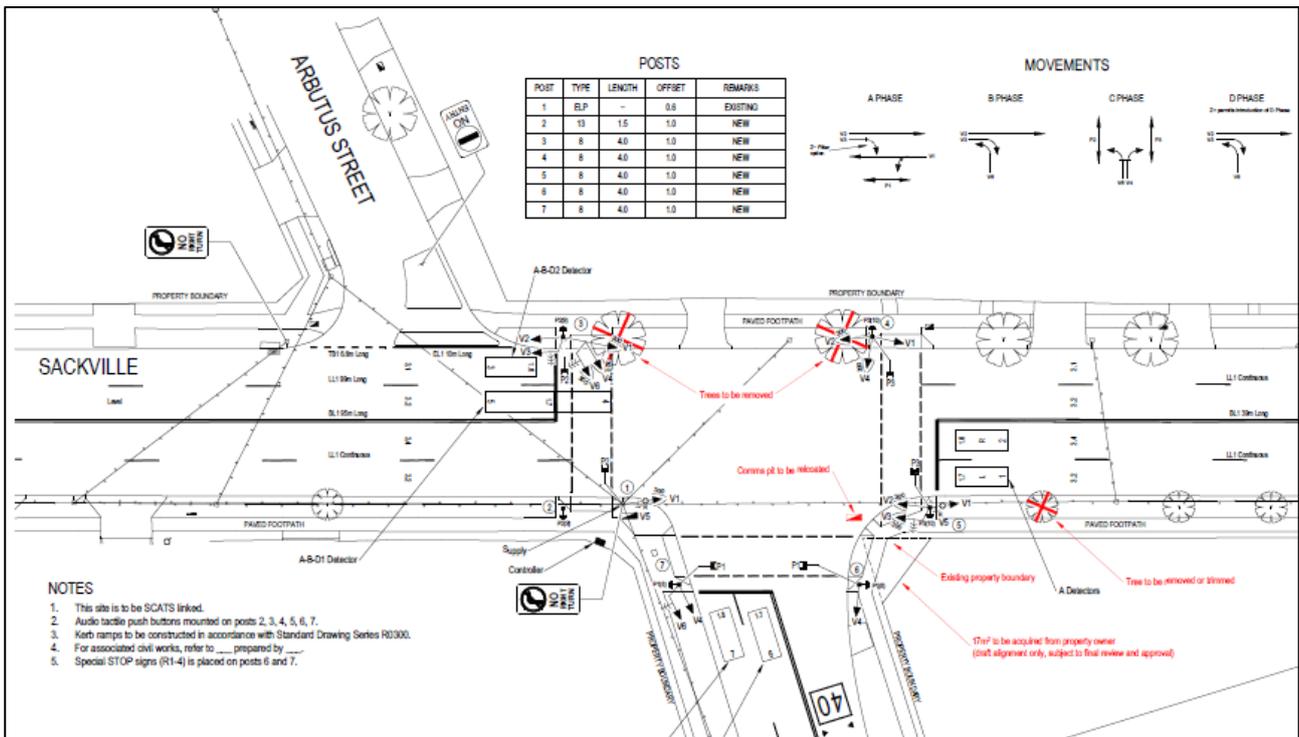
Traffic lights at the intersection of Sackville Street and Pevensey Street, Canley Vale (IN251196) – Council has been successful in obtaining funding from TfNSW under the Toward Zero Road Safety Program to deliver new traffic lights at the intersection of Sackville Street and Pevensey Street, Canley Vale.

TfNSW has issued Agreement in Principle for the works and the detail design is in progress (see following plan). The anticipated project completion date is approximately May 2027.

Other Project(s)

Cumberland Street Pedestrian Crossing, Cabramatta (MPTFR2602) – Replacement of the existing pedestrian crossing on Cumberland Street Cabramatta, between Boundary Lane and Cabramatta Road East. The design is complete with procurement and construction to follow. The anticipated project completion date is approximately June 2026.

Raised pedestrian crossings, John Street, Cabramatta (MPTFR260 and MPTFR2604) – Widening of 2 pedestrian crossings along John Street Cabramatta, between Hill Street and Railway Parade. The design is complete with procurement and construction to follow. The anticipated project completion date is approximately June 2026.



Preliminary traffic signal design at the intersection of Sackville Street and Pevensey Street Smithfield.

Summary

In 2025-2026 the Civil Design Team is involved in the delivery of around 40 projects. At the end of Q2, 5 out of 20 designs were complete with the remainder in various stages of planning, procurement or construction.

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3. SURVEY AND SPATIAL DATA

The Survey and Spatial Data Team continues to play a vital role in supporting the organisation's design and development programs by delivering precise measurement, detailed spatial analysis, and high-quality survey data. Throughout the year, the team has delivered comprehensive topographic, boundary, and infrastructure surveys that enhance project efficiency and minimise design risk.

The team has also demonstrated capability in undertaking surveys within asbestos-impacted zones, consistently applying strict safety protocols while maintaining high professional standards.

Their diligence and technical expertise in these challenging environments have enabled the successful progression of several high-priority projects. Boundary establishment has remained a key focus, with subdivision plans, road widenings and road closures prepared and lodged with NSW Land Registry Services (LRS) to meet legislative and project requirements.

Demand for Protection of Survey Infrastructure (POSI) surveys has continued to increase, largely driven by upgrades to pram ramps, roundabouts, footpaths, kerbs, and gutters.

The Survey and Spatial Data Team have completed the following surveys for Q2:

	Q1	Q2
Survey projects completed	25	28
% of Surveys completed by the due date	96	96

Below are some examples of the projects the survey team has successfully completed in Q2.

Internal Client	Project	Purpose
Major Projects	Endeavour Park final levels of encapsulation asbestos cell.	Remediation of Asbestos
Infrastructure Services	Survey Plan at Francis St K&G Replacement program.	Preservation of Survey Infrastructure (POSI)
Catchment Planning Branch	Cummings Crescent Lansvale - Survey of property boundaries.	Upgrade drainage system
Major Projects	Ground levels at the top and bottom of the hill at Prairiewood Leisure Centre (PLC) Aquatopia.	To build new fence
Major Projects	Draft Easement for substation at Fairfield Showground	For new Basketball court
Civil and Built	Mandarin Street and Matthes Street Driveways	Upgrade stormwater drainage
Design Services	Hamilton Rd near Maud St Fairfield West detail survey	Redesign intersection
Catchment Planning Branch	Site 24 (Lincoln Road) Setout.	Rural Area Culvert Upgrade

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Internal Client	Project	Purpose
Major Projects	Profile of existing footpath from Smithfield Road to the proposed Centre's arrival plaza.	Showground upgrade
Infrastructure Services	Setout at Endeavour Sports Reserve.	Build a new car park

4. Landscape Design

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

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

Completed Q2 Projects:

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



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

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



*Cnr. Horsley Drive and Cumberland Highway
Smithfield.*



Cnr. Horsley Drive and Justin Street Smithfield.

Contractor Engaged and/or in Construction in Q2:

1. Kinghorne Park - Playground Renewal - (MPOSR2605 - \$197,000.00)
2. Heysen Park – Playground Renewal – (MPOSR2601 - \$200,000)

Design Program – Current:

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

1. Brenan Park Playground (SP24758)

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

The concept design for Brenan Park has been realigned to remediation requirements and budget constraints. We are now close to 80% of the Detail Design phase for the playground in general as well as the Main Play structure, as a separate and custom design item.

In December 2025, the design team presented the progress of Brenan Park to councillors at a Councillor Workshop. This required updates to the plans and have been incorporated into an updated design for the playground including the addition of a full sized basketball Court and some further embellishments to the main play tower.

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

A redesign of the playground has been completed and the request for tender has been prepared for market by the Major Projects team.

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

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

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

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

7. Public Domain Upgrades - Barbara Street and Nelson Street (IN261046 - Yr1 - Design only)

8. Minor Town Centre Improvements - Fairfield Place - Upgrade of Fairfield Heights TC Signs (MPTCI2602 \$83,000)

9. Minor Town Centre Improvements - Parks Place - Upgrade of Horsley Park TC Signs (MPTCI2601 \$83,000)

10. Minor Town Centre Improvements - Cabramatta Place - Cabramatta Place Upgrades (MPTCI2603 \$84,000)

11. Public Art Decal Utility Infrastructure Art Wraps on Public Utilities (IN261073 \$25,000)

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12. Public Domain Presentation - Planter Box Upgrades (IN261076 \$30,000)
13. Embellishment of Parks and Open Space (IN261082 - Wetherill Pk Reserve - \$495k)
14. Embellishment of Parks and Open Space (IN261082-1 - King Park 2 - \$400k)
15. Chisholm Park - Playground Equipment Replacement, Rubber Softfall (MPOSR2610 - \$197,000)
16. Lalich Park Playground Equipment, Rubber Softfall, Timber Bollard (MPOSR2603 - \$197,000)

5. ARCHITECTURAL DESIGN MANAGEMENT

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

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

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

Design development and management of major projects in 2025-26 Q2 are:

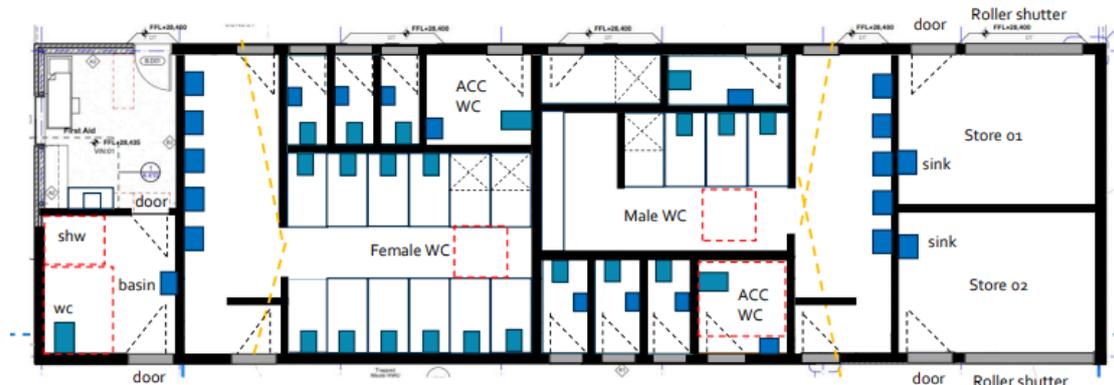
- Fairfield Showground Cultural and Events Centre
- Showground Ancillary Building relocation
- Showground Overflow Carparking proposals
- Underground services relocation
- Wetherill Park Library internal renovation
- Prairiewood Leisure Centre new accessible toilet

1. Fairfield Showground Community and Events Centre

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Layout of new amenities building.

3. Fairfield Showground – Site-wide Infrastructure and Traffic Upgrades (including new formal carparking)

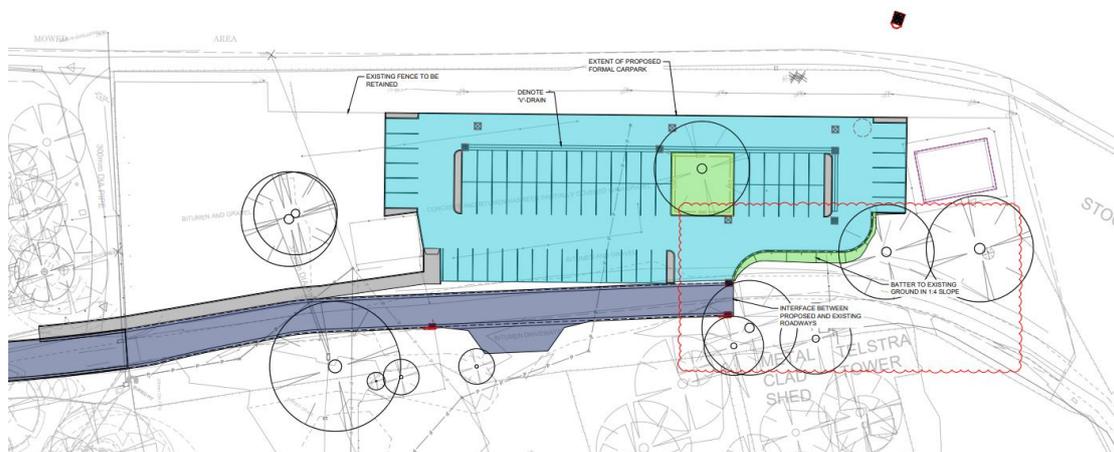
To support the existing operations and the new Community and Event Centre, the SSDA includes commitments to upgrade existing parking areas. Separate to the SSDA, Council is also looking at additional car parking.

The following plans show the works committed to in the SSDA to upgrade car parking. Planning approval has been approved for this work (Part 5 approval). Detailed design is being finalised for inclusion in the tender to be released in March 2026 (to Council's civil work panel).

4. Underground services relocation - Fairfield Showground

To support the various work for the proposed Community and Event Centre including proposed ancillary building, and new road and carparking work, identification and relocation of all existing services both above and underground are needed.

The work has been completed, and the information is being adopted in the Site-Wide Infrastructure and Traffic Upgrades works.



Proposed car park layout and access road.



Proposed road and circulation (inside red dashed line).

5. Wetherill Park Library - Internal Renovation

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

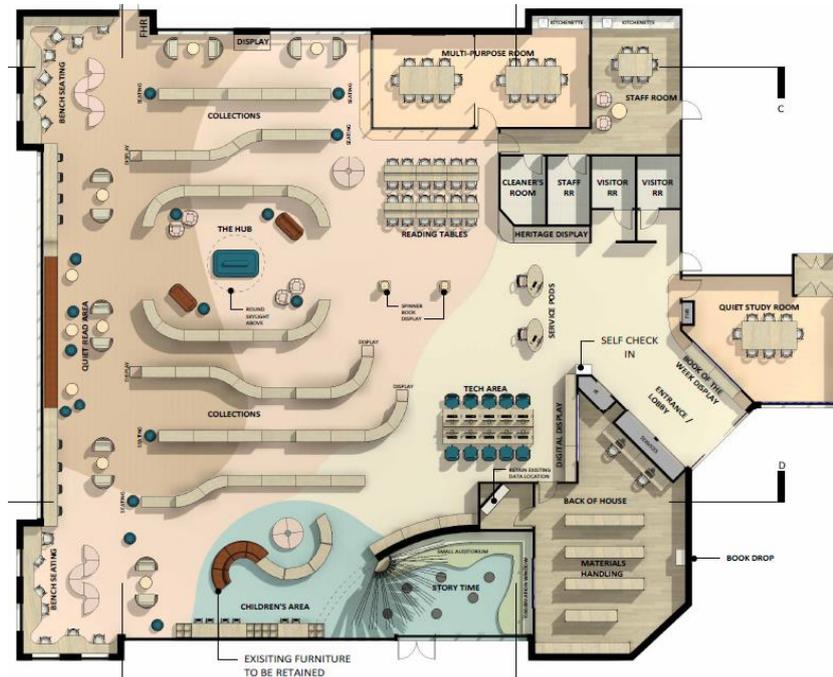
The architect is currently developing Detail Design / Construction Documents. Additional scope requirements are under review, including the review of current toilet compliance with BCA requirements.

Documents are projected to be completed end of February, but subject to findings of the toilet compliance additional work may be required to be added to the scope before releasing to tender.

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Proposed Floor Plan



Quiet Reading (The Hub)

6. Prairiewood Leisure Centre New Accessible Toilet

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

An area currently used as storage has been identified for conversion into an accessible toilet.

SERVICES COMMITTEE

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The team is working with the Leisure Centre stakeholders to finalise the scope of works before issuing out for tender.

Salman Zaman
**Survey and Spatial Data
Coordinator**

Authorisation:
Manager Design Services
Director City Delivery

Services Committee - 10 March 2026

File Name: **CSC10032026_6.DOCX**

***** END OF ITEM 37 *****

SERVICES COMMITTEE

Meeting Date 10 March 2026

Item Number. 38

SUBJECT: Divisional Update Report - Quarter 3 - Governance

FILE NUMBER: 19/33579

REPORT BY: Sonja Drca, Manager Governance and Audit

RECOMMENDATION:

That the report be received and noted.

SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

CITY PLAN

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

SUMMARY

Office of Local Government – Complaints statistics

Notification was received from the Office of Local Government (OLG) on 25 February 2026 advising that its website has been updated to include data on the number and type of complaints lodged by the community about all NSW councils.

The updated website provides complaint statistics for the 2024/2025 financial year. This information supports councils in resource planning, identifying key risks and mitigation measures, and improve service delivery.

For the 2024/2025 period, a total of 5 complaints were made against Fairfield City Council, significantly lower than the NSW wide average of 17.9 complaints per council. These complaints relate to customer service, enforcement and regulatory powers, environmental and public health services and natural resource management.

The complaints data can be found at www.olg.nsw.gov.au and will be updated annually by the OLG.

Fines and Cost Orders

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Meeting Date 10 March 2026

Item Number. 38

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

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

Councillors are hereby advised that no fines, penalties or cost orders were incurred between 1 February 2026 and 27 February 2026.

Sonja Drca
Manager Governance and Audit

Authorisation:
Director People Culture and Operations

Services Committee - 10 March 2026

File Name: **CSC10032026_11.DOCX**

***** END OF ITEM 38 *****

SERVICES COMMITTEE

Meeting Date 10 March 2026

Item Number. 39

SUBJECT: Audit, Risk and Improvement Committee (ARIC) Report - Quarter 3

FILE NUMBER: 22/25501

REPORT BY: Sonja Drca, Executive Manager

RECOMMENDATION:

That the Minutes of the Audit, Risk and Improvement Committee (ARIC) meeting held on Friday 13 February 2026 be received and noted.

SUPPORTING DOCUMENTS:

- AT-A** [↓](#) Draft ARIC Minutes 13 February 2026 - *RESTRICTED* - *It is recommended that the Council resolve into Closed Session with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2)(c) of the Local Government Act, 1993, on the grounds that:* 7 Pages
- (c) *information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.*
- and dealing with the matter in Open Session would be, on balance, contrary to the public interest because the disclosure of this information would prejudice any person's legitimate business, commercial, professional or financial interests.*
-

CITY PLAN

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

SUMMARY

Pursuant to the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 and Office of Local Government (OLG) Guidelines issued in November 2023 starting from 1 July 2024, the Audit, Risk and Improvement Committee (ARIC) must provide regular reports to the governing body (Council).

The OLG Guidelines state that:

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'The audit, risk and improvement committee must provide an update to the governing body of the council of its activities and opinions after every committee meeting.'

The ARIC meeting was held on 13 February 2026 for the preceding quarter. Listed below are the committee members and attendance:

Name	Role	Attendance
Brian Hrnjak	Independent Chairperson	In-Person
Anton Usher	Independent Member	In-Person
Phu Nguyen	Independent Member	In-Person

The meeting was also attended by the General Manager, Deputy General Manager and Chief Finance Officer, Director People, Culture and Operations, Internal Auditor, External Auditor and management. Other staff attended as appropriate for individual agenda items.

The ARIC Draft Minutes for 13 February 2026 are attached to this report (Attachment A) and are to be endorsed by the ARIC at its next meeting scheduled to be held on Friday 15 May 2026.

Sonja Drca
Manager Governance and Audit

Authorisation:
Director People Culture and Operations

Services Committee - 10 March 2026

File Name: **CSC10032026_4.DOCX**

***** END OF ITEM 39 *****

SERVICES COMMITTEE

Meeting Date 10 March 2026

Item Number. 40

SUBJECT: Information Report - NSW Environment Protection Authority Grant - Illegal Dumping Prevention Program

FILE NUMBER: 26/04063

REPORT BY: Janire Hagerty, Director People Culture and Operations

RECOMMENDATION:

That the report be received and noted.

SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

CITY PLAN

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

SUMMARY

In November 2025, Council submitted a grant application to the NSW Environment Protection Authority (NSW EPA) under the Illegal Dumping Prevention Program Grants – Round 3, Stream 1. Council has been advised that the application was successful, securing funding of \$20,000.00 (excluding GST).

Council officers are currently assessing the grant funding requirements.

A Supplementary Services Chairperson's Report will be submitted to the Ordinary Council meeting scheduled for Tuesday 24 March 2026 for Council to consider acceptance of the grant.

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Meeting Date 10 March 2026

Item Number. 40

Janire Hagerty
**Director People Culture and
Operations**

Services Committee - 10 March 2026

File Name: **CSC10032026_17.DOCX**

***** END OF ITEM 40 *****

SERVICES COMMITTEE

Meeting Date 10 March 2026

Item Number. 41

SUBJECT: Information Report - RFT 115-26 Road Renewal Package (8 Locations)

FILE NUMBER: 25/14990

REPORT BY: Amisha Kumar, Procurement Graduate

RECOMMENDATION:

That the report be received and noted.

SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

CITY PLAN

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

SUMMARY

Council issued a Selective Request for Tender (RFT) 115-26 for Road Renewal Package (8 Locations) on Tuesday 6 January 2026.

The RFT closed on Wednesday 11 February 2026. Council officers are assessing the submissions with the evaluation process scheduled to be completed by 13 March 2026.

A Supplementary Services Chairperson's Report will be submitted to the Ordinary Council meeting scheduled for Tuesday 24 March 2026 for Council to consider acceptance of the recommendations by the Evaluation Panel.

SERVICES COMMITTEE

Meeting Date 10 March 2026

Item Number. 41

Amisha Kumar
Procurement Graduate

Authorisation:
Procurement Manager
Deputy General Manager & CFO

Services Committee - 10 March 2026

File Name: **CSC10032026_15.DOCX**

***** END OF ITEM 41 *****

SERVICES COMMITTEE

Meeting Date 10 March 2026

Item Number. 42

SUBJECT: Information Report - Schedule of Meetings - April to December 2026

FILE NUMBER: 09/01106

PREVIOUS ITEMS: 2 - Council Meetings, Committee Meetings and the Functions, Delegations and Membership of Committees - Extraordinary Council - 23 Sep 2025
195 - Schedule of Meetings - February 2026 - Services Supplementary Reports - 09 Dec 2025
29 - Schedule of Meetings - March 2026 - Services Supplementary Reports - 24 Feb 2026
28 - Information Report - Schedule of Meetings - March to December 2026 - Services Committee - 10 Feb 2026

REPORT BY: Sonja Drca, Manager Governance and Audit

RECOMMENDATION:

That the report be received and noted.

SUPPORTING DOCUMENTS:

There are no supporting documents for this report.

CITY PLAN

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

SUMMARY

Notification has been received from the Office of Local Government (OLG) advising that the Legislative Council, at its meeting on 25 November 2025, considered a motion to disallow the *Local Government (General) Amendment (Model Code of Meeting Practice) Regulation 2025*. The matter was not voted on and was expected to be reconsidered in February 2026. At this time, the Notice of Motion for disallowance of the Regulation 2025 in the Legislative Council has not yet been tabled.

SERVICES COMMITTEE

Meeting Date 10 March 2026

Item Number. 42

Given this uncertainty, Council previously resolved on 9 December 2025 (Services Item 195) to adopt the February 2026 meeting dates and on 24 February 2025 (Services Item 29) to adopt the March 2026 meeting dates, with the understanding that a further report would be submitted once advice from the OLG becomes available, to enable Council to consider meeting dates for April to December 2026.

Once notification has been received from the OLG, a Supplementary Services Chairperson's Report will be prepared for submission to the Ordinary Council meeting on Tuesday 24 March 2026 for Council to determine the meeting schedule for April to December 2026.

Sonja Drca
Manager Governance and Audit

Authorisation:
Director People Culture and Operations

Services Committee - 10 March 2026

File Name: **CSC10032026_12.DOCX**
***** END OF ITEM 42 *****