

STRATHFIELD COUNCIL

COUNCIL MEETING

AGENDA

Strathfield Municipal Council

Tuesday 6 September 2022

6:30pm

Council Chambers

65 Homebush Road, Strathfield

OPEN FORUM

Open Forum is held during each Council Meeting to enable any person to address Council without notice on any matter NOT included in the Agenda of the meeting.

Speakers must give their name and address and are permitted five minutes to address council.

Members of the public are not permitted to make personal comments concerning Councillors, staff or other members of the public or engage in disorderly or offensive conduct at a meeting. Unacceptable conduct may result in rescinding speaking rights or expulsion from the meeting.

All comments made in Open Forum are recorded and is available on Council's website for 12 months from the date of the meeting.



Recording of Council Meetings

Persons in the gallery are advised that under the Local Government Act, 1993 a person may NOT tape record the proceeding of a meeting of a council or committee without the authority of the council or committee. "Tape record" includes a video camera and an electronic device capable of recording speech.

Mobile phones must be turned off so as not to disrupt the meeting. Anyone, including Councillors, found using a mobile phone will be told to leave the meeting immediately and for the duration of the said meeting.

An audio recording of this meeting will be taken for minute taking purposes as authorised by the Local Government Act.

This meeting is live streamed on Council's website to allow the community to follow Council debates and decisions without the need to attend meetings in person. Members of the public attending or speaking at a meeting agree to have their image, voice and personal information (including name and address) recorded and publicly broadcast and is available on Council's website for 12 months from the date of the meeting. Strathfield Council does not accept liability for any defamatory remarks or inappropriate comments that are made during the course of a meeting. Any part of the meeting that is held in closed session will not be streamed.

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17. Closed Session

Nil

MICHAEL MAMO
GENERAL MANAGER

STRATHFIELD COUNCIL

COUNCIL MEETING

MINUTES

Strathfield Municipal Council

Tuesday 2 August 2022

6:30pm

Council Chambers

65 Homebush Road, Strathfield



Minutes of the Council Meeting of Strathfield Municipal Council held on 2 August 2022, in the Council Chambers, 65 Homebush Road, Strathfield.

COMMENCING: 6:30pm

PRESENT: Councillor Matthew Blackmore
Councillor Karen Pensabene
Councillor Benjamin Cai
Councillor Raj Datta
Councillor Nella Hall
Councillor Sharangan Maheswaran
Councillor Sandy Reddy

STAFF: Brian Barrett, Acting General Manager
Melinda Aitkenhead, Director, Corporate and Financial Services
Mary Rawlings, Director, Office of the CEO
Francis Mangru, Executive Manager, Financial Services/Chief Financial Officer
Chris Nascimento, Executive Manager, Administration
Kandace Lindeberg, Executive Manager, Landuse Planning
Cathy Jones, Executive Manager, Corporate Strategy and Performance
David McQuade, Senior Governance Officer

1. **OPENING:** The Prayer was read.

2. **RECOGNITION OF TRADITIONAL CUSTODIANS:** The Recognition was read.

3. **APOLOGIES**

Nil.

4. **OPEN FORUM**

Nil.

5. **PUBLIC ADDRESS**

Dr Hari Kapila, resident of Strathfield Council presented to the meeting a Covid-19 logo to promote Covid-19 safety measures.

6. PECUNIARY INTEREST /CONFLICT OF INTEREST

Nil.

7. CONFIRMATION OF MINUTES

151/22

RESOLVED: (Pensabene / Hall)

That the minutes of the Ordinary Council Meeting meeting held on 5 July 2022, a copy of which has been furnished to each Councillor, be taken as read and confirmed as a true and correct record of that meeting and that the Chairman and General Manager be authorised to sign such minutes.

Voting on this item was unanimous

152/22

RESOLVED: (Pensabene / Datta)

That the minutes of the Extraordinary Council Meeting meeting held on 8 July 2022, a copy of which has been furnished to each Councillor, be taken as read and confirmed as a true and correct record of that meeting and that the Chairman and General Manager be authorised to sign such minutes.

Voting on this item was unanimous

8. ACKNOWLEDGEMENTS

8.1 Recognition of Acting General Manager, Mr Brian Barrett – Councillor Matthew Blackmore

The Mayor, Councillor Blackmore, on behalf of Strathfield Council, thanked and paid tribute to the outgoing Acting General Manager, Mr Brian Barrett.

Mr Barrett had been appointed Acting General Manager on 21 March 2022 and has overseen the successful recruitment process of the new General Manager – Mr Michael Mamo, due to start on 15 August 2022 and an organisational structure review.

Mr Barrett has gone above and beyond what had been expected of him in the role of Acting General Manager. Consultation has been conducted with staff and Councillors throughout the review process and there have been many improvements to working practices and communication with the community.

The work done over the past months has put Council in a much better position and is now a more open, transparent and accountable Council. The biggest change has been that Council now consults with the community and ask what they need.

8.2 Indian Independence Day – Councillor Sandy Reddy and Councillor Raj Datta

That Council acknowledge the celebration of Indian Independence Day to be held on 15 August 2022. This year's celebration marks the 75th anniversary and will celebrated under the name Azad Ka Mahotsav. India has seen remarkable improvements to technological developments and literacy rates and should be celebrated.

India is one of the shining examples of democracy in the world and should be celebrated. One of its most fundamental democratic principles is the belief in Pluralism. The philosophies and teachings of Pluralism should be acknowledged and embraced around the world.

8.3 Ms Aruna Charidrala - Councillor Sharangan Maheswaran

That Council acknowledge the 40th anniversary of Ms Aruna Charidrala's tireless contributions to the community.

We take for granted that we live in a community that is based around respect and recognition and that this is a multicultural and accepting community where there are no real limitations placed on bases of race, religion and belief.

The Indian High Commission has often consulted with Ms Aruna Charidrala to seek her advice and assistance on matters of great importance including times when there were tremendous acts of violence against Indian students and at times when Indian families have required assistance with unfortunate incidents that have occurred.

8.4 31 August 1991 – 31st Anniversary of the Strathfield Plaza Tragic Shooting 31/08/91 — Councillor Karen Pensabene

On behalf of Strathfield Council we acknowledge the 31st anniversary of the tragic shooting in Strathfield that took place on 31 August 1991. We wish to extend our deepest sympathies to the families, friends and victims of these heinous crimes. Rest in peace Robert Armstrong, Robertson Kan Hock Voon, Patricia Rowe, Carole Dickinson, Joyce Nixon, Rachelle Milburn and George Mavris.

Gregory Read, now president of the Cumberland RSL was awarded the Star of Courage for his conspicuous bravery. This year's ceremony will be held at 12pm on 17 August 2022. Strathfield Council will be laying a wreath.

To all families, friends and members of our community who remember that day, we will never forget either.

Items by Exception - Section 13 of Council's Code of Meeting Practice

MOTION: (Blackmore / Pensabene)

I move that in accordance with Section 13 of Council's Code of Meeting Practice:

1. Council alters the Order of Business in accordance with Clause 8.1, and
2. The items listed below be dealt with by exception and that they be adopted as recommended by a single Motion:
 - 10.1 Mayoral Minute 13/22 - Accounting Treatment of Rural Fire Service ('Red Fleet') Assets
 - 13.1 Report from Traffic Committee Meeting on 19 July 2022
 - 14.3 Basketball Half Courts – Councillor Nella Hall
 - 14.4 Parking in Strathfield Local Government Area – Councillor Karen Pensabene
 - 14.5 Community Garden in Strathfield South – Councillor Sandy Reddy
 - 14.6 Controlling Insurance Costs and Risk – Councillor Sharangan Maheswaran
 - CEO1 Draft Community Gardens Policy
 - CEO3 Draft Policy Development and Review Policy
 - CEO5 NSW Public Spaces Charter Signatory
 - CEO6 Four Sites Off Ismay Avenue
 - CEO7 Strathfield Park Café
 - CEO8 Councils Tenders Advertised and Awarded
 - CEO9 Delegation for General Manager
 - CS1 Investment Report – June 2022
 - CS2 Draft Child Protection Policy
 - CS3 Draft Investment Policy
 - CS4 Councillor Workshop 19 July 2022
 - DEU1 Ibis Birds and Species

PPC1 Strathfield Land Care Program and National Tree Day

PPC2 Hudson Park Golf Driving Range Operation

153/22

RESOLVED: (Blackmore / Pensabene)

That in accordance with Section 13 of Council's Code of Meeting Practice:

1. Council alters the Order of Business in accordance with Clause 8.1, and
2. The items listed below be dealt with by exception and that they be adopted as recommended by a single Motion:

10.1 Mayoral Minute 13/22 - Accounting Treatment of Rural Fire Service ('Red Fleet') Assets

13.1 Report from Traffic Committee Meeting on 19 July 2022

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14.5 Community Garden in Strathfield South – Councillor Sandy Reddy

14.6 Controlling Insurance Costs and Risk – Councillor Sharangan Maheswaran

CEO1 Draft Community Gardens Policy

CEO3 Draft Policy Development and Review Policy

CEO5 NSW Public Spaces Charter Signatory

CEO6 Four Sites Off Ismay Avenue

CEO7 Strathfield Park Café

CEO8 Councils Tenders Advertised and Awarded

CEO9 Delegation for General Manager

CS1 Investment Report – June 2022

CS2 Draft Child Protection Policy

CS3 Draft Investment Policy

CS4 Councillor Workshop 19 July 2022

DEU1 Ibis Birds and Species

PPC1 Strathfield Land Care Program and National Tree Day

PPC2 Hudson Park Golf Driving Range Operation

For the Motion: Councillors Blackmore, Pensabene, Cai, Datta, Hall, Maheswaran and Reddy

Against the Motion: Nil

10.1 Mayoral Minute 13/22 - Accounting Treatment of Rural Fire Service ('Red Fleet') Assets

154/22

RESOLVED: (Blackmore / Pensabene)

That Council:

1. Writes to the local State Member for Strathfield Mr Jason Li, MP, the Treasurer The Hon. Matt Kean MP, Minister for Emergency Services and Resilience The Hon. Stephanie Cook MP and the Minister for Local Government The Hon. Wendy Tuckerman MP:
 - a) Expressing Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets;
 - b) Advising of the impact of the Government's position on Council finances of this accounting treatment;
 - c) Informing that Council will not carry out RFS assets stocktakes on behalf of the NSW Government and will not record RFS assets in Strathfield Council's Financial Statements;
 - d) Calling on the NSW Government to take immediate action to permanently clear up inequities and inconsistencies around the accounting treatment of Rural Fire Service (RFS) assets by acknowledging that rural firefighting equipment is vested in, under the control of and the property of the RFS; and
 - e) Amending s119 of the Rural Fires Act 1997 so that the effect is to make it clear that RFS assets are not the property of councils.
2. Writes to the Shadow Treasurer Mr Daniel Mookhey MLC, the Shadow Minister for Emergency Services Mr Jihad Dib MP, the Shadow Minister for Local Government Mr Greg Warren MP, the Greens Spokesperson for Local Government Mr Jamie Parker MP and the leaders of the Shooters, Fishers and Farmers, Animal Justice and One Nation parties Mr Robert Borsak MLC, Ms Emma Hurst MLC and Mr Mark Latham MLC:
 - a) Advising Members of Strathfield Council's position, including providing copies of correspondence to NSW Government Ministers; and
 - b) Seeking Members' commitments to support NSW Councils' call to amend the *Rural Fires Act 1997* as set out in correspondence.
3. Writes to the Auditor-General advising that notwithstanding any overtures of future qualified audits, it will not carry out RFS stocktakes on behalf of the NSW Government and will not record RFS assets in Strathfield Council's Financial Statements, noting that the State Government's own *Local Government Accounting Code of Practice and Financial Reporting* provides for councils to determine whether or not they record the RFS assets as council assets.
4. Promotes these messages via its digital and social media channels and via its networks.

5. Re-affirms its complete support of and commitment to local RFS brigades noting that Strathfield Council's action is entirely directed towards the NSW Government's nonsensical position that rather than being owned and controlled by local brigades, RFS assets are somehow controlled by councils, which councils consider to be a cynical financial sleight of hand abdicating the NSW Government's responsibilities at the cost of local communities.
6. Affirms its support to Local Government NSW (LGNSW) and requests LGNSW continue advocating on Council's behalf to get clarification finally from the State Government about the accounting treatment of RFS assets.

RESOLVED BY EXCEPTION

13.1 Report from Traffic Committee Meeting on 19 July 2022

155/22

RESOLVED: (Blackmore / Pensabene)

That the Minutes of the Traffic Committee Meeting held on 19 July 2022 be noted and the recommendations be adopted.

RESOLVED BY EXCEPTION

14.3 Basketball Half Courts – Councillor Nella Hall

156/22

RESOLVED: (Blackmore / Pensabene)

1. That Council conduct community consultation with regard to placing a half basketball courts at Wentworth Reserve and one in the vicinity of Cooke Park.
2. That a report be provided to Council inclusive of the budget implications for the September 2022 Ordinary Council Meeting.

RESOLVED BY EXCEPTION

14.4 Parking in Strathfield Local Government Area – Councillor Karen Pensabene

157/22

RESOLVED: (Blackmore / Pensabene)

1. That a review and report be submitted to the October 2022 Ordinary Council Meeting of all Council owned and operated parking meters, and all Council owned and controlled paid parking areas in Strathfield Local Government Area.
2. That the above report include consideration of the NSW State Government's 'Park'n'Pay' app.

RESOLVED BY EXCEPTION

14.5 Community Garden in Strathfield South – Councillor Sandy Reddy

158/22

RESOLVED: (Blackmore / Pensabene)

1. That Council provide a report to the September 2022 Ordinary Council Meeting for starting a community garden in Strathfield South.
2. That the report should include but not be limited to details suitable place (preferably Dean Park), approximate time frame to lay the garden beds, cost and any other information helpful in the establishment of community garden.

RESOLVED BY EXCEPTION

14.6 Controlling Insurance Costs and Risk – Councillor Sharangan Maheswaran

159/22

RESOLVED: (Blackmore / Pensabene)

1. That Council prepares a report specifying Strathfield Council's insurance claims lodged over the past 24 months categorised under each policy of insurance held by Council,
2. That as part of the above mentioned report, Strathfield Council prepare a summary of insurance premiums paid by Council over the past 3 years for each insurance policy mentioned in the report, and
3. That the above mentioned report will be confidential and presented to councillors in the August workshop.

RESOLVED BY EXCEPTION

CEO1 Draft Community Gardens Policy

160/22

RESOLVED: (Blackmore / Pensabene)

1. That the draft Community Gardens Policy be placed on public exhibition for a minimum period of 28 days.
2. That a concessional rate for annual membership of the Community Garden be established at 50% of the full rate.

RESOLVED BY EXCEPTION

CEO3 Draft Policy Development and Review Policy

161/22

RESOLVED: (Blackmore / Pensabene)

That the draft Policy Development and Review Policy be adopted.

RESOLVED BY EXCEPTION

CEO5 NSW Public Spaces Charter Signatory

162/22

RESOLVED: (Blackmore / Pensabene)

That Council applies to become a signatory to the NSW Public Spaces Charter.

RESOLVED BY EXCEPTION

CEO6 Four Sites Off Ismay Avenue

163/22

RESOLVED: (Blackmore / Pensabene)

That Council confirm it wishes sites 1–4 off Ismay Avenue as shown on the attached plan be transferred to Council for community parkland.

RESOLVED BY EXCEPTION

CEO7 Strathfield Park Café

164/22

RESOLVED: (Blackmore / Pensabene)

That Council proceeds to effect a Licence Agreement with the successful tenderer from the original Expression Of Interest (EOI) for the café at Strathfield Park.

RESOLVED BY EXCEPTION

CEO8 Councils Tenders Advertised and Awarded

165/22

RESOLVED: (Blackmore / Pensabene)

That the monthly report of Council tenders advertised and awarded in July 2022 be received and noted.

RESOLVED BY EXCEPTION

CEO9 Delegation for General Manager

166/22

RESOLVED: (Blackmore / Pensabene)

That Council, pursuant to the powers of delegation conferred upon Council by sections 377 and 381 of the *Local Government Act 1993*(NSW), and pursuant to every other power it hereunto enabling, hereby delegate to the General Manager of the Council (and to the person acting in the position of General Manager during any period of vacancy in the office or absence from duty of the General Manager), the power to exercise all the functions, powers, duties and authorities conferred or imposed upon the Council (“functions”) pursuant to:

1. The *Local Government Act 1993*(NSW); and

2. The *Environmental Planning and Assessment Act 1979* (NSW); and
3. All other Acts, whatsoever under which Council has functions, powers, duties and authorities; and
4. All regulations, ordinances, by-laws, rules and the like made by or under any Act or other Act referred to in 1, 2 or 3 above,

Always subject to the limitations, restrictions and conditions specified in the following schedule, as well as those otherwise relevantly applicable as a matter of law, to which this delegation is at all times subject:

SCHEDULE

1. The matters expressly reserved to the Council under section 377 of the *Local Government Act 1993* (NSW).
2. The role of the Mayor as provided for in and determined under section 226 of the *Local Government Act 1993* (NSW).
3. Adoption of local environmental plans, development control plans and section 7.11 contribution plans pursuant to the *Environmental Planning and Assessment Act 1979* (NSW).
4. That all major projects contained within the Community Strategic Plan be referred to the body politic before commencement and for ongoing review.
5. That the terms of any lease or license be reported to the body politic before the execution of any such agreement. All leases and licenses must be executed by both the General Manager and the Mayor (or their delegates).
6. That the body politic be informed of all tenders before any agreement is executed.
7. That the amount of \$10,000 be fixed as the amount above which any rate, charge or debt owed to the Council may be written off only by resolution of the Council pursuant to sections 131(1) and 213(2) of the *Local Government (General) Regulation 2021*.

RESOLVED BY EXCEPTION

CSI Investment Report - June 2022

167/22

RESOLVED: (Blackmore / Pensabene)

That the record of cash investments as at 30 Jun 2022 be received and noted.

RESOLVED BY EXCEPTION

CS2 Draft Child Protection Policy

168/22

RESOLVED: (Blackmore / Pensabene)

That Council adopt the draft Child Protection Policy.

RESOLVED BY EXCEPTION

CS3 Draft Investment Policy

169/22

RESOLVED: (Blackmore / Pensabene)

That Council adopt the draft Investment Policy.

RESOLVED BY EXCEPTION

CS4 Councillor Workshop 19 July 2022

170/22

RESOLVED: (Blackmore / Pensabene)

That the report be received and noted.

RESOLVED BY EXCEPTION

DEU1 Ibis Birds and Pest Species

171/22

RESOLVED: (Blackmore / Pensabene)

1. That Council note and receive the report.
2. That Council run an education campaign through social media and eNews educating the public on what they can do to reduce the impact of the Australian White Ibis.

RESOLVED BY EXCEPTION

PPC1 Strathfield Land Care Program and National Tree Day

172/22

RESOLVED: (Blackmore / Pensabene)

That Council:

1. Note the Report and endorse the Strathfield Land Care program;
2. Request a report on future funding of the program and National Tree Day initiatives.

RESOLVED BY EXCEPTION

PPC2 Hudson Park Golf Driving Range Operation

173/22

RESOLVED: (Blackmore / Pensabene)

That Council continue to operate the Hudson Park Driving Range in-house and review operations annually in keeping with best practice.

RESOLVED BY EXCEPTION

9. DEFERRED/OUTSTANDING MATTERS AWAITING REPORT

Nil.

10. MAYORAL MINUTE(S) IN ACCORDANCE WITH COUNCIL'S CODE OF MEETING PRACTICE

10.2 Mayoral Minute 14/22 - Developer Contributions Reform

174/22

RESOLVED: (Blackmore)

That Council writes to all Members of the Upper House of the NSW State Parliament to:

- a) Express Council's objection to the Environmental Planning and Assessment Amendment (Infrastructure Contributions) bill;
- b) Advising them of the negative impact this bill would have on Council's finances, infrastructure development and the unfair burden it would place on existing ratepayers; and
- c) Calling on the NSW Government to reject the bill.

For the Motion: Councillors Blackmore, Pensabene, Cai, Datta, Hall, Maheswaran and Reddy

Against the Motion: Nil

10.3 Mayoral Minute 15/22 - DCP Environmental Changes

175/22

RESOLVED: (Blackmore)

1. Undertake a review, including outlining potential cost impacts on new builds versus long-term energy cost savings and the projected city-wide carbon emissions reduction figures of the Strathfield Consolidated Development Control Plan (DC) 2005, to give consideration to the following factors:
 - a. Implementation of a requirement for all new residential, commercial and industrial properties to maintain a nationally recognized Star Rating (e.g. NABERS, NatHERS, Green Star, WELL Building Standards, Living Building Challenge, etc.)
 - b. Adopt requirements to advise and regulate installation of modern technologies on Heritage listed buildings, or those in a heritage conservation area.
 - c. Require that all Development Applications are referred to the Environmental Services team for evaluation of environmental performance measures
 - d. Adopt the amendments to the DCP relating to Water Sensitive Urban Design (WSUD) requiring large residential, commercial and industrial developments to submit a WSUD Strategy
 - e. Amend the DCP so all development types consider Sustainability
 - f. Inclusion of a new Part to the DCP that targets Contaminated Land
 - g. Inclusion of a new Part to the DCP that targets Flood Prone Land
 - h. Inclusion of a new Part to the DCP that provides minimum requirements for the implementation of Erosion and Sediment Control (ESC) measures on demolition and construction sites
 - i. Provide firmer Landscaping requirements for every kind of development
 - j. Require Rooftop Solar Electricity and Rooftop Solar Electricity Panels (photovoltaic electricity) as a requirement on all new buildings and substantial alterations and additions built within the

Strathfield Municipal Council Local Government Area to further reduce our Areas carbon footprint;

- k. Information on any current rebate program or incentive programs available to assist with the costs of installation of solar panels.

2. A report be brought back to a future Councillor Workshop prior to a report going to Council.

For the Motion: Councillors Blackmore, Pensabene, Cai, Datta, Hall, Maheswaran and Reddy

Against the Motion: Nil

10.4 Mayoral Minute 16/22 - ANZAC Day Service 2023

MOVED:

That the following changes be made to the Strathfield Council Anzac Day Service:

- The 2023 service be held at the War Memorial located on Homebush Road in front of Council
- That Council investigate the possibility of a historical exhibition in the Town Hall to be hosted on Anzac Day which could also include memorabilia and video
- That Homebush Road between Redmyre Road and Oxford Road be closed for the event and the closure be listed for a relevant Traffic Committee Meeting
- That the RSL be informed as part of the organisation of the event
- That local schools be invited to participate in the day more actively such as speaking, performing or laying wreaths
- That the program be approved by the Mayor and the Cumberland Sub Branch RSL at least three weeks prior to the event

MOTION: (Blackmore)

1. That the following changes be made to the Strathfield Council Anzac Day Service:

- The 2023 service be held at the War Memorial located on Homebush Road in front of Council
- That Council investigate the possibility of a historical exhibition in the Town Hall to be hosted on Anzac Day which could also include memorabilia and video. That this be in conjunction with Strathfield Historical Society if they are available to assist
- That Homebush Road between Redmyre Road and Oxford Road be closed for the event and the closure be listed for a relevant Traffic Committee Meeting
- That the RSL be informed as part of the organisation of the event
- That local schools be invited to participate in the day more actively such as speaking, performing or laying wreaths

- That the program be approved by the Mayor and the Cumberland Sub Branch RSL at least three weeks prior to the event

2. That at this celebration all Councillors have the opportunity to participate equitably.

176/22

RESOLVED: (Blackmore)

1. That the following changes be made to the Strathfield Council Anzac Day Service:
 - The 2023 service be held at the War Memorial located on Homebush Road in front of Council
 - That Council investigate the possibility of a historical exhibition in the Town Hall to be hosted on Anzac Day which could also include memorabilia and video. That this be in conjunction with Strathfield Historical Society if they are available to assist
 - That Homebush Road between Redmyre Road and Oxford Road be closed for the event and the closure be listed for a relevant Traffic Committee Meeting
 - That the RSL be informed as part of the organisation of the event
 - That local schools be invited to participate in the day more actively such as speaking, performing or laying wreaths
 - That the program be approved by the Mayor and the Cumberland Sub Branch RSL at least three weeks prior to the event
2. That at this celebration all Councillors have the opportunity to participate equitably.

For the Motion: Councillors Blackmore, Pensabene, Cai, Datta, Hall, Maheswaran and Reddy

Against the Motion: Nil

10.5 Mayoral Minute 17/22 - Invitation to be a Strathfield Golf Club Patron

177/22

RESOLVED: (Blackmore)

That Council formally accept the Strathfield Golf Club's invitation for the Mayor to become permanent Patron of the Strathfield Golf Club and thank them for bestowing such an honour on the Mayor of Strathfield.

For the Motion: Councillors Blackmore, Pensabene, Datta, Maheswaran and Reddy

Against the Motion: Councillors Cai and Hall

10.6 Mayoral Minute 19/22 - Strathfield Council Town Hall Renovation

MOVED:

1. That Council prepare a report on the cost of:
 - a) Undertaking the total replacement of the Town Hall slate roof and metal roof sections.
 - b) Undertaking the total repainting of the Town Hall (Supper Room, Council Chambers, Foyers and Town Hall Space).
 - c) Undertaking the replacement of the timber floor of the Town Hall multi-purpose community space.
 - d) Undertaking the reinstatement of the main entry foyer to its original form to provide a more serviceable entry area.
2. That Council look at any Federal or State Government grants available for assistance with funding.

MOTION: (Blackmore)

1. That Council prepare a report on the cost of:
 - a) Undertaking the total replacement of the Town Hall slate roof and metal roof sections.
 - b) Undertaking the total repainting of the Town Hall (Supper Room, Council Chambers, Foyers and Town Hall Space).
 - c) Undertaking the replacement of the timber floor of the Town Hall multi-purpose community space.
 - d) Undertaking the reinstatement of the main entry foyer to its original form to provide a more serviceable entry area.
 - e) All interior and exterior colours to be determined in consultation with a Heritage Expert.
2. That Council look at any Federal or State Government grants available for assistance with funding.

178/22

RESOLVED: (Blackmore)

1. That Council prepare a report on the cost of:
 - a) Undertaking the total replacement of the Town Hall slate roof and metal roof sections.
 - b) Undertaking the total repainting of the Town Hall (Supper Room, Council Chambers, Foyers and Town Hall Space).
 - c) Undertaking the replacement of the timber floor of the Town Hall multi-purpose community space.
 - d) Undertaking the reinstatement of the main entry foyer to its original form to provide a more serviceable entry area.

e) All interior and exterior colours to be determined in consultation with a Heritage Expert.

2. That Council look at any Federal or State Government grants available for assistance with funding.

For the Motion: Councillors Blackmore, Pensabene, Cai, Datta, Hall, Maheswaran and Reddy

Against the Motion: Nil

11. COUNCILLORS' QUESTIONS TO THE MAYOR (SUBMITTED IN WRITING IN ACCORDANCE WITH COUNCIL'S CODE OF MEETING PRACTICE)

Nil.

12. QUESTIONS WITH NOTICE

Nil.

13. REPORTS FROM COMMITTEES

Nil.

14. MOTIONS PURSUANT TO NOTICE

14.1 Traffic Committee Inclusion by all Councillors – Councillor Nella Hall

179/22

RESOLVED: (Hall / Reddy)

That the Traffic Committee Charter be amended to include the following:

1. Any Councillor be permitted to attend the Traffic Committee by either a video link or in person as an observer.
2. That any decision with regard to amending the Traffic Committee Charter being made by the Traffic Committee and endorsed by the members of the committee be ratified at the next Ordinary Council Meeting.

For the Motion: Councillors Blackmore, Pensabene, Cai, Datta, Hall, Maheswaran and Reddy

Against the Motion: Nil

14.2 Indian Independence Day – Councillor Karen Pensabene

MOVED:

1. That the Indian flag be raised in front of Strathfield Council from 11 August 2022 to 18 August 2022 to celebrate Indian Independence Day which falls on 15 August 2022.
2. That the Indian coloured lights be turned on at Council Chambers for the same period of time.

MOTION: (Pensabene / Datta)

1. That the Indian flag be raised in front of Strathfield Council from 11 August 2022 to 18 August 2022 to celebrate Indian Independence Day which falls on 15 August 2022.
2. That the Indian coloured lights be turned on at Council Chambers for the same period of time.
3. That community members will be invited and light refreshments provided.

AMENDMENT (Reddy / Hall)

1. That the Indian flag be raised at an appropriate place in the Local Government Area from 11 August 2022 to 18 August 2022 to celebrate Indian Independence Day which falls on 15 August 2022.
2. That the Indian coloured lights be turned on at Council Chambers for the same period of time.
3. That community members will be invited and light refreshments provided.

The Amendment was put.

For the Motion: Councillors Blackmore, Hall and Reddy

Against the Motion: Councillors Pensabene, Cai, Datta and Maheswaran

The Mayor declared the Amendment **Lost**. The Motion was put.

Councillor Hall left the meeting, the time being 7:53pm.

180/22

RESOLVED: (Pensabene / Datta)

1. That the Indian flag be raised in front of Strathfield Council from 11 August 2022 to 18 August 2022 to celebrate Indian Independence Day which falls on 15 August 2022.
2. That the Indian coloured lights be turned on at Council Chambers for the same period of time.
3. That community members will be invited and light refreshments provided.

For the Motion: Councillors Blackmore, Pensabene, Cai, Datta, Maheswaran and Reddy

Against the Motion: Nil

Councillor Hall returned to the meeting, the time being 7:54pm.

15. GENERAL BUSINESS

CEO2 Draft Small Grants Policy

Councillor Maheswaran left the meeting during discussion of this item, the time being 7:55pm.

RECOMMENDATION

That the draft Small Grants Policy be placed on public exhibition for a minimum period of 28 days and a further report be prepared for community consultation.

MOTION: (Pensabene / Blackmore)

1. That the draft Small Grants Policy be placed on public exhibition for a minimum period of 28 days and a further report be prepared following community consultation.
2. That the grants have a limit of \$2,500 per organisation per year.

181/22

RESOLVED: (Pensabene / Blackmore)

1. That the draft Small Grants Policy be placed on public exhibition for a minimum period of 28 days and a further report be prepared following community consultation.
2. That the grants have a limit of \$2,500 per organisation per year.

For the Motion: Councillors Blackmore, Pensabene, Cai, Datta, Hall and Reddy

Against the Motion: Nil

Councillor Maheswaran returned to the meeting, the time being 7:57pm.

CEO4 Event Calendar FY2022/2023

RECOMMENDATION

That Council endorses this event calendar.

MOTION: (Pensabene / Datta)

That this item be discussed at an appropriate Councillor Workshop and be reported back to the next Council Meeting.

182/22

RESOLVED: (Pensabene / Datta)

That this item be discussed at an appropriate Councillor Workshop and be reported back to the next Council Meeting.

For the Motion: Councillors Blackmore, Pensabene, Cai, Datta, Hall, Maheswaran and Reddy

Against the Motion: Nil

CS5 Current Status of Council Resolutions

183/22

RESOLVED: (Hall / Pensabene)

That the report on the current status of Council resolutions be noted.

For the Motion: Councillors Blackmore, Pensabene, Cai, Datta, Hall, Maheswaran and Reddy

Against the Motion: Nil

DEU2 Sydney Eastern Planning Panel - Membership

RECOMMENDATION

That the Acting General Manager take the necessary steps to review and renew the community representation for Strathfield Council for the Sydney Eastern Planning Panel.

MOTION: (Blackmore / Pensabene)

That the Acting General Manager take the necessary steps to review and the new General Manager renew the community representation for Strathfield Council for the Sydney Eastern Planning Panel.

184/22

RESOLVED: (Blackmore)

That the Acting General Manager take the necessary steps to review and the new General Manager renew the community representation for Strathfield Council for the Sydney Eastern Planning Panel.

For the Motion: Councillors Blackmore, Pensabene, Cai, Datta, Hall, Maheswaran and Reddy

Against the Motion: Nil

16. MATTERS OF URGENCY IN ACCORDANCE WITH CLAUSE 241 OF THE LOCAL GOVERNMENT GENERAL REGULATION, 2005

Nil.

17. CLOSED SESSION

17.1 Mayoral Minute 18/22 - Possible Land Purchase

185/22

RESOLVED: (Pensabene / Hall)

That in accordance with Section 10A (2) (d(ii)) of the *Local Government Act 1993* the following matter be considered in Closed Session for the reason stated:

17.1 Mayoral Minute 18/22 – Possible Land Purchase

This matter is being considered in Closed Session as it relates to commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council.

For the Motion: Councillors Blackmore, Pensabene, Cai, Datta, Hall, Maheswaran and Reddy

Against the Motion: Nil

The meeting commenced Closed Session at 8:05pm.

The meeting commenced Open Session at 8:14pm.

OPEN COUNCIL RESUMED

17.1 Mayoral Minute 18/22 - Possible Land Purchase

MOTION: (Pensabene / Hall)

That Council proceed as resolved in Closed Session.

187/22

RESOLVED: (Pensabene / Hall)

That Council proceed as resolved in Closed Session.

For the Motion: Councillors Blackmore, Pensabene, Cai, Datta, Hall, Maheswaran and Reddy

Against the Motion: Nil

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8:15pm.

The foregoing Minutes were confirmed at the meeting of the Council of the Municipality of Strathfield on 6 September 2022.

Chairman_____

General Manager_____

8.1 MR ROBIN HU, STRATHFIELD COUNCIL LOCAL RESIDENT - FILM FREEWAY FESTIVAL
AWARD WINNER

AUTHOR: Matthew Blackmore, Mayor

RECOMMENDATION

That Council acknowledge Mr Robin Hu, Strathfield Council local resident, for being selected as an Award Winner for his short film "*A Salesman's Call*" at the Film Freeway Festival.

PURPOSE OF REPORT

The purpose of the report is to acknowledge local Strathfield Council resident Mr Robin Hu for his short film "*A Salesman's Call*" that was selected as an Award Winner at the Film Freeway Festival.

REPORT

Council wishes to acknowledge Mr Robin Hu, Strathfield Council local resident, for his short film "*A Salesman's Call*" that was selected as an Award Winner at the Film Freeway Festival. The film has been recognised as a great work of art by the Festival.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report.

8.2 MS ABLA TOHAMY KADOUS, STRATHFIELD COUNCIL LOCAL RESIDENT - AUSTRALIAN OF THE YEAR AWARDS

AUTHOR: Matthew Blackmore, Mayor

RECOMMENDATION

That Council acknowledge Ms Aba Tohamy Kadous, Strathfield Council local resident, for being selected as Senior Australian of the Year 2022 at the Australian of the Year Awards.

PURPOSE OF REPORT

The purpose of the report is to acknowledge local Strathfield Council resident Ms Aba Tohamy Kadous for her Senior Australian of the Year 2022 award at the Australian of the Year Awards.

REPORT

Council wishes to acknowledge Ms Aba Tohamy Kadous, Strathfield Council local resident, for being awarded the Senior Australian of the Year 2022 award at the Australian of the Year Awards. Ms Kadous is the President of the Islamic Women's Welfare Association (IWWA) that helps Islamic women feel welcome and participate in their communities by providing anti-discrimination forums, school-readiness programs, youth camps, cooking classes, events and food/essentials for people in need.

Ms Kadous has been volunteering for over 35 years and her generosity and energy is a true inspiration to her family, community and country.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report.

10.1 MAYORAL MINUTE 20/22 - TREES FOR MARIE BASHIR PUBLIC SCHOOL

AUTHOR: Matthew Blackmore, Mayor

I MOVE:

That Council, as part of its environmental education program (Enviro Squad), partner with Marie Bashir Public School to increase shade and reduce the thermal mass footprint by way of installing three mature trees within the school's grounds.

Rationale

Council operates a school environmental education program called the 'Strathfield Enviro Squad' which aims to create greater sustainability awareness of environmental issues within the Local Government Area such as litter, weeds, greening and energy usage. Maire Bashir Public School recently showed the school community's environmental engagement by winning the Red Cross Donation Day competition which raised awareness of textile waste and to further encourage the School's environmental commitment, as well as increase the green canopy and thereby reducing the School's thermal mass footprint, the School has requested assistance with greening the school through the planting of trees and it is proposed that Council work with the School to identify and plant three suitable mature trees.

ATTACHMENTS

There are no attachments for this report.

13.1 REPORT FROM TRAFFIC COMMITTEE MEETING ON 16 AUGUST 2022

AUTHOR: John Inglese, Traffic Engineer

APPROVER: Tony Reed, Acting Director Engineering and Operations

RECOMMENDATION

That the minutes of the Traffic Committee meeting held on 16 August 2022 be noted and the recommendations be adopted.

ATTACHMENTS

1. Traffic Committee Meeting - 16 August 2022

ATTACHMENT 1

STRATHFIELD COUNCIL

TRAFFIC COMMITTEE MEETING

MINUTES

Strathfield Municipal Council

Tuesday 16 August 2022

11am

Main Building Meeting Room

65 Homebush Road, Strathfield





TRAFFIC COMMITTEE MEETING - 16 AUGUST 2022

MINUTES

Minutes of the Traffic Committee Meeting of Strathfield Municipal Council held on 16 August 2022, in the Main Building Meeting Room, 65 Homebush Road, Strathfield.

COMMENCING: 11:02am

PRESENT:	Matthew Blackmore Karen Pensabene Benjamin Cai Nella Hall Raymond Yeung Kristian Calcagno	Chairperson Councillor and Representative of the Member for Strathfield Mr Jason Yet Sun Li Councillor Councillor Auburn Traffic Police Transport for NSW
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ALSO IN ATTENDANCE:

Mr John Inglese Mr Chris Johnson	Manager, Traffic, Strathfield Council Road Safety Officer
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1. WELCOME AND INTRODUCTION**2. APOLOGIES**

Paul Kelaita Mr Jack Griffiths	Representative of the Member for Strathfield Traffic Engineer, Strathfield Council
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3. DECLARATIONS OF INTEREST

Nil

4. CONFIRMATION OF MINUTES**RECOMMENDATION**

That the minutes of the Traffic Committee Meeting meeting held on 19 July 2022, a copy of which has been furnished to each Councillor, be taken as read and confirmed as a true and correct record of that meeting and that the Chairman and General Manager be authorised to sign such minutes. With the addition of the following for wording for point 3 of the recommendation for item 6.7; That the detailed design for the left turn bay on Arthur Street also form part of the Approval In Principal (AIP) submission to TfNSW.

Voting on this item was unanimous

5. DEFERRED/OUTSTANDING ITEMS

Nil

6. REPORTS

6.1 Homebush West – Homebush West Shops Car Park Re-design.

Following the presentation of Item 6.3 at the June 2022 Traffic Committee Meeting - 'Homebush West – Shopping Centre Car Park – Investigation into safety concerns raised by residents and shoppers' and recommendation 1, 'That a final design layout for the car park with all proposed changes be brought to the July Traffic Committee meeting', this report has been prepared to formally propose suggested changes that are supported by a detailed design layout as per Figure 1.

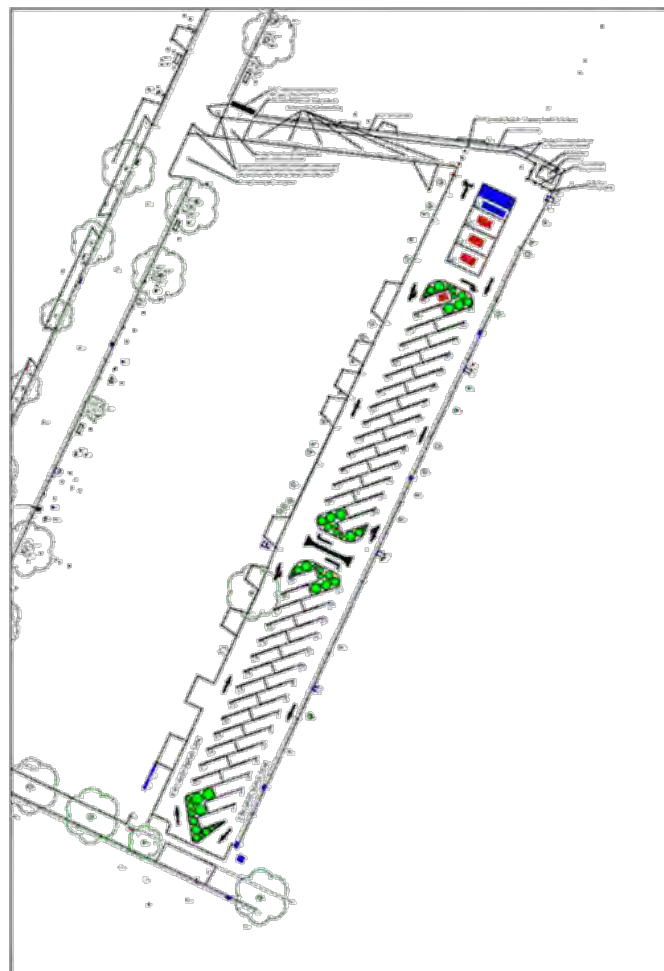


Figure 1 – general layout of the re-designed car park

Prior to the June Traffic Committee meeting, Council received resident complaints about the car park and the dangers to pedestrian safety in the car park, particularly about the laneway exiting onto Henley Road.



Upon further investigation, Council proposed to upgrade the parking spaces in the car park to be compliant with Australian Standard 2890.1 that addresses off-street car parking. The specific proposals to remedy issues associated with the car park that were brought to the June Traffic Committee were:

1. Remove the 6 parallel parking spaces in the laneway including the Electric Vehicle charging space.
2. Consider the installation of a 1.0m wide footpath on the northern side of the laneway.
3. Reconfigure the 45 degree angle parking to have minimum 2.4m wide x 6.0m long spaces.
4. Relocate the Electric Vehicle charging space to a better location within the car park.
5. Provide four (4) 3.0m wide x 8.0m long small rigid truck parking spaces.
6. Provide a maneuvering area in the centre of the car park to allow vehicles to circulate without having to exit the car park.

The above points are reflected in the design provided as part of this report (with some minor modifications made to a couple of items) as well as several other proposals, in particular some relating to the function of the laneway.

Furthermore, discussion on the laneway was held at the meeting regarding the exclusive use of the laneway for pedestrians. It was concluded that should the laneway be proposed to be closed off to traffic in the future, consultation with businesses with access to this laneway would need to be conducted. It is not currently suggested to close the laneway off as part of this report.

With reference made to the attachments to this report, the suggestions made at the June Traffic Committee have been designed as such:

- The 6 parallel parking spaces have been removed from the laneway (Figure 5).
- A 1.2m wide footpath on the northern side of the laneway has been proposed (Figures 3 and 4) – the footpath width was increased from 1.0m to 1.2m as 1.2m is the standard minimum width of a footpath according to Austroads, where 1.2m wide footpaths cater for people in wheelchairs. 1.0m wide footpaths should only be used in constrained situations, but given the available width of the laneway with the removal of the parallel parking spaces, there is sufficient room for a 1.2m wide footpath.
- The 45 degree angle parking spaces have been reconfigured to have a width of 2.4m and length of 5.6m (Figures 2 and 3) – a 6.0m length was unnecessarily long according to Australian Standard 2890.1 while 5.6m meets the standard, and the extra car space length was better dedicated to having a wider vehicle aisle on either side of the centre parking.
- The Electric Vehicle charging space has been relocated to the north-western-most parking space (Figure 3) – pending confirmation of the most suitable location for the charging station to be located, this space will either remain as currently designed or be moved to the south-western-most parking space.



- Three (3) 4.0m wide x 7.0m long spaces have been provided at the north end of the car park for small rigid vehicles, separate from the parking spaces for regular passenger vehicles (Figure 4).
 - The width of the spaces was increased from 3.0m to 4.0m to accommodate the turning path of a small rigid vehicle for 90 degree parking.
 - The length of the spaces was decreased from 8.0m to 7.0m to allow sufficient aisle width of either side of the spaces to accommodate the turning path of a small rigid vehicle for 90 degree parking – the spaces are still of sufficient length to accommodate a small rigid vehicle.
- A circulation area in the centre of the car park has been provided, catering for 2-way movement of vehicles (Figures 2 and 3). To delineate the circulation area, a painted chevron has been proposed that accommodates regular passenger vehicle turning paths. While differing in function from the traditional 'stick to the left' rule in Australia, the purpose of the chevron is to prevent vehicles wanting to execute a U-turn from needing to cross over the paths of other vehicles executing a U-turn simultaneously in the opposite direction. To support the function of the chevron, painted arrows on the pavement of the car park indicate the directions for vehicles to follow. Council's Traffic Engineer has seen a similar device successfully used before on a State Road, hence the proposal for the car park.

In addition to the proposals made at the June Traffic Committee, further details of the car park design suggested are:

- To include a 1-way circulation area at the north end of the car park for regular vehicles between the parking spaces for regular passenger vehicles and the parking spaces for small rigid vehicles (Figures 3 and 4).
- For each end of the rows of regular parking spaces to have a landscaped area to provide separation between moving and parked vehicles (landscaping to remain below the eye level of drivers) (Figures 2 and 3). The southern-most landscaped area replaces the existing bollards at the Exeter Road car park entry / exit, and the existing light / security camera pole at this location is to be maintained.
- For painted arrows to be implemented in the car park as shown on the design to indicate permissible vehicle movements to drivers (Figures 2, 3, and 4).
- To move the disabled parking space from the 45 degree angle parking to immediately north of the small rigid vehicle parking (Figure 4). This is to accommodate the shared loading / unloading area required for disabled parking spaces as per Australian Standard 2890.6, where a disabled parking space being located within 45 degree angle parking does not comply with this standard. The disabled parking space has also matched the small rigid vehicle parking spaces in length of 7.0m to accommodate for any rear loading / unloading vehicles.



- Should this be required in the future, the location of bollards blocking vehicular access to the laneway have been indicated on the plan for exclusive use by pedestrians (Figure 4).
- Existing driveway laybacks exiting onto the car park and laneway have been identified as needing to be incorporated into the pedestrian footpath (Figure 4).
- To extend the existing and construct a new concrete blister at the Henley Road exit of the laneway that guide vehicles to turn right at the laneway exit, complying with the one way traffic flow of Henley Road (Figure 5). These blisters would be landscaped appropriately, and the northern-most blister would be appropriately constructed to be compatible with the angle parking along the east side of Henley Road.
- With the construction of the new pedestrian path, this would be blended into the existing sidewalk on the east side of Henley Street (Figure 5). As such, it would be appropriate to blend this in such that the width of the raised threshold at the laneway exit is reduced.

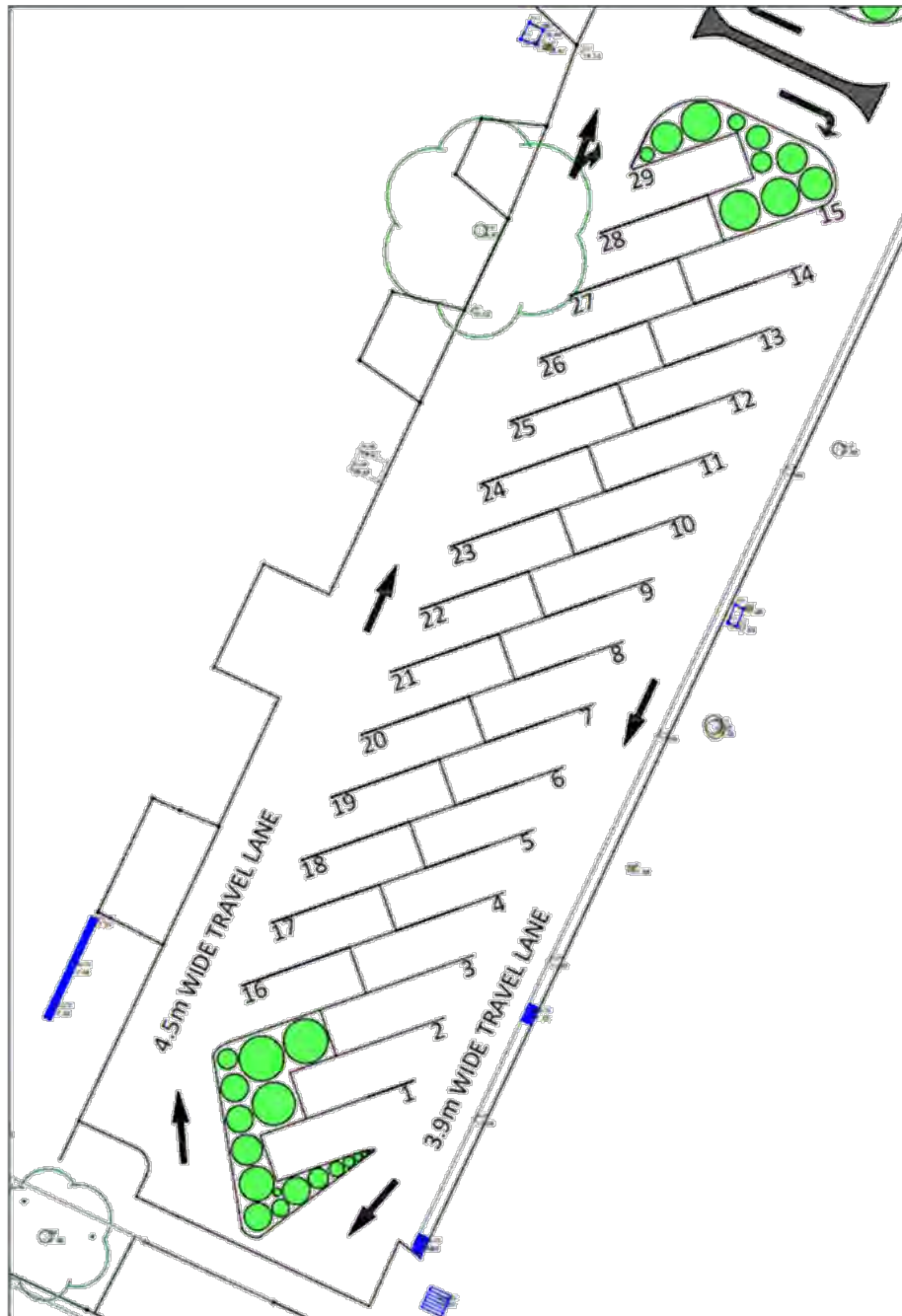


Figure 2 – southern section of car park

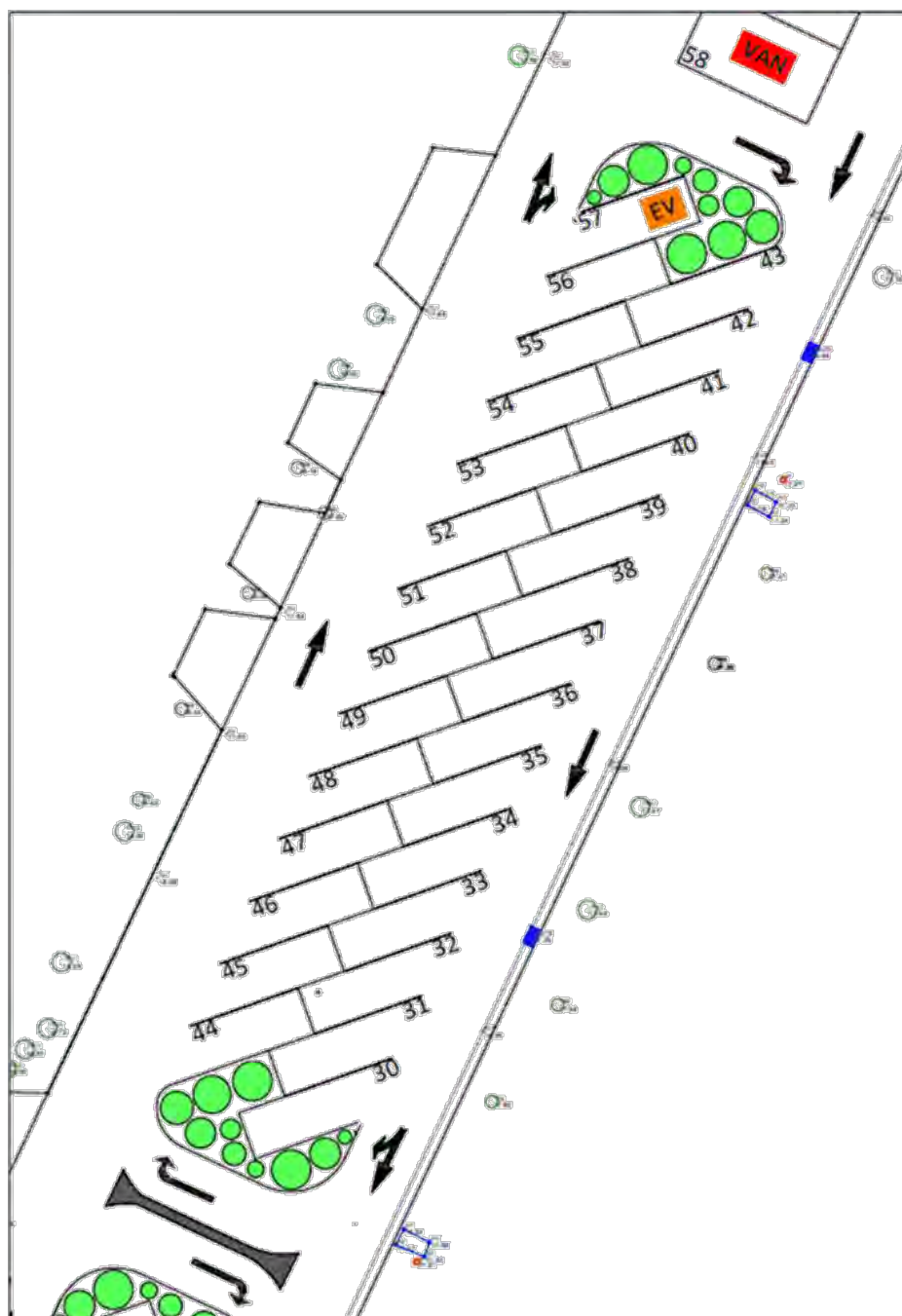


Figure 3 – middle section of car park

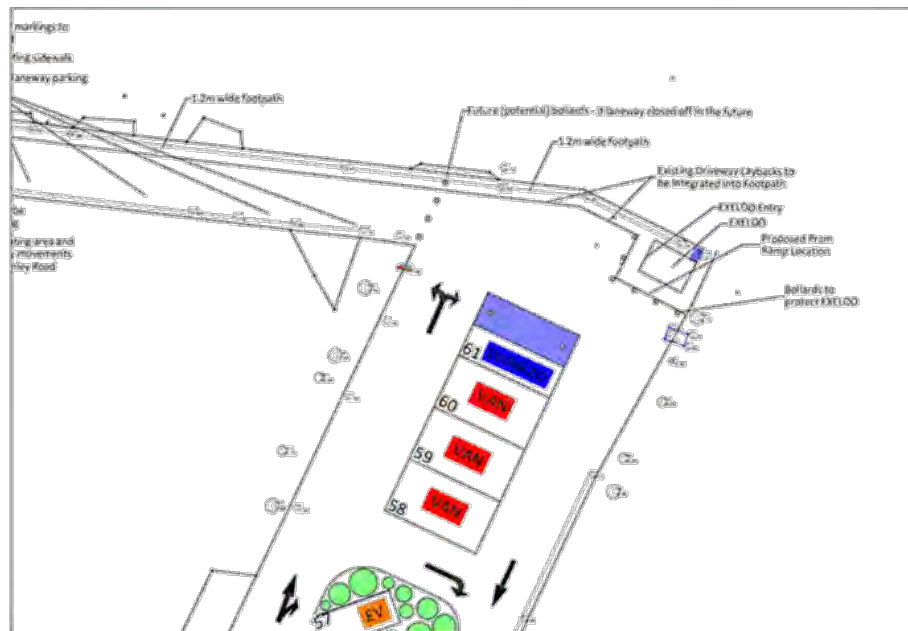


Figure 4 – northern section of car park

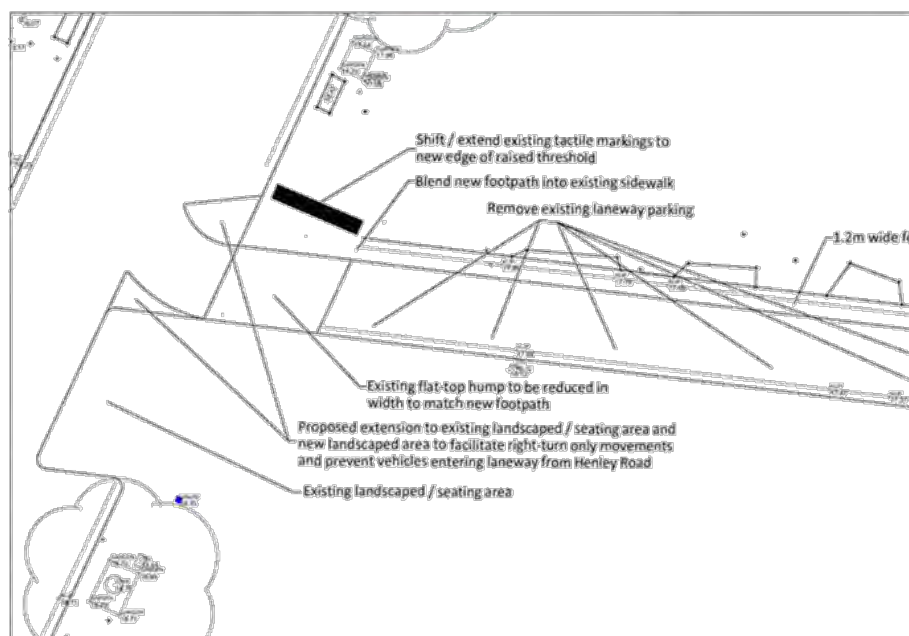


Figure 5 – western section of car park



Additionally, a standalone Exeloo (public toilet) is to be located in the northeast corner of the car park, the installation of which is to be managed by Civic Services. To promote pedestrian safety around this toilet, bollards around the perimeter of the Exeloo facing the car park have been proposed (Figure 4).

Council's Traffic Engineer has confirmed turning paths for all vehicles as satisfactory.

All of the above design proposals promote a safer space in both the car park and laneway in terms of pedestrian use, vehicle manoeuvrability, and general function.

Estimated cost for the carpark modifications are as follows;

Linemarking \$20,000 - Traffic Facilities Cost Centre

Electric vehicle charging pay relocation \$6,000 - Traffic Facilities Cost Centre

Concrete Path \$24,000 – Capital works footpath Cost Centre

Estimated Total \$50,000

At the meeting, discussion took place on the necessity of the central circulation island and if it would be more beneficial to have this circulation area or to have additional parking spaces in the car park. It was concluded that more parking spaces would be of greater benefit to serve the needs of the public in accessing the Homebush West shops – the removal of the central circulation island would only result in vehicles navigating a further 60m of the car park to turn around. This would result in a total of 70 parking spaces.

Furthermore, to encourage the exclusive use of the proposed 'Van' parking spaces for vehicles unloading goods and other deliveries to the nearby businesses, it was requested that the 'Van' parking spaces be defined as a Loading Zone (to be marked with signs).

RECOMMENDATION

1. That Council approve the above-mentioned design proposals for the reconstruction of the car park and laneway.
2. Further that; the central turning bay be removed and replaced with additional parking spaces resulting in a total of 70 parking spaces.
3. That the marked 'Van' parking spaces be defined as a Loading Zone, to be in effect at all times.
4. That the estimated cost of \$50,000 for the above works be funded from the respective cost centres listed in the report.

(Voting on this item was unanimous)



6.2 Intersection of Oxford Road and Homebush Road –Traffic Conditions and Assessment of Warrant for a Raised Pedestrian Crossing

This report is prepared in response to a request for the installation of a pedestrian crossing to be investigated on Oxford Road immediately west of Homebush Road.

Council received representation requesting that a pedestrian crossing be installed on Oxford Road at the intersection with Homebush Road to promote the safety of pedestrians and school children crossing Oxford Road in the morning and afternoon school peak hours.

Oxford Road is located adjacent to Strathfield Girls High School, directly opposite St Martha's Catholic Primary School, and within the residential area of Strathfield. Furthermore, there is an existing raised pedestrian crossing on Homebush Road immediately north of Oxford Road and a raised crossing on Churchill Avenue immediately east of Homebush Road. All of these factors contribute to a large number of pedestrians, both school children and members of the public, crossing Oxford Road, especially in the morning and afternoon peak hours.

Furthermore, Oxford Road is a bus route, caters for a significant number of private residences, and is a connector road between Homebush Road and Barker Road. As such, Oxford Road experiences a significant volume of traffic.

Council staff conducted a vehicle and pedestrian count at the intersection of Oxford Road and Homebush Road on Thursday 28 June 2022 in the school pick-up and drop-off hours (8:00 – 9:00 AM and 3:10 – 4:00 PM, respectively). The counts yielded a result of:

- Morning peak hour
 - 2-way vehicle flow on Oxford Road of 304 vehicles; and
 - 2-way pedestrian flow across Oxford Road of 63 pedestrians
- Afternoon peak hour
 - 2-way vehicle flow on Oxford Road of 152 vehicles; and
 - 2-way pedestrian flow across Hampstead Road of 32 pedestrians
 - It should be noted that due to traffic conditions, the count missed the first 10 minutes of the typical afternoon peak (3:00 – 4:00 PM)
 - Furthermore, this period did not capture the full pedestrian use of Oxford Road as Strathfield Girls High School students finish classes at 2:45 and teachers finish their staff meeting at 4:30 (according to bell times on the School's website) (these times are before and after the survey period, respectively) – as such, it can be reasonably expected that a greater number of pedestrians cross Oxford Road in the afternoon peak hour period than this survey period. Considering the above constraints/issues with the survey period, the required number of pedestrians crossing Oxford Road was still achieved to support the warrant of a raised pedestrian crossing.



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- Considering the above constraints / issues with the survey period and the morning peak hour result, it can be reasonably concluded that Oxford Road would have a 2-way vehicle flow of over 200 vehicles in the accurate full afternoon peak period

The standard that provides the warrants for pedestrian crossings is the Austroads *Guide to Traffic Management Part 8: Local Street Management*, where Transport for NSW (TfNSW, formerly RMS) provides supplements to this and other standards. The RMS Austroads Guide Supplement to the above-mentioned Austroads document provides exact quantities to be met for a pedestrian crossing to be warranted (Figure 1). While the normal warrants of the RMS supplement are not met for a vehicle flow of 500 vehicles per hour (and subsequently the PV result of 60,000 is not met), the reduced warrants of the supplement are met:

- The street crossing is predominantly used by school children, with some members of the public crossing Oxford Road as well;
- The road is not suitable for a Children's Crossing due to traffic conditions at the intersection of Oxford Road and Homebush Road (discussed below); and
- The 2 separate 1 hour counts both provided an hourly pedestrian flow greater than 30 and an expected vehicle flow greater than 200.

As such, the pedestrian 'zebra' crossing is warranted.

RMS practice for numerical warrants for Pedestrian (Zebra) Crossing:

i) Normal Warrant:

A pedestrian (Zebra) Crossing is warranted where:-

In each of three separate one hour periods in a typical day

(a) the pedestrian flow per hour (P) crossing the road is greater than or equal to 30

AND

(b) the vehicular flow per hour (V) through the site is greater than or equal to 500

AND

(c) the product PV is greater than or equal to 60,000

ii) Reduced Warrant for sites used predominantly by children and by aged or impaired pedestrians.

If the crossing is used predominantly by school children, is not suitable site for a Children's Crossing and in two counts of one hour duration immediately before and after school hours:-

(a) $P \geq 30$

AND

(b) $V \geq 200$

A pedestrian (Zebra) Crossing may be installed.

Figure 1 – RMS Austroads *Guide to Traffic Management Part 8: Local Street Management* Supplement identifying normal and reduced warrants for pedestrian crossings

Council proposes to install the pedestrian crossing as a 'wombat' crossing, which is a typical 'zebra' crossing located on a flat-top speed hump. This type of crossing is used to promote the safety of pedestrians as it forces vehicles to slow down, which is particularly useful for the subject intersection due to traffic conditions at this intersection (discussed below). Furthermore, 'wombat' crossings are abundantly located throughout the Strathfield LGA and used for these same reasons.

Figure 2 shows a rough layout of the proposed crossing:



Figure 2 – proposed raised 'wombat' crossing on Oxford Road west of Homebush Road

- There are 2 existing drainage pits (1 on either side of Oxford Road) at the intersection with Homebush Road that prevent the crossing from being located immediately at the intersection; furthermore, having the crossing located at the intersection would result in vehicles waiting to exit Oxford Road standing on the crossing and vehicles entering Oxford Road turning across a raised platform which is not desirable for a turning vehicle.
- Of the pedestrians counted crossing Oxford Road, approximately two thirds were school children crossing Oxford Road closer to the school (25m west of the proposed crossing location) and one third were members of the public crossing Oxford Road at Homebush Road (30m east of the proposed crossing location) – as such, this location provides a balance between pedestrian desire



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lines.

- During both counts, particularly the morning count, Council staff noted that the combination of:
 - Left- and right-turning vehicles exiting from Oxford Road onto Homebush Road;
 - Commercial and smaller private buses entering and exiting Oxford Road; and
 - Vehicles turning into Oxford Road from Homebush Road being constrained by parked cars along the south side of Oxford Road.

All contributed to significant congestion and impaired vehicle movements at this intersection – as such, to promote pedestrian safety and a more efficient flow of vehicles, pedestrians should cross further away from the intersection.

Regardless of if the above-proposed pedestrian crossing is approved or not, a detailed concept design for this intersection to address these observed road safety concerns will be brought to the September.

Traffic Committee meeting. Should the above pedestrian crossing be approved, this concept design will incorporate the crossing and associated signage.

At the meeting, discussion took place on further required information for a final approval of the raised pedestrian crossing and associated infrastructure. It was requested that a detailed sign and line marking plan to support the function of the crossing be brought to the September Traffic Committee meeting for consideration, along with a detailed design of the crossing and any other associated infrastructure to be implemented.

Furthermore, to ensure the design and layout of the crossing and associated infrastructure meet the needs of the nearby schools and residents, it was requested that consultation on the design of the crossing and other elements be conducted with the nearby school and residences.

RECOMMENDATION

1. That Council approve in principal the implementation of the raised 'wombat' crossing on Oxford Road immediately west of Homebush Road.
2. That a detailed design of the crossing and associated infrastructure, including signage and line marking, be brought to the September Traffic Committee meeting.
3. That the estimated cost of \$60,000 be funded from the 2022/23 LATM Cost Centre.
4. That Council conduct consultation with the nearby schools and residents on the design of the raised pedestrian crossing and supporting infrastructure.

(Voting on this item was unanimous)



6.3 Smallwood Avenue, Homebush – Request for Disabled Parking and 2P Parking Restrictions.

This report has been prepared following a request for a review of the parking conditions along Smallwood Avenue between Parramatta Road and Hudson Street.

Council received representation to install a disabled parking space and 2P parking along Smallwood Avenue between Parramatta Road and Hudson Street to support the function of the commercial areas on either side of Smallwood Avenue. This section of Smallwood Avenue currently has no parking restrictions.

Upon investigation, Council noted that Smallwood Avenue is captured under Area 20 of Council's resident parking scheme, so the proposed parking restrictions with the exception of the proposed disabled parking space will be required to allow permit holders to be exempt to timed parking restrictions for consistency with the area resident parking scheme.

The representation that Council received requested that the 2P parking restriction be in effect from 8am – 6pm Monday to Sunday. However, investigation of the remainder of Smallwood Avenue and surrounding roads show that 2P parking restrictions are in place from 8am – 6pm Monday to Saturday. For consistency of parking restrictions and to avoid complaints should a fine be delivered to vehicles parked in this section believing no restrictions are in place on Sundays, the parking restrictions are suggested to be in place from 8am – 6pm Monday to Saturday. However, the proposed disabled parking space will have a 2P time restriction in effect at all times.

Figure 1 shows the existing parking restrictions of the site.

The following parking restrictions are proposed for this section of Smallwood Avenue (all shown in Figure 2):

- 2P Parking from 8am – 6pm Monday to Saturday along both sides of the subject section of Smallwood Avenue, with Area 20 permit holders excepted;
- 2P parking at all times for the disabled parking space, to be located at the north-east corner of the subject section of Smallwood Avenue – edge line marking will be used for the space in lieu of the regular edge and fill-in line marking such that should it be determined this space is not frequently used, the space can be removed in the future; and
- No Stopping signs be installed to reinforce the statutory No Stopping within 10m of the intersections of Smallwood Avenue/Hudson Street and Smallwood Avenue/Parramatta Road.

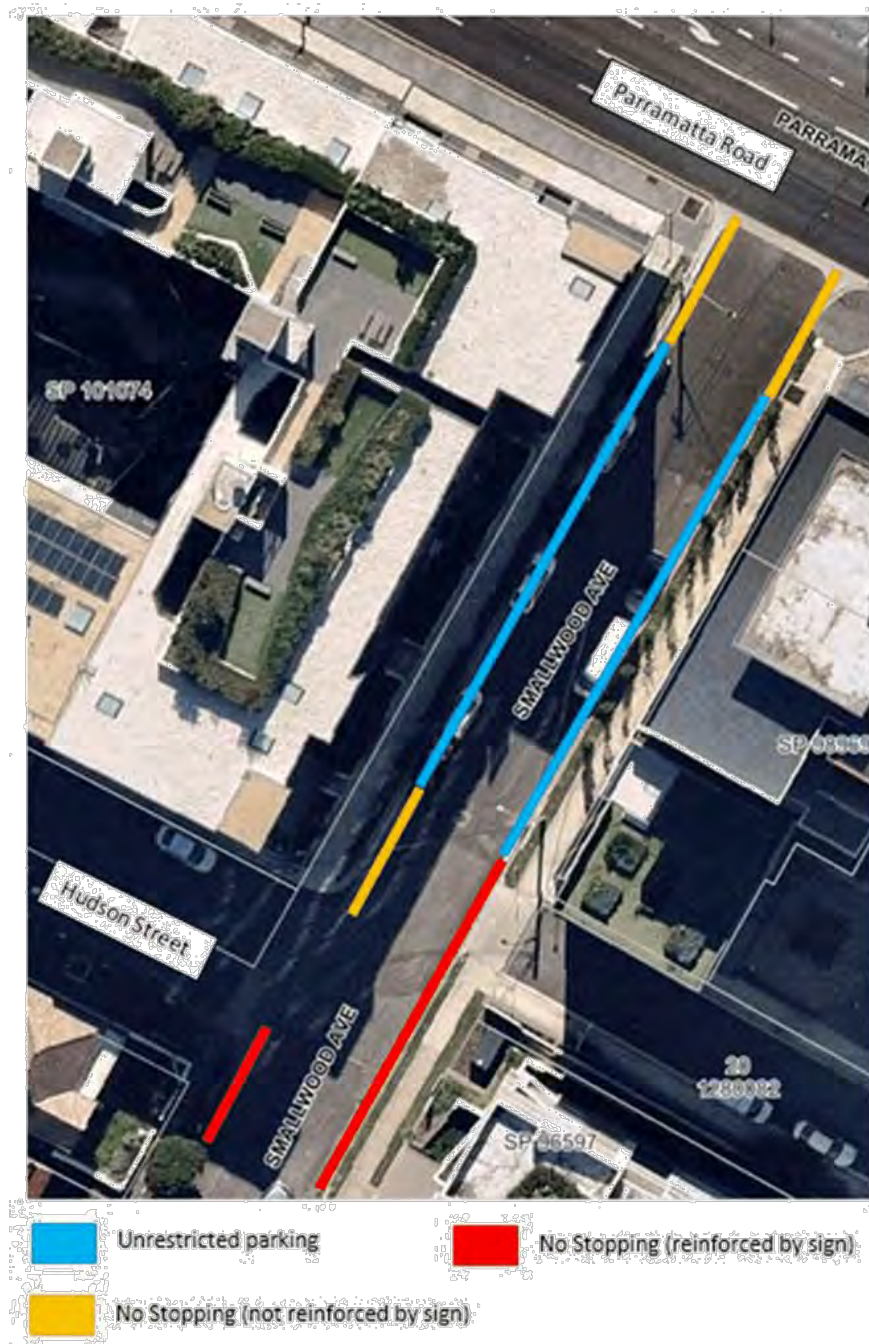


Figure 1 – existing parking restrictions on Smallwood Avenue between Parramatta Road and Hudson Street



Figure 2 – proposed final parking restrictions on Smallwood Avenue between Parramatta Road and Hudson

**Street**

At the meeting, discussion took place on the proposed disabled parking space, with the Committee requesting that the space be line marked with the white edge line marking and only a small blue path with the disabled symbol in the middle of the space instead of the full-box line marking.

RECOMMENDATION

1. That Council approve the installation of the 2P disabled parking space in effect at all times as per Figure 2 of this report.
2. That Council approve the installation of the 2P Parking in effect from 8am – 6pm Monday to Saturday with Area 20 permit holders excepted as per Figure 2 of this report.

(Voting on this item was unanimous)



6.4 Hampstead Road, Homebush West – Proposed Pedestrian Crossing Layout and Stop Sign Control.

This report has been prepared following the approval of a raised pedestrian 'wombat' crossing to be constructed on Hampstead Road immediately south of The Crescent.

Following the presentation of Item 6.7 at the June Traffic Committee - 'Intersection of The Crescent and Hampstead Road – Assessment of Warrant for a Wombat Crossing', the recommendation 'That Council approve the installation of the raised 'wombat' crossing on Hampstead Road immediately south of The Crescent', and the endorsement of the Traffic Committee minutes by Council, a concept plan of the crossing has been prepared.

The crossing has been located such that it is set back from the intersecting roadway to allow a vehicle waiting to enter The Crescent to stand between the crossing and The Crescent (Figure 1). This design will enable a vehicle to wait with only the back third of the vehicle hanging onto the edge of the crossing, so pedestrian paths will not be blocked by standing vehicles.

The crossing cannot be located further into Hampstead Road due to a stormwater pit on either side of the road immediately south of the proposed location as well as the driveways to 4 and 6 Hampstead Road. If the crossing is located further south than these obstructions, then it will be too far away from pedestrian desire lines and pedestrians will not use the crossing, thus defeating the purpose of constructing the crossing.

The design of the crossing involves demolishing the first segment of the pedestrian footpath on either side of the crossing and reconstructing it such that the pram ramp matches the width of the crossing (Figure 1).

The following items form the design of supporting infrastructure of the crossing:

- Kerb and gutter build-out on the eastern side of Hampstead Road (Figure 1) – this build-out is being done to:
 - Facilitate the construction of the crossing as without the build-out the crossing edge would be in line with the edge of kerb and gutter which is not ideal;
 - Match the existing built-out kerb and gutter on the west side of Hampstead Road; and
 - Provide a sharper turn radius for vehicles turning left from The Crescent into Hampstead Road to prevent vehicles 'slingshotting' around the corner – the geometry still allows for the turning radius of a public transport bus to be compatible with this corner, where the 408 bus route uses this turn.

The east side of the build-out is to merge in with the existing kerb in a taper to allow buses stopping at the existing bus stop to smoothly merge into the traffic lane again.

- The line marking to be installed at the crossing is (Figure 2):



- A 'Stop' line (to support the 'Stop' sign, outlined below) for vehicles exiting Hampstead Road onto The Crescent; and
- Unbroken double barrier lines to extend from the hold line at the intersection to 20m south of the crossing (the extent of the 'No Stopping' zone). This is to ensure vehicles remain in their lane, especially at the intersection such that a bus turning left into Hampstead Road from The Crescent will not be impeded by vehicles – note that the minimum width of the narrowed northbound lane is 3.5m.

The existing edge line marking east of Hampstead Road is to be blended into the new gutter to be constructed (Figure 1).

- The signage to be installed at the crossing is:
 - 'No Stopping' signs to support the statutory 20m approach and 10m departure 'No Stopping' from a pedestrian crossing according to Australian Standards – note that the sign for the departure side is to be installed on the far side of the driveway to 4 Hampstead Road such that the driveway layback is covered under the 'No Stopping' zone (Figure 2);
 - A 'Stop' sign facing vehicles exiting Hampstead Road. This is to force vehicles to stop and drivers to look for vehicles due to the intersecting angle of Hampstead Road with The Crescent and compromised sight distances to the west when vehicles are parked along the southern side of The Crescent (Figure 2);
 - 'Pedestrian Crossing' signs on both sides of the crossing facing both directions of travel and a '25 km/hr' speed advisory sign for navigating the raised crossing as per Australian Standards (Figure 2); and
 - 'Pedestrian Crossing Ahead – Left/Right' signs are to be installed on The Crescent approximately 80m from Hampstead Road in accordance with Australian Standards (Figures 3 and 4).

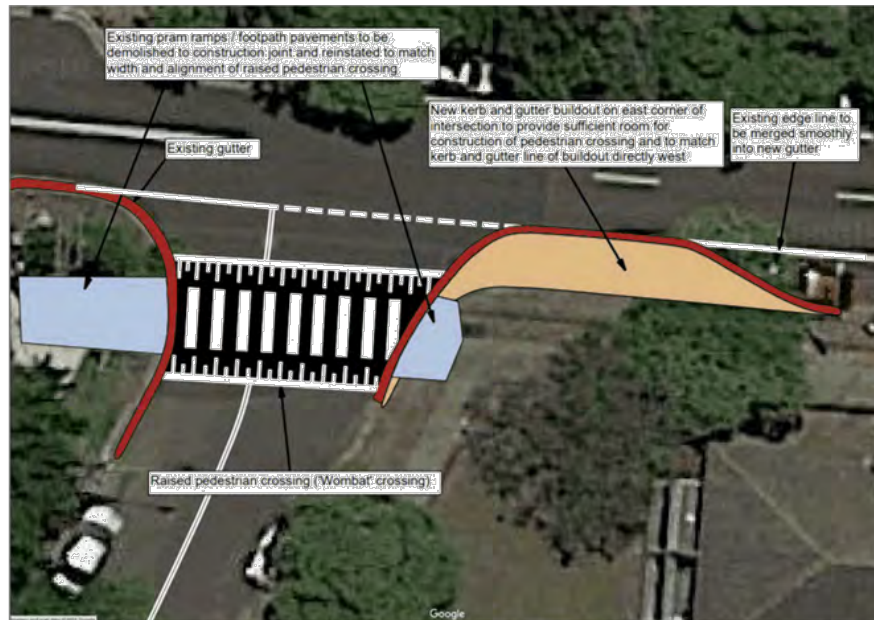


Figure 1 – Layout of the raised pedestrian crossing and associated infrastructure

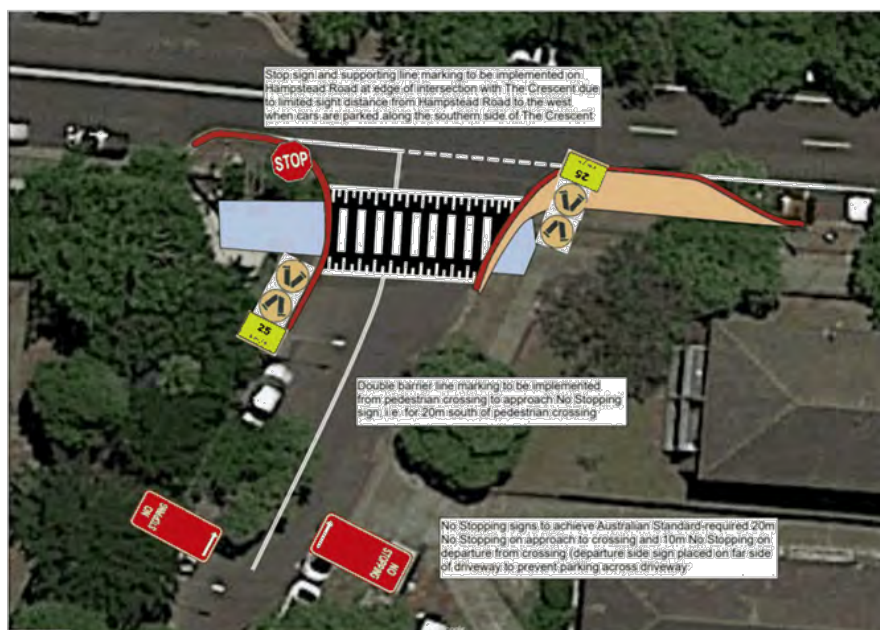


Figure 2 – line marking, 'Stop' sign, and 'No Stopping' signs at the intersection



Figure 3 – 'Pedestrian Crossing Ahead – Right' sign to be installed west of Hampstead Road



Figure 4 – 'Pedestrian Crossing Ahead – Left' sign to be installed east of Hampstead Road



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RECOMMENDATION

1. That Council approve the location and layout of the raised pedestrian 'wombat' crossing.
2. That Council approve the build-out of the kerb and gutter on The Crescent immediately east of Hampstead Road.
3. That Council approve the installation of the double barrier line marking as per Figure 2 of this report.
4. That Council approve the installation of the 'Stop' sign and associated line marking on Hampstead Road at the intersection with The Crescent as per Figure 2 of this report.

(Voting on this item was unanimous)

6.5 22-28 Courallie Avenue, Homebush West - No Stopping Zone

This report has been prepared following a request for a 'No Stopping' zone to be installed as part of a development.

Council received representation from a developer to install a 'No Stopping' zone along the front of their development as required by Property Compliance Australia (PCA) to provide 24/7 access to the hydrant booster assembly equipment at the front of their development at 22-28 Courallie Avenue.

The proposed 'No Stopping' zone is 2m long and is to be in effect at all times, defined by 'No Stopping' left/right signs (Figure 1).

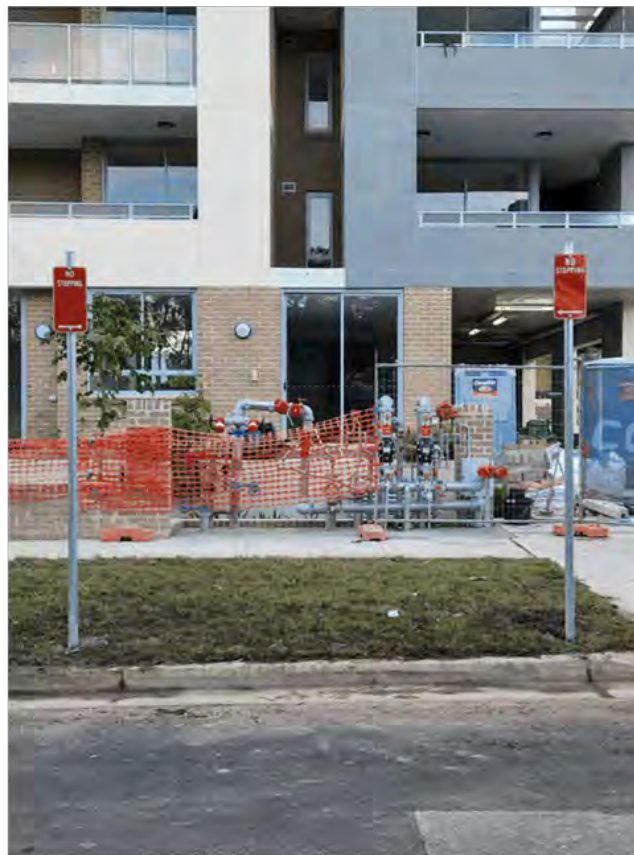


Figure 1 – Proposed 'No Stopping' Zone at 22-28 Courallie Avenue in front of Hydrant Booster Assembly Equipment
Aside from 'No Parking 12AM – 11AM Friday' restrictions in front of 14-20 Courallie Avenue and the existing Works Zone in front of the subject site (that will be removed upon completion of the development), there are no parking restrictions along this section of Courallie Avenue (Figure 2). Furthermore, there were no parking restrictions along the frontage of the subject site prior to the development beginning.



Existing unrestricted parking
 Existing 'No parking' restriction
 Proposed 'No Stopping' zone

Figure 2 – Parking Restrictions Along Courallie Avenue with proposed 'No Stopping' Zone included

As there is sufficient on-street parking along Courallie Avenue and no residences will be negatively affected, the proposed 'No Stopping' zone is acceptable.



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At the meeting, discussion took place on the BCA requirements relating to the provision of a 'No Stopping' zone directly in front of hydrant booster assembly equipment. As Committee members were unfamiliar with this requirement and reluctant to subtract on-street parking without confirmation of this requirement, it was requested that this item be deferred to the September Traffic Committee meeting with the BCA clause outlining this requirement to be delivered at the meeting.

RECOMMENDATION

1. That this item be deferred to the September Traffic Committee meeting pending confirmation of the BCA requirement for a 'No Stopping' zone in front of hydrant booster assembly equipment.

(Voting on this item was unanimous)



6.6 Homebush Car Park – Change time limit to 2P Parking 6:00AM to 8:00PM 7 Days

This report has been prepared following a request to review the current parking restrictions in the Homebush car park

Council has received representation to change the existing 2P parking restrictions in the Homebush car park from 2P parking 24/7 to 2P parking 6:00AM to 8:00PM 7 days to be more in keeping with the needs of the car park users and surrounding properties (Figure 2).

The existing 24/7 2P parking applies to the 26 existing parking spaces, including 2 small car parking spaces. Furthermore, there is a disabled space that has no parking restrictions applied to it (Figure 1). It is therefore proposed as part of this report that this disabled parking space have the 2P parking restriction from 6:00AM to 8:00PM 7 days also (Figure 2).

Furthermore, it is proposed to install additional 'No Stopping' signs to cover some areas of the car park that require this where the restriction is not currently in place. The existing sign layout does not restrict parking in:

- A north area of the car park that has boxed-out line marking to prevent vehicles parking there; and
- The north entry/exit to the car park from The Crescent, with the 2P parking currently extending into this aisle

It is therefore proposed to install an additional 2 'No Stopping' signs at the north end of the car park to achieve the final sign layout as shown in Figure 2.

RECOMMENDATION

1. That Council approve the conversion of the 24/7 2P Parking to 2P Parking 6:00AM to 8:00PM as per Figure 2.
2. That Council approve the installation of 2P Parking 6:00AM to 8:00PM for the existing disabled parking space as per Figure 2.
3. That Council approve the implementation of the additional 'No Stopping' zones as per Figure 2.

(Voting on this item was unanimous)

6.7 Hedges Avenue Strathfield South, at the High School - Changes to Bus Zone and new No Parking (Kiss and Ride) Zone.

Council has received a request to shorten the length of the existing Bus Zone 3:00pm – 3:30PM School days in Hedges Avenue and to remove the remainder of the existing Bus Zone and convert it to No Parking - Kiss and Ride, on Hedges Avenue with the following times to 8:00AM – 9:00AM, 2:00PM – 3:30PM School Days.

BACKGROUND

Following discussions with Strathfield South High School, Council has been requested to rationalise the extremely long Bus Zone on the Hedges Avenue frontage of the School boundary. Currently, the bus zone extends for 130m along Hedges Avenue from Liverpool Road to Morgan Place as shown in Figure 1.



Figure 1 – existing bus zone 3:00PM-3:30PM School Days along Hedges Avenue

It is proposed to shorten the Bus Zone on the west side of Hedges Avenue to 45m. i.e. between Liverpool Road and the driveway entrance to the school, and to convert the remainder of the existing Bus Zone to No Parking - Kiss and Ride, on Hedges Avenue from 8:00AM – 9:00AM and 2:00PM – 3:30PM School Days as shown in Figure 2. This would create a 73m long pick-up and drop-off zone. Furthermore, it is proposed to install a 'No Stopping' zone across the driveway to the school, again as shown in Figure 2, to prevent the illusion that parking across the driveway is permitted, especially during the hours of effect for the Kiss & Ride zone.



Figure 2 – proposed changes to bus zone and introduction of 'No Stopping' zone and 'Kiss & Ride' zone along Hedges Avenue

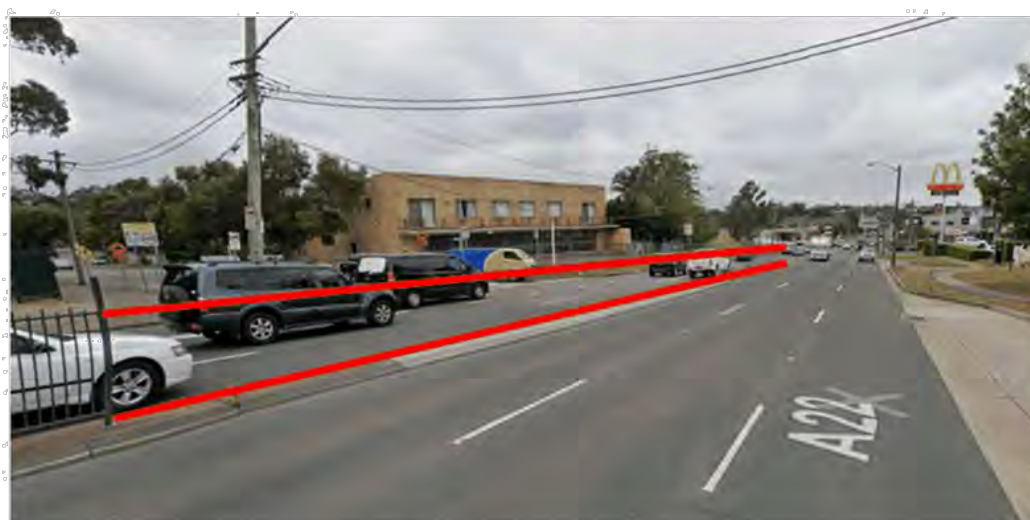
These changes are to better suit the needs of the School community during pick-up and drop-off times.

Furthermore, it was requested that Council approach Transport for NSW to extend the existing median fence on Liverpool Road. The fence currently ends on the median immediately opposite the intersection of Liverpool Road with Hedges Avenue (Figure 3).

Due to the fast food attractions of KFC and McDonalds on the southern side of Liverpool Road (with the school on the north side), students regularly cross this section of Liverpool Road, consequently crossing 6 lanes of traffic (3 in either direction). By extending the median fencing to the median break at the intersection of Liverpool Road and Gould Street to the east of Hedges Avenue (Figure 4), this would deter pedestrians from crossing here and encourage pedestrians to cross the road using the pedestrian bridge immediately west of Hedges Avenue (See Figure 4 and 5).



Figure 4.



Proposed Extension of Pedestrian Fencing

Figure 5.

At the meeting, discussion took place on the necessity of the 'No Stopping' zone across the school driveway as shown in Figure 2, with Committee members requesting that this be removed. Furthermore, the Transport for NSW representative requested that Council write to Transport for NSW and request that they consider extending the median fencing on Liverpool Road as per Recommendation 3 of this report.

RECOMMENDATION

1. That Council approve the above changes to shorten the length of the existing Bus Zone 3:00PM – 3:30PM School Days on the west side of Hedges Avenue to 45 metres as per Figure 2.
2. That Council approve to remove the remainder of the existing Bus Zone on the west side of Hedges Avenue and convert it to No Parking – Kiss & Ride 8:00AM – 9:00AM, 2:00PM – 3:30PM School Days as per Figure 2.
3. That Council write to Transport for NSW and request that they consider extending the existing median pedestrian fencing on Liverpool Road at the intersection with Hedges Avenue as per Figure 4.

(Voting on this item was unanimous)



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7. SPECIAL EVENTS

Nil

8. ROAD SAFETY**8.1 Road Safety Officers Report****Road Safety Officers Report.**

Safety Issue	Project Name	Project Description & Update	Project Timeline
Occupant Restraints	Strathfield Occupant Restraint Program	<ul style="list-style-type: none"> Ongoing education on age-appropriate seats & Australian standards <i>Child Restraint fitting day</i> 	<ul style="list-style-type: none"> Ongoing throughout the financial year 15 March 2022 12 April 2022 10 May 2022 14 June 2022 12 July 2022 09 August 2022 13 September 2022 <ul style="list-style-type: none"> ➢ Online Mandatory registrations ➢ Location - Chalmers Rd parking bays ➢ Available to parents & carers who live, work or study in the LGA
Cycling safety (commuter, recreational & food delivery riders)	Road Safety is Everyone's Responsibility	<ul style="list-style-type: none"> Plan and design targeted educational campaigns Share messaging with local stakeholders, educational institutions, healthcare organisations and small businesses ➢ <i>Road is a shared space: Be extra vigilant at all times</i> ➢ <i>Always wear a helmet: It's the law</i> ➢ <i>Cyclists have same rights & responsibilities</i> ➢ <i>Let us share the road safely</i> Respond to enquiries Support Centre for Road Safety & Transport for NSW with collateral & campaign rollout. 	<ul style="list-style-type: none"> Ongoing throughout the financial year
Speed	Slowdown in Strathfield	<ul style="list-style-type: none"> Multi-platform awareness campaigns <ul style="list-style-type: none"> ➢ Anywhere Anytime – Police enforcement ➢ Mobile speed cameras ➢ Speed is biggest killer on NSW roads - Slowing down just a little, can make big difference ➢ Casual Speeding? Every K counts 	<ul style="list-style-type: none"> 4 X weekly reminders



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Safety Around Schools	Support our local schools	<ul style="list-style-type: none"> Community education & engagement <ul style="list-style-type: none"> School Zones currently in operation Always hold hands & Use pedestrian crossing Parents play an important role in keeping children safe Bus lights flashing (Slow down to 40) Ongoing engagement <ul style="list-style-type: none"> School zone rules – pedestrian crossing, double parking, kiss & ride, illegal U turns Share traffic fliers & Centre for Road Safety campaigns Liaise with Road Safety Education Officer, council rangers & Auburn LAC 	<ul style="list-style-type: none"> 4 X Targeted messaging at start of each school term, supplemented by specific weekly campaigns during term to protect our most vulnerable road users Ongoing throughout the financial year
Younger Drivers	Slow Down	<ul style="list-style-type: none"> Speed camera enforcement <ul style="list-style-type: none"> <i>Anywhere, Anytime</i> 	<ul style="list-style-type: none"> Ongoing targeted stakeholder group education
	Driver distraction	<ul style="list-style-type: none"> Mobile phones <ul style="list-style-type: none"> <i>Mobile Phones & Driving: Know the Rules</i> 	
Drink Driving	What's Your Plan B	<ul style="list-style-type: none"> Community engagement through Flemington Liquor Accord Targeted campaigns <ul style="list-style-type: none"> <i>Four Angel's Law</i> <i>Blood Alcohol Concentration</i> <i>Zero tolerance for L & P platers</i> 	<ul style="list-style-type: none"> Attend monthly meetings (currently online) Weekly messaging to stakeholders through FLAC network
Other activities	Holiday Safety	<ul style="list-style-type: none"> Vehicle Health Check This Winter, Enjoys Our Roads Responsibly Double Demerits What's Your Get Home Safe Game Plan? 	<ul style="list-style-type: none"> Safety messaging to coincide with increase in holiday travel The road is a shared space, let us make it safe for everyone Anywhere, Anytime – education & enforcement campaign in the lead up to long weekend New partnerships with local organisations to reduce incidence of risky drinking.

**RECOMMENDATION**

That the report be received and noted.

(Voting on this item was unanimous)

Meeting Closed: 11:55am

Next Meeting: 20 September 2022

**13.2 REPORT FROM MULTICULTURAL AND DIVERSITY ADVISORY COMMITTEE MEETING
HELD ON 17 AUGUST 2022**

AUTHOR: Kathryn Fayle, Manager, Library & Community Services

APPROVER: Melinda Aitkenhead, Acting Director Corporate and Community

RECOMMENDATION

That the minutes of the Multicultural and Diversity Advisory Committee meeting held on Wednesday 17 August 2022 be noted and the recommendations be adopted.

ATTACHMENTS

1. Multicultural and Diversity Advisory Committee Minutes of Meeting held on 17 August 2022

ATTACHMENT 1

STRATHFIELD COUNCIL

MULTICULTURAL AND DIVERSITY ADVISORY COMMITTEE

MINUTES

17 August 2022

2.00pm

Location

Ironbark Room, Strathfield Library and Innovation Hub, 65-67 Rochester
Street, Homebush NSW 2140





Minutes of the Multicultural and Diversity Advisory Committee of Strathfield Municipal Council held on 17 August 2022 at the Ironbark Room at Strathfield Library and Innovation Hub, 65-67 Rochester Street, Homebush NSW 2140 considered matters referred to it and now reports the decisions taken and recommendations stated hereunder:

COMMENCING: 2.00pm

MEMBERS: Councillor Sandy Reddy (Chairperson)
Councillor Benjamin Cai
Ms Elizabeth Wang
Ms Eun Joo Shin
Mr Gurnam Singh
Mr Joseph Premnath
Mr Robin Hu
Mr Dinesh Garg
Ms Bhagawati Achanya
Ms Vasantha Puvan-Diranathan, (non-voting) (arrived at 2.45pm)
Ms Sherry Xiao - Representative for Strathfield Local Member

VISITORS: Councillor Karen Pensabene (Observer)

COUNCIL STAFF: Ms Melinda Aitkenhead, Acting Director Corporate and Community
Ms Kathryn Fayle - Manager Library and Community Services
Ms Emily Armstrong - Community Development Officer (Minutes)

1. APOLOGIES

Councillor Raj Datta.

2. DECLARATIONS OF INTEREST

Nil

3. WELCOME AND INTRODUCTIONS

The Chairperson welcomed the Committee and provided an opportunity for each member to introduce themselves and proposed that Councillor Benjamin Cai be the Deputy Chair.

RECOMMENDATION:

The Committee recommends to the General Manager and Council that Councillor Benjamin Cai be endorsed as Deputy Chair of the Multicultural and Diversity Advisory Committee.

Voting on this item was unanimous.



4. CONFIRMATION OF MINUTES OF MEETING

Nil - first meeting

5. COMMITTEE MEETING SCHEDULE

That future Committee meetings be held at 2pm on the second Wednesday of the first month of each quarter.

RECOMMENDATION:

The Committee recommends to the General Manager and Council that future Committee meetings be held at 2pm on the second Wednesday of the first month of each quarter.

Voting on this item was unanimous.

6. TERMS OF REFERENCE

The Terms of Reference and Council's Code of Conduct were explained to the Committee members and it was agreed that these documents be presented to the next Committee Meeting for consideration.

RECOMMENDATION:

The Committee recommends to the General Manager and Council that the Multicultural and Diversity Advisory Committee Terms of Reference be presented to the next committee meeting for consideration.

Voting on this item was unanimous.

7. COMMUNITY STRATEGIC PLAN 2035 – OPERATIONAL PLAN 2022-2023

A presentation on how multicultural and diversity actions fit within the stated goals of the Strathfield Council Community Strategic Plan, including the Operational Plan was provided.

RECOMMENDATION:

The Committee recommends to the General Manager and Council that the presentation on the Strathfield Council Community Strategic Plan be received and noted and a copy of the presentation be forwarded to Committee members.

Voting on this item was unanimous.

8. GENERAL BUSINESS BROUGHT TO THE ATTENTION OF THE CHAIR PRIOR TO THE MEETING AND APPROVED FOR CONSIDERATION

- i. A request was made that the contact details of Committee members be circulated to the members of the Committee.
 - ii. A request was made for culturally diverse resources and access to people from the Community be provided at Council's Citizenship Ceremonies to provide greater support to new citizens.
-



Multicultural and Diversity Advisory Committee – 17 August 2022

MINUTES

Ms Kathryn Fayle advised that Council provides a translated booklet 'Discover Your Council' in 3 languages other than English at the Citizenship Ceremonies

RECOMMENDATION:

The Committee recommends to the General Manager and Council that items 8(i) and 8(ii) be received and noted and that the contact details for Committee members be circulated to Committee members.

Voting on this item was unanimous.

8. DATE OF NEXT MEETING

Wednesday 9 November 2022 at 2pm.

MEETING CLOSED: 3.20pm

SUBJECT: PEDESTRIAN CROSSING AT HAMPSTEAD ROAD

I MOVE:

That the approved, by the August 2022 Traffic Committee Meeting, pedestrian crossing be built across Hampstead Road at the intersection with The Crescent, Homebush West. Further, that this work be programmed for construction during the September/October School Holidays (weather dependant).

Rationale

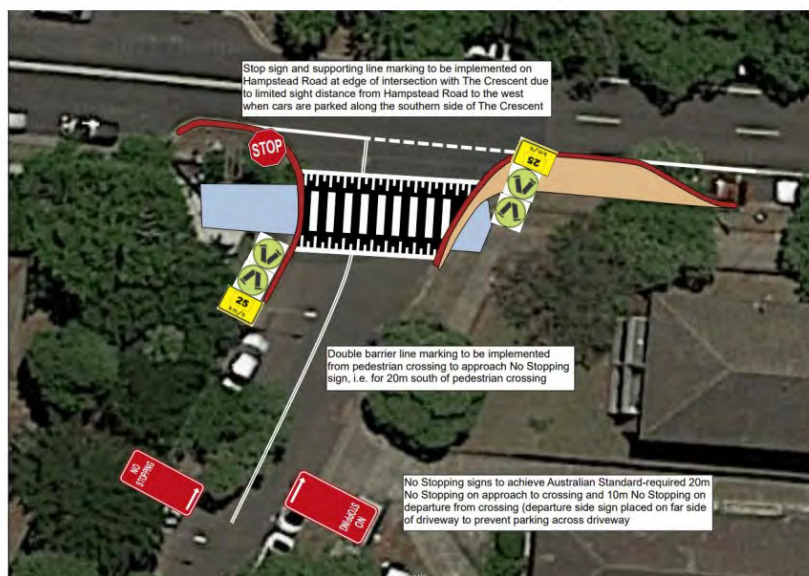
This is a busy intersection with a high volume of car traffic in all directions. During school peak hours hundreds of students walk across the intersection to Homebush Boy's School from the Flemington Station and catch the train in the afternoon, walking across the same intersection, while returning home. It becomes particularly dangerous when students running late, run across the intersection for catching a train.

This has become a serious safety issue for the children and a pedestrian crossing across the Hampstead Road needs to be built urgently so that students can walk across the intersection safely.

Officer Comments:

This matter was considered at the June 2022 Strathfield Local Traffic Committee Meeting and at the August 2022 Strathfield Local Traffic Committee Meeting and the below raised pedestrian crossing plan was considered and recommend for Council approval.

That Council Refer to Item No. 6.4 of the August 2022 Strathfield Local Traffic Committee Meeting (included in this Agenda) recommending to Council to construct a raised pedestrian crossing and this intersection of Hampstead Road and The Crescent.



RECOMMENDATION

That the approved, by the August 2022 Traffic Committee Meeting, pedestrian crossing be built across Hampstead Road at the intersection with The Crescent, Homebush West. Further, that this work be programmed for construction during the September/October School Holidays (weather dependant).

ATTACHMENTS

There are no attachments for this report.

14.2 NOTICE OF MOTION SUBMITTED BY COUNCILLOR HALL

SUBJECT: FLEMINGTON STATION TO SYDNEY MARKETS WALKWAY COVER

I MOVE:

1. That a report be prepared for the October 2022 Ordinary Council Meeting on the feasibility of Council constructing coverage for the walkway from Flemington Station to the Sydney Markets.
2. That the report also identify any stakeholders that may assist with the cost of construction.

RECOMMENDATION

1. That a report be prepared for the October 2022 Ordinary Council Meeting on the feasibility of Council constructing coverage for the walkway from Flemington Station to the Sydney Markets.
2. That the report also identify any stakeholders that may assist with the cost of construction.

ATTACHMENTS

There are no attachments for this report.

14.3 NOTICE OF MOTION SUBMITTED BY COUNCILLOR HALL

SUBJECT: STREET BIN INSTALLATION AT THE JUNCTION OF LIVERPOOL ROAD AND COSGROVE ROAD

I MOVE:

That Council install a street bin at the bus stop near the corner of Liverpool Road and Cosgrove Road due to the excessive amount of rubbish being left behind by persons using the bus stop.

Rationale

While Liverpool Road is not a Council road, the excessive amount of rubbish being left behind by bus users is tarnishing the street scape and giving an impression of uncleanness to our area. If bus stop users were provided with a bin it would provide an incentive for users to place their rubbish in the bin.

RECOMMENDATION

That Council install a street bin at the bus stop near the corner of Liverpool Road and Cosgrove Road due to the excessive amount of rubbish being left behind by persons using the bus stop.

ATTACHMENTS

There are no attachments for this report.

14.4 NOTICE OF MOTION SUBMITTED BY COUNCILLOR HALL

SUBJECT: ISMAY RESERVE DOG PARK

I MOVE:

1. That Council review the Ismay Reserve Dog Park with a view to remediate the park and restore the grounds.
2. That Council report the review to a Councillors Workshop in September 2022.

RECOMMENDATION

1. That Council review the Ismay Reserve Dog Park with a view to remediate the park and restore the grounds.
2. That Council report the review to a Councillors Workshop in September 2022.

ATTACHMENTS

There are no attachments for this report.

14.5 NOTICE OF MOTION SUBMITTED BY COUNCILLOR DATTA

**SUBJECT: CITIZENSHIP CEREMONIES, COUNCILLOR WORKSHOPS AND COUNCIL COMMITTEES
TO BE HELD OUT OF OFFICE HOURS**

I MOVE:

That all Citizenship Ceremonies, Councillor Workshops and Council Committee Meetings are planned for and held after hours (5pm or later) on weekdays or any suitable time on weekends.

Rationale:

Until the end of 2017 Council term, all of the above mentioned events (except Traffic Committee Meetings) used to be scheduled after hours so that all Councillors including Councillors with full-time work-commitments, could participate in these meetings and contribute to representing the community.

Since the last term of the Council for some reasons unknown publicly, these events are being organised during working hours. It prevents Councillors with full-time work-commitments to participate in these events.

It is a manifested discrimination against Councillors who are full-time workers and preventing them from participating as Councillors from their ongoing representation of the community.

An excuse was used earlier that it was saving Council expenses. A recent 'Question to the Mayor' has established that this was a myth.

Full-time work is a matter of survival for respective families, not a matter of convenience. It is understandable that current arrangements could be more convenient to some Councillors, but convenience should not take precedence over livelihood for families.

It is an honour to have a full-time job and it reflects 'commitment for community service' when full-time workers are prepared to sacrifice personal time for serving the community, in the true spirit of 'Public Service'.

Organising events during working hours also has caused a lot of strain on the public/citizens who need to participate in those events such as families and children attending Citizenship Ceremonies or community members attending any Committee Meetings.

Many parents have complained about the extraordinary length they need to go to organise leave and collecting school age children for attending Citizenship Ceremonies held in the recent past during working-hours. Community members attending various Committee Meetings would have the same experience.

The current arrangement is a discrimination against Councillors working full-time and preventing them from adequately representing the community, which is their public duty.

I would like to request all Councillors to support this Motion to ensure all Councillors get the opportunity to participate in these events and all citizens can fully participate with all Council events as appropriate without unnecessary stress or taking leave from work.

RECOMMENDATION

That all Citizenship Ceremonies, Councillor Workshops and Council Committee Meetings are planned for and held after hours (5pm or later) on weekdays or any suitable time on weekends.

ATTACHMENTS

There are no attachments for this report.

14.6 NOTICE OF MOTION SUBMITTED BY COUNCILLOR CAI

SUBJECT: SUPPORT FOR THE DRAFT BILL TO ESTABLISH A COMMONWEALTH POSTAL SAVINGS BANK (CPSB)

I MOVE:

That Council write to the relevant Federal Ministers and all Federal Members of Parliament urging that they support the *Commonwealth Postal Saving Bank Bill 2021* for:

- (i) the betterment of every Strathfield and Australian citizen; and
- (ii) the betterment of Strathfield Council's and all Australian Councils' finances.

Rationale

Why is postal banking a local government issue?

- The financial bottom line of councils, can benefit from increased banking competition and low-cost loans, is a local government issue.
- Improving the quality of life for constituents is a responsibility that connects all levels of government.

Why the need for a post office bank?

- The Big 4 banks particularly have been closing branches at an alarming rate throughout Australia over the last few decades. Post Offices have a public mandate to remain open to communities everywhere.
- The Big 4 banks particularly have been moving away from face-to-face services and towards electronic services leaving traditional customers, including elderly and disabled, behind.

How does it work?

- Local banking and local lending keeps money circulating within the local economy.
- Raises more investment for local, state and federal infrastructure.
- By funding more infrastructure through low-cost loans, there will be more surplus federal and state government revenue that can be utilized for expenditure on health, welfare, education, and public services.

What are the benefits for Strathfield Council?

- Lower-cost finance for infrastructure investment is better for Council's bottom line and reduces financial risk.
- A greater slice of rates left for services as a consequence of long-term works being funded with lower cost finance.
- More community aspirations can be included in the Community Strategic Plan and other high-level documents. The CSP can contain more community visions since there will be more effective and more reasonable funding opportunities.

What are other benefits to residents?

- More physical locations to access banking services will boost trade and maintain face-to-face banking.
- Better regulation of banks through real competition.
- Far more local infrastructure and consequential increases in the community standard of living.
- Bank retribution fear (debanking) can be eliminated as a government provider is obligated to serve all constituents.
- Lower banking fees and lending cost through absence of the need for the postal bank to pay dividends to shareholders.

Precedents?

- Japan, with far less natural resources, has virtually built its high standard of living (e.g. totally rebuilt its industrial economy) using public investment funded by its postal bank, Japan Post Bank.
- New Zealand in 2002 started a postal bank, Kiwibank, which quickly overtook its Australian-owned private banks to become the most trusted banking brand in NZ, because its priority is providing a service to the community over the usual demands to pay shareholders a dividend.
- Australia had a government bank, the original Commonwealth Bank, which also started as a postal bank in 1912, and was successful straight away at lending money to councils for local infrastructure projects; later it was very important for financing industry during and after WWII, including the car industry, and it also financed the biggest expansion of social housing in Australian history in the decade after WWII.

Why do public banks disappear?

- Public banks are created to fill a public need, but since the 1970's the private commercial banking lobby grew stronger, eventually overpowering the government's commitment to public banking.
- The public bank is taken for granted while it operates (business as usual) and the general citizenry are rarely aware of its importance. However, public banks are the bane of existence of the private banks because they force real competition across the banking sector to service the wider community.

Other benefits of a public post office bank?

- Full guarantee of all deposits since the public national bank is government-owned (no \$250,000 limit) as compared with private commercial banks.
- Maintain cash availability and ensure cash payments for customers as the Big 4 banks drift further toward online services.
- Lend to local small business, boosting the ailing "backbone of our economy".

Other benefits of a public post office bank?

- A lift in banking conduct standards is inevitable with a Post Bank which will exist to provide a true banking service.
- The viability of Australia Post will be ensured due to the guaranteed extra revenue post offices will receive from also operating as bank branches (the current service, Bank@Post, is not guaranteed, as it depends on fees from the private banks, which they are increasingly reluctant to pay).
- As mentioned earlier surplus deposits in the Post Bank could be invested in national economic development projects, where even the Federal and State governments could borrow funds from the public national bank (as in Japan).

RECOMMENDATION

That Council write to the relevant Federal Ministers and all Federal Members of Parliament urging that they support the *Commonwealth Postal Saving Bank Bill 2021* for:

- (i) the betterment of every Strathfield and Australian citizen; and
- (ii) the betterment of Strathfield Council's and all Australian Councils' finances.

ATTACHMENTS

There are no attachments for this report.

14.7 NOTICE OF MOTION SUBMITTED BY COUNCILLOR PENSABENE

SUBJECT: SAVE ARNOTT HOLME

I MOVE:

1. That Council write to NSW Premier, NSW Minister for Education and NSW Minister for Planning and demand responses on the following matters:
 - Provision of reports concerning this site particularly those relating to assessment of future use, consultations, decisions and valuations for disposal of this site.
 - What processes or consultations have occurred with community and local government? If none, why?
 - Whether NSW Government would consider transfer of ownership or management of the site to Strathfield Council for use as a community facility?
 - What additional open space and community infrastructure does the NSW Government intend to provide in the Strathfield LGA over the next ten years to meet increasing population targets imposed by the NSW Government on the Strathfield LGA?
2. That Council request representation by the Member for Strathfield, Jason Sen Li MP to the NSW Government on the above matters.

Rationale

Council notes that auction notices for sale have recently been erected on the site of Strathfield TAFE Education Office (formerly 'Arnot Holme') 65-69 Albert Road Strathfield, owned by the NSW Government. It appears that no consultation has occurred with Council or local community regarding the future use and/or sale of this property.

The State Government has imposed large population targets on the LGA which require increase in social and community infrastructure yet are secretly selling public community assets in the Strathfield LGA without consideration or consultation with affected communities or Strathfield Council. This site has significant heritage value and would be enhanced by community use and access, consistent with the NSW Government's decision in 1954 to purchase the site for educational purposes. Keeping the site in public ownership would be of immense value to the local community.

RECOMMENDATION

1. That Council write to NSW Premier, NSW Minister for Education and NSW Minister for Planning and demand responses on the following matters:
 - Provision of reports concerning this site particularly those relating to assessment of future use, consultations, decisions and valuations for disposal of this site.
 - What processes or consultations have occurred with community and local government? If none, why?
 - Whether NSW Government would consider transfer of ownership or management of the site to Strathfield Council for use as a community facility?
 - What additional open space and community infrastructure does the NSW Government intend to provide in the Strathfield LGA over the next ten years to meet increasing population targets imposed by the NSW Government on the Strathfield LGA?

2. That Council request representation by the Member for Strathfield, Jason Sen Li MP to the NSW Government on the above matters.

ATTACHMENTS

There are no attachments for this report.

14.8 NOTICE OF MOTION SUBMITTED BY COUNCILLOR PENSABENE
SUBJECT: PARTNERSHIP WITH SAINT PAUL'S ANGLICAN CHURCH AND SAINT MERKORIOUS CHURCHES

I MOVE:

That a report be provided to a Councillor Workshop on:

1. How Council could provide ongoing financial assistance to through a reoccurring grant each year to the value of \$10,000 to Saint Paul's Anglican Church and Saint Merkorios Church;
2. Providing ongoing support programs including, but not limited, providing food donation bins at various Council facilities; and
3. How Council could assist Saint Paul's Anglican Church and Saint Merkorios Church to attract assistance from other organisations including other Councils and the business community.

Rationale:

Every Tuesday and Thursday Saint Paul's Anglican Church continues to provide direct support through its Parish Pantry to 4,000 Strathfield families on a weekly basis. Saint Merkorios Church also continues to provide a food relief service to residents and supports 14,000 families each month. With the increasing costs of living as well as the cessation of Covid-19 related funding both churches are struggling to meet the current demand levels and providing an ongoing yearly grant would enable both churches to plan into the future and ensure that they can continue to deliver these vital programs for our most vulnerable community members.

RECOMMENDATION

That a report be provided to a Councillor Workshop on:

1. How Council could provide ongoing financial assistance through a reoccurring grant each year to the value of \$10,000 to Saint Paul's Anglican Church and Saint Merkorios Church;
2. Providing ongoing support programs including, but not limited, providing food donation bins at various Council facilities; and
3. How Council could assist Saint Paul's Anglican Church and Saint Merkorios Church to attract assistance from other organisations including other Councils and the business community.

ATTACHMENTS

There are no attachments for this report.

14.9 NOTICE OF MOTION SUBMITTED BY COUNCILLOR PENSABENE
SUBJECT: SPONSORSHIP OF CHALMERS ROAD PUBLIC SCHOOL TRIVIA NIGHT

I MOVE:

That a report be provided on the waiving of hire fees for the Town Hall and Supper Room for the Chalmers Road Public School's Trivia Night to be held in November 2022.

Rationale:

Chalmers Road Public School hold a yearly Trivia Night which is used to raise funds for the installation of a structured pool cover to be built over the School's outdoor pool. The school needs to raise \$400,000 for this cover and the State Government is only granting the School \$200,000 and Council has been asked to provide relief, via a fee waiver, to help the School reach their goal.

This special school educates disabled students from Kindy to Year 12 and the swimming pool is an integral part of the student's development and wellbeing. The new cover will allow the students to use the pool all year round and not just in the summer months.

RECOMMENDATION

That a report be provided on the waiving of hire fees for the Town Hall and Supper Room for the Chalmers Road Public School's Trivia Night to be held in November 2022.

ATTACHMENTS

There are no attachments for this report.

14.10 NOTICE OF MOTION SUBMITTED BY COUNCILLOR HALL

SUBJECT: SHADE COVERS OVER PLAYGROUNDS

I MOVE:

That:

1. Council prepares a report of an audit of playgrounds in South Strathfield, Greenacre, Homebush, and Homebush West which are in need of shade covers.
2. The report include a costing for each playground and the appropriate budgetary considerations.

RECOMMENDATION

1. Council prepares a report of an audit of playgrounds in South Strathfield, Greenacre, Homebush, and Homebush West which are in need of shade covers.
2. The report include a costing for each playground and the appropriate budgetary considerations.

ATTACHMENTS

There are no attachments for this report.

14.11 NOTICE OF MOTION SUBMITTED BY COUNCILLOR HALL

SUBJECT: STRATHFIELD PARK PARKING

I MOVE:

That Council prepare a feasibility study including budgetary considerations for potential extra parking at Strathfield Park, Homebush Roadside using mountable kerb angle parking.

RECOMMENDATION

That Council prepare a feasibility study including budgetary considerations for potential extra parking at Strathfield Park, Homebush Roadside using mountable kerb angle parking.

ATTACHMENTS

There are no attachments for this report.

GM1 DELIVERY PROGRAM REPORT - JANUARY TO JUNE 2022
AUTHOR: Cathy Jones, Chief Strategy Officer
APPROVER: Michael Mamo, General Manager

RECOMMENDATION

That the Delivery Program Progress Report be noted.

PURPOSE OF REPORT

To report to Council on the progress of the implementation of the Delivery Program for the period January to June 2022.

REPORT

In accordance with the requirements of the NSW Office of Local Government's Integrated Planning and Reporting guidelines and Section 404 of the *Local Government Act 1993*, a progress report must be presented to Council on the principal activities in the Delivery Program every six months.

The Community Strategic Plan – Strathfield 2030 and the Delivery Program 2018-2022 was adopted in June 2018. These programs and plans reflect the goals and strategies set out in the Strathfield Community Strategic Plan 'Strathfield 2030' under the five principal activities of Connectivity, Community Wellbeing, Civic Pride and Place Management, Liveable Neighbourhoods and Responsible Leadership.

The Delivery Program 2018-2022 contained four-year objectives against each of the five principal themes. The Operational Plan 2021-2022 conveyed yearly actions and key performance indicators to detail the actions for the financial year to progress the Delivery Program.

The attached report provides a progress report of actions against the Delivery Program including Capital Works for the period January to June 2022.

The Council election was held on 4 December 2021. The election had been deferred from September 2020 due to COVID measures. The newly elected Councillors took their Oath of Office on 12 January 2022, followed by the election of the new Mayor and Deputy Mayor.

One of the key requirements of the Act, is for the review of the Community Strategic Plan following a Council election. Preparation for the review of the Community Strategic Plan including community engagement commenced in late 2021 until early 2022. The new Community Strategic Plan 'Strathfield 2025', Delivery Program 2022-2026, Operational Plan 2022-2023 and Resourcing Strategies were adopted in June 2022, for commencement from 1 July 2022.

Greater Sydney was in lockdown from June to October 2021 due to COVID-19, which affected many Council programs and services. The reporting period from January to June 2022 saw an easing of restrictions and

services returning to normal business, though concerns about infection rates still having impact on the local community.

COVID-19 measures and poor weather conditions in early 2022 created delays in the completion of major capital works such as the Hudson Lake Pavilion, upgrade of the Hudson Park Golf Driving Range and Fragrant Garden. However, by July 2022, all works were completed.

The preliminary financial statements for 2021-2022 (subject to audit) project an operating deficit (excluding capital) of \$5.639M and forecast for 2022-2023 an operating deficit (excluding capital) of \$7.4M. Therefore, Council will be reviewing its financial strategies in order to maintain its financial sustainability.

The Annual Report will be published in November 2022 and will contain statutory reporting and achievement highlights of the 2021-2022 financial year.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

1. Delivery Program January to June 2022 Report

ATTACHMENT 1

STRATHFIELD COUNCIL SIX MONTHLY REPORT JANUARY - JUNE 2022



Delivery Program Progress Report - January to June 2022

Overview

Council's Delivery Program 2018–2022 detailed the activities Council will undertake during over a four year period to achieve the goals and aspirations identified by the local community in the Community Strategic Plan, Strathfield 2030. Under the Local Government Act, Council is required to report on progress to meet the objectives of the Delivery Program on a six monthly basis.

In June 2021, Strathfield Council adopted its Operational Plan 2021–22, prepared under the Integrated Planning and Reporting requirements of the *Local Government Act 1993*. The Operational Plan 2021–22 outlines the activities Council has committed to undertake during the 2021–2022 year to achieve its Delivery Program commitments.

These plans are supported by the Resourcing Strategy which consists of the following plans:

- Long Term Financial Plan
- Asset Management Strategy and Plans
- Workforce Management Strategy

Figure 1 Integrated Planning and Reporting Framework



This is the final report under this Delivery Program. Council adopted a new Community Strategic Plan 'Strathfield 2035' and Delivery Program 2022–2026 in June 2022, which is operational from 1 July 2022.

The five themes or key priority areas in the Community Strategic Plan 'Strathfield 2030' that informed the Delivery Program and Operational Plan are:

1. Connectivity
2. Community Wellbeing
3. Civic Pride and Place Management
4. Liveable Neighbourhoods
5. Responsible Leadership

During this six-month reporting period, Council continued the implementation of the 94 actions identified in the Operational Plan 2021–22. This includes delivering capital works, community programs, environmental and waste programs, events, regulating public health and planning and development.

Measuring Performance

The six monthly report outlines progress against each of the 94 actions in the Operational Plan 2021-2022, that supports the implementation of the Delivery Program. As at 30 June 2022:

- 90% of actions were 'Completed' or 'Progress 2022-2023' (generally a project over multi-years)
- 10% of actions were 'Cancelled' or 'Delay & revised/reschedule' (either delayed or requiring substantial revision and/or rescheduling).

Traffic Lights - Key

● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23

CSP Theme	Progress of Actions – 'Traffic Lights'				Total Actions
	Completed	Cancelled	Delayed/revised	Progress 2022-23	
Connectivity	13	1	7	1	22
Community Wellbeing	18	-	1	1	20
Civic Pride and Place Management	12	-	-	1	13
Liveable Neighbourhoods	18	-	-	2	21
Responsible Leadership	18	-	-	1	21
Totals	79	1	8	6	94

Overview of the period January to June 2022

Details of actions undertaken by Council are set out in the action tables. The major highlights from this period include:

- Ordinary election of Council held in December 2021 and new Mayor and Deputy Mayor elected in January 2022.
- Adoption of the new Community Strategic Plan 'Strathfield 2035' in June 2022 after extensive community consultation in 2021-2022.
- Return to regular Council activities with easing of COVID-19 restrictions.
- Implementation of stage 1 works at Hudson Park, which included completion of the new Hudson Lake Pavilion and the Fragrant Garden. The upgrade of the Golf Driving Range was completed and opened in July 2022.
- Construction of the café and amenities at Strathfield Park

Council leadership and governance

The Council election was held on 4 December 2021, after a number of deferrals due to COVID-19 measures. The election results were declared on 20 December 2021. Councillors Matthew Blackmore,

Karen Pensabene and Nella Hall were re-elected and Councillors Raj Datta, Sandy Reddy, Benjamin Cai and Sharangan Maheswaran were newly elected.

On 12 January 2022, the Councillor's Inauguration Ceremony was held in the Strathfield Town Hall, where the Oath of Office was administered to the newly elected Councillors. Addresses were given by the Hon. Morris Iemma, former Premier of NSW and Thomas Keneally, AO noted novelist, playwright and essayist, whose memoir 'Homebush Boy' recounted in his childhood and upbringing in the Homebush area.

Cr Blackmore and Cr Pensabene were elected Mayor and Deputy Mayor respectively on 12 January 2022. The first ordinary meeting of Council was held on 1 February 2022 and thereafter held on a monthly basis.

To support the newly elected Council, Councillors were provided with initial induction in early January 2022 with ongoing development and learning programs, regular briefings and workshops and weekly information updates issued.

Council adopted a new sub-committee structure. The Council also resolved to join the Southern Sydney Regional Organisation of Councils (SSROC) and the Parramatta River Catchment Group (PRCG).

Council's General Manager Henry Wong stepped down on 7 March 2022. Brian Barrett was appointed Council's Acting General Manager until the commencement of a permanent General Manager. Mr Barrett undertook a review of Council's organisational structure, which was adopted by Council on 8 July 2022. Council announced the appointment of the new General Manager, Michael Mamo on 11 July 2022, who commenced work at Strathfield Council on 15 August 2022.

Corporate and Financial Management

Council was required, after the ordinary Council election in December 2021, to review and/or adopt a new Community Strategic Plan supported by community engagement. Extensive community engagement for the Community Strategic Plan was held from August 2021 to February 2022 including stakeholder interviews, surveys and focus groups. Feedback from the community engagement process, analysis of community trends and feedback from the newly elected Councillors at various workshops were incorporated into preparation of the new Strathfield Community Strategic Plan 'Strathfield 2035', which provided the framework for the new Delivery Program 2022-2026 and Operational Plan 2022-2023 and Annual Budget, Long Term Financial Plan and Workforce Management Strategy. The new plans were adopted in June 2022 and were operational on 1 July 2022.

Following review of Council's asset systems and plans, projects were initiated to undertake condition assess across all classes of Council's assets. Road assets (including footpath, road, kerb & gutter, carparks, signs, and traffic facilities) is in progress with data completion expected in late 2022. Assessment of bridge assets has commenced and condition rating of building assets to commence in late 2022. Once the assessments are completed, the asset management plans, strategies and policy will be reviewed and updated.

Annual Financial Performance

At the end of June 2022, the following preliminary financial results for 2021-2022 (subject to audit) are set out in the tables below.

Income from continuing operations

\$ '000	Actual 2022	Actual 2021
Rates and Annual Charges	32,832	31,796
User charges and fees	4,181	4,337
Other revenues	3,736	2,749
Grants and contributions for operating purposes	3,301	2,738
Grants and contributions for capital purposes	14,446	5,199
Interest and investment income	414	291
Other income	-	929
Net gains from disposal of assets	313	-
Total income from continuing operations	59,223	48,039

Expenses from continuing operations

\$ '000	Actual 2022	Actual 2021
Employee benefits and on-costs	20,765	21,218
Materials and contracts	19,520	15,366
Depreciation and Amortisation	9,142	8,936
Other expenses	989	1,044
Net losses from the disposal of assets	-	1,799
Total expenses from continuing operations	50,416	48,363

\$ '000	Actual 2022	Actual 2021
Operating result from continuing operations	8,807	(324)
Net operating result attributable to Council	8,807	(324)
Net operating result from the year before grants and contributions provided for capital purposes	(5,639)	(5,523)

The preliminary financial statements for 2021-2022 (subject to audit) project an operating deficit (excluding capital) of \$5.639M and forecast for 2022-2023 an operating deficit (excluding capital) of \$7.4M. Therefore, Council will be reviewing its financial strategies in order to maintain its financial sustainability.

COVID impacts

COVID-19 has had significant impact on many areas of Council services since 2020. The first half of the 2021-22 financial year experienced lockdowns causing program cancellations, rescheduling or restricted access to buildings such as library and community centres. While COVID-19 measures eased in the reporting period of January to June 2022 and most Council services were returned, the impact of COVID-19 remains a concern for many resident. This has resulted in lower levels of participation in local community activities and programs such as library services. Declines in visitations and loans of library

materials over the last three years is an industry trend, primarily in response to COVID-19 measures, periods of service closures, reduced hours and changes to community behaviours. The Operational Plan 2022-2023 contains many programs and strategies to increase community participation as well as patronage of the library service including trials of extended library hours.

Major Capital Works

Implementation of Hudson Park stage 1 works continued in 2021-2022. This included completion of Hudson Lake Pavilion and Fragrant Garden. The Fragrant Garden at Hudson Park opened in April 2022 at cost of \$843,000 and the Hudson Lake Pavilion was completed in April 2022. The building included a kiosk, a meeting room and male, female, family and disabled toilets.

Bad weather in early 2022 delayed the completion of the upgrading of the Hudson Park Driving Range. However, the Range was completed and opened in July 2022 at the cost of \$3 million. Works included installation of a new synthetic surface and fencing.

Consultation for Hudson Park Stage 2 works was conducted in October and November 2021. Stage 2 works concern the northern section of Hudson Park East and include additional shade and seating, off-leash dog park, BBQ and sheltered picnic areas, children's playground, outdoor fitness equipment, sports courts for basketball and volleyball, outdoor table tennis tables and toilet amenities. Work on Stage 2 commenced in early 2022.

An outdoor deck extension was added to the ground floor of Strathfield Library, which enables library patrons to undertake library activities in an outdoor setting. The deck was funded through the State Library Infrastructure grant.

Council has been working with City of Canada Bay and Sydney Water to design and construct three pedestrian bridges across Powells Creek at Lorraine, Hamilton and George Streets at Homebush. Construction of the first bridge at Lorraine Street commenced in June 2022.

An additional amenities facility and kiosk was built in Strathfield Park near Homebush Road was constructed in 2021-2022.

The proposal to construct a SES and Council Depot in Hudson Park West was withdrawn. Crown Lands, owner of the Reserve, considered the proposal to be inconsistent with the purpose of the Reserve. Council resolved in February 2022 to withdraw the Council Depot proposal. An amended draft Plan of Management was submitted to Crown Lands without the proposal in early 2022.

Local Infrastructure – works

76% of capital works set out in the 2021-2022 Operational Plan were completed. This was comprised of Drainage (100% completion), Footpaths (67%), Kerb and Gutter (67%), Road resheeting (73%). Works were delayed due to the insufficient budget allocation, continuous wet weather in the 3rd and 4th quarter of 2021-2022 and COVID restrictions in 2nd quarter 2021-2022. All road grant funded projects as part of the repair program, block grant and Roads to Recovery (RTR) were completed.


The following works were completed in 2021-2022

Type	Location
Drainage	Cave Road, Strathfield in front of 40 Cave Road
Footpath	Amaroo Avenue Strathfield - Liverpool Road to Mintaro Road
Footpath	Anselm Street, Strathfield South - from Mooney Street to Bede Street
Footpath	Bates Street Strathfield - from Badgery Street to The Crescent
Footpath	Courallie Avenue, Homebush West – From Mandemar Avenue to Telopea Avenue
Footpath	Edward Street, Strathfield South – From Dean Street to Liverpool Road
Footpath	Flemington Road, Homebush West – From Parramatta Road to Park Road
Footpath	Hillcrest Avenue, Strathfield South – From Dean Street to Hill Street
Footpath	Homebush Road, Strathfield – From High Street to Long & Mintaro Avenue
Footpath	Mackenzie Street, Strathfield – From Badgery Avenue to The Crescent
Footpath	Mooney Street, Strathfield South – From Therry Street East to End
Footpath	Water Street, Strathfield South – From Sunlea Crescent to Excelsior Avenue
Footpath	William Street, Strathfield South – From Water Street to The end
Kerb & Gutter	Ada Avenue Strathfield (from Myrna Road to Bareena Street)
Kerb & Gutter	Ada Avenue, Strathfield (from Wallis Ave to Firth Avenue)
Kerb & Gutter	Ada Avenue, Strathfield (Wilson Street to Myee Avenue)
Kerb & Gutter	Anselm Street, Strathfield South (from Bede Street to Mooney Street)
Kerb & Gutter	Bellfrog Street, Greenacre
Kerb & Gutter	Boden Avenue, Strathfield (from Newton Road to Ada Avenue)
Kerb & Gutter	Burlington Road, Homebush (from Rochester Street to Meredith Street)
Kerb & Gutter	Cotswold Avenue, Strathfield (Llandilo Avenue to Fairholm Street)
Kerb & Gutter	Dickson Street, Strathfield
Kerb & Gutter	Gregory Street, Strathfield South (from St 'Anne's Square to end)
Kerb & Gutter	Howard Street, Strathfield (Myall Crescent to Karuah Street)
Kerb & Gutter	Hudson Street, Homebush West
Kerb & Gutter	Kanoona Avenue, Homebush
Kerb & Gutter	Malvern Crescent, Strathfield
Kerb & Gutter	Myrna Road, Strathfield (Ada Avenue to Newton Road)
Kerb & Gutter	Noble Avenue, Strathfield (High Street to Amaroo Avenue)
Kerb & Gutter	The Causeway, Strathfield South
Kerb & Gutter	Torrington Road, Strathfield (The Boulevarde to Nicol Parade)
Kerb & Gutter	Vernon Street, Strathfield (from Alviston Street to Redmyre Road)
Road Resheeting	Ada Avenue Strathfield (from Myrna Road to Bareena Street)
Road resheeting	Ada Avenue, Strathfield (from Wallis Ave to Firth Avenue)
Road resheeting	Ada Avenue, Strathfield (Wilson Street to Myee Avenue)
Road resheeting	Anselm Street, Strathfield South (from Bede Street to Mooney Street)
Road resheeting	Bellfrog Street, Greenacre
Road resheeting	Boden Avenue, Strathfield (from Newton Road to Ada Avenue)
Road resheeting	Burlington Road, Homebush (from Rochester Street to Meredith Street)




Type	Location
Road resheeting	Cotswold Avenue, Strathfield (Llandilo Avenue to Fairholm Street)
Road resheeting	Dickson Street, Strathfield
Road resheeting	Gregory Street, Strathfield South (from St 'Anne's Square to end)
Road resheeting	Howard Street, Strathfield (Myall Crescent to Karuah Street)
Road resheeting	Hudson Street, Homebush West
Road resheeting	Kanoona Avenue, Homebush
Road resheeting	Malvern Crescent, Strathfield
Road resheeting	Myrna Road, Strathfield (Ada Avenue to Newton Road)
Road resheeting	Noble Avenue, Strathfield (High Street to Amaroo Avenue)
Road resheeting	Potts Street, Flemington
Road resheeting	Smallwood Avenue, Homebush
Road resheeting	The Causeway, Strathfield South
Road resheeting	Torrington Road, Strathfield (The Boulevard to Nicol Parade)
Road resheeting	Vernon Street, Strathfield (from Alviston Street to Redmyre Road)

1. Connectivity Theme

Delivery Program Principle: 1.1.1.2: Prepare short to long term infrastructure and asset strategies to support needs of growing community.

Action	Comment	Traffic Light
Review and update local infrastructure, asset strategies and plans	Condition assessment of Council road assets (including footpath, road, kerb & gutter, carparks, signs, and traffic facilities) is in progress with data completion expected in late 2022. Assessment of bridge assets commenced and condition rating of building assets to commence in late 2022. Once the assessments are completed, the asset management plans, strategies and policy will be reviewed and updated in 2022-2023.	

Delivery Program Principle 1.1.2.1: Plan and deliver infrastructure and assets to meet needs of growing population

Action	Comment	Traffic Light
Inspect and monitor Council managed infrastructure and carry out maintenance schedules and repairs/renewal where required.	Regular inspections and repairs were undertaken within Council Service levels on roads, footpaths and traffic signs. Scheduled maintenance was carried out on Council properties including air conditioning, fire services and pest treatments as well as repairs due to storm damage. Works were completed to erect shade structures in the Council Administration carpark. Capital works were implemented at Strathfield Park, Hudson Park and Main Library.	
Implement roads, footpath, drainage, kerb and gutter renewal and/or upgrades in accordance with Capital Works Program 2021-2022	76% of capital works set out in the 2021-2022 Operational Plan were completed. This was comprised of Drainage (100% completion), Footpaths (67%), Kerb and Gutter (67%), Road resheeting (73%). Works were delayed due to the insufficient budget allocation, continuous wet weather in the 3rd and 4th quarter of 2021-2022 and COVID restrictions in 2nd quarter 2021-2022. All road grant funded projects as part of the repair program, block grant and Roads to Recovery (RTR) were completed.	
Implement parks maintenance and minor upgrades	Cyclical maintenance of Council's 61 open space, parks and reserves, sportsfields and verges were undertaken during the reporting period. This included mowing, line marking, maintenance of wickets and sportsfields equipment, checks of lighting, irrigation and playgrounds. Works to improve local street and landscapes were implemented which included: upgrading of street, planter boxes and garden beds at Homebush shops and the landscaping in the Homebush West carpark, replanting of Davey Reserve Memorial, planting of new trees at Southend, Elliott Reserve	


 Completed  Cancelled  Delayed & revised/rescheduled  Progressed to 2022-23

Action	Comment	Traffic Light
	and Bark Huts and delivery of the Fragrant Garden at Hudson Park.	
Implement upgrades of Strathfield South and Homebush Town Centre commencing 2021	Works are being reviewed as a redesign and scope is required. Location of services was completed.	▼
Plan and construct new Council Depot and SES building	The proposal to construct a SES and Council Depot in Hudson Park west was withdrawn. Crown Lands, owner of the Reserve, did not support this proposal and additionally, Council resolved in February 2022 to withdraw the Council Depot proposal. Crown Lands were notified, the proposal removed from the draft Plan of Management. The draft plan is currently under assessment and will be publicly exhibited once approval is received from Crown Lands.	▲
Construction of three pedestrian bridges across Powells Creek at Lorraine, Hamilton and George Streets connecting Strathfield and City of Canada Bay LGA (Parramatta Road Urban Amenity Improvement Plan PRUAIP)	Council is currently in the process of delivering three pedestrian bridges: <ul style="list-style-type: none"> • Lorraine Street • Hamilton Street • George Street Lorraine Street Bridge has been installed and access to the bridge is now being programed. Hamilton Street will be reinstalled in September. The bridge at George Street is still subject to approval.	▼
Upgrade Parramatta Road public domain at Station Street and between George St and Smallwood Ave (PRUAIP)	Works are out for Tender. Anticipated commencement of the project is October-November 2022.	▼

Delivery Program Principle: 1.1.2.2: Plan and deliver major community and recreational facilities


Action	Comment	Traffic Light
Plan and progress Hudson Park projects including fragrant garden, courts and redevelopment of golf driving range	The Hudson Lake Pavilion and Fragrant Garden was opened in 2022. The upgrade of the Golf Driving Range was delayed due to weather but opened in July 2022. Preliminary works were commenced for Hudson Park Stage 2, which includes courts.	◆

● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23



Action	Comment	Traffic Light
(conditional on funding availability)		
Complete building and fitout of new Strathfield Park Public Amenities Building and Kiosk	The amenities facility and kiosk was built in Strathfield Park near Homebush Road in 2021-2022.	

 Completed  Cancelled  Delayed & revised/rescheduled  Progressed to 2022-23



Delivery Program Principle: 1.2.1.1: Make representations to NSW Government on regional transport planning and services affecting Strathfield LGA

Action	Comment	Traffic Light
Make representations and engage with the NSW Government concerning integrated and interchange transport planning, service delivery and improved timetabling of rail services	Ongoing representations made to NSW Government, Department of Planning and Transport for NSW (TfNSW).	


Delivery Program Principle: 1.2.1.2: Maintain and embellish regionally connected cycleways

Action	Comment	Traffic Light
Maintain and upgrade cycle and pedestrian pathways along Cooks River and Powells Creeks	Minor repairs were undertaken and lighting review is underway. Report to be provided to Council in September 2022.	
Improve and upgrade cycleway and Bridge Road domain (GCS program 2021)	The project has been reviewed and works are out to Tender. This is anticipated to commence in October-November 2022.	

Delivery Program Principle: 1.2.2.1: Plan and implement Integrated and connected public and private transport networks in Strathfield LGA

Action	Comment	Traffic Light
Operate and monitor usage and timetabling of the Strathfield Connector Bus service.	During the reporting period, a total of 17,168 passengers were transported on the Blue Route and 26,377 on the Red Route. There was a total of 43,545 passengers during the reporting period. Council resolved in May 2022 to review the Connector Bus routes and service.	
Review and implement priority actions of Active Transport Plan	Priority items from the Active Transport Plan are under assessment and programming.	

Delivery Program Principle: 1.2.2.2: Manage and provide accessible parking in high demand areas

Action	Comment	Traffic Light
Monitor parking strategies and programs that address traffic movement and parking accessibility	Regular meetings of the Traffic Committee were held once a month. Actions arising from traffic committee meetings have been implemented.	

 Completed  Cancelled  Delayed & revised/rescheduled  Progressed to 2022-23

Action	Comment	Traffic Light
Manage and patrol traffic and parking in areas with high volume movement or parking demand eg schools, shopping areas, town centres, transport hubs, parks and sportsgrounds	Patrols of school zones, shopping centres and areas of concern are regularly scheduled by Council's parking officers to improve safety of traffic and pedestrian access. All scheduled patrols were achieved during the reporting period.	●

Delivery Program Principle: 1.2.2.3: Plan and implement programs to improve road safety



Action	Comment	Traffic Light
Prepare and deliver annual roads safety program and audit traffic signs, road markings and maintenance	Road safety programs have been completed.	●

Delivery Program Principle: 1.3.1.1: Identify and implement technologies and strategies to transform services and public access

Action	Comment	Traffic Light
Maintain and improve the public Wi-Fi infrastructure	Council offers free public Wi-Fi with 13 access points at the Council Chambers including the Town Hall, High St Community Centre, Strathfield Library and Strathfield Square. Data is not currently available for High St Centre and Strathfield Square Wi-Fi usage, numbers of users on system and any other relevant statistics. Between 17 and 23 August 2022, 283 devices accessed the free Wi-Fi at the Town Hall, Council Chambers and Strathfield Library.	●
Implement upgrades to Council's corporate systems to improve efficiencies and capacity	During the reporting period, Council implemented the following new systems: * a new EDMS system called 'CM10', which integrates with many Council systems and records from the previous EDRMS system were migrated into this system * a new Security Information and Event Management (SIEM) to centralise, correlate, and analyse data across the IT network to detect security issues * the Authority system was updated to the latest patch and commenced implementation of a Debt Recovery Module to enable better management of debt recovery activities * NSW ePlanning Portal Stage 2 Integration and DA Enquiry on website were completed * Website Health Check completed and improvements made	●

● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23


Delivery Program Principle: 1.3.1.2: Provide informative, accurate and timely communications

Action	Comment	Traffic Light
Provide regular updates to the community on actions, proposals and decisions affecting the local community	During the reporting period, Council provided updates on 56 Council initiatives. This included development proposals, projects and amendments to plans and policies. Additionally, 11 'Have Your Say' pages were established for Council projects.	
Review communication strategies. Maintain, monitor and issue Council's communications including print, website, social media ensuring information is available and up-to-date	During the reporting period, a total of 26 issues of the weekly e-News were published with an additional 4 electronic direct mails (EDM) advertising projects or events. 562 updates of the Council websites were issued. 706 Social media updates were issued across Facebook, Twitter and Instagram. 7 ads were published in CALD media and 7 letterbox drops were issued.	


 Completed
  Cancelled
  Delayed & revised/rescheduled
  Progressed to 2022-23

2. Community Wellbeing Theme


Delivery Program Principle 2.1.1.1: Plan and facilitate community development programs that promote connected and socially cohesive communities.

Action	Comment	Traffic Light
Facilitate and in partnership with key stakeholders, the use of Council's community facilities to provide program and services to meet the needs of local community including Homebush West community centre, Bates St Community Centre and High St Centre.	During the reporting period, Council provided community development programs in partnerships with key stakeholders at Council's Community Centres. These included 'Stepping On' with Sydney Local Health District at Bates St Centre and the Business Administration Course with ASTUTE Training at High Street Community Centre.	

Delivery Program Principle 2.1.2.1: Support and provide opportunities for carers and people with a disability to participate in community life.


Action	Comment	Traffic Light
Facilitate and in partnership with disability and carer providers, promote disability inclusion, provide information and address actions in Council's Disability Inclusion Plan	During the reporting period, the Monthly NDIS Connection Desk operated at Strathfield Library in partnership with Settlement Service International. Programs supporting disability inclusion and information included Settlement Services International Entrepreneurship Program, All Abilities Touch Football Program, and Physical Disability Council of NSW workshops for people with a disability and their carers and Australian Centre for Disability Law workshops.	

Delivery Program Principle 2.1.2.2: Support an age friendly community to facilitate social connections, healthy and independent lives for older residents


Action	Comment	Traffic Light
Facilitate and work in partnership to provide programs and events to support older residents	During the reporting period, Council provided community development programs in partnerships with key stakeholders at Council's Community Centres. These included 'Stepping On' with Sydney Local Health District at Bates St Centre and the Business Administration Course with ASTUTE Training at High Street Community Centre. Senior's wellbeing workshop was facilitated online by the Resilience Centre. Free online exercise classes for seniors were run by SHARE (who has run programs in our facilities for seniors previously) and promoted by Council.	

 Completed  Cancelled  Delayed & revised/rescheduled  Progressed to 2022-23

Delivery Program Principle 2.1.2.3: Provide opportunities for social inclusion and connection for CALD communities, particularly new settlers.

Action	Comment	Traffic Light
Facilitate programs and partnerships to support CALD community and new settlers	<p>Two workshops were held by Diabetes NSW & ACT at Strathfield Library. Both of these sessions were held in Mandarin. The first workshop was about general diabetes management, healthy eating and physical activity and the second was targeted towards diabetes in pregnancy (gestational) and family support. Both sessions included a trained educator that targeted culturally specific foods, and methods to incorporate healthier living for a person with diabetes and their support network (carers, parents, partners etc).</p> <p>The Discover Your Council booklet was translated into 3 languages representing the top languages spoken at home in the Strathfield LGA - Chinese simplified and Korean. Promotion of Aboriginal and Torres Strait Islander resources and books with a display at Strathfield Library for National Reconciliation Week. Funding given to Koori Kids for NAIDOC Week school initiative. Promotion of the Usman Khawaja Foundation cricket program run by Australian International Sports Organisation.</p>	

Delivery Program Principle 2.1.2.4: Facilitate programs and services for children and their families.

Action	Comment	Traffic Light
Facilitate programs that support children and their families	<p>The Children and Youth Drop-In program was regularly held on Thursday afternoons at Strathfield Library. The program was opened to children as well as young people to accommodate the children in the library space wanting to be involved. Additionally, during school holidays this space was opened earlier and on other days for children, young people and their families to utilise in a social/recreational manner. Brush, Book, Bed program delivered in partnership with the Sydney Local Health District at Integricare Preschool, Homebush. This program promotes good oral hygiene, literacy and regular bed times. School holiday movie program run during July school holidays at Strathfield Library in partnership with Strathfield Library programs team. 27 children were in attendance.</p> <p>Promotion of resources from E-safety Commissioner for children and families for Safer Internet Day 2022. The draft Child Protection Policy was presented to the June 2022 Council meeting and placed on public exhibition. Healthy Relationship packs were distributed from Strathfield Council Library and Innovation Hub to promote health relationships among families in the Strathfield LGA. Many resources and games were provided in these packs. Advocate for Children</p>	

● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23

Action	Comment	Traffic Light
	and Young People resources for children and young people were promoted to use during lockdown from various organisations.	

Delivery Program Principle 2.1.2.5: Facilitate programs and services for young people

Action	Comment	Traffic Light
Facilitate programs and events that meet the needs of young people	During the reporting period, two Youth Week events were held in April 2022 which involved two movie afternoons at Strathfield Library. Meetings of the Strathfield Collaborative Youth Group meetings continued. Children and Youth Drop-In continued weekly on Thursday afternoon/evenings at Strathfield Library.	●

Delivery Program Principle 2.1.3.1: Develop or support programs to encourage community participation


Action	Comment	Traffic Light
Manage and facilitate volunteer programs for Council and with local community based and not for profit organisations	29 volunteers recruited for the Strathfield Council Cooks River Fun Run in June 2022. 3 volunteers recruited for the programs and activities that are being run by Strathfield Council Library & Innovation Hub. Bushcare program relaunched with 9 volunteers recruited for first event in Mason Park in July 2022. 120 volunteers registered for National Tree Day on 31 July 2022. Preparation for reopening of the Community Garden Program and Volunteer Networking Dinner Event.	●
Coordinate participation and activities for a Strathfield community choir	The operation of the Community Choir was affected by COVID measures from July to November 2021, but was able to return to in-person live practice. However, some performances were cancelled due to COVID outbreaks. Attendance of choir members increased to 22 on average and performances have been scheduled at events in late 2022.	●

Delivery Program Principle 2.1.3.2: Provide financial assistance and incentives for local community programs and events



Action	Comment	Traffic Light
Review, promote and administer local community grants	Council awarded a total of \$47,200 in community grants to 18 community groups and organisations. The program helps all facets of our community including children, youth, seniors, CALD, low socioeconomic and more. All of the 2021-2022 community grant were acquitted by the recipient organisations. The 2022-2023 community grants were promoted to the past four year recipients and local community organisations/groups.	●

● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23

Delivery Program Principle 2.2.1.1: Review planning strategies for open space, community and recreational facilities.

Action	Comment	Traffic Light
Review planning strategies and management plans for parks and open space, community and recreational facilities to protect and beautify Strathfield's parklands and open areas.	Draft Plans of Management for Strathfield Park, Bressington Park and Hudson Park were prepared and submitted to Crown Lands for review. On advice of Crown Lands, amendments have been made to draft plans and resubmitted for their approval, which is required before draft plans are placed on public exhibition before adoption by Council. Plans of Management concerning community land located near Powells Creek, Inveresk Park, Cooks River Natural Area Corridors and Coxs Creek Reserve are under review and community consultation has been planned as part of the review of these Plans.	

Delivery Program Principle 2.2.1.2: Manage and optimise use of parks, sportsgrounds and recreational facilities

Action	Comment	Traffic Light
Manage hire and agreements for formal use of sportsgrounds, parks and facilities	Council provided sporting, recreational and community clubs and organisations access to sportsgrounds and recreational facilities. During the reporting period, 73 sporting organisations were able to use Council's sporting facilities. Council's grass fields were booked to 100% capacity and the synthetic fields were booked for 70% of the available time, the majority of the remaining 30% booking time was free during week days. The most used sporting fields were Hudson Park at 45 hours per week, Begnell Field 38 Hours per week, Strathfield Park 37 hours per week and Bressington Park 19.5 hours per week. 86 venue and facilities were made by 37 different hirers during the reporting period. Council also had 23 active Lease and Licence Agreements during the reporting period.	
Monitor and maintain parks, amenities and recreational facilities to a high standard.	Monitoring was carried out across Council's 61 open spaces, parks and reserves, sportsfields and verges along with the upgraded garden beds at Homebush shops.	

● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23

Delivery Program Principle 2.2.2.1: Facilitate community participation and partnerships to promote active and healthy living programs

Action	Comment	Traffic Light
Promote programs and work with local sporting and recreation organisations to deliver learning, health and social wellbeing for general community and specific target groups	<p>Council facilitated community partnerships and participation in a number of events and programs to promote active and healthy living which included:</p> <ul style="list-style-type: none"> - Safer Internet Day with E-safety Commissioner resources - Digital Tutoring and Life Skills - Bright Minds Club - 2022 Infrastructure Traineeship for school leavers - Virtual Stepping On program - Sydney Local Health District - Healthy and Active for Life Online Program - Sydney Local Health District - Disability Entrepreneurship Program - Settlement Services International - All Abilities Touch Football Program - Disability workshops - Physical Disability Council of NSW - Disability workshops - Australian Centre for Disability Law - Men's Health Week information - Lifeblood donation - Head to health mental health support - Federal Government - Usman Khawaja Foundation – Cricket Program 	

Delivery Program Principle 2.3.1.1: Liaise with key stakeholders and implement community safety programs eg police

Action	Comment	Traffic Light
Work in partnership with Police to deliver community safety education campaigns on issues of community concern.	Two Community Safety Audits were completed at Courallie Ave, Homebush West + Austin Park, and The Crescent + Eastbourne Road Homebush West. No campaigns were completed during this time due to lockdown. However, issues from these two safety audits were flagged within Council to be followed up by relevant departments.	

Delivery Program Principle 2.3.2.1: Plan and deliver community safety strategies and actions

Action	Comment	Traffic Light
Implement actions prioritised from Strathfield Community Safety Plan including safety audits	<p>The Community Safety and Precinct Committee (CSPC) includes Strathfield and Cumberland Council staff, Sydney Markets, Auburn PAC Crime prevention office, Auburn PAC Superintendent Commander and MP electoral personnel. Meeting was held on 25/02/2022, with agreed actions to proceed community education sessions for community policing to begin in July 2022.</p> <p>Community safety audit was completed for St Anne's Reserve, Strathfield South by Auburn PAC. Improved maintenance was recommended including ensuring lighting wasn't concealed and adjusted for night-time hours, landscaping care with lopping of trees and clearing of garden</p>	



Completed Cancelled Delayed & revised/rescheduled Progressed to 2022-23

Action	Comment	Traffic Light
	<p>beds to avoid concealment for criminal activity and removal of graffiti from some tables/benches to prevent antisocial behaviour/further vandalism.</p> <p>Promoted police factsheets on preventing parcel theft on social media and website in April 2022, covering home security devices, click & collect services, parcel delivery boxes, signature confirmation of delivery, and secure location preferences. Other resources promoted by NSW Police include 'Protecting your Tools', 'Buy, Swap and sell smart', 'preventing food delivery theft' and 'Buy, swap and sell vehicle smart' factsheets. These were promoted through social media channels and via community organisations in the Strathfield LGA.</p> <p>Completed rough sleeper street count with Department of Communities and Justice on 21 February 2022. There was 1 person recorded in the Strathfield LGA on this evening count, which is the same recorded figure from the previous year.</p> <p>Rough sleeper flag system continued throughout Council. There was 2 internal reports of a rough sleeper (one in Strathfield Square and other in Strathfield Library), which were reported to Wesley Mission and DCJ HOST teams - search for rough sleeper was conducted but unable to locate persons given transient nature of people experiencing homelessness. This flag system was promoted to the Strathfield community also.</p>	


Delivery Program Principle 2.3.2.2: Maintain safe public areas in Strathfield

Action	Comment	Traffic Light
Maintain and implement CCTV programs in town centres and key locations and support community safety programs	Council operated over 130 CCTV cameras across the Strathfield LGA. 20 requests were received in 2021-2022 for access to CCTV footage.	●
Review street and park lighting and action changes as required	Review to be undertaken of all cycleway lighting and efficiency.	▼

● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23

Action	Comment	Traffic Light
Manage effective tree pruning programs in streets and public areas	Completion of 42 pruning permits, 10 tree removal DA's and 5 referral comments to the Planning Team. Currently undertaking a large planting project and have installed 406 trees in the Strathfield South, Greenacre and Belfield areas. Re-active maintenance has been undertaken throughout the LGA in multiple parks including Hudson Park, Airey Park, Bark Huts and Ismay Reserve. Council has been approved for a tree inventory and is currently in the procurement phase of the project, this will give Council clear data on the Urban forest and assist with future management decisions. A street tree pruning specification and route for proactive maintenance has been developed and is ready for tender process. 82 Tree removal application DA's approved for 2022, cyclical maintenance carried out for maintenance period in Strathfield, Mason and Bressington Gardens.	
Respond and address anti-social behaviours, graffiti, vandalism and illegal waste dumping and support community safety initiatives. Continue the night patrols introduced in 2020.	Investigation and actions on illegal dumping, parking and breaches of development consent was conducted by Regulatory Officers resulting in successful prosecutions. Council focused on illegal dumping and Multi-Unit Dwellings in Homebush West with hand delivered information flyers and liaison with Strata Managers, programs in Strathfield South to reduce illegal dumping of household waste and reduction of litter around Flemington Station. Actions taken to remove abandoned trolleys and vehicles from footpaths, verges and streets.	




Delivery Program Principle 2.3.3.1: Prepare plans and support local emergency management

Action	Comment	Traffic Light
Participate and work in partnership to implement local emergency management plans, educate community and respond to emergencies.	In addition to attending quarterly Local Emergency Management Officer (LEMO) meetings, Council also participated in the Regional Emergency Management Meetings.	



 Completed
  Cancelled
  Delayed & revised/rescheduled
  Progressed to 2022-23

3. Civic Pride and Place Management Theme

Delivery Program Principle 3.1.1.1: Plan and implement strategies and projects to revitalise Strathfield's Town and Village Centres

Action	Comment	Traffic Light
Centres Strategy developed 2021 and monitor plans for upgrading Strathfield Town Centre and integrating transport services	Draft Commercial Centres Strategy completed. Further studies and analysis required in 2022-2023 due to insufficient evidence base to support the master planning and implementation of Council's commercial centres.	
Dedicate resources to and promote cleanliness and safety in town and village centres in the Strathfield LGA.	During the reporting period, Council's Cleansing team completed daily cleansing of the five major centres in the Strathfield LGA.	
Manage and monitor footpath trading, leases and promote alfresco dining in town centres	A total of 51 outdoor dining and footpath trading agreements were in place during the reporting period.	

Delivery Program Principle 3.1.2.1: Develop and manage Strathfield place promotion

Action	Comment	Traffic Light
Implement programs that promote Strathfield LGA	<p>During the reporting period, NSW Government's Festival of Place, 'Street Festival 2140' was held on successive weekends over March and April 2022 to promote the shopping areas of Homebush and Homebush West to the rest of the Strathfield LGA and the wider Sydney. There was extensive coverage of the events including in newspapers, event listing websites, blogs, social media and digital media.</p> <p>The Cooks River Fun Run was held on 19 June 2022 and showcases the Cooks River and the Bay-to-Bay walkway. Over 500 people participated in activities including a 5km and 10km run, a 5km walk, and a 2km kids run, which ensures there are activities for all levels of ability. The event was sponsored by Cooks River Alliance and Rise Personal Training and Fitness as well as charity partner Bowel Cancer Australia who were all on site.</p>	
Review and upgrade gateway and directional signage in key sites and town centre locations. Investigate integration of	Signage has been finalised and ordered. Installation will occur in this period. Electronic signage was reviewed and delayed due to budget implications.	

 Completed  Cancelled  Delayed & revised/rescheduled  Progressed to 2022-23

Action	Comment	Traffic Light
electronic signage to promote events and provide timely information.		
Provide festive decorations at Strathfield Council Chambers, retail precincts and selected residential streets during Christmas/New Year season	Installation of decorations for the 2021-2022 Christmas period commenced in mid-November and removed in early January 2022. 4 Christmas trees were installed at Strathfield Square, Strathfield Town Hall, Rochester St Homebush and outside the Flemington rail station in Homebush West. Approx. 300 garlands were hung from shop awnings across the LGA. Work commenced in early 2022 for the Christmas season 2022-2023 including a new tender.	●

Delivery Program Principle 3.1.3.1: Implement programs to educate, improve and monitor business regulation compliance

Action	Comment	Traffic Light
Implement inspections of food businesses and achieve 80% of 3 stars and above Food Safety 'Scores on Doors' program	88% of food businesses achieved 3 stars or above (out of five) in the Scores on Doors Program. Council officers inspected a total of 139 food shops, 11 childcare centres, and 2 mobile food vans inspected. 17 food inspections resulted in a failed inspection. Council carefully monitored businesses which failed to meet standards and investigated 8 food related complaints. A total of 12 improvement notices, 2 warning letters were issued. Targeted education was undertaken onsite at premises that were subject to warning letter or improvement notices.	●
Conduct Business Compliance Environmental Audit and Monitoring Audit	Business compliance and environmental audits were completed. This included 30 inspections of water cooling systems across 16 sites within the LGA. Council inspectors audited records to ensure that routine activities including monthly water sampling, scheduled maintenance and cleaning were documented. 100% were found to be compliant therefore no warning letters issued regarding non-compliances were required. A total of 13 businesses that conduct skin penetration procedures were inspected. 10% failed their inspections which resulted in one warning letter being issued.	●


● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23

Delivery Program Principle 3.2.1.1: Promote and provide library and information services to meet community and cultural needs


Action	Comment	Traffic Light
Design and deliver programs that facilitate learning, literacy and technology across all ages and groups including children, youth, adults, disabilities, seniors and cultural and linguistic diversity	<p>Regular programs to support pre-school children and their families were held at the Library, which included: 19 Baby Bounce sessions with total attendance of 160, 18 Toddler Time sessions with total attendance of 148, 19 Storytime sessions with total attendance of 270 and National Simultaneous Storytime attendance of 14. A new bi-lingual in Korean language was launched with a total of 5 sessions held with 33 attendees.</p> <p>Programs for primary school children included: Reading Buddies with Duke of Edinburgh volunteers restarted with 10 sessions with 43 total participants. 4 Holiday craft sessions were held with 67 total participants. New Lego Club Afterschool and 4 Holiday sessions held with 42 total participants.</p> <p>52 Justice of the Peace sessions provided by NSW JP Association with 420 total participants. 13 Book club meetings with 66 total participants. 13 Conversation Club sessions provided by MetroAssist with 182 total participants.</p> <p>Services for seniors included providing 15 Tech Savvy Senior sessions (5 Chinese, 5 Korean, 5 Tamil participants) with 89 total participants and 15 members of Home Library Service with a total of 90 deliveries.</p>	
Provide information services, including loans, reference services, target group collections and digital resources	During the reporting period, there were 47,894 physical loans and 5,510 electronic loans from the Strathfield Library Service. A total of 778 new members joined the service. There was a total of 33,304 visits and 3,087 physical items purchased for the collection. The Library service provided themed displays for target groups and events including Library Lovers Day, International Women's Day, Harmony Week, May the 4th be with you, Lego Club/Cooks River Fun Run cross promotion, National Reconciliation Week, NAIDOC Week and Pride Month.	

● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23

Delivery Program Principle 3.2.1.2: Facilitate and deliver programs to embrace and celebrate culture

Action	Comment	Traffic Light
Coordinate and present exhibitions and programs promoting cultural, artistic and historical information and works	A number of exhibitions were held in the Ironbark Gallery of the Strathfield Library in 2021-2022 which showcased arts, culture and historical themes. During the reporting period, the 'Historic Houses of Strathfield' from Strathfield-Homebush District Historical Society was held from 16 Dec 2021 - 06 Feb 2022; Elementals: Stefanie Ferguson, intersection of drawing and ceramics, 11 February – 10 April 2022. Making Memories: Shine Art Academy, showcased the recent artworks of both students aged 5 to 16 years and their teachers, 14 April – 12 June 2022.	

Delivery Program Principle 3.2.2.1: Promote and facilitate events that respect and recognise civic and community achievements

Action	Comment	Traffic Light
Undertake recognition and celebrate civic and community achievements	During the reporting period, four Citizenship ceremonies were held with a total of 156 Conferees. During 2021-2022, 647 conferees received Australian Citizenship at a ceremony held at Strathfield Council. COVID-19 measures affected the holding of ceremonies until December 2021 and these were managed online, but in the period January to June 2022, ceremonies were again held in-person at the Strathfield Town Hall. Backlogs were addressed and ceremonies are now up to date.	

Delivery Program Principle 3.2.2.2: Facilitate events to connect and strengthen the community

Action	Comment	Traffic Light
Design, facilitate and promote events that provide a range of opportunities for community participation	Strathfield Council re-instated events this period with 3x Strathfield Nights live music events in Strathfield Square on Saturdays 15, 22, 29 January 2022 (300-400pax each event). Australia Day was held at Strathfield Park on 26 January (2,000pax). Movies in the Park occurred on 26 January as part of the Australia Day event, however was washed out in February and cancelled in March due to conflict with Street Festival 2140. International Women's Day was on 8 March 2022 (90pax). Cooks River Fun Run was on 21 June (500pax). Council also held Street Festival 2140 as part of the NSW Government Open Streets grant.	



 Completed
  Cancelled
  Delayed & revised/rescheduled
  Progressed to 2022-23

Action	Comment	Traffic Light
	This event was held across 5 weekends in Homebush and Homebush West and attracted crowds of up to 5,000pax across the entire event. Surveys responses were positive.	


● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23

4. Liveable Neighbourhoods Theme



Delivery Program Principle 4.1.1.1: Prepare, review and implement planning controls that respect local character, heritage and deliver quality liveability, aesthetics and sustainable development in the Strathfield LGA

Action	Comment	Traffic Light
Completion of heritage study in 2021	Draft study of existing Local Heritage items and Heritage Conservation Areas completed and presented to Councillors in 2021. The study will be publicly exhibited as part of the exhibition of the Strathfield LEP 2021 review	
As part of LEP review and preparation, undertake associated reviews and studies including but not limited to review of conflicts arising from zoning	Further studies and analysis is required due to insufficient evidence base to support implementation of strategies and allocation of further resources. Strategies identified and included in Operational Plan 2022-2023.	

Delivery Program Principle 4.1.1.2: Work with the NSW Planning and Greater Sydney Commission planning strategies to deliver quality design and development outcomes in Strathfield LGA

Action	Comment	Traffic Light
Finalise and implement new Local Environmental Plan (LEP) and prepare Development Control Plan (DCP).	Conditional Gateway Determination was issued in April 2022. Council Planning team has an on-going representation with state agencies to satisfy the conditions of gateway determination and satisfy the approved timeframes. Review of DCP will commence once the LEP is exhibited. Continue in Operational Plan 2022-2023.	

Delivery Program Principle 4.1.2.1: Provide and monitor effective and efficient planning and development

Action	Comment	Traffic Light
Advertise and notify development proposals on Council's website and in accordance with Community Participation Plan guidelines.	All development applications were notified in accordance with Council's Community Participation Plan. With the introduction of the new Development Application (DA) tracker, the public can view all associated documentation and make a submission through the tracker. Applications required to be advertised were placed on the Public Notice section of Council's website.	
Assess and determine development applications and planning proposals	Management of applications through the NSW Planning Portal. Monitoring of applications lodged, determined and overall assessment timeframes. Internal procedures and processes reviewed to ensure assessment of applications is in line with Departmental Best Practice Guidelines	

● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23

Action	Comment	Traffic Light
Provide support for planning panels	Continuous and on-going representation and support to the Planning Panels as required, including the Sydney East Planning Panel, Strathfield Local Planning Panel, Design Review Panel and Internal Development Assessment Panel.	●

Delivery Program Principle 4.1.3.1: Develop plans and make representations to improve housing affordability

Action	Comment	Traffic Light
Work with State Agencies and advocate to NSW Government for programs to support housing affordability	Continuous and ongoing representation was made to state authorities.	●

Delivery Program Principle 4.2.1.1: Provide effective waste management and street cleaning services

Action	Comment	Traffic Light
Provide general and green waste, recycling and on-call collection services to residential properties	<p>A total of 3594 on-call Clean Up collection services were scheduled during the reporting period, collecting a total of 641 tonnes. There were also 45.78 tonnes of mattresses recycled.</p> <p>Council's waste service collected the following tonnages:</p> <ul style="list-style-type: none"> • Garbage: 4,924.23 tonnes • Recycling: 1,203.33 tonnes • Vegetation : 1,465.02 tonnes • Public/Park bins collected on weekends: 103.88 tonnes • Illegal dumping: 122.06 tonnes • Street sweeping 195.64 tonnes <p>The Return and Earn collected 1,969,570 items measuring 126.24 tonnes during the reporting period.</p>	●
Prepare and implement programs in accordance with Waste Management Plan	<p>Council operated regular weekly red bin and fortnightly yellow and green bin collections. There were 3594 on-call clean up collections.</p> <p>694 of illegal dumping reports were investigated and actioned. Council inspected 25 Medium Unit Dwellings (MUDs) on a weekly basis. 18 households requested compost bins. 35.85% of waste was diverted from landfill.</p> <p>Clean Up Australia Day was held in February 2022. Homebush West Industrial Area Litter Project</p>	●

● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23

Action	Comment	Traffic Light
	reduced 92% litter count in the industrial area (99% volume reduction) and 69% litter item reduction on Residential areas around Sydney Markets (97% litter volume reduction). Recycling Stations for clothes, e-waste, light globes, CDS/DVDs, printer cartridges, mobile phones, X-rays and batteries. Strathfield 'Enviro Squad' school program was rolled out into four schools with a 70% participation rate.	
Manage street sweeping programs	Street sweeping and gutter cleaning of the LGA's 239 streets and roads operated to schedule. Materials from street sweeping and drainage/gutter cleaning recycled totalled 195.64 tonnes. Town centres, bus shelters and public places cleaned and litter picked up daily.	●

Delivery Program Principle 4.2.2.1: Review and deliver public health and pollution control programs

Action	Comment	Traffic Light
Investigate and monitor pollution events and take action on compliance breaches of the POEO Act 1997	15 pollution complaints were received and actioned by Environmental Services. Further action of these complaints includes referral to Hazmat and the relevant combat agency.	●
Investigate complaints and/or breaches of permits	Environmental Services is the Appropriate Regulatory Authority (ARA) for underground petroleum systems within the Strathfield LGA. The LGA has 11 sites that are monitored. All sites had adequate loss monitoring system, fuel operation plan, and leak detection system. No breaches of permits were found.	●

Delivery Program Principle 4.2.2.2: Implement and enforce responsible animal management program

Action	Comment	Traffic Light
Deliver responsible animal management programs	A total of 69 companion animals (dogs and cats) were impounded with 53 animals rehomed. There were 12 dog attacks investigated and actioned. Review of program and policy scheduled for 2022-2023.	●

Delivery Program Principle 4.2.2.3: Maintain high standards of public domain maintenance

Action	Comment	Traffic Light
Implement public domain maintenance programs	Council's Cleansing Team undertook daily cleansing of the 5 major centres and 9 bus shelters within the Strathfield LGA.	●

● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23

Delivery Program Principle 4.3.1.1: Prepare and monitor plans to improve and protect Strathfield's ecological habitat and aquatic systems

Action	Comment	Traffic Light
Continue restoration and/or naturalisation projects at Mason Park Wetlands, Cooks River and Cox's Creek with Sydney Water	Ongoing bush regeneration works continue. Additional tree planting undertaken along the Cooks River. Works undertaken at Mason Park to manage mangroves and community education. Beehives were installed at Cox's Creek Reserve.	●
Address rubbish dumping in Cooks River in accordance with Waste Strategy	Council liaised with Sydney Water and the City of Canterbury-Bankstown Council to address litter flowing downstream into the Strathfield LGA area. Council participated on the Cooks River Alliance Litter Strategy Committee. Work is being undertaken to analyse viability of litter traps/boom traps installation and maintenance.	●

Delivery Program Principle 4.3.1.2: Work in partnership with key stakeholders and community to maintain, restore and improve natural environment


Action	Comment	Traffic Light
Participate in multi-council and regional partnerships to improve urban ecosystems across regional or catchment areas.	Council works in partnerships with a number of regional networks and organisations to maintain, restore and improve the natural environment including the Cooks River Alliance, Sydney Weeds Committee and Department of Planning and Environment on biosecurity. Council resolved in June 2022 to rejoin the Parramatta River Catchment Group.	●
Promote and manage National Tree Day, volunteers and Bushcare programs to align with Council's biodiversity and conservation	Due to COVID-19 measures National Tree Day and Bushcare programs were cancelled and/or postponed. Work undertaken preparing for events in second half of 2022. Works undertaken at Cox's Creek Reserve and Mason Park Wetlands to improve habitat. Inspections conducted at Sydney Flower Markets and plant trading businesses to detect priority weeds.	●

Delivery Program Principle 4.3.2.1: Plan and facilitate environmental community education and information programs

Action	Comment	Traffic Light
Engage with schools and general community in programs concerning environmental and stormwater education	Strathfield Enviro Squad Program was rolled out in four schools with 70% participation rate.	●

● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23



Delivery Program Principle 4.3.3.1: Develop and implement energy savings and resource efficiency programs

Action	Comment	Traffic Light
Make representations to State and Federal Governments for incentivisation of waste recycling and develop and implement local resource savings and efficiency programs.	Council has been active in the participation and review of domestic waste management best practice and is furthering circular economy projects. Work commenced on preparation of a Climate Change Strategy, which is identified in the 2022-2023 Operational Plan.	


● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23

5. Responsible Management Theme



Delivery Program Principle 5.1.1.1: Consult and engage with the community on significant plans and policies and take action on community priorities

Action	Comment	Traffic Light
Prepare and implement community engagement processes for major projects and proposals. Utilise community panel for feedback and validation. Investigate engagement tools and applications that incorporate community languages.	Community engagement for the Community Strategic Plan was finalised in February 2022. This included stakeholder interviews, surveys and focus groups. Three surveys were conducted - 2 external on Council performance and Living in Place, the third a general community survey was managed in-house and all households in the LGA were notified of the survey in addition to website and social media. The results of the engagements were incorporated into preparation of the new Community Strategic Plan and Delivery Program/Operational Plan actions (the scope and results from these engagements is outlined in the Community Strategic Plan Strathfield 2035 which was adopted in June 2022). While surveys were issued in community languages, very few were completed and returned in languages other than English. Some of the consultation processes utilised translators for discussions with people with no or minimal English speaking skills. Membership of the Community Panel was updated and members were approached to participate in the community engagements for the Community Strategic Plan.	
Make representations on issues of relevance to Strathfield LGA where required.	Council advocated to the NSW Government and agencies on planning issues. A submission was lodged to the Geographical Names Board on the proposal to rename Belfield to Strathfield South in March 2022. Response from GNB required further notification process by Council of responses to the proposal. Resolution of issue continuing into 2022-2023.	




Delivery Program Principle 5.1.2.1: Facilitate Council and Committee meetings and ensure compliance with statutory and policy obligations

Action	Comment	Traffic Light
Administer Council meetings including live broadcast of meeting proceedings	Five Ordinary Meetings were held during the reporting period and an extraordinary meeting was held on January 12 2022 to elect the Mayor and Deputy Mayor following the Council election in December 2021. All Council meetings were live broadcast.	

 Completed  Cancelled  Delayed & revised/rescheduled  Progressed to 2022-23



Action	Comment	Traffic Light
Publish and Council business paper and issue minutes within timeframes	During the reporting period, Council held five ordinary Council meetings and one extraordinary Council meeting. All business papers and subsequent minutes were issued within timeframes. These Meetings resulted in 125 resolutions of Council being passed. 22 actions are still in the process of being actioned.	
Facilitate and support Council advisory committees	Council resolved in February 2022 to establish the Local Economic Development and Partnership Advisory Committee, Multicultural and Diversity Advisory Committee and Wellbeing Advisory Committee. Expressions of Interest (EOI) issued to invite community members to nominate for the committees. Terms of Reference have been developed for these Committees outlining the responsibilities for each Committee and its members. In collaboration with the Manager Library and Information Services, Corporate Services is facilitating and supporting the committees. The first meetings are scheduled for August 2022.	

Delivery Program Principle 5.1.2.2: Provide support to Councillors in order to perform and meet their responsibilities


Action	Comment	Traffic Light
Undertake Councillor Induction programs post-election and manage and report on ongoing Councillor learning and development programs.	The Council election was held in December 2021. Prior to the election, a number of pre-election information sessions on the electoral process, role of councillors and Code of Conduct were conducted. Councillors had a two day induction session and received a Councillor Handbook Guide and are provided ongoing learning and training opportunities through Local Government NSW.	
Provide timely and accurate information to Councillors and, utilise informal settings to encourage constructive participation and open discussions.	Workshops were held on the third Wednesday of each month to provide briefings to Councillors and covered reports requested through Council resolutions as well as important issues facing Council. These Workshops provide information and enable dialogue between Council Officers and Councillors and are not decision making meetings. Each week Council Officers provide Councillors with an update or information on projects, events, media activities or local government news.	
Ensure s.4.21 returns are updated within timeframes and training provided for quality assurance	All Councillors (7) for the new term were requested to complete the s4.21 returns. All returns were completed within statutory timeframes.	

 Completed  Cancelled  Delayed & revised/rescheduled  Progressed to 2022-23

Delivery Program Principle 5.2.1.1: Undertake planning, reporting and maintain an effective monitoring, review and evaluation process for Strathfield 2030



Action	Comment	Traffic Light
Prepare plans, reviews and reports as required under the Integrated Planning and Reporting framework including End of Term Report 2021 and CSP Review 2021-2022	The End of Term Report was finalised and presented to final meeting of Council in 2021. The Delivery Program report for January to June 2021 was presented to Council in September 2021. Annual Report was published in November 2021 within timeframe. State of Environment Report prepared and published in November 2021. The review and presentation of the new Community Strategic Plan, Delivery Program, Operational Plan and Long Term Financial Plan was presented to Council, placed on public exhibition and adopted by Council on 7 June 2022. The community engagement process was held from August 2021 to February 2022 and informed the preparation of the new adopted Integrated Planning and Reporting (IPR) framework.	
Regularly survey, monitor and report on Council's performance	Council Satisfaction Survey for 2021 completed. Key results reported in Annual Report 2021. End of Term report 2021, which was presented to the final Council meeting in 2021, contained reporting against benchmarks for a wide range of services, programs and infrastructure over the period of the Council term across Quadruple Bottom Line (QBL). The Delivery Program Progress Report for July to December 2021 was presented in May 2021. The next progress report and Annual Report for 2021-2022 will be presented to Council in 2022-2023 financial year.	

Delivery Program Principle 5.2.2.1: Ensure Council's workforce has skills and capacity to deliver the Community Strategic Plan.



Action	Comment	Traffic Light
Implement strategies and actions set out in the Workforce Management Strategy	All appropriate recruitment and selection, staff development and staff engagement strategies and actions set out in the Workforce Management Strategy have been applied to the workplace. The year has been challenging with an extraordinary amount of recruitment and separation processes undertaken which have met organisational requirements and come in under budget	

 Completed  Cancelled  Delayed & revised/rescheduled  Progressed to 2022-23

Delivery Program Principle 5.2.3.1: Implement practices that promote safety and quality service outcomes

Action	Comment	Traffic Light
Implement Enterprise Risk, Internal Audit and business continuity plans.	2 Audit Risk and Improvement Committees (ARIC) were held on 12 April and 14 June 2022. Two internal audits were conducted and continuity plans enacted as needed. An Expression of Interest (EOI) issued for appointment of Independent Member of the ARIC. The outcome of three internal audits, in the areas of Section 7.11 Contributions and Section 7.12 Levies, Food Safety Inspections and Cyber-Security were reported to the Committee. The recommendations included 4 High, 19 Moderate and 2 Low Risk recommendations which are in the process of being implemented. The ARIC Committee also completed an Annual Report for 2021 and this report was endorsed by Council. An Expression of Interest (EOI) issued for appointment of Independent Member of the ARIC.	
Implement Work, Health and Safety programs to ensure compliance with statutory requirements	Work Health and Safety activities have been undertaken and engaged with at all high risk areas of Council. All statutory requirements are being monitored and acted upon at all times. Staff are highly engaged with WHS in the workplace and are reporting on issues and acting to proactively address any issues that may need attention.	





Delivery Program Principle 5.2.4.1: Manage, monitor and report Council's financial sustainability

Action	Comment	Traffic Light
Prepare financial plans that achieve local government financial and assets performance benchmark	To date and as per statutory requirement, Council was provided with quarterly budget review (September, December & March quarter completed; March Quarterly Review was tabled at the 7 June 2022 Council meeting), monthly investment report (June 2022). Actions are underway to commence the audit planning for financial year ending 30 June 2022 and outline all statutory requirements in relation to year-end financial reporting and audit including preparation and presentation of annual financial statements and supporting reports. Audited financial statements and audit report as per the LG Act and relevant legislation to be submitted to Office of Local Government by 31 October 2022. Council's 2022/23 Annual Budget was adopted on 7 June 2022 as part of the Community Strategic Plan Reporting which formed the basis of the long term financial plan.	
Identify opportunities and apply for grant funding for works and projects,	Grant applications were lodged for West Invest projects including funding for High Street, Cooke Park skatepark and Community Centre at Bates Street. \$1 million flood recovery grant funding awarded and over	

 Completed  Cancelled  Delayed & revised/rescheduled  Progressed to 2022-23

Action	Comment	Traffic Light
monitor and acquit funding agreements.	\$2 million for project to widen Bridge Road. Grant funding secured for traffic study in town centres, Active Transport Plan and Saleyards Creek Flood Study. Grant funding received for Youth Week, Seniors Week, Australia Day, NAIDOC Week and Festival 2140.	

Delivery Program Principle 5.2.5.1: Provide community focused customer services, complaints management and access to information

Action	Comment	Traffic Light
Review and monitor customer service standards with objective of achieving above 80% in customer satisfaction feedback.	During the period Council responded to 16,039 calls with an average Grade of Service (GOS) of over 94%. A total of 3,148 customers attended the Council Service Centre and 85% of customers reported satisfaction with the service provided. Council responded to 1,021 requests for service and processed 3,783 pieces of correspondence during the period.	
Monitor and manage Council's complaint management processes in accordance with policy requirements.	Complaints are reviewed and responded as appropriate. Council's Complaint Handling Commitments, which includes 6 high level commitments that guarantee to customers what they can expect when they complain to Council, were implemented.	
Provide access to information requests within timeframes	Council received 90 Informal Information Requests applications 66% of requests were responded to within Council's 15 working day timeframe. 3 Formal Access Applications were received and all were responded to within the 20 working day timeframe.	
Manage Council's corporate records information in accordance with relevant legislative requirements	<p>Council implemented a new Electronic Document Management System (EDMS), CM10 to ensure that the organisation was able to meet its records management requirements. Staff received training and ongoing awareness activities are regularly undertaken. Records from the previous EDMS have been migrated into the new system and are available for staff.</p> <p>As part of the Implementation process, Council's Records Management Policy and Business Rules were updated. The Records Management Policy was endorsed by ARIC in June 2022 and was scheduled to go to the July 2022 meeting of Council.</p> <p>Council undertook the mandatory Records Management Assessment Tool audit in April 2022 and scored 3/5 for its records keeping program which was above the Local Government industry standard of 2.63/5.</p>	

● Completed ▲ Cancelled ▼ Delayed & revised/rescheduled ◆ Progressed to 2022-23

GM2 COMMUNITY GARDENS POLICY PUBLIC EXHIBITION

AUTHOR: Cathy Jones, Chief Strategy Officer

APPROVER: Michael Mamo, General Manager

RECOMMENDATION

That the draft Community Gardens Policy be adopted and a Community Garden 50% membership rate for student and pension card holders be included in Council's Fees and Charges 2022-2023.

PURPOSE OF REPORT

To report to Council on submissions received from the public exhibition of the draft policy.

REPORT

At the Ordinary Meeting of Council held on 2 August 2022, Council resolved to publicly exhibit the Draft Community Garden policy and reduced annual membership rate of 50% for students and pension card holders. The draft policy provides guidelines for the establishment and management of Community Gardens in the Strathfield Local Government Area.

The Draft Community Garden Policy and proposal to reduce membership rates was on public exhibition from 4 August 2022 until 1 September 2022.

At the time of preparation of this report a total of one submission was received. The submission was in support of the draft policy and the community garden initiative and proposed that Council establish more community gardens particularly around the Parramatta Road area including Powell's Creek as these areas have "seen a large proportion of high-density development and lacks community facilities".


FINANCIAL IMPLICATIONS

The 50% reduction of membership fees for students and pension card holders may reduce income from the Community Garden, however the impact is considered not to be significant and is manageable within existing budgets.

ATTACHMENTS

1. Draft Community Gardens Policy

ATTACHMENT 1

	POLICY		
TITLE	COMMUNITY GARDEN POLICY		
DATE ADOPTED	xx	MINUTE	xx
REVISED	n/a	REVIEW	
CM10			
ASSOCIATED LEGISLATION	<i>Local Government Act 1993</i> <i>Crown Land Management Act 2016</i>		
ASSOCIATED POLICIES/PLANS	Strathfield Council Plans of Management (various)		

1.0 Introduction

1.1 Title and Commencement

This policy is titled *Community Gardens Policy*. This policy was adopted by Council resolution (x/22) after public exhibition from xx to xx.

1.2 Background and Purpose of Policy

The purpose of this policy is to set out a framework for the establishment and operation of community gardens situated on public open space in the Strathfield Local Government Area (LGA).

Community gardens promote community participation in the growing of food using sustainable gardening practices. They provide a wide range of environmental, social, leadership and economic benefits, which align with the Strathfield Community Strategic Plan and commitment to Community Wellbeing, Active and Healthy Lifestyles and Liveable Neighbourhoods.

1.3 Objectives of the policy

The objectives of this policy is to:

- set out criteria for establishing community gardens in the Strathfield LGA on public land
- set out principles for site selection and design of community gardens
- set out roles and responsibilities of Council and Community Garden members
- encourage community participation and address barriers to community involvement

1.4 Coverage of the Policy

The policy applies to the operation of community gardens on public land owned and/or managed by Strathfield Council.

1.5 Definitions

Community gardens - gardens situated on public land which promote participation by local communities in the production of food for non-commercial purpose and provide demonstration sites for education of sustainable practices for food production, gardening and resource and waste efficiency.

No-Dig Garden – a method of gardening which locates a garden above ground.

2.0 Policy**2.1 Background**

With the increase in local population of residents living in units, access to private land for gardening and growing fruit and vegetables is declining. Community gardens enable local communities, to acquire knowledge and skills of sustainable food production and support healthy and active social and leisure activities. Community gardens offer a range of environmental, social, leadership and economic benefits including:

- facilitation of community education and awareness of sustainable food production practices including responsible management of energy, water and waste
- opportunities for community participation, skill sharing and building of social capital by forming effective partnerships with community members and organisations
- promotion of recreation and healthy living in public open spaces
- opportunities for production of low cost food in the local area

2.2 Site selection

The following considerations apply to selecting sites for establishing community garden(s).

- use of land is permissible under the relevant Plan of Management and *Local Government Act 1993 and Crown Land Management Act 2016*
- the location and proposed use of the land for a community garden is feasible and complementary to existing uses and categorisations of the land. Proposals to establish new community gardens involve community consultation.
- the site has good solar exposure to support food plant growth. About 5-6 hours of direct sunlight per day are required.
- the site has good soil quality and/or drainage. Alternatives such as 'no-dig' gardens may be considered, particularly where soil quality is poor or prior history of contamination.
- the site has access to rain water and/or run-off collection from nearby buildings.
- the site is accessible to public transport and accessible pedestrian pathways
- the site is in close proximity to medium-to-high density living or ancillary to community facilities eg community centres

2.3 Site Design

In designing community gardens, the following principles will be considered:

- maximisation of sunlight exposure by solar orientation, including avoidance of tree planting on northern and eastern boundaries
- passive solar design aims for maximum sunlight (consider when planting garden boundaries, placement of fruit and nut trees)
- design will encourage creative uses and aesthetically attractive designs eg espalier, green walls, herb spirals
- inclusion of appropriate community arts eg murals on tanks and sheds, sculpture and creative signage
- design will consider the size and types of allocation of spaces eg allotments and shared gardening spaces, communal access plots and individual access plots including allotments of varying sizes – family size, individual size, and smaller allotments beside wall (as those allottees will also grow vertical gardens)
- plants with sticky leaves to catch particulate pollution from nearby roads and railway
- consideration of efficient water management eg where possible, source water from rain water from roofs of nearby properties and manage runoff into site and out of site
- use of recycled materials in the community garden where possible. When purchasing new materials, council and gardeners will consider the entire life cycle of the item from the sourcing of raw materials to disposal options
- inclusion of access for all abilities and elderly such as ramps, wide pathways and raised garden beds (where possible)
- ensure design of the garden includes access to drinking water, storage areas for tools and supplies, shaded areas and seating

2.4 Site Guidelines

Each community garden site will develop site specific operational guidelines, in accordance with principles set out in Council's *Community Garden Policy*.

2.5 Community Garden activities

The following activities should be promoted:

- programs and activities that promote social and recreational, environmental, economic and leadership benefits to the community
- gardening primarily for food production, incorporating sustainable gardening practices
- participation in community garden programs and activities is open to all members of the local community
- that the community garden can be used as a demonstration site for community education and workshops. Examples include but not limited to composting and worm farming, no-dig gardens, salad gardens for small spaces, and how to use teepees for growing beans and climbers

2.6 Sustainable gardening practices

Council supports sustainable gardening practices in community gardens. The following principles will apply:

- gardens will primarily support growing of food plants ie vegetables, fruit and herbs

- plant selection will encourage species and genetic diversity of food plants and low water-use plants
- where suitable, 'no dig' gardens will be encouraged to avoid issues associated with soil contamination and compaction
- on-site composting will be used to supplement plant nutritional needs
- gardens will be organic wherever possible. Chemicals may be used where no viable natural alternative is available.
- integrated pest management principles will be employed
- weeds will be managed by mechanical rather than chemical methods
- garden beds will be regularly mulched to discourage weed growth and retain moisture
- noxious and environmental weeds and poisonous plants will not be allowed in the garden
- encourage efficient irrigation practices, including time of day and use of watering cans (a 'well' instead of irrigation infrastructure)
- minimise and conserve water use for pot washing and tool cleaning to be collected and used where possible.
- minimise waste production and where possible, compost waste on-site

2.7 Council's role and responsibilities

Strathfield Council is committed to:

- providing access to public land in the Strathfield LGA consistent with relevant Plans of Management and site selection and design principles (clauses 2.2. and 2.3).
- encouraging access to members of the Strathfield community to participate in community garden programs and address barriers to participation such as disability, language etc
- providing information and advice on the community garden program through Council's website, social media and publications
- developing guidelines for specific site operation of community gardens
- develop site plans for community gardens including community consultation
- applying for building permissions if required
- manage sponsorship arrangements (where relevant)
- providing ongoing advice and communication with community participants
- facilitating education and awareness programs
- managing complaints and disputes that may arise

2.8 Member responsibilities

- To participate as a member of a Strathfield Community Garden, individuals and organisations are required to apply for membership.
- A yearly membership fee applies for participation in community garden programs and activities. Fees and charges (if applicable) are set out in Council's *Annual Fees and Charges Schedule*. A 50% reduction of annual membership fees will apply to students and pension card holders (evidence of status may be requested)
- A bond may be required to obtain keys to the site (where applicable). The bond will be refunded when keys are returned.
- Council reserves the right to withdraw approval to individuals or organisations to participate in Community Garden programs and activities if terms of agreed use are breached. Use of public land for community gardens does not assign or imply rights to individuals or

organisations other than the terms set out in agreements including site specific operational guidelines.

3.0 Version Control

Date	Type	Minute

DRAFT

GM3 DRAFT SMALL GRANTS POLICY PUBLIC EXHIBITION

AUTHOR: Cathy Jones, Chief Strategy Officer

APPROVER: Michael Mamo, General Manager

RECOMMENDATION

That the Small Grants Policy be adopted.

PURPOSE OF REPORT

Public exhibition of the draft policy was publicly notified and exhibited.

REPORT

At the Ordinary Meeting of Council held on 2 August 2022, Council resolved to publicly exhibit the draft Small Grants Policy. The draft policy provides guidelines for the awarding of financial assistance grants to individuals and organisations in accordance with the *Local Government Act 1993*.

The Draft Small Grants Policy was placed on public exhibition from 4 August 2022 until 1 September 2022.

At the time of preparation of this report no submissions were received. During the exhibition period it was identified that 2 amendments under section 2.4 and 2.5 of the Draft Policy were required to provide clarity on the application process. These amendments have been identified in [blue](#) text in the Draft Policy.

To ensure transparency and an effective assessment process, all requests for assistance under Council's Small Grants Program must be completed on Council's 'Small Grants Application Form' and be submitted to the General Manager, Strathfield Municipal Council. Applications will then be assessed according to the criteria outlined in Council's Policy and a report, including recommendations, on the outcome of applications will be reported to the next available meeting of Council.


FINANCIAL IMPLICATIONS

A budget of \$20,000 was allocated to the 2022-2023 Operational Plan for the management of Small Grants.

ATTACHMENTS

1. Draft Small Grants Policy

ATTACHMENT 1

	POLICY		
TITLE	SMALL GRANTS POLICY		
RESPONSIBILITY	xxx		
DATE ADOPTED	xx	MINUTE	xx
REVISED	xx	REVIEW	xx
CM10 No.	xx		
ASSOCIATED LEGISLATION	<i>Local Government Act 1993 (s.356 and s.377)</i>		
ASSOCIATED POLICIES/PLANS	Strathfield Council Delivery Program 2022-2026 and annual Operational Plans including budget		

1. Introduction

1.1 Title and Commencement

This policy is titled Strathfield Small Grants Fund. This policy was adopted by Council resolution (x/22) after public exhibition from xx to xx.

1.2 Purpose of Policy

The purpose of this policy is to provide access to small financial assistance grants for local residents or community organisations for projects or activities of community benefit, and where an alternative grant program is not available.

This policy aligns with Council's Delivery Program Principal Action 2.1.2.6 *"provide funding and support for community projects to build and improve community capacity and services"* Council's Operational Plan has allocated budget and actions for review and administration of local community grants programs.

1.3 Objectives of the policy

The objectives of this policy:

- to provide financial assistance to community organisations located in or servicing the Strathfield LGA to undertake initiatives of community benefit
- to provide financial assistance to individuals residing in the Strathfield LGA residents to participate or represent in an educative, sporting, artistic or environmental events at a representative level
- to outline the eligibility and approval requirements for the Small Grants Fund.

2. Policy Statement

2.1 Background

Council occasionally receives requests or considers providing financial assistance to community organisations or individuals at times or for purposes not covered by Council's existing grant programs.

Council annually allocates \$20,000 to the Small Grants Fund program to manage financial assistance grants.

Grants are limited to \$2,500 per annum to an organisation or individual.

2.2 Small Grants Fund categories

Council may consider applications or proposals involving financial assistance in the following categories:

- individuals or groups representing the State of NSW or Australia in their chosen field, including sporting, academic, cultural, artistic or environmental endeavours may request financial assistance to attend conferences, training or compete in their chosen field
- community organisations requiring financial assistance to provide a service or activity of benefit to the Strathfield community where no alternative grant program is available
- request for a donation or support a fundraising event for a registered charity or not for profit organisation

2.3 Eligibility

The following individuals or groups are eligible to apply for financial assistance:

- residents of the Strathfield Local Government Area
- community groups, not for profit organisations, schools and/or registered charitable organisations that are located in or provide services to the Strathfield Local Government Area.

The following are not eligible:

- where the applicant has outstanding or non-acquitted grants
- commercial or profit-driven entities, including registered clubs
- State or Federal Government departments or agencies
- individuals who are not a resident of Strathfield Local Government Area
- requests for retrospective funding
- bulk mail requests.

Council will not consider projects or activities that:

- have previously been awarded grants for the same purpose in the last twelve months; or
- similar proposals that were not awarded funding by Council in the previous round of Community Grants.

2.4 Applications

All requests for grants must be completed on Council's Small Grants Application form and submitted to the General Manager at Strathfield Council. Applicants are required to provide the following information:

Individuals

- Name, address and contact details of the individual applicant
- Amount requested
- Purpose of the grant i.e. description of the project or activity in which funding assistance is sought and how the funding will be spent
- Outline the key benefits to the residents of Strathfield LGA
- Bank account details

Community organisations and/or charities

- Name and contact details of office bearer, or authorised contact person
- Description of organisation and key objectives of the organisation
- Relevant incorporation details and copy of incorporation documentation and/or documentation validating charitable organisation status
- Amount requested
- Purpose of the grant i.e. description of the project or activity in which funding assistance is sought and how the funding will be spent
- Outline the key benefits to the residents of Strathfield LGA
- Bank account details

2.5 Assessment, Approval and Acquittals

The following principles apply to grant assessment, approvals and acquittals.

- Application must be in writing on Council's official form.
- Applications must meet eligibility requirements and provide completed information in accordance with policy requirements.
- Council may request additional information where required
- Council may refuse requests or applications that are non-conforming, eligible for alternative Council grant programs or where there is no available budget
- Council may also propose an alternative form of assistance to meet the stated objectives of a proposal
- Assessment of applications will consider available budget, eligibility and compliance with policy requirements
- Financial assistance grants should be expended within the current financial year
- Following completion of the activity or event, applicants should provide written confirmation that the financial assistance was used for the purposes it was granted

- Decisions to approve financial assistance are made by Council resolution

3. Version Control

Date	Type	Minute

GM4 **EVENT CALENDAR FY22/23**
AUTHOR: **Naomi Searle, Manager, Communication & Events**
APPROVER: **Michael Mamo, General Manager**

RECOMMENDATION

Council endorse the Calendar of Events for the financial year 2022/2023.

PURPOSE OF REPORT

To provide a Calendar of Events for financial year 2022/2023, which includes Councillor feedback from the recent Council Workshop held on 16 August 2022.

REPORT

EVENT	FY22/23 DATE	BUDGET
Strathfield Spring Festival Strathfield's flagship annual event welcomes spring and brings the family together for a fun day in one of the largest outdoor family festivals in the Inner West. A dazzling festival of fun, colour and life featuring headline artists, attracting over 20,000 attendees at Strathfield Park.	Sat 3 Sept 2022	\$157,600
Movies in the Park A long-term favourite for Strathfield locals - free outdoor movies throughout spring, summer and autumn in Strathfield Park. The hassle free way to enjoy movies under the stars.	Oct 22 - Mar 2023	\$36,800
Strathfield Christmas Carols Be immersed in the spirit of christmas with this family festival! Local dance and music groups take to the stage while kids are entertained with activities, leading up to a special Movies in the Park screening. Pack a picnic and relax in the summer twilight – but keep an eye out for the Man in the Red Suit!	Sat 3 Dec 2022	\$60,000
Lunar New Year Supporting Flemington Chamber of Commerce.	Mon 23 Jan 2023	\$9,000
Australia Day Strathfield Council's annual Australia Day activities encourage the local community to come along and enjoy a day of community celebrations including a citizenship ceremony at Town Hall and fun activities at Strathfield Square. The festivities include a smoking ceremony, reptile zoo, face painting, a screen projecting Australia Day television coverage, BBQ and a Movies In The Park screening.	Thurs 26 Jan 2023	\$15,000
International Women's Day Strathfield celebrates incredible women in our community. Council hosts a morning tea for local residents, business women, community groups and leaders to recognise achievement and progress of	Weds 8 Mar 2023	\$15,800

empowering women and girls. Priority is given to local keynote speakers to present on the chosen topic of that year.		
Anzac Day Supporting Cumberland RSL.	Tues 25 April 2023	\$10,600
Homebush Village Fair The Homebush Village Fair is a buzzing event with bite! Slip on your autumn coat and head down to Rochester Street for some food, kids activities and fun. Learn tips of the trade with live cooking demonstrations and discover hidden local gems within Homebush. As well as treating your tastebuds, treat your ear-buds with the vibrant sounds of live music bringing Homebush to life.	Sun 14 May 2023	\$47,300
Cooks River Fun Run Council's premier sporting and fitness event now enjoys over 500 race registrations. The Cooks River Fun Run has grown in popularity and position in the Sydney Running calendar whilst showcasing the Cooks River and promoting a healthy and active lifestyle.	Sun 25 Jun 2023	\$84,000

FINANCIAL IMPLICATIONS

Proposed Expenditure: \$412,100

Funding has been provided in the current budget for this purpose as set out below:

Budget Item	Approved Budget	Expenditure To Date
5.5 Events and Cultural Services	\$714,100	\$0

ATTACHMENTS

There are no attachments for this report.

GM5 COUNCIL TENDERS ADVERTISED AND AWARDED

AUTHOR: Geoff Baker, Executive Manager Corporate Compliance and General Counsel

APPROVER: Michael Mamo, General Manager

RECOMMENDATION

That the monthly report of Council tenders advertised and awarded in August 2022 be received and noted.

PURPOSE OF REPORT

This report details Council tenders advertised and awarded in August 2022.

REPORT

Tenders awarded in August 2022

Date Awarded	Tender Description	Successful Tenderer
8/08/2022	Supply & Hire of Christmas Trees & Decorations	Visual Inspirations Australia Pty Ltd
At the Councillor Workshop of 16 August 2022 it was agreed that Council proceed with Christmas tree proposal subject to suitable plinths; with garlands to be replaced as and where necessary. Council Officers will explore potential Christmas decorations including but not limited to projected lights, a nativity set and lighting Council buildings and report options/cost implications to a future Council Meeting.		

Tenders advertised in August 2022

Date Advertised	Date Closing/Closed	Tender Description	Status
25/08/2022	16/09/2022	Street Tree Maintenance in the Strathfield Local Government Area	<i>Open</i>
25/08/2022	16/09/2022	Domain Improvements on Bridge Road, Homebush (as part of the Parramatta Road Urban Amenity Improvement Plan)	<i>Open</i>
25/08/2022	16/09/2022	Domain Improvements on Station Street, Homebush (as part of the Parramatta Road Urban Amenity Improvement Plan)	<i>Open</i>

FINANCIAL IMPLICATIONS

There are no financial implications for this report. The tender awarded is within current budget.

ATTACHMENTS

There are no attachments for this report.

GM6 **SISTER CITY GAPIYEONG VISIT**
AUTHOR: Cathy Jones, Chief Strategy Officer
APPROVER: Michael Mamo, General Manager

RECOMMENDATION

1. That Council notes the report concerning the Sister City relationship with Gapyeong County, South Korea.
2. That Council reaffirm its commitment to a Sister City relationship with Gapyeong County.
3. That Council allocate funding of \$15,000 for Sister City activities in the 2022-2023 Budget at the next budget review.
4. That Council approves in principle the proposed Sister City visit to Gapyeong County and payment of expenses for the Mayor, a Councillor, and the General Manager (or delegate) including airfares, travel insurance, accommodation, and incidental expenses.
5. That Council amend clause 2.2.6 of the Councillor Expenses and Facilities Policy as per report.
6. That the Councillors Expenses and Facilities Policy be reviewed and a report presented to Council.
7. That a subsequent report be submitted to Council outlining the benefits and learnings from the Gapyeong visit.

PURPOSE OF REPORT

To report on a request from the Mayor of Gapyeong County, South Korea for a delegation to visit Gapyeong in 2022. Strathfield Council has an established Sister City relationship with Gapyeong County.

REPORT

Council received a letter from the Mayor of Gapyeong County, Teaweon Seo, dated 28 July 2022 to visit Gapyeong County, South Korea between 15 and 19 October 2022. The Mayor of Gapyeong County stated he is unable to visit Strathfield until 2023 due to his commitments, but requested that the Mayor visit Gapyeong from 15-18 October 2022 to strengthen the special friendship and business cooperation between Strathfield Council and Gapyeong County. The delegation schedule (subject to alteration) involves:

- Visit to Gapyeong High School and discussion about the HSC Art Exhibition in Strathfield and Gapyeong students visit to Strathfield
- Meeting with the Mayor of Gapyeong in the Mayor's room
- Visits to various local tourist attractions in Gapyeong County including Homyeong Lake, Morning Calm Garden and Jarasum Island.
- Attend a Welcome Reception
- Dedication ceremony at the Australian Korean War Memorial Monument

- If time permits, visits to the Gapyeong County Library, Gymnasium, Cultural Centre, Agricultural Technology Centre and facilities such as waterworks and sewerage offices

Strathfield Council entered into a Sister City relationship with Gapyeong County, South Korea in 2011. This Sister City relationship reflects the strong nature of the current community within the Strathfield Local Government Area. This entails certain obligations for building and promoting a relationship with Gapyeong County, to cultural, educational and professional exchanges. The visitation of either party is not an essential component under the Policy, a council delegation from Strathfield has visited Gapyeong in 2013, 2015 and 2019. The 2019 delegation from Council included the Mayor, a Councillor, General Manager and a Translator. A Gapyeong delegation last visited Strathfield in 2020. A digital photo exhibition commemorating the 60th Anniversary of Australian-Korean diplomatic relations was displayed at Strathfield Council Library and Innovation Hub in November and December 2021. The exhibition celebrated Australia and Korea's prosperous and reciprocal relationship, both at the national and local level.

Sister City Policy

Council's Sister City Policy established a framework for establishing, maintaining and reviewing Sister City relationships. The Policy requires that Council review its Sister City relationships within the first twelve months following a Council election. The only current relationship is with Gapyeong County. It is recommended that this relationship continue, particularly in consideration of the established Korean community in the Strathfield Local Government Area.

Related policies

There are inconsistencies regarding councillor expenses for Sister City travel between Council's Sister City Policy and Councillors Expenses and Facilities Policy. Council resolved on 7 August 2018 (178/18) that Councillors are required to self-fund air fares for Sister City visits in the Councillors Expenses and Facilities Policy (clause 2.2.6), whereas Sister City Policy (clause 2.1) states that 'the travel and associated expenses of a delegation shall be paid by the City sending the delegation, except where a reciprocal arrangement applies'. The Office of Local Government (OLG) model policy template (2020) clause 6.6 does not include self-funding of councillor activities overseas travel including travel to sister and friendship cities.

Despite the requirement under the policy to self-fund air fares for Sister City visits, the Councillors Expenses and Facilities Policy provides annual expenditure of \$2,000 per councillor or \$3,000 for the Mayor for travel expenses including overseas travel (clause 1), travel insurance for councillors on approved overseas travel (clause 2.3.4) and payment of \$50 per councillor per day for international roaming services (on Council approved overseas trips) as well as reimbursement for meals and accommodation.

The purpose of Council's Councillor Expenses and Facilities Policy is to support diversity of representation, to provide equal access to facilities and expenses in order for councillors to undertake their civic duties and to use resources appropriately, accountably and transparently. Thereby, inclusion of clauses requiring councillors to self-fund expenses when undertaking endorsed representative responsibilities on behalf of Council is inconsistent with the intent of the policy.

It is a requirement under section 252 of the *Local Government Act 1993* that Council adopt a policy for payment of expenses and provision of facilities within twelve months of an election. While Council must give

public notice of intention to adopt or amend a policy, under section 253 (3), Council may amend the policy without public notice if the 'proposed amendment is not substantial'. It is therefore recommended that the words "In relation to all Sister City visitations, Councillors will self-fund airfares' in clause 2.2.6 be removed from the Councillor Expenses and Facilities Policy.

This report recommends that the Councillor Expenses and Facilities Policy be reviewed and a report provided to a future Council meeting.

Proposed expenditures

Council has previously allocated a \$15,000 budget for Sister City agreements. The budget was not included in the 2022-2023 Operational Plan, likely due to COVID-19 measures and lack of travel in the last 2-3 years. The draft expenses (table below) costs for a visit to Gapyeong are estimated assuming a three person delegation consisting of the Mayor, a Councillor and General Manager (or Delegate). It is assumed in the costing that the Host City will provide meals, transport in South Korea and visitations based on conduct of prior visits. The Consular-General has confirmed an English translator will be provided.

Item	Per item	Total
Flights return from Sydney to Seoul per person (Korean Air) – per person	\$1,476	\$4,428
Travel insurance (quote estimates three persons)	\$300	\$300
Accommodation at Crown Park Hotel in Seoul (per person/per night) – total estimated 4 nights	\$87	\$1,044
Korean Sister City - Gifts & Materials (estimated 20 Items)	\$1,500.00	\$1,500
Total		\$7,272

FINANCIAL IMPLICATIONS

Proposed Expenditure: \$15,000

Funding has not been provided in the current budget for this purpose. Should Council approve the expenditure, the source of funding will need to be identified in the budget.

ATTACHMENTS

1. Invitation to Visit Sister City - Mayor of Gapyeong County, South Korea - Teaweon Seo

ATTACHMENT 1



July 28, 2022

Cr. Matthew Blackmore
Mayor of Strathfield Council
PO Box 120, Strathfield NSW 2135 Australia

Dear Mayor Blackmore,

Invitation

First of all, I would like to thank you for your letter dated June 17, 2022 in relation to your congratulation message to me and the kind invitation to Strathfield, our Sister City.

Since I have been inaugurated as Mayor of Gapyeong County on July 1, 2022, I am carrying out my busy schedule of revitalising the local economy under the Covid-19 situation, Development of healing, leisure and tourism industries, upgrading of citizen's welfare and response of complaints from citizens. so it is not easy for me to visit Strathfield in the second half of 2022 and I would like to postpone my visit to your city to the year 2023. By return, it is desirable for you to visit Gapyeong in 2022.

Fall in Korea is very beautiful. Fall weather in Korea is cool, the wind is mild and the sky is blue. The trees in the mountains and fields are resplendent with their fall colors. If you visit Gapyeong in October you would really enjoy Korea's Fall. Therefore, I would like to invite you to Gapyeong between October 15, 2022 and October 19, 2022. I am looking forward to hearing your positive reply.

A special friendship and business cooperation between Gapyeong County and Strathfield Council will be strengthened through your Gapyeong Visit in 2022. I wish you and your citizens good health and happiness.

Teaweon Seo 

Mayor of Gapyeong County

181 Seokbongro, Gaepyeong-eup, Gaepyeong-gun, Gyeonggi-do, Korea

CCI INVESTMENT REPORT - JULY 2022

AUTHOR: Deo Narayan, Coordinator Finance Operations

APPROVER: Melinda Aitkenhead, Acting Director Corporate and Community

RECOMMENDATION

That the record of cash investments as at 31 July 2022 be received and noted.

PURPOSE OF REPORT

To submit Council's record of cash investments as at 31 July 2022 pursuant to Clause 212 of the *Local Government (General) Regulation 2021*.

Investment Allocation & Performance

Investment Portfolio as at 31 July 2022

Call Accounts	Allocation (%)	Amount (\$)
Term Deposits	77	35,000,000
Cash At Bank and At Call Investment	23	10,730,414
Total Investments		45,730,414

* Investment Portfolio details are listed in the attachment.

As at the end of July 2022, the portfolio was mainly directed to fixed term deposits (77%). The remaining portfolio is directed to various cash accounts (23%) for current liquidity needs.

Council's performance for the month ending 31 July 2022 is summarised as follows:

Performance

Council's performance for the month ending 31 July 2022 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.11%	0.21%	0.24%	0.11%	0.29%
AusBond Bank Bill Index	0.12%	0.21%	0.20%	0.12%	0.22%
Council's T/D Portfolio [^]	0.10%	0.28%	0.51%	0.10%	0.86%
Outperformance	-0.02%	0.07%	0.31%	-0.02%	0.64%

[^]Total portfolio performance excludes Council's cash account holdings. Overall returns would be lower if cash was included.

Performance (Annualised)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	1.35%	0.85%	0.48%	1.35%	0.29%
AusBond Bank Bill Index	1.45%	0.83%	0.40%	1.45%	0.22%
Council's T/D Portfolio [^]	1.20%	1.12%	1.04%	1.20%	0.86%
Outperformance	0.56%	0.79%	0.82%	0.70%	0.70%

[^]Total portfolio performance excludes Council's cash account holdings. Overall returns would be lower if cash was included.

For the month of July, the total investment portfolio (excluding cash) provided a return of +0.10% (actual) or +1.20% p.a. (annualised), slightly underperforming the benchmark AusBond Bank Bill Index return of +0.12% (actual) or +1.45% p.a. (annualised). Over the past year, the total portfolio (excluding cash) returned +0.86% p.a., outperforming bank bills by 0.64% p.a.

As expected, the RBA hiked the cash rate target by 50bp to 1.35% in its meeting in July, with markets now factoring the possibility of a global recession as early as the second half of 2023.

Council's investment portfolio has returned a weighted average yield of 1.20% as at end of July 2022, which is 0.99% above the 90 days Bloomberg benchmark of 0.21%.

Council has recognised interest revenue totalling \$42,222 as at 31 July 2022, being 13.89% of the original full year projected budget.

Below is a table showing the restrictions placed on the cash and investments held:

Investments Represented by	31 July 2022 (\$)
Externally Restricted Reserves	
Domestic Waste Management	2,830,741
Unexpended Grants	4,897,747
Developer Contributions	11,922,044
Stormwater Management	637,648
Total Externally Restricted Reserves	20,288,180
Internally Restricted Reserves	
Plant Replacement	1,129,614
Employee Leave Entitlement	1,285,159
Deposits/Retentions and Bonds	11,395,033
Adshel (Bus Shelters)	270,000
Technology	165,084
Carry Forwards	37,621
Future Major Expenditure	2,452,570
Parkscape Improvements	29,000
Risk Management	195,362
Election	30,194
Financial Assistance Grant Paid in Adv	1,064,281
Total Internally Restricted Reserves	18,053,918
Total Restricted Reserves	38,342,098
Unrestricted	7,388,316
Total Investments	45,730,414

^ The amounts as at 31 July 2022 are subject to change given that the annual financial statements haven't been completed.

* Unrestricted funds, whilst not subject to a restriction for a specific purpose, are fully committed via Council's adopted Operational Plan.

Impact of COVID-19 to Council's Portfolio

COVID-19 has adversely impacted financial markets, which in turn, has also affected Council's investment portfolio.

After global central banks set official interest rates back to emergency levels during the height of the pandemic (2020), financial markets have transitioned to the recovery phase. Ongoing supply chain issues, China's zero-COVID strategy and the war in Ukraine has resulted in surging inflation. Longer-term bond yields have risen significantly in 2022 as central banks reverse their policy measures (i.e. remove quantitative easing), whilst undertaking aggressive interest rate hikes to try and control inflation. Markets now factoring the possibility of a global recession as early as the second half of 2023. The RBA increased the official cash rate by another 50bp to 1.85% in early August 2022 and is looking to move towards their neutral setting of 2½% by calendar year-end.

Council's deposit portfolio was yielding 1.19% p.a. (up 4bp from the previous month), with a weighted average duration of 555 days (~1.5 years). The largest impact to Council's investment portfolio is with regards to its largest exposure being in bank term deposits (~77% of the portfolio). Despite official rates rising, given an upward sloping deposit curve, maintaining a slightly longer duration position will continue to outperform averaging shorter durations.

Certification – Responsible Accounting Officer

The Chief Finance Officer hereby certifies that the investments listed above have been made in accordance with Section 625 of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2021* and Council's Investment Policy.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

1. Investment Performance - July 2022

ATTACHMENT 1




Investment Report

01/07/2022 to 31/07/2022

Portfolio Valuation as at 31/07/2022

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
Auswide Bank	BBB	TD	GENERAL	At Maturity	30/11/2021	01/09/2022	0.6500	2,000,000.00	8,690.41	1,104.11
Westpac	AA-	TD	GENERAL	Quarterly	27/10/2021	27/10/2022	0.5100	2,000,000.00	139.73	139.73
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	01/11/2021	01/11/2022	0.7000	2,000,000.00	10,471.23	1,189.04
Members Equity Bank	BBB+	TD	GENERAL	At Maturity	07/12/2021	07/12/2022	0.7000	1,000,000.00	4,545.21	594.52
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	24/05/2022	24/01/2023	2.4700	2,000,000.00	9,338.63	4,195.62
Westpac	AA-	TD	GENERAL	At Maturity	07/02/2022	07/02/2023	0.8700	1,000,000.00	4,171.23	738.90
NAB	AA-	TD	GENERAL	At Maturity	08/03/2022	08/03/2023	1.0200	1,000,000.00	4,080.00	866.30
NAB	AA-	TD	GENERAL	Annual	18/05/2021	18/05/2023	0.6000	2,000,000.00	2,465.75	1,019.18
NAB	AA-	TD	GENERAL	Annual	23/07/2021	24/07/2023	0.6500	1,000,000.00	124.66	124.66
Westpac	AA-	TD	GENERAL	Quarterly	27/10/2021	26/10/2023	0.9600	4,000,000.00	526.03	526.03
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/12/2021	13/12/2023	1.4300	2,000,000.00	18,413.70	2,429.04
ICBC Sydney Branch	A	TD	GENERAL	Annual	07/02/2022	07/02/2024	1.7200	2,000,000.00	16,493.15	2,921.54
ICBC Sydney Branch	A	TD	GENERAL	Annual	08/03/2022	07/03/2024	1.9500	1,000,000.00	7,800.00	1,656.16
NAB	AA-	TD	GENERAL	Annual	18/05/2021	20/05/2024	0.7500	1,000,000.00	1,541.10	636.99
Westpac	AA-	TD	GENERAL	Quarterly	27/10/2021	30/10/2024	1.3500	5,000,000.00	924.66	924.66
NAB	AA-	TD	GENERAL	Annual	18/05/2021	19/05/2025	1.0000	1,000,000.00	2,054.79	849.32
Westpac	AA-	TD	GENERAL	Quarterly	27/10/2021	29/10/2025	1.5900	2,000,000.00	435.62	435.62
NAB	AA-	TD	GENERAL	Annual	18/05/2021	15/05/2026	1.3000	1,000,000.00	2,671.23	1,104.11



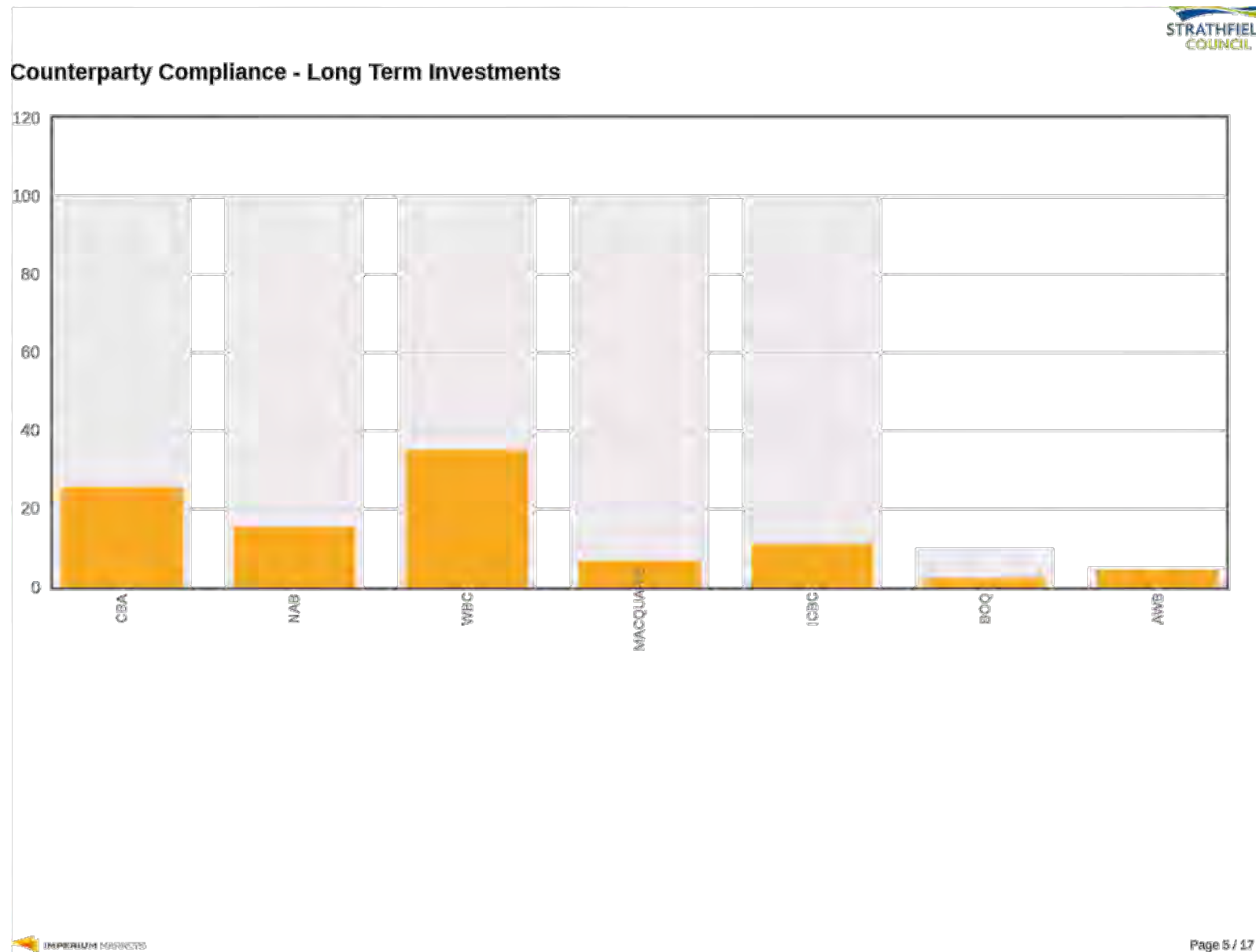
Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
Westpac	AA-	TD	GENERAL	Quarterly	27/10/2021	28/10/2026	1.8200	2,000,000.00	498.63	498.63
Macquarie Bank	A+	CASH	GENERAL	Monthly	31/07/2022	31/07/2022	1.3500	3,062,925.30	2,628.37	2,628.37
Commonwealth Bank	AA-	CASH	GENERAL	Monthly	31/07/2022	31/07/2022	1.1000	5,161,731.16	318.53	318.53
Commonwealth Bank	AA-	CASH	GENERAL	Monthly	31/07/2022	31/07/2022	1.3500	2,505,758.48	2,325.33	2,325.33
TOTALS								45,730,414.94	100,657.99	27,226.48



Counterparty Compliance as at 31/07/2022

Long Term Investments

Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
	Commonwealth Bank	Long	AA-	11,667,489.64	25.51	100.00	-	34,062,925.30
	NAB	Long	AA-	7,000,000.00	15.31	100.00	-	38,730,414.94
	Westpac	Long	AA-	16,000,000.00	34.99	100.00	-	29,730,414.94
	Macquarie Bank	Long	A+	3,062,925.30	6.70	100.00	-	42,667,489.64
	ICBC Sydney Branch	Long	A	5,000,000.00	10.93	100.00	-	40,730,414.94
	BOQ	Long	BBB+	1,000,000.00	2.19	10.00	-	3,573,041.49
	Auswide Bank	Long	BBB	2,000,000.00	4.37	5.00	-	286,520.75
TOTALS				45,730,414.94	100.00			



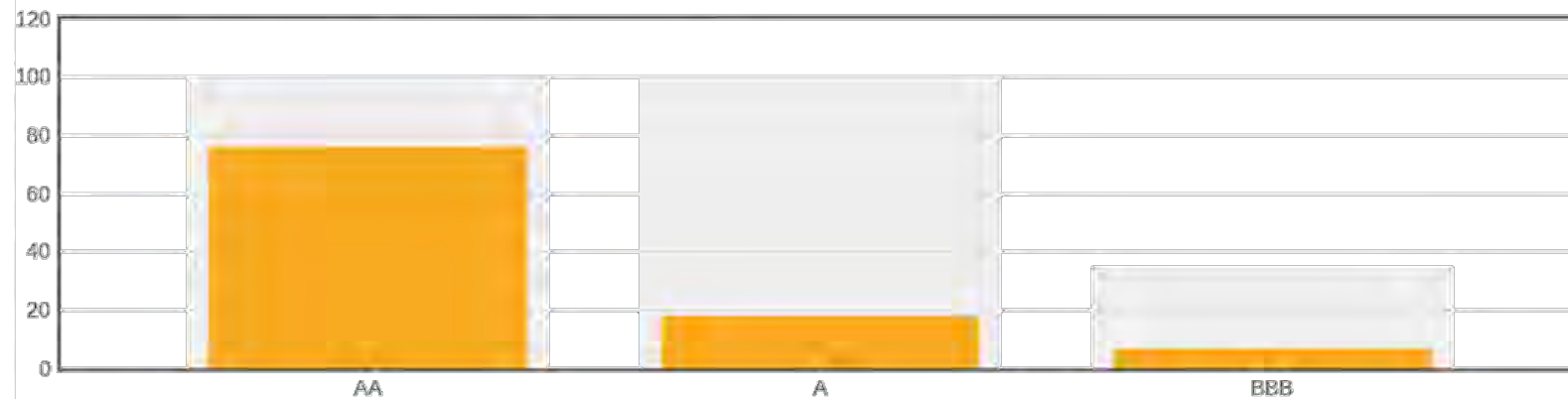


Credit Quality Compliance as at 31/07/2022

Long Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available
	AA	34,667,489.64	75.81	100.00	11,062,925.30
	A	8,062,925.30	17.63	100.00	37,667,489.64
	BBB	3,000,000.00	6.56	35.00	13,005,645.23
TOTALS		45,730,414.94	100.00		

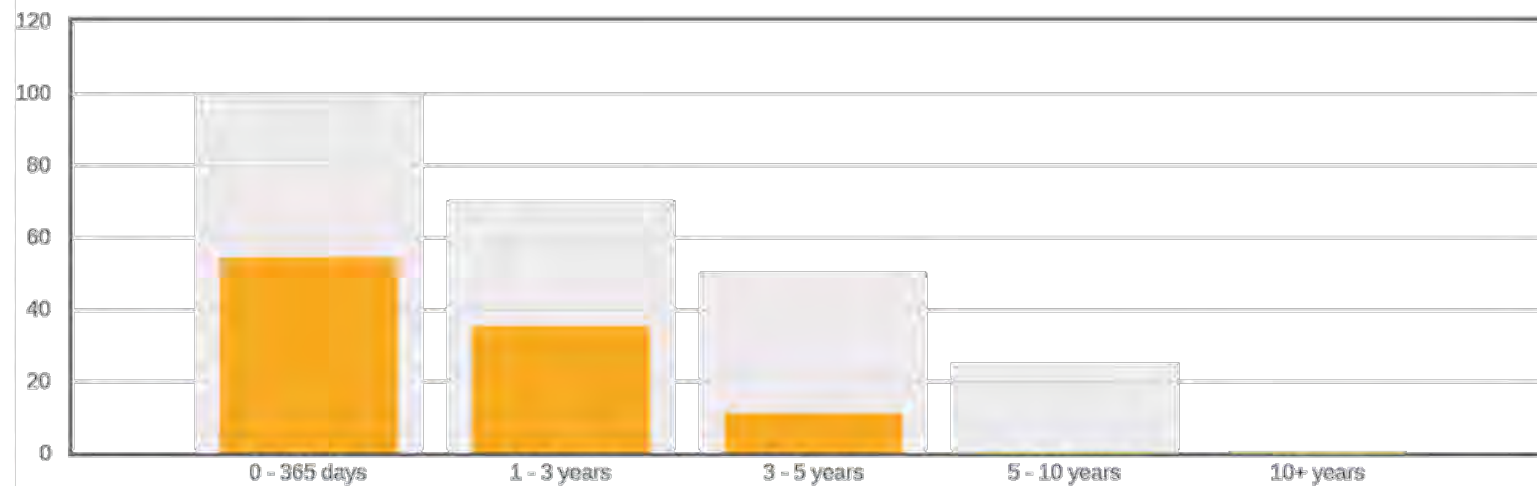
Credit Quality Compliance - Long Term Investments



Maturity Compliance as at 31/07/2022

Compliant	Term	Invested	Invested (%)	Min Limit (%)	Max Limit (%)	Available
✓	0 - 365 days	24,730,414.94	54.08	0.00	100.00	21,000,000.00
✓	1 - 3 years	16,000,000.00	34.99	0.00	70.00	16,011,290.46
✓	3 - 5 years	5,000,000.00	10.93	0.00	50.00	17,865,207.47
✓	5 - 10 years	-	0.00	0.00	25.00	11,432,603.74
✓	10+ years	-	0.00	0.00	0.00	-
TOTALS		45,730,414.94	100.00			

Maturity Compliance






Portfolio Comparison

From: 30/06/2022 To: 31/07/2022

Issuer	Rating	Type	Rate	Purchase	Maturity	Interest	30/06/2022	31/07/2022	Difference
Commonwealth Bank	AA-	TD	0.3800	23/07/2021	22/07/2022	At Maturity	2,000,000.00	-	-2,000,000.00
Auswide Bank	BBB	TD	0.6500	30/11/2021	01/09/2022	At Maturity	2,000,000.00	2,000,000.00	-
Westpac	AA-	TD	0.5100	27/10/2021	27/10/2022	Quarterly	2,000,000.00	2,000,000.00	-
Commonwealth Bank	AA-	TD	0.7000	01/11/2021	01/11/2022	At Maturity	2,000,000.00	2,000,000.00	-
Members Equity Bank	BBB+	TD	0.7000	07/12/2021	07/12/2022	At Maturity	1,000,000.00	1,000,000.00	-
Commonwealth Bank	AA-	TD	2.4700	24/05/2022	24/01/2023	At Maturity	2,000,000.00	2,000,000.00	-
Westpac	AA-	TD	0.8700	07/02/2022	07/02/2023	At Maturity	1,000,000.00	1,000,000.00	-
NAB	AA-	TD	1.0200	08/03/2022	08/03/2023	At Maturity	1,000,000.00	1,000,000.00	-
NAB	AA-	TD	0.6000	18/05/2021	18/05/2023	Annual	2,000,000.00	2,000,000.00	-
NAB	AA-	TD	0.6500	23/07/2021	24/07/2023	Annual	1,000,000.00	1,000,000.00	-
Westpac	AA-	TD	0.9600	27/10/2021	26/10/2023	Quarterly	4,000,000.00	4,000,000.00	-
ICBC Sydney Branch	A	TD	1.4300	09/12/2021	13/12/2023	Annual	2,000,000.00	2,000,000.00	-
ICBC Sydney Branch	A	TD	1.7200	07/02/2022	07/02/2024	Annual	2,000,000.00	2,000,000.00	-
ICBC Sydney Branch	A	TD	1.9500	08/03/2022	07/03/2024	Annual	1,000,000.00	1,000,000.00	-
NAB	AA-	TD	0.7500	18/05/2021	20/05/2024	Annual	1,000,000.00	1,000,000.00	-
Westpac	AA-	TD	1.3500	27/10/2021	30/10/2024	Quarterly	5,000,000.00	5,000,000.00	-
NAB	AA-	TD	1.0000	18/05/2021	19/05/2025	Annual	1,000,000.00	1,000,000.00	-





Issuer	Rating	Type	Rate	Purchase	Maturity	Interest	30/06/2022	31/07/2022	Difference
Westpac	AA-	TD	1.5900	27/10/2021	29/10/2025	Quarterly	2,000,000.00	2,000,000.00	-
NAB	AA-	TD	1.3000	18/05/2021	15/05/2026	Annual	1,000,000.00	1,000,000.00	-
Westpac	AA-	TD	1.8200	27/10/2021	28/10/2026	Quarterly	2,000,000.00	2,000,000.00	-
Macquarie Bank	A+	CASH	1.0000	30/06/2022	30/06/2022	Monthly	3,060,024.50	3,062,925.30	2,900.80
Commonwealth Bank	AA-	CASH	0.6000	30/06/2022	30/06/2022	Monthly	330,463.88	5,161,731.15	4,831,267.28
Commonwealth Bank	AA-	CASH	0.8500	30/06/2022	30/06/2022	Monthly	3,195,758.48	2,505,758.48	-690,000.00
TOTALS							43,586,246.86	45,730,414.94	2,144,168.08



Trades in Period

From: 01/07/2022 To: 31/07/2022

New Trades

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Value	Ref
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No entries for this item



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Sell Trades

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Sell	Yield/Margin	Face Value	Gross Value	Capital Value	Ref
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No entries for this item



**Matured Trades**

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Value	Ref
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	23/07/2021	22/07/2022	0.3800	2,000,000.00	
TOTALS								2,000,000.00	



Interest Received in Period

From: 01/07/2022 To: 31/07/2022

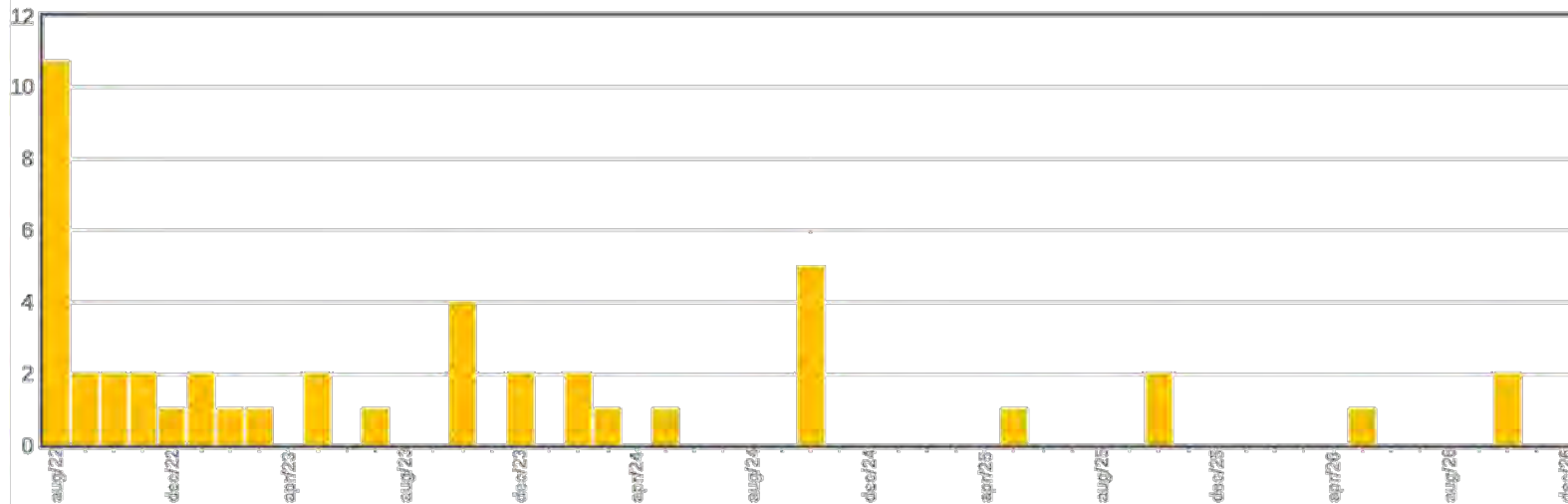
Periodic Interest

Issuer	Rating	Type	Alloc	Frequency	Value	Purchase	Maturity	Coupon Date	Type	Rate	Received
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	2,000,000.00	23/07/2021	22/07/2022	22/07/2022	Maturity	0.3800	7,579.18
Westpac	AA-	TD	GENERAL	Quarterly	2,000,000.00	27/10/2021	27/10/2022	27/07/2022	Periodic	0.5100	2,543.01
NAB	AA-	TD	GENERAL	Annual	1,000,000.00	23/07/2021	24/07/2023	25/07/2022	Periodic	0.6500	6,535.62
Westpac	AA-	TD	GENERAL	Quarterly	4,000,000.00	27/10/2021	26/10/2023	27/07/2022	Periodic	0.9600	9,573.70
Westpac	AA-	TD	GENERAL	Quarterly	5,000,000.00	27/10/2021	30/10/2024	27/07/2022	Periodic	1.3500	16,828.77
Westpac	AA-	TD	GENERAL	Quarterly	2,000,000.00	27/10/2021	29/10/2025	27/07/2022	Periodic	1.5900	7,928.22
Westpac	AA-	TD	GENERAL	Quarterly	2,000,000.00	27/10/2021	28/10/2026	27/07/2022	Periodic	1.8200	9,075.07
TOTALS					18,000,000.00						60,063.56



Maturity Cashflow as at 31/07/2022

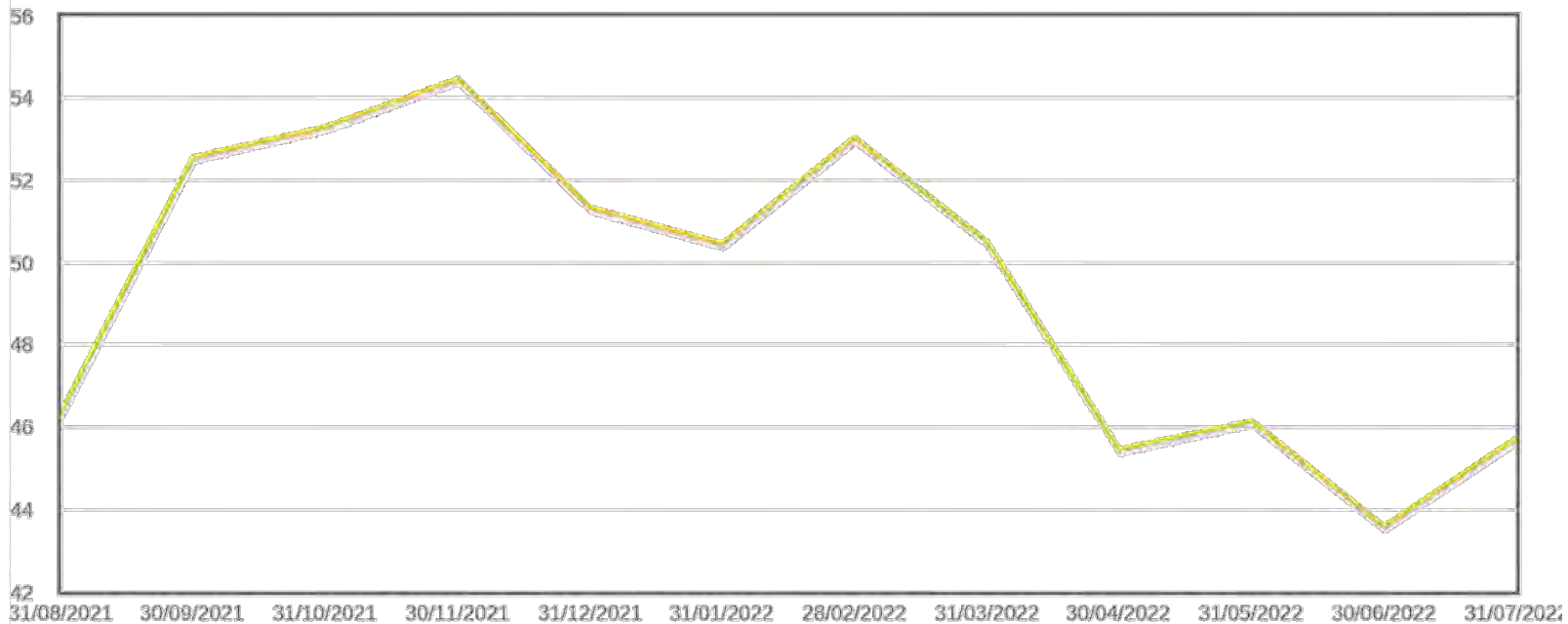
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2022	-	-	-	-	-	-	-	10,730,414	2,000,000	2,000,000	2,000,000	1,000,000	17,730,414.94
2023	2,000,000	1,000,000	1,000,000	-	3,000,000	-	1,000,000	-	-	4,000,000	-	2,000,000	13,000,000.00
2024	-	2,000,000	1,000,000	-	1,000,000	-	-	-	-	5,000,000	-	-	9,000,000.00
2025	-	-	-	-	1,000,000	-	-	-	-	2,000,000	-	-	3,000,000.00
2026	-	-	-	-	1,000,000	-	-	-	-	2,000,000	-	-	3,000,000.00
TOTALS													45,730,414.94





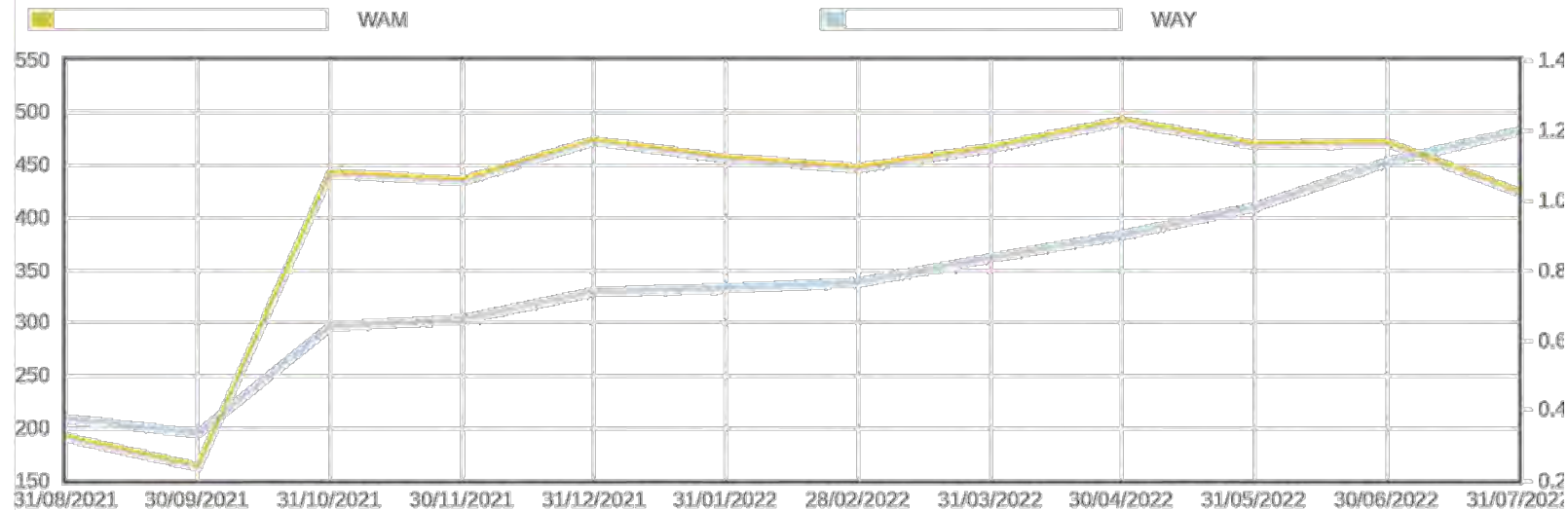
Historical Portfolio Balances (in MM) as at 31/07/2022

31/08/2021	30/09/2021	31/10/2021	30/11/2021	31/12/2021	31/01/2022	28/02/2022	31/03/2022	30/04/2022	31/05/2022	30/06/2022	31/07/2022
46.35	52.56	53.30	54.47	51.34	50.46	53.04	50.51	45.46	46.15	43.59	45.73



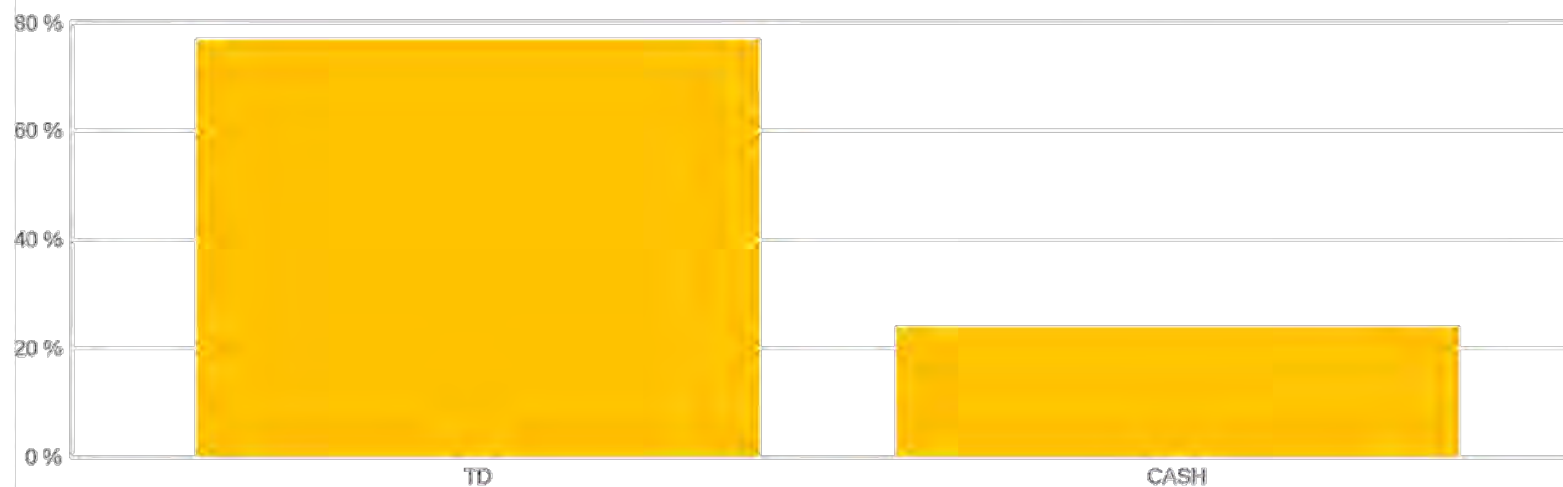
Historical Ratios as at 31/07/2022

	31/08/2021	30/09/2021	31/10/2021	30/11/2021	31/12/2021	31/01/2022	28/02/2022	31/03/2022	30/04/2022	31/05/2022	30/06/2022	31/07/2022
WAM	193	165	444	437	475	458	449	468	494	471	473	4
WAY	0.3822	0.3404	0.6454	0.6654	0.7440	0.7547	0.7707	0.8405	0.9084	0.9862	1.1138	1.20



**Asset Class** as at 31/07/2022

Code	Number of Trades	Invested	Invested (%)
TD	19	35,000,000.00	76.54
CASH	3	10,730,414.94	23.46
TOTALS	22	45,730,414.94	100.0



CC2 **COUNCILLOR WORKSHOP 16 AUGUST 2022**
AUTHOR: David McQuade, Senior Governance Officer
APPROVER: Melinda Aitkenhead, Acting Director Corporate and Community

RECOMMENDATION

That the report be received and noted.

PURPOSE OF REPORT

The purpose of the report is to present a summary to Council of the items discussed at the Councillor Workshop held on Tuesday 16 August 2022 and follow up action required.

REPORT

The following items were discussed at the Councillor Workshop held on Tuesday 16 August 2022:

Item Number	Title	Summary	Follow Up Action
6	Planning Agreements	Mr Maurice Doria, Hall and Wilcox and Ms Lada Notova, Hall and Wilcox delivered a Planning Agreements presentation. A summary of Planning Agreements (otherwise known as Voluntary Planning Agreements) was provided, and the purpose of Planning Agreements explained. The process and assessment of Planning Agreements using the Acceptability Test and Probity were explored as well as potential benefits and rewards to Council in using them	No further action required
7	NSW Government 2022 Housing Package	NSW Government providing a \$2.8 billion 2022/2023 Housing Package to deliver 400,000 affordable and accessible homes with five main areas of delivery being 1. Home Ownership, 2. Supply, 3. Social Housing, 4. Aboriginal Housing and 5. Regional Housing. Staff provided an overview of supply demands, local housing strategies and ongoing projects	No further action required

8	Planning Proposal within the Homebush Precinct	Staff provided an update on the stage of each Planning Proposal in the Homebush Precinct. 1. 125 Parramatta Road and 52-54 Powell Street is at stage 2 of the Planning Proposal stage with Council to undertake planning assessment and possible referral to the Strathfield Local Planning Panel (SLPP) for consideration. 2. 17-20 Loftus Crescent, 3. 11-16 Loftus Crescent, 2 Parramatta Road, 5 and 9-11 Knight Street and 88-92a Parramatta Road and 4. 200-206 Parramatta Road are also at stage 2 and will be reported to a future Council Meeting for consideration on how to proceed. The Parramatta Road Corridor Urban Transformation Strategy, <i>Strathfield Local Environmental Plan 2012</i> and Strathfield Housing Targets 2016-2036 were considered	Council to consider strategy for each Planning Proposal and report back to future SLPP and Council Meeting(s)
9	In-House Certification EPAA (1979)	The assessment, inspection and certification Councils can deliver under the <i>Environmental Planning and Assessment Act 1979</i> were presented to Council. Legislative changes, market trends and challenges to recruit certification professionals are some of the reasons Strathfield Council and NSW Councils are limited in the private certification services that can be offered to the community	No further action required
10	Homebush West Shop Improvement	A background of the community consultation conducted with local businesses, the shade cloth removal initiative and shopfront improvement program conducted over the previous three years discussed with Councillors. Communication has been challenging and Council Officers have noted that areas with less civic pride are vulnerable to graffiti	Council to liaise with Rotary Club of Strathfield to discover if a partnership can be formed to address issues in the Homebush West shopping centre. Report to be presented to 6 September 2022 Council Meeting

11	Advisory Committees Update	Staff presented a summary of the progress made on the advisory committees – the Wellbeing Advisory Committee, the Multicultural and Diversity Advisory Committee and the Local Economic Development and Partnership Advisory Committee	<p>Multicultural and Diversity Advisory Committee to take place at 2pm on 17 August 2022 at Strathfield Library. Wellbeing Advisory Committee will be rescheduled from 24 August 2022 to 31 August 2022. All stakeholders to be informed. Will also take place at 2pm at the Strathfield Library.</p> <p>Chairs of the committees to be consulted with in future regarding logistics, calendar invitations to be sent to Councillors and Terms of References to be an Agenda item for each committee to resolve preferred time and location.</p>
12	Aussie Skips Update	Council's General Counsel provided a summary of historical legal proceedings Strathfield Council has engaged on with the proprietor of 108 Madeline Street. The current legal proceedings are ongoing with the same party were explained with potential outcomes	Residents and local businesses affected by and/or assisting Council/external agencies to enforce conditions be consulted with as to the current status of legal proceedings and estimated conclusion.
13	Customer Experience Improvements – Update	Progress update of the customer app presented to Councillors. Tranche 1 including modules My Properties, Service Requests, Household Clean-up and Rates Payments expected to be launched by 31 October 2022. Tranche 2 including Parking and Venue Booking modules expected to be launched by 31 December 2022. Councillors' app being developed for business paper submissions, questions, expense reimbursement requests and training requests	To go to September 2022 Councillor Workshop
14	Library Trust	Council has been notified that the trustees of the Libraries and Museum Foundation Trust wish to dissolve the trust and allocate trust funds to various community organisations including the Strathfield Library and Innovation Hub. The purpose of the grant to	Council to liaise with the Libraries and Museum Foundation Trust.

		the Strathfield Library and Innovation Hub would be to preserve historical items and pursue the creation of a virtual museum.	
15	Town Hall Renovations	A brief history of the Town Hall Building and estimated works/costs required to restore the building was presented to Councillors.	To go to a future Council Meeting
16	Traffic Related Matters	Staff presented findings and potential solutions to the following traffic related matters; 1 – Marlborough Road Pedestrian Crossing, 2 – Car Space Width Increase at Homebush at Homebush West Car Park, 3 – Arthur Street Bus Stop Shelter/Shade, 4 – Local School Traffic Program and 5 – Traffic Committee Composition Discussion. Councillors advised that future Notice of Motions that are traffic related be proposed for consideration by the Traffic Committee.	1 – Report to be presented to 6 September 2022 Council Meeting 2 – Detailed plans presented to Traffic Committee held on 16 August 2022 and tabled at Councillor Workshop 16 August 2022. To go to next Council Meeting for endorsement 3 – Report to be presented to 6 September 2022 Council Meeting. Local residents to be consulted with in future. 4 – New Road Safety Officer to commence role on 22 August 2022. Australian Catholic University to be invited to the Local School Traffic Program. First forum to be held on Thursday 22 September 2022 as a morning tea (approximately one hour).
17	Distribution Timing – Councillor Workshop and Council Meeting Business Papers	Councillors were provided a proposal to amend the Code of Meeting Practice so that Councillors have more time to consider Council Meeting Business Papers	Report to be presented to 6 September 2022 Council Meeting
Late Item	Christmas Decorations 2022-2026	Staff presented the 2022-2026 proposal for Christmas decorations across the Local Government Area (LGA). It is proposed that the height of Christmas trees be reduced to improve customer experience and that they be of a consistent size across the LGA in shopping centres. Interactive Christmas light installations are proposed for Strathfield Square and garlands will	Council to proceed with Christmas tree proposal subject to suitable plinths. Garlands to be replaced as and where necessary. Council Officers to explore potential Christmas decorations including but not limited to projected lights, a nativity set and lighting of Council buildings and report options/cost implications to a future Council Meeting

		be hung from eaves in business and shopping areas. Estimated \$66,000 savings in 2022-2026 forecast	
Late Item	Event Calendar 2022/2023	Staff informed Councillors of the proposed 2022/2023 Events Calendar that had been presented at the previous Council Meeting on 2 August 2022. The positive outcomes and benefits to the community of each event were explained to Councillors as well as some of the constraints and challenges of each event. The construction of each event budget were also explored.	Lunar New Year be titled Lunar New Year <u>only</u> to encourage the participation of the wider Asian community, the event be moved from Sunday 22 January 2023 to Monday 23 January 2023 and the budget be increased from \$5,000 to \$9,000. The Homebush Village Fair be held on Sunday 14 May 2023. Council to provide participation statistics of the 2022 Cooks River Fun Run, in particular information on the number of participants who reside in the Strathfield LGA. Council's Sponsorship Policy to be reviewed with a view to attracting potential new sponsors for the 2023 Cooks River Fun Run. Council seeks voluntary speakers from the Strathfield LGA for International Women's Day. Australia Day 2023 location be moved from Strathfield Park to Strathfield Square and a variety of attraction options be presented including but not limited to Citizenship Ceremony displayed on large screen and a 'big Aussie BBQ'. All event amendments to be presented to future Council Meeting.
<p>General Business</p> <ul style="list-style-type: none"> • Council hosted a celebration of National Tree Day on 31 July 2022 at Hudson Park. The event was well attended with over double the number of attendees who had registered attending and was a success • Council recently supported the 75th anniversary of Indian Independence Day by raising the Indian national flag and lighting the Council Chambers in the colours of the Indian national flag • Progress has been made in developing a clean-up program with Meriden School • The 31st anniversary of the Strathfield Plaza tragic shooting will take place on 17 August 2022 • Organisational Structure Review is ongoing, and the most recent changes have been presented to the Joint Consultative Committee (JCC) on 11 August 2022 			

- At the JCC the United Services Union commended Council on the increase in female outdoor staff and Council have engaged with a consultant to prepare a report on how this has been achieved
- The new General Manager, Mr Michael Mamo has commenced in the role as of 15 August 2022
- Council is working with NSW Roads and Maritime Services on the Road Network Plan and a meeting will be organised with Mr Mamo and NSW Roads and Maritime Services in the coming weeks

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report.

CC3 CURRENT STATUS OF COUNCIL RESOLUTIONS

AUTHOR: David McQuade, Senior Governance Officer

APPROVER: Melinda Aitkenhead, Acting Director Corporate and Community

RECOMMENDATION

That the report on the current status of Council resolutions be noted.

PURPOSE OF REPORT

To update the Council on the status of previous Council resolutions.

REPORT

Attached is a summary of the outstanding and acquitted Council resolutions.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

1. Outstanding and Acquitted Council Resolutions

ATTACHMENT 1

Outstanding Council Resolution Actions

Meeting Date	Subject	Comments
2 August 2022	Strathfield Park Café	Licence Agreement drafted and reviewed by Legal Team. To be sent to Licensee for execution thereafter
2 August 2022	Four Sites Off Ismay Avenue	Matter ongoing
2 August 2022	NSW Public Spaces Charter Signatory	Application process underway
2 August 2022	Parking in Strathfield Local Government Area	Report to be presented at October 2022 Council Meeting
2 August 2022	Basketball Half Courts	Community consultation underway and report to be presented at October 2022 Council Meeting
2 August 2022	Community Garden in Strathfield South	In Agenda for September Council Meeting
2 August 2022	Draft Community Gardens Policy	In Agenda for September Council Meeting
2 August 2022	Controlling Insurance Costs and Risk	To go to September Councillor Workshop
2 August 2022	Traffic Committee Inclusion by all Councillors	In Agenda for September Council Meeting
2 August 2022	Draft Small Grants Policy	In Agenda for September Council Meeting
2 August 2022	Event Calendar FY2022/2023	In Agenda for September Council Meeting
2 August 2022	Hudson Park Golf Driving Range Operation	Review to be conducted in August 2023
2 August 2022	Strathfield Land Care Program and National Tree Day	To be presented to a future Councillor Workshop
2 August 2022	Mayoral Minute 15/22 - DCP Environmental Changes	To go to September 2022 Councillor Workshop
2 August 2022	Mayoral Minute 16/22 - ANZAC Day Service 2023	Amendments to be implemented for 2023 service
2 August 2022	Mayoral Minute 19/22 - Strathfield Council Town Hall Renovation	In Agenda for September Council Meeting

5 July 2022	Updated and New Policies	To go to a future Councillor Workshop
5 July 2022	Planning Proposal - 11-16 Loftus Crescent, 2 Subway Lane, 5 & 9-11 Knight Street & 88-92A Parramatta Road, Homebush	To go to September 2022 Councillor Workshop,
5 July 2022	Managing Trees on Private Land	To go to a future Councillor Workshop subject to submissions Council receive
5 July 2022	Homebush West Shops	To go to August 2022 Councillor Workshop
5 July 2022	Homebush West Shopping District	Placement ongoing, installation under way
5 July 2022	Homebush North Precinct Plan	To go to September 2022 Councillor Workshop
5 July 2022	Council Committees	To go to September 2022 Councillor Workshop
5 July 2022	200-206 Parramatta Road, Homebush - Planning Proposal	To go to September 2022 Councillor Workshop
7 June 2022	Marlborough Road Pedestrian Crossing	Two concept plans submitted by Transport for NSW and will be considered at September 2022 Councillor Workshop
7 June 2022	Hudson Park Amenities Building	EOI to go out at end of September 2022 when elements of Park elements will be completed in October 2022
7 June 2022	17-20 Loftus Crescent, Homebush Planning Proposal Report	To go to September 2022 Councillor Workshop
7 June 2022	Council Requests and Services Application	Demo to be provided in October 2022
7 June 2022	Mayoral Minute 8/22 - Council Property Licenses and Leases Policy	To go to September 2022 Councillor Workshop
7 June 2022	Audit, Risk and Improvement Committee (ARIC) Membership and Independent Member Fees	To go to September 2022 Councillor Workshop
7 June 2022	Community Strategic Plan Strathfield 2035, Delivery Program 2022-2026, Operational Plan 2022-2023 and Long-Term Financial Plan	Report on the rapidly increasing cost of building materials and impact on Fees and Charges to go to future Council Meeting
7 June 2022	Local Government NSW Annual Conference 2022	Deadline for Notice of Motions now passed

7 June 2022	Garbage Collection Lead Times and Illegal Dumping	Report to go to future Council Meeting following six-month trial period of the source separated metals collection service
7 June 2022	Local School Traffic Program	Report to be presented at September 2022 Council Meeting
3 May 2022	Arthur Street Bus Stop Shelter/Shade	Report to be presented at September 2022 Council Meeting
3 May 2022	Review of Strathfield Connector Bus	Report to go to a future Council Meeting
3 May 2022	Mayoral Minute 7/22 - Sponsorship of Rotary Strathfield Youth Achievement Awards	Sponsorship Policy framework to be prepared
5 April 2022	Improving the Accountability and Transparency of Council – Councillor Sharangan Maheswaran	To go to go to a future Councillor Workshop
5 April 2022	Safe Pedestrian Access at Marlborough Road/Homebush Bay Drive Road to Flemington Market	To go to September 2022 Councillor Workshop
5 April 2022	Parking and Safety Improvements to Courallie Avenue, Homebush West	To go to October 2022 Councillor Workshop
7 March 2022	Mayoral Minute 3/22 – Lions Club Celebrating 75 Years	Council has contacted Rotary Club and awaiting response
1 February 2022	Local Environmental Plan 2021	Letter sent. Meeting with NSW Department of Planning, Industry and Environment to take place week commencing 4 April 2022
1 June 2021	Hidden Treasures of Strathfield	Finishing new soundtrack
1 June 2021	Mayoral Minute 7/21 - Proposed Renaming of Belfield section in Strathfield Local Government Area to Strathfield South	Awaiting advice from Geographical Names Board. Board meeting in September 2022
3 July 2018	Pomeroy Street – Former Bowling Club Site	Council attempted to contact appropriate representative from the Department of Education

Acquitted Council Resolutions

Meeting Date	Subject	Comments
2 August 2022	Mayoral Minute 14/22 - Developer Contributions Reform	Letters sent
2 August 2022	Mayoral Minute 13/22 - Accounting Treatment of Rural Fire Service ('Red Fleet') Assets	Letters sent
2 August 2022	Mayoral Minute 17/22 - Invitation to be a Strathfield Golf club Patron	Letter sent to Golf Club advising of Council resolution
2 August 2022	Indian Independence Day	Indian flag raised between 11 and 18 August 2022 at Strathfield Council and lights in the Indian flag colours turned on at the Council Chambers
2 August 2022	Ibis Birds and Pest Species	Council ran education campaign through social media and eNews
2 August 2022	Draft Policy Development and Review Policy	Policy adopted
2 August 2022	Delegation for General Manager	Delegations completed
2 August 2022	Child Protection Policy	Policy adopted
2 August 2022	Draft Investment Policy	Policy adopted
2 August 2022	Confidential Mayoral Minute 18/22 - Possible Land Purchase	Completed as per Closed Session resolution
5 July 2022	Strathfield Plaza Exit Route	Presented to July 2022 Councillor Workshop and letter sent to Memocorp
7 June 2022	Membership of Southern Sydney Regional Organisation of Councils (SSROC)	Council has completed the membership for SSROC
7 June 2022	Mayoral Minute 10/22 - Relaunch Strathfield Land Care Program and National Tree Day	Report presented to August 2022 Council Meeting
7 June 2022	Parramatta River Catchment Group	Council have now rejoined Parramatta River Catchment Group

7 June 2022	Mayoral and Councillor Annual Fees	Processed and complete
7 June 2022	Draft Investment Policy - Review	Policy adopted at August 2022 Council Meeting
7 June 2022	Child Protection Policy	Report to be presented at August 2022 Council Meeting
7 June 2022	Private Certifiers	Presented to August 2022 Councillor Workshop
7 June 2022	Golf Driving Range Operation	Report presented to August 2022 Council Meeting
7 June 2022	Undeclaring Special Purpose Business Activity for Financial Year Ending 30 June 2022	Hudson Park Driving Range undeclared as Special Purpose Business Activity
7 June 2022	Program Upkeep for Parks and Reserves	Presented to June 2022 Councillor Workshop
7 June 2022	PV Narasimha Rao (Rao) Celebration Bust Acceptance	Presented to June 2022 Councillor Workshop
7 June 2022	Pride Month – Councillor Karen Pensabene	Lights installed and operational
7 June 2022	Mayoral Minute 9/22 – Letter of Support - Strathfield Girls High School West Invest Application	Letter sent
7 June 2022	Liverpool Road Tree Planting	Letters sent
3 May 2022	Community Newspaper	July 2022 edition published. Burwood and City of Canada Bay Councils not interested in approach to Inner West Review
3 May 2022	Application for WestInvest Contested Grant Funds	Total of four applications were submitted by Council – one allocated funds and three contested funds
3 May 2022	Fostering of the Arts to Tackle Graffiti	Council will; continue to monitor grant funding opportunities. No grant funding available
3 May 2022	Employment Zones Reform	Item discussed at July 2022 Councillor Workshop and strategies will be reviewed during current LEP review
3 May 2022	Benches to be Installed at Hornsey Road	Presented to June 2022 Councillor Workshop

3 May 2022	Mayoral Minute 6/22 – SSROC Membership	Report presented to June 2022 Council Meeting
3 May 2022	Community Strategic Plan Strathfield 2035, Delivery Program 2022-2026, Operational Plan 2022-2023 and Long-Term Financial Plan	Report presented to June 2022 Council Meeting
3 May 2022	Disabled Parking Spaces Outside Strathfield Plaza	Presented to June 2022 Traffic Committee
3 May 2022	Car Space Width Increase at Homebush West Car Park	Presented to June 2022 Traffic Committee
5 April 2022	Mayoral Minute 4/22 – Review Requirements for Managing Trees on Private Land	Report presented to July 2022 Council Meeting
5 April 2022	Airey Park Cricket Ground Drainage	Presented to June 2022 Councillor Workshop
5 April 2022	Traffic – Hillcrest Avenue, South Strathfield	Report presented to July 2022 Council Meeting
5 April 2022	Chain of Ponds Reserve, Cave Road, South Strathfield	Report presented to June 2022 Council Meeting
5 April 2022	Garbage Collection Lead Times and Illegal Dumping	Report presented to June 2022 Council Meeting
5 April 2022	Statement of the Heart	Letters sent
5 April 2022	Insecure Jobs	Letters sent
5 April 2022	Mayoral Minute 5/22 – Review of Strathfield Connector Bus	Report presented to May 2022 Council Meeting
5 April 2022	Flyover/Overpass at Arthur Street and Centenary Drive, Homebush West	Presented to Councillor Workshop 26 April 2022
5 April 2022	Resilience NSW and Disaster Recovery Payment	Strathfield LGA Placed on disaster affected areas. Information has been provided to residents on how to apply for funding
5 April 2022	Consultation Process with Businesses within Shopping Precincts	Letters and survey prepared. Consultation commencing April 2022
5 April 2022	Clean-up the Strathfield South Town Centre	Councillors provided with cost estimate to clean up and rejuvenate Strathfield Town Centre
5 April 2022	Public Space Legacy Program – Hudson Park Stage 2	Plans amended and approved by Council
5 April 2022	Report on Safety and Amenity Works End of The Crescent, Homebush West	Report presented to June 2022 Council Meeting
5 April 2022	Council App for Council Services	Report presented to June 2022 Council Meeting

5 April 2022	Draft Media Policy	Report presented to June 2022 Council Meeting
5 April 2022	Community Advocate - Clarifying Motion 12.14 of the 1 February 2022 Council Meeting	Report presented to June 2022 Council Meeting
5 April 2022	Audit of Redundant Driveways and Kerbs With No Verges	Report presented to June 2022 Council Meeting
5 April 2022	Payment of Councillor Superannuation	Report presented to June 2022 Council Meeting
5 April 2022	Park Toilets	Report presented to June 2022 Council Meeting
7 March 2022	Private Certification	Letters sent and matter to be discussed at June 2022 Councillor Workshop
7 March 2022	Flag/Banner Holders in Strathfield LGA Shopping Centres and Outside Community Buildings	Poles refurbished at Depot
7 March 2022	Fostering of the Arts to Tackle Graffiti	Report presented to May 2022 Council Meeting
7 March 2022	Parking Issues at Courallie Avenue	Letters sent
7 March 2022	Illumination of Pathway that Connects Airey Park and Melville Reserve	Report presented to May 2022 Council Meeting
7 March 2022	Homebush West Traffic Study	Presented to Councillor Workshop 26 April 2022
7 March 2022	Support for Referendum to Amend Australian Constitution	Letters sent and Motion submitted 25 March 2022
7 March 2022	Strathfield Council Options for a Circular Economy	Report presented to March 2022 Council Meeting
1 February 2022	2022 National General Assembly of Local Government	Registrations completed and accommodation booked
1 February 2022	Mayoral Minute 2/22 - Comprehensive Tree Maintenance Program	Included in budget
1 February 2022	Community Newspaper	Report presented to May 2022 Council Meeting
1 February 2022	Audit of Council Property and Utilisation	Audit of Council properties complete
1 February 2022	Strathfield Council Depot	Letter sent to Crown Lands on 8 March 2022. Council no longer considering relocation
1 February 2022	Traffic Light Installation at Flemington Road and Parramatta Road Intersection	Letters sent to The Hon. Anthony Roberts, MP, Minister for Planning and Minister for Housing. Mr

		Rob Sharp, Secretary Transport NSW and Mr Lucas Earl, Truman Corp Pty Ltd on 19 February 2022
1 February 2022	Flag/Banner Holders in Strathfield LGA Shopping Centres and Outside Community Buildings	Report presented to March 2022 Council Meeting
1 February 2022	Open Space in Courallie Avenue Precinct	Report presented to March 2022 Council Meeting
1 February 2022	Mayoral Minute 1/22 - Operational Committees	Presented to Councillor Workshop in March 2022
1 February 2022	Voting Delegates for Special Local Government NSW Conference	Councillors nominated and registered
1 February 2022	Night Time Safety Lighting at Pedestrian Crossings	Report presented to March 2022 Council Meeting
1 February 2022	Safety Outdoor Dining	Report presented to March 2022 Council Meeting
1 February 2022	Homebush West Traffic Study	Report presented to March 2022 Council Meeting
1 February 2022	Naturalisation of the Cooks River	Letters sent to The Hon. Dominic Perrottet, MP, Premier of NSW, The Hon. Kevin Anderson, MP, Minister for Lands and Water and The Hon. James Griffin, MP, Minister for Environment and Heritage on 18 February 2022
1 February 2022	Upgrade at the Junction of Underwood Road and Centenary Drive	Letters sent to Mr Rob Sharp, Secretary Transport NSW and Dr Fiona Martin MP on 17 February 2022
1 February 2022	Parking and Safety Improvement to Courallie Avenue, Homebush West	Report presented to March 2022 Council Meeting
1 February 2022	Planning Controls for Homebush West	Presented to Councillor Workshop February 2022
1 February 2022	Flyover/Overpass at Arthur Street and Centenary Drive, Homebush West	Letters sent to Mr Rob Sharp, Secretary Transport NSW and Dr Fiona Martin MP on 17 February 2022. Report to go to April 2022 Council Meeting
1 February 2022	Safe Pedestrian Access at Marlborough Road/Homebush Bay Drive to Flemington Markets	Report to go to April 2022 Council Meeting
3 November 2021	FIFA Women's World Cup	Report presented to May 2022 Council Meeting

14 September 2021	Environmental Planning and Assessment Amendment (Infrastructure Contributions Bill) 2021	New legislation before parliament. No timeline provided for finalisation
4 May 2021	Local Environment Plan 2021 Community Consultation	Included in LEP
4 May 2021	Mayoral Minute 4/21 Strathfield ANZAC Day Ceremony	Committee held in March 2022. Future meeting to be held in May 2022
6 October 2020	Marlene Doran	No further action required by Council

CC4 THE LIBRARIES AND MUSEUM FOUNDATION TRUST
 AUTHOR: Kathryn Fayle, Manager, Library & Community Services
 APPROVER: Melinda Aitkenhead, Acting Director Corporate and Community

RECOMMENDATION

That Council receive and note the report.

PURPOSE OF REPORT

To advise that the Trustees of the Libraries and Museum Foundation Trust Fund (the 'Trust') seek to wind up the Trust and disperse the trust funds to community organisations identified by the Trustees, including Strathfield Library and Innovation Hub.

REPORT

The Libraries and Museum Foundation Trust Fund was established in 1998 under the *Local Government Act 1993* as a Section 355(c) Committee. It was intended that the Trust would, amongst other things, provide for historical items and memorabilia for purposes benefiting the community and in particular the Strathfield Municipal area.

The Trust seeks to approach Strathfield Library and Innovation Hub to augment and enrich Council's Local Studies collection with historical items collected by the late Marlene Doran, with the aim of creating a virtual museum.

The Trust is seeking to provide limited grants to community organisations identified by the Trustees as per the scope of the objects of the Trust and outlined in the Financial Implication section of this report.

FINANCIAL IMPLICATIONS

Organisation/Group	Amount	Type	Specified Use
Strathfield Library and Innovation Hub or Strathfield Homebush Historical Society	\$20,000	Grant	The collection, authentication and preservation of local historical records
Chalmers Rd Special School	\$1500	Donation	Unspecified
Strathfield Croquet Club	\$3000	Donation	Preservation of archival records
Powells Creek Tennis Centre	\$3000	Donation	Club house furniture
Homebush Probus Club	\$5000	Donation	Unspecified
Strathfield School for Seniors	\$5000	Donation	Computer equipment (hardware and software), internet access
Cumberland RSL Branch (Incorporating former Homebush Strathfield Sub Branch)	\$2000	Donation	Unspecified
Tamil Senior Citizens Association	\$2000	Donation	Unspecified

ATTACHMENTS

1. Trust Deed
2. Joseph P. Saad and Co Legal Advice to the Trustees
3. Minutes of Trustee Meeting held on 8 July 2022
4. Libraries and Museum Foundation Trust Meeting 26 July 2022 - Minutes

ATTACHMENT 1

ATTACHMENT 2

DATED 1998

BETWEEN:

STRATHEFIELD MUNICIPAL
COUNCIL

"the Settlor"

AND:

VICTOR ANANDAN, MARLENE
DORAN, VIS SURENDRA, IAN
ALBERTSON, TERRY SHANAHAN

"the Trustees"

TRUST DEED

Messrs Houston Dearn O'Connor
Solicitors
Suite 4, 1st Floor
Murray Arcade
127 Burwood Road
BURWOOD 2134
DX 8565 BURWOOD
TEL: 9744 9247
REF: ML:LA:S1108

THIS TRUST DEED made the 28th day of April, 1998 BETWEEN
STRATHFIELD MUNICIPAL COUNCIL 65 Homebush Road, Strathfield in the State of
 New South Wales (hereinafter called "the Settlor") of the one part AND VICTOR
ANANDAN, MARLENE DORAN, VIS SURENDRA, IAN ALBERTSON and TERRY
SHANAHAN (hereinafter called "the Trustees") of the other part.

WHEREAS

- A. The Settlor has established a Committee known as the Libraries and Museum Foundation pursuant to the provisions of Section 355(c) of the Local Government Act, 1993.
- B. The Settlor desires to establish a charitable trust to be known as The Libraries and Museum Foundation Trust Fund (hereinafter called "the Fund") to raise monies and acquire assets for the purposes set out in this Deed.
- C. The Settlor has paid the sum of ten dollars (\$10.00) to the Trustees to the intent that same shall be held upon the trusts and with and subject to the powers and provisions hereinafter declared and contained concerning the same.
- D. It is expected that further moneys may be paid or donated or investments or property transferred, allotted or assured to the Trustees to be held on the same trusts as the sum referred to in Recital C hereof.
- E. It is intended that moneys received shall be applied exclusively for the Strathfield Heritage Museum and the public purposes of providing money property or benefits, the collection of historical documents and artefacts relating to the history of Strathfield for the advancement of the arts and cultural activities, public library services, the preservation of historical items and memorabilia and advancement of education in the arts or other legally charitable purposes and all purposes relating thereto beneficial to the community and in particular the community in the Strathfield Municipal area.
- F. It is intended that donations to the Fund to the value of two dollars or upwards would

be allowable deductions for income tax purposes under the provisions of Division Thirty of the Income Tax Assessment Act 1997 as amended from time to time or any substitution therefor or re-enactment thereof.

NOW THIS DEED WITNESSETH AND IT IS HEREBY AGREED as follows:

TRUSTEES TO HOLD MONEYS ON TRUST

1. The aforesaid sum of \$10.00 and all moneys, donations investments and property of a capital nature received and accepted by the Trustees from time to time and income earned thereon (hereinafter collectively called "the Trust Fund") shall be held by the Trustees upon the trusts and with and subject to the powers and provisions appearing below.

INVESTMENT

2. The Trustees shall invest the Trust Fund in their names in any investments permitted by law for the investment of trust funds, and may at any time and from time to time vary any of such investments for others of a like nature.

OBJECTS OF THE TRUST

3. The Trustees shall hold the Trust Fund and the investments from time to time representing the same upon trust to apply the same for the provision and maintenance of the Strathfield Heritage Museum and for the purposes of providing money property or benefits the collection of historical documents and artefacts relating to the history of Strathfield for the advancement of the arts and cultural activities and public library services and the preservation of historical items and memorabilia, advancement of education in the arts or other legally charitable purposes and all purposes relating thereto beneficial to the community and in particular the community of the Strathfield Municipal area.

TITLE OF THE TRUST

4. The Trust hereby established shall be called "THE LIBRARIES AND MUSEUM FOUNDATION TRUST FUND".

COSTS OF EXECUTING TRUSTS

5. The Trustees shall, out of the Trust Fund in the first place, pay all costs and expenses of or incidental to the management of the Trust Fund and its income or the execution of any of the trusts or powers of this Deed.

REMUNERATION OF TRUSTEES

6. A Trustee shall not be appointed to any salaried office or any office paid by fees, and no remuneration or other benefit in money or money's worth shall be given to any Trustee except for repayment of out-of-pocket and incidental expenses.

APPOINTMENT OF NEW TRUSTEES

7. A trustee may resign upon giving at least seven days written notice and if a trustee's office becomes vacant for any reason the statutory power of appointing a new Trustee or new Trustees shall apply to this Deed and shall be exercisable by the Settlor or anybody from time to time replacing the Settlor as the statutory body or organisation responsible for the administration of Local Government within the Strathfield Municipal Council area.

VARIATION OF THIS DEED

8. It shall be lawful for the Trustee at any time with the written approval of the Settlor for the time being to revoke any or add to any of the provisions of this Deed so long as such revocation variation or addition does not permit the Trustee to apply any part of the Fund in a manner which is inconsistent with the objects referred to in this Deed.

ADMINISTRATIVE POWERS OF THE TRUSTEES

9. The Trustees shall have the power from time to time as they may in their absolute discretion think fit:
- (a) To receive grants into the Trust Fund;
 - (b) To collect donations (whether periodical or otherwise) to be added to and form part of the Trust Fund;
 - (c) To issue public or private appeals for donations to the Trust Fund.

TRUSTEES POWER TO MAKE, VARY OR RESCIND ANY RULES

10. The Trustees may meet as they think fit and shall have the power from time to time to make, vary or rescind any rules providing for the regulations of their meetings or for the administration of the Fund or for the conduct of their business and for the summoning and conduct of their meetings, the deposit of money and in particular with reference to:
- (a) The terms and conditions upon which the income of the Trust Fund or any part thereof may be used.
 - (b) The appointment of an Honorary Secretary, Honorary Auditor, Honorary Treasurer and such other unpaid officers as they may consider necessary and the fixing of their respective terms of office.

LIAISON WITH LIBRARY AND MUSEUM FUND

11. The Trustees shall at all times liaise with the Libraries and Museum Foundation in ascertaining the needs of the community in respect of which the objects of the Fund might be effected and shall take into consideration any views expressed by the Foundation from time to time in determining the application of the Fund.

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TRUSTEES POWER TO DELEGATE

12. The Trustees shall not be bound in any case to act by themselves but shall be at full liberty to appoint the Foundation or any other Agent to transact all or any business of whatever nature required to be done in pursuance of the Trusts of this Deed including the day to day management of the Trust Fund and the receipt and payment of money and shall not be responsible for the defaults of any such Agent or any loss occasioned by his or her appointment.

ACCOUNTS

13. The trustees shall maintain full and complete financial records for the Fund and shall publish a comprehensive report of the activities of the Trust during 12 month period and such report shall include an audited statement of account providing full details of the assets, income and liabilities of the Trust during such period.

INSURANCE

14. The Trustees shall take out appropriate Policies of Insurance for the protection of the property and assets of the Trust Fund and for the protection of the Trustees and honorary officers or agents against public liability.

PERSONAL LIABILITY

15. Notwithstanding anything elsewhere herein contained any honorary officer or agent appointed pursuant to the preceding provisions hereof, who acts bona fide in pursuance of any duties or functions assigned to him in such capacity, shall not be personally liable for any claim or matter or thing arising out of the performance of such duties or functions and shall be indemnified by the Trustees in respect thereof.

DISSOLUTION OF THE TRUST



16. (a) If at any time it appears to the Trustees, upon reasonable grounds, that it is

inappropriate to continue the activities for which Fund is established, then the Trustees may in their absolute discretion wind up the Trust and apply the Trust Fund and income or so much thereof as remains for the benefit of one or more charitable institutions as the Trustees in their absolute discretion may choose which has objects similar to the objects of the Fund and in respect of which donations of two dollars or upwards are allowable deductions for income tax purposes under the provisions of Division Thirty of the Income Tax Assessment act 1997 as amended from time to time or any act enacted in substitution therefor PROVIDED THAT such fund authority institution or organisation shall apply any such money or property exclusively for purposes similar to the purposes set out in this Deed.

- (h) The receipt of the Treasurer for the time being of such charitable institution or institutions shall be sufficient discharge to the Trustees of their further obligations pursuant to this Deed.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and year first hereinbefore written.

THE COMMON SEAL of STRATHFIELD)
MUNICIPAL COUNCIL was hereunto)
 affixed pursuant to a resolution of the)
 Council passed on the seventeenth)
 day of March)
 1998 before me:)


 MAYOR

 GENERAL MANAGER

SIGNED SEALED and DELIVERED)
 by the said VICTOR ANANDAN in the)
 presence of:)



SIGNED SEALED and DELIVERED)
by the said MARLENE DORAN)
in the presence of:)

 JP

SIGNED SEALED and DELIVERED)
by the said VIS SURENDRA)
in the presence of:)

 JP

SIGNED SEALED and DELIVERED)
by the said IAN ALBERTSON)
in the presence of:)

 JP

SIGNED SEALED and DELIVERED)
by the said TERRY SHANAHAN)
in the presence of:)

 JP

ATTACHMENT 2

JOSEPH P. SAAD AND CO.
SOLICITORS AND ATTORNEYS

PRINCIPAL
Joseph P. Saad B.A. LL.B.
Notary Public

5/90-100 EDWIN STREET NORTH
CROYDON NSW 2132
PO BOX 851 STRATHFIELD NSW 2135
ABN 29 978 549 335

Tel: (02) 9763 1899
Fax: (02) 9746 1014
Email: saadandco@bigpond.com

Our Ref: JPS.db.10940
Your Ref:

4 July 2022

The Trustees
The Libraries and Museum Foundation Trust
c/- 10/68 Burlington Road
HOMEBUSH NSW 2140

Dear Trustees,

RE: THE LIBRARIES AND MUSEUM FOUNDATION TRUST FUND ("the Trust")

INTRODUCTION

We are instructed to advise the Trustees of the Trust in relation to the Trustees' obligations to respond to a KEY QUESTION framed as follows:-

"Is it lawful for the Trustees of the Libraries and Museum Foundation Trust Fund to disperse the majority of the funds held at Homebush (Bendigo) Community Bank to the selected organisations and community groups in accordance with the Objects of the Trust then at a later stage vote to wind up the Trust Fund with what funds remaining being given to a one or more charity/ies with tax deductibility status?"

EXECUTIVE SUMMARY

Having regard to the language of Clause 3 of the Trust Deed it is, in our opinion, permissible and indeed appropriate in the circumstances, to give a wide interpretation to the scope of the objects of the Trust. It is our opinion that the dispersal of funds of the Trust in the manner contemplated by the Trustees fits fairly and squarely within the scope of the Objects of the Trust. Accordingly, such dispersal of funds of the Trust is consistent with the general purposes of the Trust and can be pursued as set out herein.

DOCUMENTS

We have been provided with the following documents:-

1. Copy of Trust Deed dated 28 April 1998 purporting to establish the Trust ("the Trust Deed")
2. Copies of correspondence relating to the formation of the Trust from Houston Dearn O'Connor Solicitors, NSW Office of State Revenue, Strathfield Municipal Council and the Australian Taxation Office

Liability limited by a Scheme approved under Professional Standards Legislation

2

The Trustees

The Libraries and Museum Foundation Trust4 July 2022

3. Copies of ancillary documents including the Constitution of the Libraries and Museum Foundation ("the Foundation") which was dissolved by Strathfield Council. Accordingly, we are instructed to exclude consideration of the Foundation from our advice
4. Bank Statements in relation to the funds held by the Trust

ASSUMPTIONS

We are instructed that the original of the Trust Deed cannot be located and that, to the best of the Trustees' knowledge and belief, the copy of the Trust Deed is a full and true copy and has not been further modified or amended.

We have been expressly instructed to rely on the copy of the Trust Deed in giving this advice.

CURRENT POSITION OF THE TRUST

The current surviving and only trustees of the Trust are Ian Albertson, Victor Anandan and Vis Surendra (collectively called "the Trustees").

The assets of the Trust consist of cash on deposit with Homebush (Bendigo) Community Bank totalling approximately \$47,736.00.

The Trust has been inactive for a number of years. The Trustees now wish to disperse trust funds in conformity with the Trust Deed and thereafter to wind up the Trust.

OBJECTS OF THE TRUST

The Objects of the Trust are set out in Clause 3 of the Trust Deed and is reproduced below.

"OBJECTS OF THE TRUST

3. The Trustees shall hold the Trust Fund and the investments from time to time representing the same upon trust to apply the same for the provision and maintenance of the Strathfield Heritage Museum and for the purposes of providing money property or benefits, the collection of historical documents and artifacts relating to the history of Strathfield for the advancement of the arts and cultural activities and public library services and the preservation of historical items and memorabilia, advancement of education in the arts or other legally charitable purposes and all purposes relating thereto beneficial to the community and in particular the community of the Strathfield Municipal area."

3

The Trustees
The Libraries and Museum Foundation Trust

4 July 2022

Having regard to the language of Clause 3 it is, in our opinion, permissible and indeed appropriate in the circumstances, to give a wide interpretation to the scope of the objects of the Trust. We provide our advices as to the validity of the proposed actions of the Trustees accordingly.

PROPOSED ACTIONS BY THE TRUSTEES

We are instructed that the Trustees propose to approach Strathfield Library and Information Hub and/or Strathfield-Homebush District Historical Society to lead and manage the expansion, augmentation and enrichment of the Strathfield Council's Local Studies Collection ("the Collection"). The Collection may encompass the establishment of a "Strathfield Virtual Museum".

To this end, the Trustees intend to provide specific limited funding to promote the participation of local community organisations to make available for inclusion in the Collection historical and archival material reflecting community activities.

In our opinion, the community organisations identified by the Trustees to participate and to receive limited grants are within the scope of the objects of the Trust. We note these community organisations include but are not limited to the following:-

- Strathfield Library and Information Hub
- Strathfield-Homebush District Historical Society
- Chalmers Road Special School
- Strathfield Croquet Club
- Powells Creek Tennis Centre
- Homebush Probus Club
- Strathfield School for Seniors
- Cumberland RSL Sub Branch (incorporating the former Homebush-Strathfield Sub Branch)
- Tamil Senior Citizens Association

In engaging with these community groups and organisations the Trustees' express intention is as stated in the proposed Agenda for an upcoming meeting of the Trustees. The Trustees note as follows:-

"Grant funding may be used for the augmentation/enrichment of the existing local studies collection, the undertaking of original research, the acquisition of resources in any or all formats (including but not limited to monographs, periodicals, regalia, ephemera, photographs, drawings, oral histories, recordings, storage and preservation of such collections and their accessibility to the public."

In addition to the community organisations and groups, the Trustees wish to engage and collaborate with the family of the late Marlene Doran OAM (historian and archivist) to assemble and collate the historical and archival material which remains part of the Estate of Marlene Doran.

4

The Trustees
The Libraries and Museum Foundation Trust

4 July 2022

In our opinion the dispersal of funds of the Trust in the manner contemplated by the Trustees fits fairly and squarely within the scope of the Objects of the Trust. Accordingly, such dispersal of funds of the Trust is consistent with the general purposes of the Trust and can be pursued as set out herein.

INCIDENTAL PAYMENTS ALLOWABLE

We observe that prudent payments by the Trust which are related to and incidental to the Trustees' actions referred to herein are allowable. Such incidental expenses may include costs of arranging meetings and issuing invitations, venue selection and presentations, costs of transportation and storage and consultants' fees and proper disbursement to community organisations and groups referred to above.

We do not see the need to consider paying any surplus Trust funds on a winding-up to a charity having tax deductible status. Any remaining funds may be used for the ongoing funding of and maintenance of the Collection.

AUDIT OF THE TRUST FUND

As discussed with Mr Ian Albertson in conference we recommend that the firm of C.M. Pitt & Co, Chartered Accountants, be retained to carry out an audit of the Trust's financial position and prepare and submit a report to the Trustees accordingly.

If you have any further problems or questions or if there is anything you wish to discuss, please do not hesitate to contact the writer.

Yours faithfully,



Joseph P. Saad



ATTACHMENT 3

Meeting of the Trustees of Strathfield Libraries and Museum Foundation
 Friday, 8 July, 2022
 Café Tabouli, 41-43 Rochester St, Homebush
 10 am

AGENDA

1. Welcome
2. Apologies *Nil*
3. Motions:-

Motion 1: That the majority of funds held in the two Strathfield Libraries and Museum Foundation term deposit accounts and general account at Homebush (Bendigo) Community Bank (currently totalling \$47,678.72) be dispersed amongst a specified group of local organisations and community groups and that the Foundation account balances are maintained as a single Term Deposit.

Moved by:

Seconded by:

Vote: 3 in favour / 0 against

Outcome: Passed / Not passed

Motion 2: That some SLMF Trust funds be dispersed as follows:-

Organisation/Group	Amount	Type	Specified use
Strathfield Library and Information Hub or Strathfield/Homebush District Historical Society	\$20,000	Grant	The collection, authentication and preservation of local historical records***
Chalmers Rd Special School	\$1,500	Donation	Unspecified*
Strathfield Croquet Club	\$3,000	Donation	Preservation of archival records*
Powells Creek Tennis Centre	\$3,000	Donation	Club house furniture**
Homebush Probus Club	\$5,000	Donation	Unspecified*
Strathfield School for Seniors	\$5,000	Donation	Computer equipment (hardware and software), Internet access*
Cumberland RSL Sub Branch (incorporating former Homebush Strathfield Sub Branch)	\$2,000	Donation	Unspecified*
Tamil Senior Citizens Association	\$2,000	Donation	Unspecified*

TOTAL: \$41,500

Balance: \$6,178.72

Notes:

* Those community groups and organisations receiving donations to be requested to forward information about the history and activities (including annual reports, program, brochures, photographs etc) of their group/organisation for inclusion in Strathfield Council's Local Studies Collection for posterity.

******In the case of Powells Creek Tennis Centre, which is outside the Strathfield boundary, this group would be requested to forward information about the history and activities (including annual reports, program, brochures, photographs etc) related to the Centre's association with Strathfield residents and students (e.g. Homebush Boys High School sporting program).

*******Grant funding to be used for the augmentation/enrichment of the existing local studies collection including the undertaking of original research, the acquisition of resources in any or all formats (including but not limited to monographs, periodicals, realia, ephemera, photographs, drawings, oral histories, recordings, digital records); the organisation, storage and preservation of such collections and their accessibility to the public.

It is the wish of the Strathfield Libraries and Museum Foundation Trustees that the scope of work (above) will include consideration of any historical material collected by the (late) Marlene Doran OAM (Local Historian and Hon. Archivist) which may be handed over to the Strathfield Libraries and Information Hub and/or Council Historian or Strathfield/Homebush District Historical Society by the Doran Family for appraisal, authentication, augmentation, preservation and, where appropriate, incorporated into the Strathfield Local Studies Collection.

Moved by:

Seconded by:

Vote: 2 in favour / against / 1 abstention*

Outcome: Passed/Not passed

*Ian Albertson to abstain from voting on this Motion due to Conflict of Interest (office bearer of Homebush Probuss Club)

4. Concluding remarks. Vote of thanks.

Meeting ended at:

Signatures:


Ian Albertson
(Trustee)


Victor Anandan
(Trustee)


Vis Surendra
(Trustee)

Dated: 8 July, 2022

ATTACHMENT 4



Libraries and Museum Foundation Trust Meeting

Held on 26 July 2022

Community Meeting Room

Strathfield Council

10am

Attendees: Ian Albertson (Trustee), Cathy Jones (Secretary Strathfield Homebush District Historical Society), Brian Barrett (Acting General Manager), Mary Rawlings and Kathryn Fayle (Strathfield Council)

The meeting discussed the winding down of the Trust and the disbursement of funds raised by the Library and Museum Foundation (L&M Foundation).

Ian Albertson stated that legal advice had been sought and disbursement of funds are to be made in accordance with the objectives of the Trust for an identified purpose.

Historical items collected by the late Marlene Doran ("Doran Collection") was discussed. Ian stated that was a priority for the Trust to secure the collection. The meeting discussed that the size and scope of the collection was unknown as the family are still sorting and dividing personal/family items from historical items. Therefore, there is a need to prepare an inventory and identify what is in the collection and what actions are required for storage and archiving.

It was agreed that it was a good thing for the Doran family to donate the collection to Strathfield, but it is important that both the Historical Society and the Library are made aware of what is in the collection.

The collection is currently stored at Bowral and the Doran family are currently paying for storage. Once the collection is sorted from Doran family items, the Trustees have agreed to transfer the collection to Homebush for storage and be responsible for the storage fees.

It was discussed that once the Trust has possession of the material, the Trust will be responsible for its management. This may mean reviewing collection with the assistance of an archivist and this would be the responsibility of the Trust.

Discussion held on digitisation and how this enables greater access for people to research local history. It was agreed that a physical museum would not be realistic, but a virtual museum may be viable, if the collection was digitised. Depending on what is in the collection and the conditions in which it was collected, there may be issues concerning ownership and copyright.

In regard to the concept of the Strathfield Museum, it was stated that the library building, which was built after the L&M Foundation was formed, included a large local studies room in the library for local history resources and collections with space for exhibitions. The previous library did not have a dedicated area for local studies. It was suggested that if money is left in the Trust, that funds could be made available to the library for oral histories as a suitable purpose.

In conclusion, the Trust will have the responsibility for the short term, to manage the collection. Council will be a resource via the Local Studies Advisor. Ian stated that the Historical Society will be included.

The Trustees intend to organise a lunch and invite selected local organisations to provide local history information to the library local studies collection. Donations of material will be made to the Council. A report to Council on this process would be made available to a future Council meeting, likely September 2022.

Meeting closed at 11.10am.

CC5 DISTRIBUTION TIMING - COUNCILLOR WORKSHOP AND COUNCIL MEETING
BUSINESS PAPERS

AUTHOR: Chris Nascimento, Manager, Corporate Services

APPROVER: Melinda Aitkenhead, Acting Director Corporate and Community

RECOMMENDATION

Council is requested to determine if it wants to:

- a. Leave the current Business Paper timeframes as is;

Or

- b. Amend Clause 3.9 - giving notice of business to be considered at Council meetings; to require Notices of Motions to be submitted to the General Manager (or their nominee) **by no later than 5pm 12 days prior to the meeting** and that this amendment be publicly exhibited for a period of no less than 28 days and that a report on the outcome of the exhibition be reported back to Council.

PURPOSE OF REPORT

To provide Councillors the opportunity to determine if they would like to receive the Business Papers for meetings earlier than the current 5-day timing. To enable the earlier distribution of the Business Paper, an amendment to the Code of Meeting Practice would be required. This report seeks guidance from Council on whether it would like to change the distribution deadline and therefore amend Clause 3.9 of Council's Code of Meeting Practice.

REPORT

A request has been received from a Councillor to move forward the distribution of the Business Papers for meetings. There are a number of Clauses within Council's Code of Meeting Practice which would be affected, should the Business Paper distribution deadline be altered, as follows:

- Clause 3.6 states that *'the general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting'*. This Clause is not problematic as any change to distribution timing would still enable three (3) days notification.
- Clause 3.9 - **giving notice of business to be considered at council meetings** states *'a councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by to the General Manager (or their nominee) by no later than 5pm one week prior to the meeting'*.



Should the Council wish to proceed with altering the Business Paper deadline, Clause 3.9 of the Code of Meeting Practice (above) would be required to be altered and the deadline moved forward by a further four (4) working days, meaning that notice of motions would be required to be submitted to the General Manager

(or their nominee) by no later than 5pm 12 days prior to the meeting. This amendment would need to be publicly exhibited for 28 days with the outcome of this consultation being reported back to Council.

The altered notice of motion deadline would enable the Business Paper to be published three (3) working days earlier, on a Monday rather than the current Thursday publishing day.

An example of the new timetable is outlined below:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	5/9/2022	6/9/2022 Council Meeting	7/9/2022	8/9/2022	9/9/2022
Week 2	12/9/2022 Proposed - Workshop Agenda Distribution	13/9/2022	14/9/2022	15/9/2022 Current - Workshop Agenda Distribution	16/9/2022
Week 3	19/9/2022	20/9/2022 Councillor Workshop	21/9/2022 Proposed – NOM due date	22/9/2022	23/9/2022
Week 4	26/9/2022 Proposed - Council Meeting Agenda Distribution	27/9/2022 Current - NOM due date	28/9/2022	29/9/2022 Current - Council Meeting Agenda Distribution	30/9/2022
Week 5	3/10/2022	4/10/2022 Council Meeting	5/10/2022	6/10/2022	7/10/2022

	<i>Current timeframe</i>
	<i>Proposed new timeframe</i>

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

1. Code of Meeting Practice

ATTACHMENT 1

STRATHFIELD COUNCIL

CODE OF MEETING PRACTICE

June 2021





CODE OF MEETING PRACTICE

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CODE OF MEETING PRACTICE

RESPONSIBILITY	Executive Manager Administration		
DATE ADOPTED	14 June 2019	MINUTE	
REVISED	June 2021	REVIEW	2022
ECM No			
ASSOCIATED POLICIES	Strathfield Council Code of Conduct Strathfield Council Privacy Management Plan Strathfield Council Access to Information Policy		
ASSOCIATED LEGISLATION	<i>Local Government Act 1993</i> <i>Local Government (General) Regulations 2005</i>		
ASSOCIATED GUIDELINES			

Introduction

The Strathfield Code of Meeting Practice (the 'Code') is made under section 360 of the *Local Government Act 1993* (the 'Act') and the *Local Government (General) Regulation 2005* (the 'Regulation').

This Code applies to all meetings of Council and Committees of Council of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Council must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Code of Meeting Practice (the 'Model Meeting Code') from the Office of Local Government.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions as adopted. Any Code of Meeting Practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of the Model Meeting Code.

Non-mandatory provisions of the Model Meeting Code are indicated in italics.

Note: The term general manager where referenced in this document refers to the statutory general manager under section 334 of Local Government Act 1993, which in Strathfield Council's case is known as the Chief Executive Officer.



CODE OF MEETING PRACTICE

2. Meeting Principles

2.1 Council and committee meetings should be:

- Transparent:* Decisions are made in a way that is open and accountable.
- Informed:* Decisions are made based on relevant, quality information.
- Inclusive:* Decisions respect the diverse needs and interests of the local community.
- Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
- Respectful:* Councillors, staff and meeting attendees treat each other with respect.
- Effective:* Meetings are well organised, effectively run and skilfully chaired.
- Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.



CODE OF MEETING PRACTICE

3. Before the Meeting

Timing of ordinary council meetings

- 3.1 Ordinary meetings of Council will be held at 6.30pm on the first (1st) Tuesday of each month in the Council Chambers, 65 Homebush Road Strathfield or in another location as determined by the Council.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

Notice to the public of council meetings

- 3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.3 reflects section 9(1) of the Act.

- 3.4 For the purposes of clause 3.3, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.
- 3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.6 reflects section 367(1) of the Act.



CODE OF MEETING PRACTICE

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.7 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.8 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by to the General Manager (or their nominee) by no later than 5pm one week prior to the meeting.
- 3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11 Any notice submitted under clause 3.9 which has legal, strategic, financial and/or policy implications that should be taken into account by the Council Meeting should be put in a form which calls for a report to the Council.

Questions with notice

- 3.12 A councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the general manager about the performance or operations of the council.
- 3.13 A councillor is not permitted to ask a question with notice under clause 3.12 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.14 The general manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.15 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.



CODE OF MEETING PRACTICE

- 3.16 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.9.
- 3.17 Nothing in clause 3.16 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.18 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.19 *The general manager may not include in the Council or Committee business paper notice submitted under clause 3.9 which, in the opinion of the general manager, is considered to be potentially defamatory, indecent, offensive, abusive, harassing, objectionable in language or substance, irrelevant, trivial, may breach privacy or confidentiality obligations or is outside of Council's powers or functions.*
- 3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.20 reflects section 9(2A)(a) of the Act.

- 3.21 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.



CODE OF MEETING PRACTICE

Availability of the agenda and business papers to the public

- 3.22 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.22 reflects section 9(2) and (4) of the Act.

- 3.23 Clause 3.22 does not apply to the business papers for items of business that the general manager has identified under clause 3.20 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.23 reflects section 9(2A)(b) of the Act.

- 3.24 For the purposes of clause 3.22, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.24 reflects section 9(3) of the Act.

- 3.25 A copy of an agenda, or of an associated business paper made available under clause 3.22, may in addition be given or made available in electronic form.

Note: Clause 3.25 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.26 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

- 3.27 Despite clause 3.26, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 3.28 A motion moved under clause 3.27(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

- 3.29 Despite clauses 10.19–10.29, only the mover of a motion moved under clause 3.27(a) can speak to the motion before it is put.

- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.27(b) on whether a matter is of great urgency.



CODE OF MEETING PRACTICE

Pre-meeting briefing sessions

- 3.31 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.*
- 3.32 Pre-meeting briefing sessions are to be held in the absence of the public.*
- 3.33 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.*
- 3.34 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.*
- 3.35 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.*



CODE OF MEETING PRACTICE

4. Open Forum

- 4.1 *A public forum will be held at each ordinary council meeting for a period of 15 minutes (maximum 3 speakers at 5 minutes each).*
- 4.2 *Speakers may speak on matters other than those listed on the evening's agenda, those matters being actioned under Council's complaint handling mechanisms, in dispute or under investigation or a Code of Conduct complaint or investigation.*
- 4.3 *A member of the public may be granted leave to address a meeting of council or a committee where such a request is received by the general manager, or the Mayor, or chairperson of the committee in writing via the 'Request to Address Council or Committee Meeting' Form prior to 3pm on the day of the meeting and must identify the topic the person wishes to speak on. Only properly completed requests will be accepted. The Chairperson may also accept a request to speak from the floor.*
- 4.4 *The order is determined by the order of receipted applications.*
- 4.5 *The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.*
- 4.6 *The Chairperson may invite questions from Councillors, subject to the speaker's concurrence. Speakers are not to ask questions of Councillors or Staff.*
- 4.7 *The provisions of this Code relating to Order apply during Open Forum.*
- 4.8 *Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.*

Public Address

- 4.9 *Public addresses are held for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public addresses may also be held prior to extraordinary council meetings and meetings of committees of the council if included on the order of business.*
- 4.10 *A member of the public may be granted leave to address a meeting of the council or the committee where such a request is received by the general manager, or the Mayor, or chairperson of the committee in writing via the 'Request to Address Council or Committee Meeting' Form prior to 3pm on the day of the meeting and must identify the topic the person wishes to speak on. Only properly completed requests will be accepted. The Chairperson may also accept a request to speak from the floor.*



CODE OF MEETING PRACTICE

- 4.11 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.*
- 4.12 No more than a maximum of two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.*
- 4.13 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.*
- 4.14 The general manager or their delegate is to determine the order of speakers at the public address.*
- 4.15 Speakers have five (5) minutes each to address the Council.*
- 4.16 Speakers will only address the council immediately prior to councillors debating the issue.*
- 4.17 The Chairperson may invite questions from Councillors, subject to the speaker's concurrence. Speakers cannot ask questions of the council, councillors or council staff.*
- 4.18 The provisions of this Code relating to Order apply during Public Address.*
- 4.19 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.*
- 4.20 Speakers at public addresses must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.*
- 4.21 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.*
- 4.22 Where a speaker engages in conduct of the type referred to in clause 4.22, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.*



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4.23 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision- making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings



CODE OF MEETING PRACTICE

5. Coming Together

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: *A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.*

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.
- 5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.6 reflects section 234(1)(d) of the Act.

- 5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

- 5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.



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- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.9 reflects section 368(2) of the Act.

- 5.10 A meeting of the council must be adjourned if a quorum is not present:

- a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- b) within half an hour after the time designated for the holding of the meeting, or
- c) at any time during the meeting.

- 5.11 In either case, the meeting must be adjourned to a time, date and place fixed:

- a) by the chairperson, or
- b) in the chairperson's absence, by the majority of the councillors present, or
- c) failing that, by the general manager.

- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

- 5.13 *Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.*

- 5.14 *Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.*

Entitlement of the public to attend council meetings

- 5.15 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.15 reflects section 10(1) of the Act.



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5.16 Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.17 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- a) by a resolution of the meeting, or
- b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.17 reflects section 10(2) of the Act.

Webcasting of meetings

5.18 All meetings of the council and committees of the council are to be webcast on the council's website. Meetings are livestreamed (audio visual) via Council's website and a copy uploaded to the website the day following the meeting.

5.19 Clause 5.18 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.

5.20 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.

5.21 A recording of each meeting of the council and committee of the council is to be retained on the council's website for twelve (12) months. Recordings of meetings may be disposed of in accordance with the State Records Act 1998.

Attendance of the general manager and other staff at meetings

5.22 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.22 reflects section 376(1) of the Act.

5.23 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.23 reflects section 376(2) of the Act.

5.24 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.24 reflects section 376(3) of the Act.

5.25 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.



CODE OF MEETING PRACTICE

6. The Chairperson

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

- a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.



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Chairperson to have precedence

6.9 When the chairperson rises or speaks during a meeting of the council:

- a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- b) every councillor present must be silent to enable the chairperson to be heard without interruption.



CODE OF MEETING PRACTICE

7. Modes of Address

- 7.1 *If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.*
- 7.2 *Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.*
- 7.3 *A councillor is to be addressed as 'Councillor [surname]'.*
- 7.4 *A council officer is to be addressed by their official designation or as Mr/Ms [surname]*



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8. Order of Business for Ordinary Council Meetings

- 8.1 The general order of business for an ordinary meeting of the council, except the meeting held in September each year after the election of Mayor by the Councillors, shall be:

- 01 Prayer
- 02 Recognition of Traditional Custodians
- 03 Apologies and applications for a leave of absence by councillors
- 04 Open Forum
- 05 Disclosures of interests (nature of interest to be disclosed)
- 06 Confirmation of Minutes
- 07 Acknowledgements
- 08 Matters Deferred/Outstanding from previous meeting
- 09 Planning and Development matters
- 10 Mayoral minute(s)
- 11 Councillor's Questions to the Mayor
- 12 Questions with notice
- 13 Reports from committees
- 14 Notices of motions
- 15 General Business
- 16 Matters of Urgency
- 17 Confidential matters
- 18 Conclusion of the meeting

Priority will be given to considering reports on matters where there has been a written request to address Council. These matters will be dealt with in numerical order.

The remaining items will be dealt with in numerical order after completion of those matters where there has been requests to address Council.

Where there are exceptional circumstances, the Council may by resolutions agree to vary these procedures based on the merits of each particular case.

- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice

Note: If adopted, Part 13 allows council to deal with items of business by exception.



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- 8.3 Despite clauses 10.19–10.29, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.



CODE OF MEETING PRACTICE

9. Consideration of Business at Council Meetings

Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

- a) unless a councillor has given notice of the business, as required by clause 3.9, and
- b) unless notice of the business has been sent to the councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

- a) is already before, or directly relates to, a matter that is already before the council, or
- b) is the election of a chairperson to preside at the meeting, or
- c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
- d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:

- a) a motion is passed to have the business considered at the meeting, and
- b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.19–10.29, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.

9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being



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seconded.

9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

Staff reports

9.10 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

9.11 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.12.

9.14 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

9.15 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.

9.16 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

9.17 Councillors must put questions directly, succinctly, respectfully and without argument.

9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to,



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9.19 a question put to a councillor or council employee.



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10. Rules of debate

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.9 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

- 10.3 If a councillor who has submitted a notice of motion under clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.

- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:

- a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
- b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.

- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

- 10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

Amendments to motions

- 10.9 An amendment to a motion must be moved and seconded before it can be debated.

- 10.10 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.



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- 10.11 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.12 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.13 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.14 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.15 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.16 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.17 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.18 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.19 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.20 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.



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- 10.21 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.22 Despite clause 10.21, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.23 Despite clause 10.21, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.24 Despite clauses 10.19 and 10.20, a councillor may move that a motion or an amendment be now put:
- a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.25 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.24. A seconder is not required for such a motion.
- 10.26 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.19.
- 10.27 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.28 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.29 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.



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11. Voting

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

- 11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

- 11.6 *All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.*

Voting on planning decisions

- 11.7 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

- 11.8 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

- 11.9 Clauses 11.7–11.18 apply also to meetings that are closed to the public.

Note: Clauses 11.7–11.9 reflect section 375A of the Act.

Note: The requirements of clause 11.7 may be satisfied by maintaining a register of the minutes of each planning decision



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12. Committee of the Whole

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.19–10.29 limit the number and duration of speeches.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.

- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.



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13. Dealing with items by exception

- 13.1 *The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.*
- 13.2 *Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.*
- 13.3 *The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.*
- 13.4 *Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.*
- 13.5 *A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.*
- 13.6 *Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.*
- 13.7 *Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.*



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14. Closure of Council Meetings to the Public

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- a) personnel matters concerning particular individuals (other than councillors),
- b) the personal hardship of any resident or ratepayer,
- c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- d) commercial information of a confidential nature that would, if disclosed:
 - i. prejudice the commercial position of the person who supplied it, or
 - ii. confer a commercial advantage on a competitor of the council, or
 - iii. reveal a trade secret,
- e) information that would, if disclosed, prejudice the maintenance of law,
- f) matters affecting the security of the council, councillors, council staff or council property,
- g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.



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14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- a) are substantial issues relating to a matter in which the council or committee is involved, and
- b) are clearly identified in the advice, and
- c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- a) a person may misinterpret or misunderstand the discussion, or
- b) the discussion of the matter may:
 - i. cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - ii. cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - i. should not be deferred (because of the urgency of the matter), and
 - ii. should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.



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Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by 3pm on the day of the meeting before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than two (2) speakers 'for' or 'against' each item are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two (2) speakers 'for' or 'against' each item to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed five (5) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.



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Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Information to be disclosed in resolutions closing meetings to the public

- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- a) the relevant provision of section 10A(2) of the Act,
 - b) the matter that is to be discussed during the closed part of the meeting,
 - c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.20 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.



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15. Keeping order at Meetings

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.
- 15.4 *Upon a point of order being raised, the Councillor speaking shall resume his/her seat, until the point of order is dealt with.*

Questions of order

- 15.5 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.6 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.7 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.8 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.9 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.10 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.11 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.



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Acts of disorder

15.12 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- a) contravenes the Act or any regulation in force under the Act or this code, or
- b) assaults or threatens to assault another councillor or person present at the meeting, or
- c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
- e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

15.13 The chairperson may require a councillor:

- a) to apologise without reservation for an act of disorder referred to in clauses 15.12(a) or (b), or
- b) to withdraw a motion or an amendment referred to in clause 15.12(c) and, where appropriate, to apologise without reservation, or
- c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.12(d) and (e).

How disorder at a meeting may be dealt with

15.14 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.15 *All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.*

15.16 *Clause 15.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.*



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- 15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.
- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.21 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.22 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.23 Any person who contravenes or attempts to contravene clause 15.21, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.24 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.



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16. Conflicts of Interest

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors' obligations and management of conflicts of interests are dealt with in Council's Code of Conduct.



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17. Decisions of the Council

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.



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17.10 *A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 12pm the day after the meeting at which the resolution was adopted.*

17.11 *A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.*

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 *Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:*

- a) *a notice of motion signed by three councillors is submitted to the chairperson, and*
- b) *a motion to have the motion considered at the meeting is passed, and*
- c) *the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.*

17.13 *A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.19–10.29, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.*

17.14 *A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).*

Recommitting resolutions to correct an error

17.15 *Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:*

- a) *to correct any error, ambiguity or imprecision in the council's resolution, or*
- b) *to confirm the voting on the resolution.*

17.16 *In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.*

17.17 *The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.*

17.18 *A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.19–10.29, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.*



CODE OF MEETING PRACTICE

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.



CODE OF MEETING PRACTICE

18. Time limits on Council Meetings

- 18.1 *Meetings of the council and committees of the council are to conclude no later than 10.30pm.*
- 18.2 *If the business of the meeting is unfinished at 10.30pm, the council or the committee may, by resolution, extend the time of the meeting to 11.00pm.*
- 18.3 *If the business of the meeting is unfinished at 10.30pm, and the council does not resolve to extend the meeting, the chairperson must either:*
 - a) *defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or*
 - b) *adjourn the meeting to a time, date and place fixed by the chairperson.*
- 18.4 *Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.*
- 18.5 *Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:*
 - a) *individually notify each councillor of the time, date and place at which the meeting will reconvene, and*
 - b) *publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.*



CODE OF MEETING PRACTICE

19. After the Meeting

Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- a) details of each motion moved at a council meeting and of any amendments moved to it,
- b) the names of the mover and seconder of the motion or amendment,
- c) whether the motion or amendment was passed or lost, and
- d) such other matters specifically required under this code.

- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.



CODE OF MEETING PRACTICE

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.



CODE OF MEETING PRACTICE

20. Council Meetings

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 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.

- 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.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- a) the time, date and place of the meeting, and
- b) the business proposed to be considered at the meeting.

- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

- a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.



CODE OF MEETING PRACTICE

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- a) to give notice of business for inclusion in the agenda for the meeting, or
- b) to move or second a motion at the meeting, or
- c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

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.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.

20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).



CODE OF MEETING PRACTICE

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

- 20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- a) details of each motion moved at a meeting and of any amendments moved to it,
 - b) the names of the mover and seconder of the motion or amendment,
 - c) whether the motion or amendment was passed or lost, and
 - d) such other matters specifically required under this code.
- 20.23 *All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.*
- 20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.



CODE OF MEETING PRACTICE

- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.



CODE OF MEETING PRACTICE

21. Irregularities

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- a) a vacancy in a civic office, or
- b) a failure to give notice of the meeting to any councillor or committee member, or
- c) any defect in the election or appointment of a councillor or committee member, or
- d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.



CODE OF MEETING PRACTICE

22. Definitions

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
<i>chief executive officer</i>	<i>means the person who carries out the role of the general manager of a council in accordance with the Local Government Act 1993</i>
this code	means the council's adopted code of meeting practice
Committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion



CODE OF MEETING PRACTICE

foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	Means the <i>Local Government (General) Regulation 2005</i>
urgent business	means a matter that requires a decision by the council before the next scheduled ordinary meeting of council
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
Year	means the period beginning 1 July and ending the following 30 June



CODE OF MEETING PRACTICE

23. Document History

Date	Details	Council Meeting Date
14 December 2018	Office of Local Government released Model Code of Meeting Practice for Local Councils in NSW	N/A
March 2019	Draft Strathfield Council Code of Meeting Practice – March 2019 created	N/A
2 April 2019	Draft Strathfield Council Code of Meeting Practice Adopted with the following amendments: <ul style="list-style-type: none"> <input type="checkbox"/> That under clause 4.3 of the Code of Meeting Practice the Chairperson may accept a request to speak from the floor. <input type="checkbox"/> That under clause 4.10 of the Code of Meeting Practice the Chairperson may accept a request to speak from the floor. <input type="checkbox"/> That clause 4.19 of the Code be removed – A person may apply to speak on no more than two (2) items of business on the agenda of the council meeting. <input type="checkbox"/> That under clause 3.9 of the Code of Meeting Practice the deadline to submit motions remain at 5pm. 	2 April 2019
	Public exhibition of the Strathfield Council Code of Meeting Practice (04.04.2019 to 02.05.2019)	
14 May 2019	Implementation of the Strathfield Council Code of Meeting Practice discussed at Councillors Workshop.	
14 June 2019	Strathfield Council Code of Meeting Practice endorsed	
17 June 2019	Strathfield Council Code of Meeting Practice distributed to all staff via iPolicy & staff noticeboards and loaded to the website for public access. Also sent to Councillors for their records.	
September 2020	Review. Change to Clause 5.21	
4 May 2021	Report 'CS2 COVID-19 Amendments to Model Code of Meeting Practice' to permit members' attendance of Council and Committee meetings via an audio-visual link were rejected by the Council.	
June 2021	Policy Review	CEO/Mayor

CC6 THE DEVELOPMENT OF GUIDELINES AND A MODEL POLICY ON THE LOBBYING OF COUNCILLORS

AUTHOR: Melinda Aitkenhead, Acting Director Corporate and Community

APPROVER: Michael Mamo, General Manager

RECOMMENDATION

That Council:

1. Receive and note the contents of the OLG Circular 22-22 seeking the views of Councils on the development of guidelines and a model policy on the lobbying of Councillors.
2. Receive a briefing on this matter at the September Councillor Workshop prior to lodging a submission.

PURPOSE OF REPORT

To provide Council with information relating to Office of Local Government's (the 'OLG') development of guidelines and a model policy on the lobbying of Councillors (Circular 22-22) and to confirm Council's position in respect to these guidelines and model policy.

REPORT

Background

Council received OLG Council Circular 22-22 regarding the development of guidelines and a model policy on the lobbying of Councillors (Attached) on 8 August 2022.

The Council Circular notes that in recent investigations, (Operation Dasha, Operation Eclipse and Operation Witney), the Independent Commission Against Corruption (ICAC) has considered the corruption risks associated with the lobbying of Councillors and made corruption prevention recommendations. Among other things, ICAC has recommended:

- That the Office of Local Government (OLG), in consultation with the Local Government sector, develop guidelines to enhance transparency around the lobbying of Councillors (ICAC has also made recommendations about the content of the guidelines), and
- That the *Lobbying of Government Officials Act 2011* (<https://www.elections.nsw.gov.au/Political-participants/Third-party-lobbyists>) is amended to ensure all provisions apply to Local Government.

In response to ICAC's recommendations, the OLG is proposing to develop guidelines to enhance transparency around the lobbying of Councillors. The guidelines will be issued under s 23A of the *Local Government Act 1993* and therefore Council will be required to take any guidelines issued into consideration before exercising any of its functions.

The OLG is also developing a model policy on lobbying to support Councils to implement the guidelines. If adopted by Councils, the policy will operate to supplement the provisions of their adopted codes of conduct. The OLG is currently undertaking consultation with Councils to seek their views on what should be included in the proposed guidelines and to identify existing best practice in the local government sector in managing corruption risks associated with the lobbying of Councillors.

The OLG is also seeking the views of Councils on whether the *Lobbying of Government Officials Act 2011* (the 'LOGO Act') should apply to Local Government. The LOGO Act specifically outlines declaration requirements Lobbyists.

Under the Act, a Lobbyist is defined as “*an individual or body carrying on the business (generally for money or other valuable consideration) of lobbying government officials on behalf of another individual or body*”.

The following fall outside the definition of Lobbyist:

- *Religious or charitable organisations*
- *Professionals (such as Australian legal practitioner, medical practitioner or qualified accountant) if the lobbying carried out is incidental to the provision of professional services to a client in the course of the person's work or Individuals making representations to government officials on behalf of their relatives or friends about their personal affairs.”*

To assist with the development of the guidelines and model policy, the OLG is seeking the following from Councils:

- Councils' views and suggestions on ICAC's recommendations noted within the following links on the content of the proposed guidelines:
 - ICAC's report on Operation Dasha is available [here](#).
 - ICAC's report on Operation Eclipse is available [here](#).
 - ICAC's report on Operation Witney is available [here](#).
- Suggestions on what issues, behaviours and risks need to be addressed in the guidelines and model policy
- Information about what measures Councils currently take to enhance transparency and promote honesty around the lobbying of Councillors, and copies of or links to Councils' existing lobbying policies

There was insufficient time to provide a briefing on this matter to Councillors prior to the September Council Meeting – noting the OLG advice that submissions should be made by Monday 5 September 2022.

Given this limited timeframe and noting that there would be expected community interest in this matter, this report presents the OLG advice publicly prior to the OLG's requested deadline for submissions. Staff have however, contacted the OLG regarding the timeframe and advice has been received that notwithstanding the deadline, the OLG will still consider a late submission from Council.

It is therefore recommended that Council note the OLG advice at this time and receive a briefing from staff on this matter at the September Councillor Workshop prior to making a submission.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

1. OLG Circular 22-22 - The Development of Guidelines and a Model Policy on the Lobbying of Councillors

ATTACHMENT 1



Office of
Local Government

Circular to Councils

Circular Details	Circular No 22-22 / 8 August 2022 / A731312
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

The development of guidelines and a model policy on the lobbying of councillors.

What's new or changing

- In recent investigations, (Operation Dasha, Operation Eclipse and Operation Witney), the Independent Commission Against Corruption (ICAC) has considered the corruption risks associated with the lobbying of councillors and made corruption prevention recommendations.
- Among other things, ICAC has recommended:
 - that the Office of Local Government (OLG), in consultation with the local government sector, develop guidelines to enhance transparency around the lobbying of councillors (ICAC has also made recommendations about the content of the guidelines), and
 - that the *Lobbying of Government Officials Act 2011* (the LOGO Act) is amended to ensure all provisions apply to local government.
- In response to ICAC's recommendations, OLG is proposing to develop guidelines to enhance transparency around the lobbying of councillors. The guidelines will be issued under s 23A of the *Local Government Act 1993*.
- OLG is also developing a model policy on lobbying to support councils to implement the guidelines. If adopted by councils, the policy will operate to supplement the provisions of their adopted codes of conduct.

What this will mean for your council

- OLG is undertaking consultation with councils to seek their views on what should be included in the proposed guidelines and to identify existing best practice in the local government sector in managing corruption risks associated with the lobbying of councillors.
- OLG is also seeking the views of councils on whether the LOGO Act should apply to local government.
- To assist with the development of the guidelines and model policy, OLG is seeking the following from councils:
 - councils' views and suggestions on ICAC's recommendations on the content of the proposed guidelines (set out in the attachment to this circular)
 - suggestions on what issues, behaviours and risks need to be addressed in the guidelines and model policy
 - information about what measures councils currently take to enhance transparency and promote honesty around the lobbying of councillors, and
 - copies of or links to councils' existing lobbying policies.
- Submissions may be made by email to olg@olg.nsw.gov.au.
- Submissions should be labelled '*Lobbying Guidelines*' and marked to the attention of OLG's Council Governance Team.

Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 44 913 630 046

- Submissions should be made by COB Monday 5 September 2022.

Where to go for further information

- Information about ICAC's corruption prevention recommendations in relation to the lobbying of councillors is provided in the attachment to this circular.
- ICAC's report on Operation Dasha is available [here](#).
- ICAC's report on Operation Eclipse is available [here](#).
- ICAC's report on Operation Witney is available [here](#).
- Information on the operation of the LOGO Act is available [here](#).
- Contact OLG's Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au

Michelle Wood

A/Deputy Secretary, Crown Lands and Local Government

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3
ATTACHMENT

ICAC recommendations in relation to section 23A guidelines on the lobbying of councillors

Operation Dasha

Recommendation 8

That the Department of Planning and Environment (DPE), following a reasonable period of consultation, issues guidelines under section 23A of the *Local Government Act 1993* (LGA) to introduce measures to enhance transparency around the lobbying of councillors. The guidelines should require that:

- councils provide meeting facilities to councillors (where practical) so that they may meet in a formal setting with parties who have an interest in a development matter
- councils make available a member of council staff to be present at such a meeting and to prepare an official file note of that meeting to be kept on the council's files (any additional notes made by the member of council staff and/or the councillor should also be kept as part of the council's records)
- all councillors be invited when a council conducts formal onsite meetings for controversial re-zonings and developments, and
- council officers disclose in writing to the general manager any attempts by councillors to influence them over the contents or recommendations contained in any report to council and/or relating to planning and development in the local government area.

Operation Witney

Recommendation 9

That DPE ensures any guidelines issued pursuant to section 23A of the LGA regarding the lobbying of councillors (see Operation Dasha recommendation 8 above) include advice about:

- the nature and frequency of meetings between councillors and interested parties, including the need to ensure transparency around these interactions
- how and where to report concerns about lobbying practices
- the receipt of submissions outside of formal processes, including the transmission of material to specific councillors in a way that excludes other councillors and staff
- councillors' attendance at staff meetings with parties interested in an outcome
- councillor representations to staff arising from lobbying interactions, and
- the lobbying of councillors by interested parties with whom they have a pre-existing relationship.

Recommendation 10

That DPE updates the *Model Code of Conduct for Local Councils in NSW* to refer to any councillor lobbying guidelines and to reflect the substantive advice contained in the guidelines.

4

ICAC recommendations and findings on the extension of the *Lobbying of Government Officials Act 2011* (the LOGO Act) to local government**Operation Dasha****Recommendation 7**

That the NSW Government amends the LOGO Act to ensure all provisions apply to local government.

Operation Eclipse**Key finding 5**

The local government sector faces considerable risk of undue influence and should be regulated by the LOGO Act.

Investigations conducted by ICAC and interstate anti-corruption commissions indicate that local councils are often the target of improper lobbying. However, local government officials are not "government officials" as defined by, and for the purposes of, the LOGO Act. The *Model Code of Conduct for Local Councils in NSW* does not explicitly refer to lobbying; however, it does contain general obligations in relation to ethical and honest conduct, as well as more detailed material covering:

- improper and undue influence
- inappropriate interactions
- use and security of confidential information
- recordkeeping.

Extending the provisions of the LOGO Act to local government would, among other matters, allow the lobbying regulator to provide guidance about the appropriate policies and procedures that would best suit the circumstances of local councils, particularly regarding matters about planning, land use, the environment and community amenities.

PEI MARLBOROUGH ROAD PEDESTRIAN CROSSING
AUTHOR: John Inglese, Traffic Engineer
APPROVER: Tony Reed, Acting Director Engineering and Operations

RECOMMENDATION

1. That Council endorse the Concept Design for a Pedestrian Refuge on Marlborough Road as per Option 1 in the report.
2. As Marlborough Road is a State Road and TfNSW have advised that currently there is no available funding to construct this facility, that Council supports the nomination of this project by TfNSW for funding under our Active Transport Program when submissions open later this year.
3. Further that Council continue to lobby the Federal Member for Reid requesting funding support for this project.

PURPOSE OF REPORT

At the Ordinary Council Meeting of 7 June 2022, Council resolved:

"110/22

RESOLVED: (Datta / Reddy)

That:

1. *A plausible action plan be created to follow up on the Motion passed by the Council in the February 2022 meeting, to build a safe pedestrian crossing across the Marlborough Road for the residents of the Courallie Avenue precinct for their safe access to the Flemington market/Flemington station.*
2. *That the plan be presented before the Council in the September 2022 meeting and the progress on the plan be reported to the Council every 2nd month until the completion of the project.*
3. *That Council write to the newly elected Federal Member for Reid and the State Member for Strathfield to request funding."*

The report has been prepared in response to this resolution.

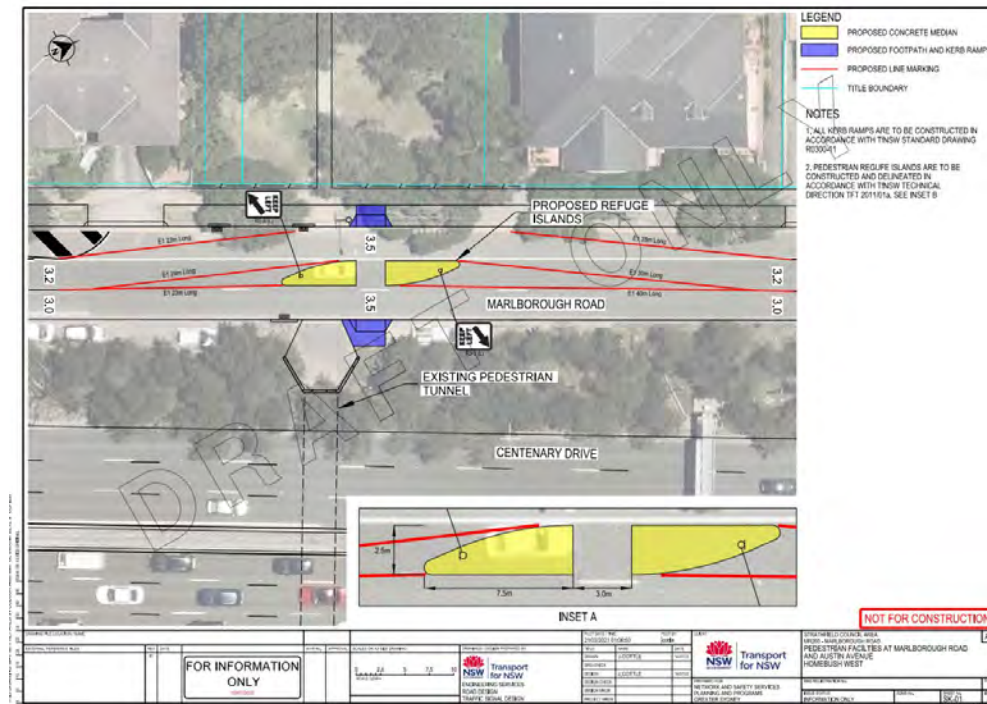
REPORT

At the June Council meeting the above Item was considered and recommendation adopted. This report has been prepared to update Councillors on the progress of this matter.

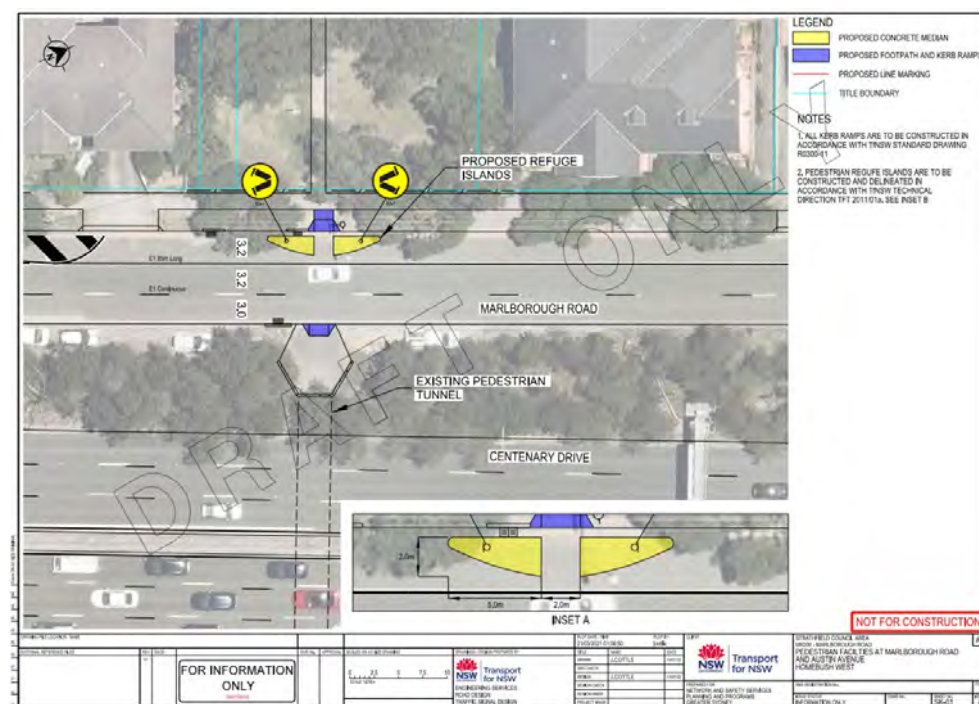
TfNSW have started looking at pedestrian crossing options at this location, they have advised that the only feasible option at this location would be to install a pedestrian refuge. A marked pedestrian crossing would not be supported, this is due to the multiple approach lanes, also this site would most likely not meet the

Marlborough Road Pedestrian Crossing (Cont'd)

required warrants of 250 pedestrians on four separate 1 hour periods of a day to warrant Traffic Signals. Council has received two concept plan options, Option 1 for a Pedestrian Refuge and Option 2 for a Kerb Extension. Both TfNSW and Council's Traffic Engineers prefer Option 1 for a Pedestrian Refuge as this allows pedestrians to cross only one lane at a time and serves to slow down the speed of traffic at this location. See below the two sketch plans of this area.



Option 1: (Pedestrian Refuge)



Option 2: (Kerb Extension)

FINANCIAL IMPLICATIONS

There are no financial implications for Council as Marlborough Road is a State Road and the funding for this facility would be provided by TfNSW.

ATTACHMENTS

There are no attachments for this report.

PE2 TRAFFIC COMMITTEE COMPOSITION DISCUSSION
AUTHOR: John Inglese, Traffic Engineer
APPROVER: Tony Reed, Acting Director Engineering and Operations

RECOMMENDATION

That Council be reminded that the Local Traffic Advisory Committee is a technical committee of Council set up to provide advice to the Council on the technical merits of a proposal. Should Council wish to debate the merits of a proposal then this should be undertaken in the Council Meeting Forum.

That the formal composition of the Strathfield Local Traffic Advisory Committee remain as is i.e. with 4 voting members, along with the inclusion of additional informal (non-voting members), as required, subject to the items up for discussion. See list of informal (non-voting Members) below:

- Road Safety Officer
- Ministry of Transport Representative
- Fire Brigade
- Ambulance Services
- Bus Operators
- TWU Representatives
- Chamber Of Commerce Representatives

Generally, informal advisors are not required to attend every Local Traffic Advisory Committee Meeting. Their attendance is only required when items appear on the Agenda that affect their area of expertise. Informal advisors are not entitled to a vote.

Interested Councillors can attend in person, as observers only in the Traffic Committee Meeting Process.

PURPOSE OF REPORT

At the Ordinary Council Meeting of 2 August 2022, Council resolved:

"179/22

RESOLVED: (Hall / Reddy)

That the Traffic Committee Charter be amended to include the following:

- 1. Any Councillor be permitted to attend the Traffic Committee by either a video link or in person as an observer.*
- 2. That any decision with regard to amending the Traffic Committee Charter being made by the Traffic Committee and endorsed by the members of the committee be ratified at the next Ordinary Council Meeting."*

This report has been prepared in response to this resolution.

REPORT

At the 2 August 2022 Ordinary Council Meeting, it was resolved to discuss the composition of the Strathfield Local Traffic Advisory Committee at the 16 August Councillor Workshop.

The Transport for NSW (TfNSW) Guide to the Delegation to Councils for Regulation of Traffic (including the operation of Traffic Committees) has the following 4 voting members:

1. Councillor Representation - One Councillor, Chairperson appointed by Council, i.e. the Mayor, and Deputy Chairperson appointed by Council i.e. Deputy Mayor - voting only when acting as Chairperson.
2. NSW Police Representation - One NSW Police Representative Auburn Local Area Command (LAC)
3. TfNSW Representation - One TfNSW Representative Local Member Representation
4. State Member/Delegate - One for Strathfield.

It is recommended that the formal composition of the Strathfield Local Traffic Advisory Committee remain as is, i.e. with 4 voting members, along with the inclusion of additional informal (non-voting members), as required subject to the items up for discussion. See list of informal (non-voting Mmembers) below:

- Road Safety Officer
- Ministry of Transport Representative
- Fire Brigade
- Ambulance Services
- Bus Operators
- TWU Representatives
- Chamber Of Commerce Representative

Generally, informal advisors are not required to attend every Local Traffic Advisory Committee Meeting. Their attendance is only required when items appear on the Agenda that affect their area of expertise. Informal advisors are not entitled to a vote.

Interested Councillors can attend in person, as observers only in the Traffic Committee Meeting Process.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report.

PE3 LOCAL SCHOOL TRAFFIC SAFETY PROGRAM
AUTHOR: John Inglese, Traffic Engineer
APPROVER: Tony Reed, Acting Director Engineering and Operations

RECOMMENDATION

1. That Council approve staff to organise a Road Safety Forum in Term 3 of the 2022 school year, inviting School Principals from all of the schools in the Strathfield Local Government Area (LGA) to attend. The forum will be hosted by the Mayor with interested Councillor's in attendance.
2. That Council Note the Forum Meeting date has been set by the Mayor for the Thursday 22 September 2022, at 9:30AM, here at Council. Invitations will be sent out under the Mayors Signature to the 18 schools/institutions listed below in this report.
3. Further, That Council note our new Road Safety Officer commenced on the 22 August and has experience in facilitating School Forums like this.

PURPOSE OF REPORT

At the Ordinary Council Meeting of 7 June 2022, Council resolved:

"106/22

RESOLVED: (Blackmore)

That Strathfield Council host a Forum with an invitation to all schools within the Local Government Area:

- *The forum to discuss traffic issues in our local streets around schools*
- *Suggestions to start and finish times to be staggered to help ease the congestion at school pick up and drop off time"*

This report has been prepared in response to this resolution. The Report is to advise Council of the Road Safety Forum planned for Term 3 of the 2022 school year inviting School Principals from all of the schools in the Strathfield LGA to attend.

REPORT

To advise Council of the Road Safety Forum planned for Term 3 of the 2022 school year inviting School Principals from all of the schools in the Strathfield LGA to attend. List of schools:

	School	Email	Phone
1.	Australian International Academy	adminnsw@aia.nsw.edu.au	9642 0104
2.	Meriden School High School	enquiries@meriden.nsw.edu.au	9752 9444
3.	Meriden School Jnr School	enquiries@meriden.nsw.edu.au	9752 9444
4.	St Martha's Primary School	info@stmstrathfield.catholic.edu.au	9764 1184
5.	St Patrick's College	spc@spc.nsw.edu.au	9763 1000
6.	Trinity Grammar Prep School	msaba@trinity.nsw.edu.au	8732 4654
7.	Alphabeta Retaval Prep School	assistant@alphabeta.com.au	9758 7444
8.	Homebush Boys High School	homebushbo-h.school@det.nsw.edu.au	9764 3611
9.	Strathfield South Public School	strathfies-p.school@det.nsw.edu.au	9642 1359
10.	Strathfield South High School	strathfies-h.school@det.nsw.edu.au	9642 4422
11.	Homebush Public Primary School	homebush-p.school@det.nsw.edu.au	97469171
12.	Homebush West Public School	homebushw-p.school@det.nsw.edu.au	97469304
13.	Strathfield Girls High School	strathfieg-h.school@det.nsw.edu.au	9746 6990
14.	Santa Sabina College Santa Maria Del Monte College	enquiries@ssc.nsw.edu.au	97457700
15.	Marie Bashir Public School P & C Association	mariebashir-p.school@det.nsw.edu.au	8736 4400
16.	St Anne's Catholic School (K-6)	info@stastrathfield.catholic.edu.au	9642-6149
17.	Chalmers Road School (K-12, disability)	chalmersrd-s.school@det.nsw.edu.au	9746 6202
18.	Australian Catholic University	TBC	97014000

The forum will be hosted by the Mayor with interested Councillors in attendance.

Council's new Road Safety Officer has been appointed and has experience in facilitating School Principal forums.

Suggested Agenda items for the Council School Community Forum:

- 1) Welcome – Acknowledgement of Country
- 2) Reconnecting 10mins
 - Changes to Council/ New Traffic Team at Council
- 3) A New Way of Working Together
 - Contacting Council – council@strathfield.nsw.gov.au
- 4) Major Developments
 - What are some of the issues impacting schools in planning?
 - What are some of the issues impacting schools with transport?
 - Possibility/implications of for staggered start and finish times to be to help ease the congestion at school pick up and drop off time
- 5) Open forum
 - Major issues - to be raised by schools
- 6) Commitment
 - Exchange correct Council contact details
 - Commitment by Road Safety Officer to visit and follow up with each school

FINANCIAL IMPLICATIONS

Nil – Road Safety funding provided by TfNSW.

ATTACHMENTS

There are no attachments for this report.

PE4 EMPLOYMENT ZONES REFORM

AUTHOR: George Andonoski, Landuse Planning & Operations Coordinator

APPROVER: Kandace Lindeberg, Manager, Planning & Development

RECOMMENDATION

That Council receive and note the following report and review of submissions made during the public exhibition of the Employment Zones Reform and the translation of zones, carried out by the Department of Planning & Environment.

PURPOSE OF REPORT

To provide Council with an update following the Public Exhibition of the Employment Zones Reform and the translation of existing zones from Strathfield Council's *Local Environmental Plan (LEP) 2012* to the new standardised Employment Zones.

REPORT

Councillors will recall that a report was presented to the Ordinary Council Meeting on 3 May 2022 providing a background on the Department of Planning's proposed Employment Zones Reform and translation of Council's existing zones into the new mandated employment zones.

The following recommendations were adopted by Council;

1. *That Council receive and note the following report and detailed comparison of the Land Use Tables under the proposed translation of the employment zones.*
2. *That Council endorses the final Translation of the Employment Zones Land Use Tables, which has incorporated the following additional changes;*

E1 Zone

- *Tourist & Visitor Accommodation – Permitted with Consent*
- *Farm Stay Accommodation – Prohibited*

E3 Zone

- *Shop Top Housing – Prohibited*
- *Roadside Stalls – Prohibited*

E4 Zone

- *Places of Public Worship – Permitted with Consent*
- *Centre Based Child Care Facilities – Prohibited*
- *Respite Day Care Centre – Prohibited*
- *Water Recycling Facilities – Prohibited*

3. *That a further report be presented to Council following the exhibition of the Employment Zones Reform by the Department of Planning & Environment, with a detailed review of any submissions made during this period.*
4. *That Council undertake a review of the appropriateness of the existing zone with reference to existing and emerging economic uses and that a report be delivered prior to the closing of the exhibition of the employment zones reform.*

In relation to Item 4 above, a presentation to a Councillor's Workshop on 19 July 2022 was made in relation to the Employment & Productivity Strategy for Urban Services Land which was completed for the Strathfield Local Government Area (LGA) in 2020 as part of the Strathfield LEP 2021 review.

In relation to Item 3 above, the employment zones reform exhibition ran from 31 May to 12 July 2022 and the Department of Planning & Environment (DPE) exhibited Councils proposed land use tables and associated mapping on the Spatial Viewer. As part of this process, DPE invited feedback on mapping changes, local objectives, local land uses and any Schedule 1 or Local provisions that some Councils included. Overall DPE received around 400 submissions via the Planning Portal as well as a number of submissions directly to the employment zones inbox responding to multiple addresses.

DPE received a number of submissions regarding Strathfield Council's proposed land use tables and mapping.

The submissions received for Strathfield have been summarised in a table format including a DPE recommendation. A copy of this summary is included as Attachment 1 to this report.

In addition to this, a copy of the submissions submitted directly to the employment zones inbox have been included as Attachment 2 to this report.

The submissions were generally supportive on the proposed reforms and reinforced the retain and maintain objective for industrial lands in the Strathfield LGA. There were some suggestions to review development standards to accommodate the change in industrial uses and technologies, which is not too dissimilar to what was identified in Council's Employment Lands Strategy and will be further reviewed in upcoming LEP and DCP amendments.

The DPE recommendations did not suggest any further changes to Strathfield's Land Use Table, objectives or any mapping changes.

Once DPE have finalised the details of the Land use tables (including any mapping) they will proceed with finalising drafting to NSW Parliamentary Counsel's Office, working towards the 1 December 2022 date for the amendments to be notified.

Savings and transitional

Following on from general feedback received during exhibition, DPE have been asked to maintain permissibility where a translation has resulted in a removal of permissibility. This means for example, if a site was previously zoned B2 Local Centre and has translated to an E1 Local Centre zone, all previously permitted uses in the B2 zone are to be maintained. DPE are proposing to manage this via a savings and transitional clause through the

Standard Instrument Order maintaining permissibility for two years which will enable time for landowners to seek a Schedule 1 Additional permitted use or for Councils to confirm their land use tables. The details of the savings and transitional will be shared once it has been drafted.

Whilst Council did propose to prohibit some uses, which were permissible in one of the zones to be translated across (generally the less dominant zone), this provision will further ensure that no individual owner is negatively impacted upon by the proposed employment zone reforms or the translation of the existing zones and uses of Strathfield LEP 2012.

What's next?

- DPE will progress towards finalising drafting instructions for the self-repealing SEPP which will make the amendments to the LEP
- There is no expectation for councils to endorse final land use tables or mapping
- Following the self-repealing SEPP, should further amendments need to be made, the Department will prepare a housekeeping amendment through a self-repealing SEPP

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

1. Summary of Public Exhibitions - Strathfield
2. Public Exhibition Submissions - Strathfield

ATTACHMENT 1

Address	LGA	DAIRY	EPA	Name	Email	Position	Submitted on / Publication / Comment	Feedback by / Submission / Comments	Received on / Permitted / Value Considered	Program on / Permitted	Published on / Submission & Local Provision	Created on	Council Administration &
17-20 BRADWOOD STREET STRATHFIELD SOUTH 2136	Strathfield	N1 General Industrial - G4	Strathfield Local Environmental Plan 2022	Richards Crevola	planning.ryan@bsu.knight.com.au	Consultant planner	Knight Frank Town Planning is acting on behalf of the owners George Weston Foods. We note and support the proposed transition to the version of the B4 General Industrial as exhibited for the Strathfields LGA. This site continues to be utilised for significant industrial uses.	We recommend that the subject site to support and protect industrial land for industrial users' be retained. To ensure that existing industrial land is protected from future development that could impact the continued operation of what are significant industrial uses. This is consistent with the longer term consideration provided in the EIS for the B4 zone - Protect land for industrial purposes.	We support those proposed permissible uses that are consistent with the protection and ongoing use of the industrial land.			02/07/2022 16:09	Support noted
							There is support in principle for the the general intent of employment jobs reform. The proposed additional permitted uses within the zone make sense in the current zone. There does need to be in consideration to a further broadening of the permissible uses. The Centuria landholdings are significant in scale and relevance to the future of this area. There is an absolute desire to see Council engage with major landowners in the area to effectively realise the strategic opportunities and importance of this area. To realise the intended strategic outcomes and as part of future planning for this area, there will also need to be a detailed review of the key planning controls including building heights, floor space ratio controls, car parking controls etc. A particular area of concern is in respect of the current building height control of 12m &c" this is not practical with modern industrial business practices, effectively rendering sites unable to be used for their intended purpose. A height in the order of 25-30m would be seen as much more appropriate, allowing for multi-level premises consistent with contemporary planning for industrial areas. While we understand that these matters are beyond the intended scope of the current zone transition review process, they remain critical for facilitating the achievement of the zone objectives, enabling investment and ultimately seeing the strategically important services and employment outcomes achieved.					02/07/2022 16:45	permissibility.
94-98 COSGROVE ROAD STRATHFIELD SOUTH 2136	Strathfield	N1 General Industrial - G4	Strathfield Local Environmental Plan 2022	Centuria	Andrew.Azies@centuria.com.au	Landowner							Council to note comments around setting of greater development standards and potential expansion of permissibility.
Nonportal Submissions													
Strathfield town centre	Strathfield	Strathfield Local Environmental Plan 2022	Strathfield Business Chamber	NA		Community	We repeat our requests that Commercial Centre (C2) have all uses of Local Centre (L2) and Mixed Use (MU2) and that no uses should be lost in the transition from old to new matrix	Properties with lower value can have their values inflated and properties with higher value can have their values deflated					S&T will apply for a period of two years during which time council can finalise the permissibility within the S&T.
37-39 Roberts Road, Greensboro	Strathfield	N1 General Industrial - G4	Strathfield Local Environmental Plan 2022	BSP Management Ltd	Willowtip	Consultant planner		Council and NSW DPE is requested to consider a more flexible inclusion of permissible land uses.				02/07/2022	The mandated uses for the B4 zone have been reviewed in line with the strategic intent of the zone.

ATTACHMENT 2



9 July 2022

Employment Zones Exhibition
Manager
Department of Planning & Environment
Locked Bag 5022
PARRAMATTA NSW 2124

E: information@planning.nsw.gov.au
E: employment.zones@planning.nsw.gov.au

Dear Madam / Sir,

EMPLOYMENT ZONES REFORM IMPLEMENTATION

Thank you for the opportunity to contribute by providing Feedback to the Employment Zones Reform Implementation.

We hope our attached Feedback provided assistance in the process of replacing the Business and Industrial zones in local Environmental plans and the introduction of new employment zones.

For ease of reading, our Submission the quotes from the Community Strategic Plan 2035 are in **red** and sections of the **red** text we have highlighted are in **green**. Other quotes are generally emphasised with **bolding**. Our text is in black.

We look forward to the implementation of this reform.

Yours faithfully,

A handwritten signature in black ink that reads "S. McDonald".

S. McDonald
Secretary

Encl. : "Feedback to Employment Zones Reform Implementation"

PO Box 615 STRATHFIELD NSW 2135
Email: stoc@trichroma.com.au M: 0432 323 439 or M: 0401 149 790



FEEDBACK FROM STRATHFIELD CHAMBER OF COMMERCE

EMPLOYMENT ZONES REFORM IMPLEMENTATION

FROM:

[:https://www.planning.nsw.gov.au/Policy-and-Legislation/Planning-reforms/Employment-Zones-Reform](https://www.planning.nsw.gov.au/Policy-and-Legislation/Planning-reforms/Employment-Zones-Reform)

Why the reform?

Benefits of the proposed changes include:

- **a more legible suite of zones** – clear strategic intent for each zone that builds on strategic work by the state and local government over the past five years
- **greater flexibility within the proposed zones** – across the proposed employment zones framework with a significant increase in mandated permitted uses
- **vibrant and viable centres for communities** – by retaining core retail uses in centres
- **support for the city to develop and meet the operational needs of businesses and communities** – support for urban services uses by providing a dedicated zone
- **innovation for emerging land uses and unique precincts that require a flexible planning response** – a new zone that facilitates detailed precinct planning to support local enterprise
- **managing industrial land use conflicts and amenity impacts** – two industrial focused zones appropriate to protect different scale of employment activities and to provide a buffer to incompatible land uses
- **responding to the changing nature of industry and business** – three new land use terms and an update to six existing terms to meet contemporary needs
- **reduce need for a spot rezoning** – increase in mandated permitted land uses in zones allows greater options for businesses to establish, expand or pivot without the need for a planning proposal
- **increase in jobs closer to homes reduces journey to work** – more employment generating uses permitted in centres and industrial precincts reduces the need for long commutes improving productivity and reducing costs

- **reduce administrative costs and complexity of future application processes** – proposed employment zones framework will facilitate expanded application of complying development which has significant cost savings from faster approvals meaning reduced holding costs
- **greater business output potential** – increase in mandated permitted land uses results in greater access to potential sites and opportunity for diverse businesses to co-locate with associated productivity gains.

Our Comment:

The Chamber cannot see how removing the safeguard of an approval process is a positive change.

"Significant increase in mandated permitted uses" bypasses the need for approval by Council and feedback from the community.

"Support for urban services uses by providing a dedicated zone" sounds like more pop-up shops requisitioning trade from existing businesses.

"Two industrial focused zones appropriate to protect different scale of employment activities and to provide a buffer to incompatible land uses". At best this directly devalues lands abounding residential areas and indirectly increases the value of other lands (through supply restrictions). At worst the same happens and the worst offenders remain with existing rights. Three storey hebel walls would better serve to keep sight, noise and dust away from residential areas.

"Increase in mandated permitted land uses in zones allows greater options for businesses to establish, expand or pivot without the need for a planning proposal". It also negates the need for an approval process thereby leaving the community exposed to a greater range of allowed "development", a word synonymous with negative change to most residents. Existing zones should be encouraged to grow or adapt or both to cater for community needs. They should not be left to wither while they are replaced elsewhere. Peter is not to be robbed to pay Paul.

"Increase in jobs closer to homes reduces journey to work". For the chosen few who suit these jobs this is true. However, most people drive to work. Fewer commute to work. More universal ways to reduce journey to work include expanding the rail network. A state bank to fund infrastructure would once again stop the drain on the public purse from PPP's and lending from private banks. It would end asset recycling, another drain on government funds.

"Increase in mandated permitted land uses results in greater access to potential sites and opportunity for diverse businesses to co-locate with associated productivity gains". "Potential sites and opportunity" for Mirvac, Westfield et al we suppose. Do you forget small business built this country?

FROM:

Employment Zones Reform - Implementation Plan | 19 August 2021

Page 7

The success of the implementation plan will require all activities to be completed on schedule as every step is dependent on the completion of the previous step. This means that councils will be asked to provide their

~~required changes to their LEPs within allocated time frames. Extensions to the timelines established in this implementation plan will not be possible.~~

Our Comment:

The Chamber is disappointed that this reform, which so fundamentally affects a ten-year plan (the longest of local council plans), has been given such a brief window for development.

This shortchanges the community you serve. Councils should be given time to advertise these changes in multiple media (not just on their websites) to allow broad input. This way these changes reflect the will of the residents (stakeholders) they affect.

FROM:

**Department of Planning and Environment
Frequently Asked Questions**

~~What is the current status of the employment zones reform?~~

~~In December 2021, the Department of Planning and Environment finalised the reform of the Business and Industrial zones. Five new employment zones and 3 supporting zones were introduced into the Standard Instrument (Local Environmental Plans) Order 2006 (SI LEP Order). We are now amending individual local environmental plans (LEPs) across NSW to translate to the new zones.~~

Our Comment:

The Chamber is disappointed by the finality of this quote regarding the reform.

Given you "are now amending individual local environmental plans (LEPs) across NSW to translate to the new zones", is this submission and others which voice concern over these changes to be ignored?

Are you setting the bar even lower for consultation by the NSW government?

~~What is the current status of the employment zones reform?~~

~~The department has been working closely with each council to ensure LEPs are amended, consistent with the intent of the reform, while also ensuring the land-use planning outcomes are locally appropriate. The department will continue to give extensive policy guidance and prepare digital maps.~~

Our Comment:

The Chamber is disappointed by the finality of this quote regarding the reform. "The department has been working closely with each council to ensure LEPs are amended, consistent with the intent of the reform, while also ensuring the land-use planning outcomes are locally appropriate.

" Where the "intent of the reform" disagrees with what is "locally appropriate", which prevails?

That which prevailed with WestConnex? That which prevailed with amalgamation?

Page 5**Will a reduced number of zones generate land use conflicts or affect local placemaking?**

The department also looked at the mix of uses currently within the land-use tables of the Business and Industrial zones across the entire state. A review of all LEPs revealed similar land uses between the B1 and B2 zones, as well as between the IN1 and IN2, which provided an effective way of combining these zones with comparable purpose and land-use function.

Our Comment:

Regarding Land use matrix May 2022.xlsx, the Chamber is strongly concerned that the hierarchy of zonings that has been established over decades will be damaged by the Employment Zones Reform Implementation Plan.

Properties with lower value can have their values inflated and properties with higher value can have their values deflated.

Combining B1 and B2 zones potentially decreases value of existing B2 (by decreasing uses and flooding the market with the newly created zone) and potentially increases the value of existing B1 (by increasing uses).

Likewise, Combining IN1 and IN2 zones potentially decreases value of existing IN1 (by decreasing uses and/or flooding the market with the newly created zone) and potentially increases the value of existing IN2 (by increasing uses).

Commercial Centre (E2) should have all uses of Local Centre (E1) and Mixed Use (MU1). For example if MU1 is to allow car parks with consent then E2 should also.

Essentially no uses should be lost in the translation from old to new matrix.

FROM:

Department of Planning and Environment
Employment Zones Reform Implementation
Explanation of Intended Effect
May 2022

Page 4**Introduction****Making it easier for businesses to establish**

Small and medium sized business are the backbone to a productive economy. Employment zones should guide and direct businesses to establish and grow, not be a roadblock. The NSW Government has been implementing a series of reform to the planning system to help businesses build back better.

Our Comment:

Promising words which should ensure that our requests above are fulfilled.

The changing demand that has been highlighted by the advent of Covid needs suitable employment zones. A greater range of services should be available in more employment zones.

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Employment Zone**Strategic Intent****E3 Productivity Support**

To provide land and floor space for:

- a range of urban or rural services that cater to and support the local population and businesses
- businesses not suited to a centre location
- industries and activities that are lower on the land value hierarchy than retail and commercial office uses

Desired Characteristics

- Fine grain and/or large format employment
- Land and floorspace responds to local business need
- Mix of specialised, niche or trade focused retail, including business focused retail
- Mix of light industrial, office, infrastructure and other urban services uses
- Capability to service the needs of local workers with food and drink, convenience retail and child care
- Low impact creative and emerging industries

Long Term Considerations

- Allow a broader range of permissible land uses to accommodate emerging and changing industries
- Cater to a range of floor plate and floor to ceiling requirements across a variety of locations

Our Comment:

The Chamber notes that the NSW Government acknowledges the land value hierarchy. Further we note the long term considerations.

We trust that allowing "a broader range of permissible land uses to accommodate emerging and changing industries" combined with catering "to a range of floor plate and floor ceiling requirements across a variety of locations" does not mean more shopping centres establishing on cheap lands and disrupting the land value hierarchy?

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Council employment lands strategies**Employment lands strategies guideline**

The Department has released a draft Employment Lands Strategy Guideline to assist councils with preparing an employment lands strategy. A number of councils have also submitted an employment lands strategy to the Department for endorsement. The purpose of endorsement of these strategies is to streamline future planning proposals for industrial land

lodged in accordance with an endorsed employment lands strategy. The translation of existing B and IN zones to an employment zone has not sought to implement any employment lands strategies. However, in instances where a direct zone translation was not possible council has relied on employment lands strategies to justify an alternative zone selection.

Our Comment:

The Chamber presumes that future planning proposals for commercial land will likewise be streamlined.

We repeat our requests that Commercial Centre (E2) have all uses of Local Centre (E1) and Mixed Use (MU1) and that no uses should be lost in the translation from old to new matrix.

WILLOWTREE PLANNING



11 July 2022

REF: WTJ22-316

NSW Department of Planning and Environment
Locked Bag 9022
Parramatta NSW 2124

Attention: Employment Zone Reform Project Team

via email (employmentzone@planning.nsw.gov.au)

**RE: SUBMISSION IN RELATION TO NSW EMPLOYMENT LANDS REVIEW
57 – 59 ROBERTS ROAD, GREENACRE (LOT 1 DP 1149259)**

To Whom It May Concern,

Willowtree Planning Pty Ltd (Willowtree) have prepared the following letter on behalf of BWP Management Limited. The purpose of the letter is to request consideration of the zoning of 57 – 59 Roberts Road, Greenacre (Lot 1 DP 1149259) in the NSW Department of Planning and Environment (DPE) and Strathfield Municipal Council's (Council) application of the incoming reforms to business and industrially zoned land under the NSW Employment Lands Review.

OVERVIEW

- The proposed land zoning is largely compatible with the proposed employment reform;
- Council and NSW DPE is requested to consider a more flexible inclusion of permissible land uses.

BACKGROUND

The NSW DPE are implementing a suite of reforms to the NSW Employment Zoned land framework in accordance with the NSW Government Proposed Employment Zones Framework Planning Reform Position Paper, released in May 2021, and the subsequent Employment Zones Reform Implementation Explanation of Intended Effect (EIE) released in May 2022. The reform package seeks to replace existing industrial and business zoned land with five (5) new employment zones and three (3) supporting zones, comprising:

- | | |
|---------------------------|------------------------|
| ▪ E1 Local Centre | ▪ MU1 Mixed Use |
| ▪ E2 Commercial Centre | ▪ SP4 Local Enterprise |
| ▪ E3 Productivity Support | ▪ W4 Working Foreshore |
| ▪ E4 General Industrial | |
| ▪ E5 Heavy Industrial | |

In addition, alterations are proposed to the E4 Mixed-Use zone to create the MU Mixed Use zone and the creation of the SP4 Local Enterprise zone which recognises that certain precincts and their proposed land use activities are unique and cannot be accommodated in other proposed zones.

ACN: 146 035 707 ABN: 64 146 035 707
Suite 1, Level 10, 56 Berry Street
North Sydney, NSW 2060

enquiries@willowtp.com.au
willowtreepanning.com.au
02 9929 6874



SYDNEY | NEWCASTLE | GOLD COAST | BRISBANE

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SUBMISSION IN RELATION TO NSW EMPLOYMENT LANDS REVIEW
57 – 59 Roberts Road, Greenacre (Lot 1 DP 1149259)

Documentation publicly released to date by NSW DPE relating to the Reform Package includes the following:

- NSW Productivity Commission White Paper 2021
- Employment Zones Reform Positioning Paper (May 2021)
- Draft Standard Instrument Principal LEP Amendment Order (May 2021)
- Proposed Land Use Matrix for Employment Zones (May 2021)
- Employment Zones Reform Public Submissions Report (August 2021)
- Employment Zones Reform Implementation Plan (August 2021)
- Standard Instrument (LEPs) Amendment (Land Use Zones) Order 2021 (November 2021)
- Implementing Employment Zones: Frequently Asked Questions (May 2022)
- Employment Zones Reform Implementation: Explanation of Intended Effect (May 2022)

NSW DPE have identified that the new Employment Zones Framework will be in place within Local Environmental Plans by 1st December 2022, at which point the existing framework will be repealed via a self-repealing provision under the *Standard Instrument (Local Environmental Plans) Order 2006* (Standard Instrument).

This submission reviews the documentation exhibited as part of the Reform Package, in relation to BWP Management Limited land located at 57 – 59 Roberts Road, Greenacre, legally described as Lot 1 DP 1149259 (subject site).

SITE CONTEXT

BWP Trust is a real estate investment trust which invests and manages commercial properties throughout Australia. The BWP Trust is managed by an external responsible entity, BWP Management Limited. The majority of the Trust's properties are large format retailing properties, in particular, Bunnings Warehouses, leased to Bunnings Group Limited ("Bunnings"). Bunnings is the leading retailer of home improvement and outdoor living products in Australia and New Zealand, and a major supplier to project builders, commercial trades people, and the housing industry.

The subject site is located in the south-eastern corner of the intersection of Roberts Road and Amarina Avenue and is currently occupied by a single storey Bunnings Warehouse with undercroft parking. The subject site is rectangular shaped allotment with approximately 100 metre frontage to Roberts Road, a depth of approximately 220 metres and a total land area of 2.17 hectares.

The subject site is well located in terms of accessibility, with Roberts Road being a key commuter road connecting north/south from the Western Motorway (M4) to the South Western Motorway (M5). The subject site is also located just to west of the Strathfield Intermodal Terminal and within proximity to the established residential areas of Greenacre – located to the west of the subject site (across Roberts Road) and to the south – beyond the existing industrial zoned areas, as shown in **Figure 1**.

The subject site is within the Strathfield Local Government Area (LGA) and is currently zoned IN1 General Industrial under the *Strathfield Local Environmental Plan 2012* (SLEP 2012). Surrounding the subject site is a range of land uses including:

- Food and drink outlets
- Service station
- Large format retail
- Warehouse and distribution
- Industries
- Low density residential

Figure 1 below identifies the subject site and the current land use zones.

SUBMISSION IN RELATION TO NSW EMPLOYMENT LANDS REVIEW
57 – 59 Roberts Road, Greenacre (Lot 1 DP 1149259)

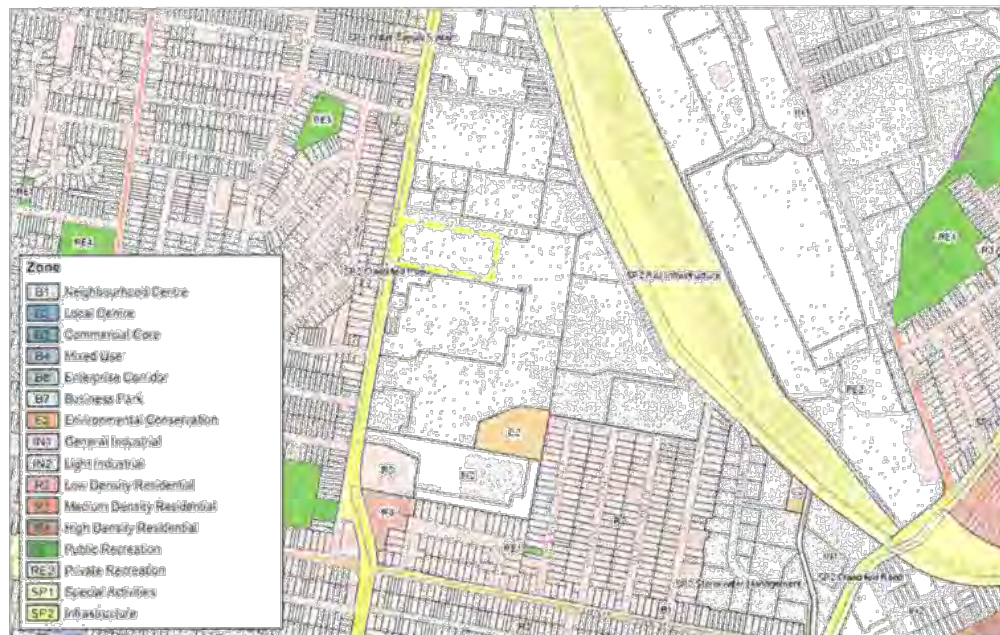


Figure 1: Land use zones under the existing planning framework (Source: NSW Planning Portal, 2022)

LOCAL PLANNING CONSIDERATIONS

As identified above, the subject site is currently zoned IN1 General Industry under the SLEP 2012. The Land Use Table applicable to the subject site under the SLEP 2012 is provided in **Table 1** below.

Table 1: IN1 General Industry Land Use Table (existing)	
Clause	Requirement
1. Objectives of the Zone	<ul style="list-style-type: none"> To provide a wide range of industrial and warehouse land uses. To encourage employment opportunities. To minimise any adverse effect of industry on other land uses. To support and protect industrial land for industrial uses. To minimise fragmentation of valuable industrial land, and provide large sites for integrated and large floorplate activities.
2. Permitted without Consent	Nil
3. Permitted with Consent	<p>Agricultural produce industries; Animal boarding or training establishments; Boat building and repair facilities; Car parks; Depots; Environmental protection works; Freight transport facilities; Garden centres; General industries; Hardware and building supplies; Industrial retail outlets; Industrial training facilities; Kiosks; Landscaping material supplies; Light industries; Neighbourhood shops; Oyster aquaculture; Places of public worship; Plant nurseries; Recreation areas; Roads; Sex services premises; Signage; Storage premises; Take away food and drink premises; Tank-based aquaculture; Timber yards; Transport depots; Truck depots; Vehicle body repair workshops; Vehicle repair stations; Veterinary hospitals; Warehouse or distribution centres; Wholesale supplies</p>
4. Prohibited	Pond-based aquaculture; Any other development not specified in item 2 or 3

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Whilst BWP Management Limited intend to continue operation of this site under its current approved use, BWP Management Limited are continuously investigating development opportunities that will contribute to the supply of commercial and industrial premises within local area and will benefit the local community whilst maximising the value and return of their land holdings. Given the surrounding land uses, and proximity to nearby residential areas, the NSW Employment Lands Review acts as a catalyst to improve the flexibility of the zoning to reflect a greater mix of land uses.

APPLICATION OF THE EMPLOYMENT LAND REFORMS TO THE SITE

The proposed Employment Lands Reform Package will likely apply the E4 General Industrial zone to the subject site as indicated by the EIE and by **Figure 2** below.



Figure 2: Intended Zone Conversions under the proposed framework (Source: NSW DPE, 2022)

The EIE released in May 2022 provides the Strategic Intent of the E4 General Industrial zone as outlined in **Table 2** below.

Table 2: E4 General Industry Zone Intent		
Strategic Intent	Desired Characteristics	Long Term Characteristics

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To provide suitable land and floor space for a range of industrial activities	<ul style="list-style-type: none"> General and light industries, warehousing and supporting businesses Complementary uses including office (associated with industrial), auto-related industry (excluding sales), large format indoor recreation, artisan food and drink Capability to service the needs of local workers Access to arterial roads and freight routes Diversity of lot sizes, with capability to support a mix of fine-grain and large format industrial uses 	<ul style="list-style-type: none"> Protect land for industrial purposes Accommodate new industries and changing requirements of industries Allow for industries to innovate and evolve Co-locate industry with businesses that directly support industry or have similar amenity impacts
---	--	--

Based on the *Standard Instrument (LEPs) Amendment (Land Use Zones) Order 2021* it is understood that the Land Use Table for the incoming E4 General Industrial Zone will be as shown in

Table 3: E4 General Industry Zone Land Use Table (intended)	
Clause	Requirement
1. Objectives of the Zone	<ul style="list-style-type: none"> To provide a range of industrial, warehouse, logistics and related land uses. To ensure the efficient and viable use of land for industrial uses. To minimise any adverse effect of industry on other land uses. To encourage employment opportunities. To enable limited non-industrial land uses that provide facilities and services to meet the needs of businesses and workers. To minimise fragmentation of valuable industrial land and provide large sites for integrated and large floorplate activities. To allow for a higher proportion of ancillary office floor space to support high technology, light industrial and small-scale warehouse-related land uses.
2. Permitted without consent	Nil
3. Permitted with consent <i>Green - Existing permitted land uses. Blue - Newly permitted land uses.</i>	<p><i>Additional purpose industries, Animal boarding or training establishments, Boat building and repair facilities, Building identification signs, Business identification signs, Car parks, Depots, Environmental protection works, Freight transport facilities, Garden centres, General industries, Generalised and mixed purposes, Hardware and building supplies, Industrial retail outlets, Industrial training facilities, Kiosks, Landscaping material supplies, Light industries, Motor vehicle repair and maintenance, Motor vehicle repair and maintenance, Public parking, Public parking, Recreation areas, Research stations, Roads, Service areas, Storage, Storage premises, Take-away food and drink premises, Tank-based aquaculture, Timber yards, Transport depots, Truck depots, Vehicle body repair workshops, Vehicle repair facilities, Veterinary facilities, Warehouse and distribution centres, Wholesale supplies</i></p>
4. Prohibited <i>Red - Newly prohibited land uses.</i>	Any other development not specified in item 2 or 3

SUBMISSION IN RELATION TO NSW EMPLOYMENT LANDS REVIEW

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A review of the incoming Land Use Table for the E4 General Industrial zone against the current I1 General Industry zone Land Use Table indicates general consistencies between the two (2) zonings, with minimal change.

Due to the context of the subject site and the existing land uses that operate within the area, it is considered that the subject site and surrounding sites would be better suited to an E3 Productivity Support zoning, which may be applied to more constrained industrial areas that have land use conflicts with surrounding residential areas. Such zoning would also act a buffer between the established residential areas of Greenacre and the Strathfield Intermodal Terminal to the east.

RECOMMENDATION

Given the existing range of uses located within the industrial area, it is considered that flexibility in the zoning should be promoted.

As mentioned above, an E3 Productivity Support zoning may be better suited to sites (including the subject site) that are proximate to the R2 Low Density Residential areas on the western side of Roberts Road. The land uses identified as 'Permitted with consent' in the E3 Productivity Support zone, under the *Standard Instrument (Local Environmental Plans) Amendment (Land Use Zones) Order 2021*, are commensurate to the current operations of the subject site and surrounding properties – such land uses are identified as follows:

Animal boarding or training establishments; Boat building and repair facilities; Business premises; Centre-based child care facilities; Community facilities; Depots; Function centres; Garden centres; Hardware and building supplies; Hotel or motel accommodation; Industrial retail outlets; Industrial training facilities; Information and education facilities; Landscaping material supplies; Light industries; Local distribution premises; Markets; Mortuaries; Neighbourhood shops; Office premises; Oyster aquaculture; Passenger transport facilities; Places of public worship; Plant nurseries; Recreation areas; Recreation facilities (indoor); Recreation facilities (major); Recreation facilities (outdoor); Research stations; Respite day care centres; Rural supplies; Service stations; Specialised retail premises; Storage premises; Take away food and drink premises; Tank-based aquaculture; Timber yards; Vehicle body repair workshops; Vehicle repair stations; Vehicle sales or hire premises; Veterinary hospitals; Warehouse or distribution centres; Wholesale supplies

SUMMARY OF THE EMPLOYMENT ZONE FRAMEWORK

The introduction of the Employment Zone Framework presents a critical opportunity to clarify the strategic goal and future development intent of the subject site through the application of the new employment land use zones. BWP Management Limited would like to stress that there should be increased flexibility in the subject site's zoning to allow for the existing operations and complementary land uses that:

- Ensure suitable amenity to nearby residential areas;
- Meet the needs of the community, businesses and industries but that are not suited to locations in other employment zones;
- Provide a range of facilities and services, light industries, warehouses and offices;
- Are compatible with, but do not compete with, land uses in surrounding local and commercial centres;
- Maintain the economic viability of local and commercial centres by limiting certain retail and commercial activity.

As such, it is requested that NSW DPE consider more flexible land uses be included when implementing the incoming Employment Land Framework in relation to the subject site.

SUBMISSION IN RELATION TO NSW EMPLOYMENT LANDS REVIEW
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Should you have any questions or wish to discuss this advice, please do not hesitate to contact the undersigned.

Your sincerely,



Chris Wilson
Managing Director
Willowtree Planning Pty Ltd

CC - Chief Executive Officer
Strathfield Municipal Council
PO Box 120
Strathfield NSW 2135
via email (council@strathfield.nsw.gov.au)



Dear Department of Planning

Thank you for allowing me to provide feedback to your Business Rezoning consultation as private individual. I also declare that the submission is in the similar area as the research in Livable Housing Design Guidelines (LHDG).

The intention is sound, but the implementation is not as only 4 zones are merged while others are renamed or have amendments.

Is it possible to absorb metropolitan zone and SD4 zone into mixed use zone? Why is it necessary to have a metropolitan zone when various Sydney City Local Environmental Plans (LEP or LEPs) have mixed-use zone?

In removing banks and postal services from neighbourhood shops, will this accelerate the lost of banking and postal services on urban fringes, rural and regional areas?

In removing newspaper, film, and other services from kiosks, how would community organisations and local councils continue to provide information and public events from a building on public land or community land? Does the change mean that government and community groups must obtain permission for commercial, creative, or community land uses even if the land use of kiosks is permitted with consent, permitted without consent, complying development or exempt development?

Can the land use of health consultation rooms be inserted in land use zones where the land use zone permits dwelling house?

For Seniors housing, education facilities and hospitals and other land uses where the zoning is located in State Environmental Planning Policies (SEPP or SEPPs), will these land uses be found in employment zone 1, employment zone 2, employment zone 3, mixed-use zone, metropolitan zone, and special use zone 4?

Can the concession for increasing height and floorspace for seniors housing under the Housing SEPP be expanded to more land use zones than only Business zone 3/Employment zone 3?

Will the NSW Government provide density bonuses and discounts on developer charges to increase the benefit and lower the cost of providing LHDG accredited dwellings?

Will The NSW government update the Apartment Design Guide (ADG) and the Low-Rise Housing Diversity Design Guide (LRHDDG) if requiring LHDG for less than 100% to require that the material finishes be integrated throughout the building?

Will the NSW Government create a register to collect and tally silver level, gold level, and platinum level accredited dwellings under LHDG and AS4299-1995 accredited dwellings?

Will the NSW Government merge the LRHDDG for complying certificates and LRHDDG for development applications to provide a fast approval process for town houses and villas with 100% LHDG accredited dwellings?

Will the NSW Government amend Schedule 4 of the Housing SEPP to harmonise the requirements for independent living units with the platinum level of LHDG?

Will the NSW Government continue to allow local councils to set Development Control Plans that exceed the requirements in the ADG as in increase in the amount of silver level, gold level, and platinum level dwellings under the LHDG?

Will the NSW Government mandate the silver level for all dwellings in Standard LEP Order with discretionary exemptions similar to unjustifiable hardship provisions under Disability Access to Premises Standards (DAPS)?

Will the NSW Government in failing to do the above, consider increasing the amount of LHDG silver level accredited dwellings to 33% in the ADG and in the LRHDDG for multi-dwelling housing and manor houses?

Will the NSW Government revisit the ability to provide a flexibility clause that allow for exchanging a proportion of silver level accredited dwellings for gold level, platinum level under LHDG and AS4299-1995 accredited dwellings?

Will the NSW Government update the ADG to include the LHA website address to assist applicants to find more information about the silver level, gold level and platinum level?

Will the NSW Government include LHDG referring to the most up to date version of LHDG and to LHA website address, in the standard conditions document?

Will the NSW Government make accessibility improvements to the built environment surrounding homes including public transport, public infrastructure, and recreation?

Will the NSW Government employ and engage with persons with disabilities to assist in city/regional planning?

Will the NSW government legislate to provide a specific exemption to the Newbury test to enable the local council or DPIE to place condition(s) to the effect of upholding the higher accessibility standard(s) of a previously withdrawn development application for the same lot of land?

Will the NSW government insert a schedule to the Environmental Planning and Assessment Act to reassure local councils in making conditions in reference to a range of pieces of legislation and Australian Standards that are part of or footnote to the NCC such as the Smoke Free Environment Act and associated regulations, that they can meet the Newbury test?

Will the NSW Government administratively merge LEPs of merged local councils as in a cut, copy and paste exercise with no change to wording, legal effect, and maps?

Will the NSW Government amend Exempt and Complying Developments SEPP to exempt the lot boundary set back requirement for replacing a like for like permanent structure on the same location, same area footprint and same dimensions as previous?

Will the NSW Government amend the Planning Systems SEPP to make developments for employment zone 1, employment zone 2 and mixed-use zone of 8 storey with minimum height of 22m on land area of 3,000m² with minimal or no bushfire, flood, or acid sulphate soil risks as reviewed by design committee to be a state significant development? It is questionable whether every developer would want or can accommodate an educational facility, hospital, railway station, residential age care facility, zoo, or hotel in their development.

Will the NSW Government amend Planning Systems SEPP to make Campsie RSL redevelopment state significant development conditional on the developer commissioning independent health and social impact research and contributing the full cost of a railway concourse with exit to Anglo Road?

Will the NSW Government amend the Planning Systems SEPP to make the Campsie Shopping Centre state significant development conditional on the developer contributing the full cost of a north-south railway station and relocating Campsie library closer to the Canterbury Bankstown Council Campsie service centre?

Will the NSW Government under Planning Systems SEPP preserve a railway corridor Western Sydney Aerotropolis, Leppington, Glenfield, Warwick Farm, Western Sydney University Milperra, and Bankstown?

Will the NSW Government under Planning Systems SEPP preserve railway corridor for St Marys, Blacktown, Cabramatta, Western Sydney University Milperra, Yagoona, Lidcombe, Strathfield, Campsie, Kingsgrove, Hurstville, Sutherland, and Wollongong?

Will the NSW Government under Planning Systems SEPP preserve railway corridor for Burwood, Lewisham, Stanmore, Newtown, Everleigh, University Technology Sydney Ultimo, Pyrmont, Barangaroo, St James Wartime bunker, Taylors Square, Paddington, NIDA Kensington, Kingsford, Mascot Shops, Kingsford Smith domestic and international airports, Arncliffe, Hurstville, Sutherland, and Cronulla?

Again, thank you for allowing me to provide feedback to your business rezoning consultation.

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PE5 ARTHUR STREET BUS STOP SHELTER/SHADE
AUTHOR: John Inglese, Traffic Engineer
APPROVER: Tony Reed, Acting Director Engineering and Operations

RECOMMENDATION

The quotation from oOh! Media be accepted and a new bus shelter be installed on the north side of Arthur Street (West of Hornsey Road).

PURPOSE OF REPORT

At the Ordinary Council Meeting of 3 May 2022, Council resolved:

"91/22

RESOLVED: (Blackmore / Pensabene)

That a report on the feasibility and cost be prepared for a shelter/shade to be built at the bus stop in Arthur Street, east bound direction, between Homebush Bay drive and Hornsey Road."

This report has been prepared in response to this resolution.

REPORT

Council's Manager - Traffic has made contact with OohMedia P/L and requested a fee proposal to have a new bus shelter installed on the north side of Arthur Street (West of Hornsey Road). Council has now been advised that the cost to install a bus shelter at this location is \$37,765.00 plus GST, see below quotation.



Company
Address

Phone
Mobile
Email

John Ingles
Statefield Council
85 Hornsbeen Rd
Statefield NSW 2125
02 9748 9889
john.ingles@statefield.nsw.gov.au

Quote #
(Project Type)

2022/0009
Shower Refurbition

Date
Expiry Date
Valid for 30 Days

22/07/2022
21/08/2022

Contact
Email
Address

ICMmedia Commercial - Contracts
Contracts.Project@icmmedia.com.au
Level 2, 73 Miller Street
North Sydney, NSW, 2060

Job Reference

Refurbish Council Shower

Assets works	Description	Unit	Unit Range min - max	Quantity	Cost per unit (GST)	
Removal/Installation	Rate includes the following:		\$ -		\$ -	
	Motivation of site	Lumps	\$ 6,720.00	1	\$ 6,720.00	
	Disconnect electrical from mains pole		\$ -		\$ -	
	Breakout shelter pockets & expose bolts		\$ -		\$ -	
	Hiab truck & rigger		\$ -		\$ -	
	Removal and install shelter at new location		\$ -		\$ -	
Supply of TOB	Make good of shelter pockets (concrete lift)		\$ -		\$ -	
			\$ -		\$ -	
			\$ -		\$ -	
	Supply of TOB	Tefite Insulation + surface mastic yellow #10 (900x300) x1 (300x300)	Lumps	\$ 1,267.00	1	\$ 1,267.00
Civil Works			\$ -		\$ -	
	Excavate and prep new location approx .3litres	Lumps	\$ 27,090.00	1	\$ 27,090.00	
	Prep shelter, footings and formwork (4.8m x 1.8m x 1.4m)		\$ -		\$ -	
	Concrete works and achieve COA level crossfalls max 2.5%		\$ -		\$ -	
	Removal/Installation of bus to pole and sign post		\$ -		\$ -	
	All labour works and materials		\$ -		\$ -	
Easements			\$ -		\$ -	
	Level 2 Electrical Works		\$ -		\$ -	
	Shower to be non-powered		\$ -		\$ -	
			\$ -		\$ -	
Traffic Management			\$ -		\$ -	
	ROLA TMS & TCPs	PERMAN	\$ 168.00	10	\$ 2,688.00	
				Sub Total	\$ 37,765.00	
				GST	\$ 3,776.50	
				Total	\$ 41,541.50	

17

ICMmedia requires written notice of 3 business days prior to scheduled works if cancelled or delayed, otherwise charges may apply.

18

A All hour coding off point applies for orders that require installation, after which no cancellation or refunds are available.

19

All works based on dryworks

20

Additional costs may be incurred, if site is not ready/receivable when we have been advised to start work

21

Unforeseen problems with installation or location will incur additional costs

22

No allowance made for adjustment of services and rack excavations

23

No allowance made for materials

24

Prices are subject to change should the above scope be altered and or be cancelled

Project Manager
Client Representative

Signature
Signature
Date

This is a quotation on the goods & services named, subject to the conditions noted below:

1. Quotation is valid for 30 days only.

2. Quotes and estimates shall be deemed to comply unless the original specifications. If you require any changes, this quotation will be amended to the new specifications.

3. Advertising type subject to change.

4. Prior to any work commencing -To approve this quote please submit a valid purchase order or sign and return this page.

ICM Media Group Pty Ltd
4/277 Macleay Street, Sydney NSW 1585
Tel: 02 9292 9900

FINANCIAL IMPLICATIONS

Proposed Expenditure: \$37,765.00 + GST

Funding has been provided in the current budget for this purpose as set out below:

Budget Item	Approved Budget	Expenditure To Date
Capital Works Budget	\$37,765.00 plus GST	\$00.00

Cost to install a bus shelter at this location is \$37,765.00 plus GST – Capital Works Budget.

ATTACHMENTS

There are no attachments for this report.

PE6 CAR SPACE WIDTH INCREASE AT HOMEBUSH WEST CAR PARK

AUTHOR: John Inglese, Traffic Engineer

APPROVER: Tony Reed, Acting Director Engineering and Operations

RECOMMENDATION

That Council undertake the following changes to the Homebush West Car Park and Laneway:

1. That a final design layout for the car park with all proposed changes be brought to the next Traffic Committee meeting.
2. That consultation with businesses with access to the laneway be conducted to determine the most appropriate treatment of the laneway.
3. That Council refer to Item 6.1 of the August 2022 Strathfield local Traffic Committee for the detailed recommendation including the final number of parking spaces in the redesigned car park to be a minimum of 70 spaces.

PURPOSE OF REPORT

At the Ordinary Council Meeting of 3 May 2022, Council resolved:

"91/22

RESOLVED: (Blackmore / Pensabene)

That appropriate actions be taken to increase the width of the car spaces in the Homebush West car park."

The report has been prepared in response to this resolution.

REPORT

Proposal

To improve the situation for pedestrians and motorists the following is recommended:

1. Remove the 6 parallel parking spaces in the Lane including the Electric Vehicle charging space. As per Figure 9.
2. Consider the installation of a 1.0m wide footpath on the northern side of the lane. As per Figure 9.
3. Reconfigure the 45 Degree angle parking to have min 2.4m wide X 6.0m long spaces.
4. Relocate the Electric Vehicle charging space to a better location within the carpark.
5. Provide 4 3.0m X 8.0m wide small ridged truck parking spaces.
6. Provide a manoeuvring area in the centre of the carpark to allow vehicles to circulate without having to exit the carpark.

A detailed plan has been prepared with the above recommendations and depending on the configuration there will be 60 parking Spaces with the 45 degree angle parking arrangement. And 4 large van spaces a total of 64 Spaces.

Detailed Plan:



FINANCIAL IMPLICATIONS

Proposed Expenditure:	\$50,000	
Estimated:		
Linemarking	\$20,000	Traffic Facilities Cost Centre
Bollards	\$6,000	Traffic Facilities Cost Centre
Concrete Path	\$24,000	Capital works footpath Cost Centre
Total:	\$50,000	

ATTACHMENTS

There are no attachments for this report.

PE7 HOMEBUSH WEST SHOPFRONT

AUTHOR: Patrick Wong, Manager, Environment, Sustainability & Compliance

APPROVER: Kandace Lindeberg, Manager, Planning & Development

RECOMMENDATION

1. That Council receive and note this report and attachments relating to previous initiatives of providing financial assistance to businesses at Homebush West to improve the aesthetics of their shopfront.
2. That Council endorses funding to be included at the next budget review for shopfront revitalisation within the Strathfield Commercial Centre Masterplan.
3. That the alternative programs for Homebush West streetscape beautification be developed by Council's Communications and Economic Development units.
4. That Council Liaise with Rotary Club of Strathfield to discover if a partnership can be formed to address issues in the Homebush West shopping centre and update Council on any correspondence received from Rotary Club of Strathfield.

PURPOSE OF REPORT

At the Council Meeting of the 5 July 2022, Council resolved:

"135/22

RESOLVED: (Maheswaran / Hall)

That the Council:

1. *That Council audit and provide an updated report by the next Council Meeting of the state of graffiti in the Homebush West shops including consulting with local stores on what Council can do to support them in reducing or eliminating graffiti in the area.*
2. *That the partnering group be encouraged to apply for a grant by 31 July 2022."*

The report has been prepared in response to this resolution.

REPORT

BACKGROUND

Strathfield Council, from 2019-2021 have completed assessments, consultation, written initiatives/programs and provided/offered funding to the businesses of Homebush West to improve the visual amenity of the shopping district. For example, removal of awning/shade cloths and grants to remove graffiti and other materials from shop fronts.

The most recent Homebush West shop-front improvement program completed was in 2021. A total of \$5000 for the 2021 Shopfront Improvement Program was funded from Waste Sustainability Projects.

A survey was completed of the area identifying the shops with a significant amount of graffiti. A letter and information flyer was then sent to all businesses inviting them to participate in the initiative of improving the visual amenity of their shop with \$1000 grants available for 5 businesses. One month was given for businesses to apply for the grant.

From the initial mail out to businesses in multiple languages, Council had not received any responses. After additional face-to-face site visits with several businesses, an extension to the expression of interest date to nominate for the program, Council received 2 applications; a grocery store and optometrist.

The grocery store application proceeded to the final stages and was given the grant; \$231. The optometrist did not continue with their application due to the quote proposed by an external contractor was higher than the Council grant and they withdrew their application.

As described above, there was minimal amount of interest for the program despite the community consultation completed for the program.

FINANCIAL IMPLICATIONS

For any additional future projects in relation to beautification, a significant investment is required to efficiently undertake the project, which should be included in the Strathfield Commercial Centre Masterplan. Funding has not been provided in the current budget for this purpose.

Should Council approve the expenditure, the source of funding will need to be identified in the budget.

ATTACHMENTS

1. Invitation to all Shops - Letter to Shops - Shop Front Improvement Program - 21-12-2021
2. Information Flyer relating to the Program - 21-1-2021
3. Shopfront Agreement and Funding Application Form - January 2021
4. Memo - Survey of the Area
5. Montage and Awning Removal Information

ATTACHMENT 1

ATTACHMENT 1

21 January 2021

Sarah Kacir

SHOP NAME
ADDRESS
HOMEBUSH WEST NSW 2140

Dear Sir/ Madam,

**SHOP FRONT IMPROVEMENT PROGRAM – HOMEBUSH WEST SHOPPING DISTRICT -
SHOP NAME – ADDRESS HOMEBUSH WEST NSW 2140**

Strathfield Council has launched the Homebush West Shopfront Improvement Program, which aims to improve the visual appearance and amenity of your business area. Creating appealing and exciting shop fronts can increase traffic and business.

By registering to join this program, your business could receive a **grant of up to \$1,000**, to go towards improving the appearance of your shopfront.

This program is a fantastic opportunity for the community to improve the perception and liveability of its town centres. Evidence shows that shopfront quality and appearance plays a pivotal role in attracting visitors to a commercial area. The grant is designed to assist suitable businesses improve their shopfront appearance by contributing to appropriate works.

Beautification projects includes the **removal of security shutter doors and replacement with expandable metal screens**, with a combination of the following, but not limited to;

- Removal of graffiti,
- Replace missing tiles,
- Repainting,
- Removal of old adhesives – glue/ tape, and
- Removal of excessive advertisement.

Grant funding are available for up to half of the work being carried out, to a maximum of \$1,000. For example, if a business intends to carry out applicable works costing \$1,600, Council will contribute \$800.

There are only five (5) grants available for the program.

Register to join the program, please fill in the Funding Application Form attached and return to Council by COB Friday 12th February 2021. Please also see attached Information Flyer

Thank you for considering this exciting new program, we look forward to working with you to rejuvenate the appearance of Homebush West. **All eligible and Council approved projects must be completed by 26th March 2021.**

If you would like to discuss this matter further, please contact Council's Environmental Health Officer, Sarah Kacir, on 9748 9999 or email council@strathfield.nsw.gov.au

Yours faithfully,



SARAH KACIR
ENVIRONMENTAL HEALTH OFFICER

ATTACHMENT 2

ATTACHMENT 2

Who Is Eligible For The Program?

- Street frontage
- Within designated area
- Small business
- Shopfront at street level
- Must trade directly to customers
- Have public liability insurance
- Not owned or managed by a government agency
- Not part of a shopping complex
- Not be a business who has an adverse impact on the environment, heritage or public health & safety

JANUARY 2021

Don't miss out on this exciting opportunity!

Receive up to \$1000 worth of improvement work and help make Homebush West handsome.



Limited Funding Available

Homebush West Shopfront Improvement Program

**Transform Your
Shopfront and Attract
More Customers**

ATTACHMENT 2



What Is The Shopfront Improvement Program?

Strathfield Council has launched the Homebush West Shopfront Improvement Program, which aims to improve the visual appearance and amenity of your business area. Creating appealing and exciting shop fronts can increase traffic and business.

This program is a fantastic opportunity for the community to improve the perception and liveability of its town centres. Evidence shows that shopfront quality and appearance plays a pivotal role in attracting visitors to a commercial area. The grant is designed to assist suitable businesses improve

JANUARY 2021

their shopfront appearance by contributing to appropriate works.

What Type Of Improvements Will Be Considered?

IMPROVEMENTS INCLUDED

- ✓ Removal of security shutter doors and replacement with expandable metal screens
- ✓ Re-painting of external shopfront
- ✓ Removal or upgrade of advertising signage if part of broader enhancement
- ✓ Removal of old adhesives; tape and glue
- ✓ Addition of external materials or treatments (e.g. tiling, professionally commissioned murals in keeping with the character of the area)
- ✓ Improving accessibility for all users
- ✓ Addition of green plant elements (e.g. green walls)
- ✓ Improvement of street frontage facilities (e.g. folding windows)

- ✓ Removal of fixed outdoor dining furniture and replacement with non-fixed furniture
- ✓ External display lighting
- ✓ Upgrade of lighting to LED

NON APPLICABLE WORKS

- ☒ Improvements already underway
- ☒ Routine maintenance or cleaning
- ☒ Standalone advertising signage
- ☒ Public art/murals
- ☒ Fixed planter boxes or furniture
- ☒ Purchase of buildings or property extensions
- ☒ Business relocation
- ☒ Internal shop fittings
- ☒ Non-first floor signage
- ☒ Staffing or operational costs
- ☒ DA or other Statutory fees

ATTACHMENT 3



Homebush West Shop Front Improvement Program

Plain English Agreement
and
Funding Application Form
2020-2021

January 2021



PLAIN ENGLISH AGREEMENT AND APPLICATION

JANUARY 2021

APPLICANT DETAILS

Name	
	Please select TENANT () OWNER ()
Postal Address	
Applicant Email Address	
Contact Number	

PROPRIETOR DETAILS – this section must be completed if the applicant is not the proprietor

Name	
Postal Address	
Applicant Email Address	
Contact Number	

PROPOSED SITE LOCATION

Shop Name	
Shop Address	

OWNERS CONSENT

Name	Signature
------	-----------

Page 2 of 7



PLAIN ENGLISH AGREEMENT AND APPLICATION

JANUARY 2021

QUOTES

1. INSTALLATION OF METAL SECURITY SCREEN

Please attach at least **two (2)** written quotes for the installation of metal security screens from suitably qualified installers, with your nominated/ select quote.

Have the appropriate quotes, with photographs been attached to this application?

Please select **YES () NO ()**

2. CLEANING AND MAINTENANCE OF SHOP FRONT

Please attach at least **two (2)** written quotes for the cleaning and maintenance of the shop front from suitably qualified installers, with your nominated/ select quote.

Have the appropriate quotes, with photographs been attached to this application?

Please select **YES () NO ()**

PROJECT DETAILS

DOES YOUR PROPOSED SHOPFRONT IMPROVEMENT FALL ENTIRELY WITHIN THE SPECIFIED INCLUDED IMPROVEMENTS LIST, INCLUDING **REMOVAL OF SECURITY SHUTTER DOORS AND REPLACEMENT WITH EXPANDABLE METAL SCREENS,**

PLEASE TICK THE BELOW WHICH APPLY:

- ☐ Removal of graffiti,
- ☐ Replace missing tiles,
- ☐ Repainting,
- ☐ Removal of old adhesives – glue/ tape,
- ☐ Removal of excessive advertisement, and/or

- ☐ Other (provide description):

DESCRIPTION OF PROPOSED WORKS FOR YOUR SHOPFRONT UPGRADE:

Include all details of the amendments and improvements to be carried out.



PLAIN ENGLISH AGREEMENT AND APPLICATION

JANUARY 2021

IMPORTANT DATES

Final date for registration/ acceptance of this Plain English Agreement and Funding Application Form	12 February 2021 Extended to 26 February 2021.	Final date for the completion of your project and Claim for your Funding Application forms	26 March 2021
Notification date, of successful applicants	19 February 2021 Extended to 4 March 2021.		

Please read the following conditions applying to your project. If agreeable, please initial all pages and sign the acceptance of offer at the end of this document and return the whole document to Council's Environmental Services Team:

Strathfield Municipal Council
PO Box 120
Strathfield NSW 2135

Or email to:

council@strathfield.nsw.gov.au

Please note that the deadline for receiving the signed acceptance offer is close of business

~~12 February 2021~~ **Extended to 26 February 2021.**

Applicants must contact Council in writing with clear photos by **26 March 2021** to state that ALL works have been completed, and wish to book an inspection by Council to review the works completed to be eligible for funding.

PLAIN ENGLISH AGREEMENT AND
APPLICATION**JANUARY 2021****CONDITIONS APPLYING TO ALL PROJECTS BEING FUNDED FROM THE
HOMEBUSH WEST SHOP FRONT IMPROVEMENT PROGRAM – 2020-2021**

You the applicant, by entering into this agreement, agree to comply with all the following conditions:

1. The Shopfront Improvement Program applies only to the exterior façade of the property which has direct frontage on to the commercial street.
2. The proposals put forward by the applicant must include all details of the proposal for consideration this includes but is not limited to designs, quotes and other ancillary correspondence to clarify the proposal.
3. Shopfront Improvement Program grant applications can only be agreed after any necessary planning approvals have also been obtained from Council.
4. The proposal must be approved by Council and be signed off by both Council and the applicant before any work commences.
5. Council reserves the right to approve or refuse an application in terms of design, colour, materials and method of execution as it considers appropriate.
6. The works must be undertaken only by suitably qualified installers using recognised quality materials.
7. Two quotes with images for the proposed works must be submitted as part of the application.
8. On completion the work must be inspected by Council and the grant paid only if the work has been completed:
 - a. In its entirety as set out in the signed schedule of agreement and to a satisfactory standard.
No part of the grant payment can be made until ALL the work has been completed in accordance with the agreed signed schedule and accompanying plans.
9. Applications which qualify for the Shopfront Improvement Program grant funding will be approved by Council on a first-come, first-served basis until the total annual Shopfront Improvement Program financial allocation is expended.
10. The Program will run from **12 February 2021 to 26 March 2021** with the first five applicants that meet all selection criteria selected for the grant.
11. The successful applicants will be selected based on the date and time they submit their application and the successful completion of all requirements that make them eligible to receive the grant.
12. Works approved for the Shopfront Improvement Program funding must to be completed by **26 March 2021**, failure to do so will result in the grant funds will be reallocated to another applicant.

PLAIN ENGLISH AGREEMENT AND
APPLICATION**JANUARY 2021**

13. Applicants are solely liable for overseeing the works and making sure they are completed by **26 March 2021** and agree to indemnify Council against any and all losses as result of failing to complete the works and not obtaining grant funding.
14. Applicants must contact Council in writing with clear photos by **26 March 2021** to state that ALL works have been completed, and wish to book an inspection by Council to review the works completed.
15. The applicant agrees that any overrun in cost is strictly the liability of the applicant, not the responsibility of Council and that no additional funds or payments will be provided by Council.
16. The grants only apply to retail/commercial premises within the area specified by Council.
17. Subsidies will be paid by a council cheque or EFT after submission to Council of:
 - a. A receipt from the contractor showing the work has been paid in full.
 - b. A Tax Invoice (including ABN) to Council from the applicant for the agreed sum.
 - c. All works have been completed as required to be eligible for this grant. A council inspection will be required to confirm this before any funds are released.
18. To assist in creating an improved streetscape, applicants will be required to remove all unnecessary or illegal signage from their properties as required by Council.
19. Should an applicant's contact details change during the Program period, it is the applicant's responsibility to notify Council. A request to access or modify any personal information should be directed to Council.
20. Council accepts no responsibility for any late or misdirected registrations due to technical disruptions, network congestion or for any other reason.
21. Council is not responsible for any incorrect or inaccurate information, either caused by the applicant or for any of the equipment or Programming associated with or utilised in this Program, or for any technical error, or any combination thereof that may occur in the course of the administration of this Program including any omission, interruption, deletion, defect, delay in operation or transmission, communications line or satellite network failure, theft or destruction or unauthorised access to or alteration of entries.
22. Council shall not be liable for any loss or damage whatsoever which is suffered (including but not limited to indirect or consequential loss) or for any personal injury suffered or sustained in connection with the Program except for any liability which cannot be excluded by law.
23. All information is handled in accordance with Council's Privacy Management Plan.



PLAIN ENGLISH AGREEMENT AND APPLICATION

JANUARY 2021

PRIVACY STATEMENT

Council manages privacy and personal information in accordance with relevant legislation and Council's Privacy Management Plan. Information on how Council handles your personal information is explained in Council's Privacy Management Plan available on Council's website. Council collects and stores your personal information in relation to participation in the competition.

You accept the provision of personal information is voluntary but failing to provide all or part of the sought after information may mean Council cannot process your entry for participation in the competition. Information provided by you may be accessed by government agencies and members of the public in accordance with relevant legislation. Council is to be regarded as the agency that holds the information. Under the Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access) Act 2009 you can apply to access records of personal information Council holds about you, and then apply to amend or correct personal information.

You can access your personal information by writing to Council's Privacy Contact Officer at:

PO Box 120

Strathfield NSW 2135.

You can view Council's Privacy Management Plan by visiting www.strathfield.nsw.gov.au/council/privacy-management

Any significant complications which may arise during the improvement/ conservation works must be notified to Council immediately and further works must not be undertaken until an inspection is undertaken by Council Officer's to determine whether the works should be completed.

ACCEPTANCE OF OFFER FOR ASSISTANCE

I, being the applicant, hereby agree to all the conditions of this Agreement and accept this offer of assistance.

Signature: Date:

To be completed for all projects where the applicant is not the owner of the shop.

I, being the owner of the shop for which assistance is granted also agree to the above conditions and give permission for the work to commence.

Signature: Date:

NOTE: ALL PAGES OF THIS AGREEMENT ARE TO BE INITIALED TO CONFIRM THAT YOU HAVE READ AND CAREFULLY CONSIDERED THE WHOLE AGREEMENT.

ATTACHMENT 4

ATTACHMENT 4



Memorandum

To: Deputy CEO, GM Planning, Environment & Urban Services

Cc: Executive Manager Environment, Sustainability and Compliance

From: Council's Environmental Health Officer's

Date: 28/9/2020

Re: Shop Front Improvement Program – Installation of Metal Security Doors –
Homebush West

During the beginning of September 2020, the Environmental Services team was asked to target shop fronts in Homebush West to determine if they would benefit from the Shop Front Improvement Program. An inspection was conducted to determine which shops would benefit most from the program, these shops are in Attachment 1. The program aimed to remove graffiti, old advertisement and adhesives.

A budget estimate of \$5000 has yet to be given to Environmental Services to carry out the project.

The CEO has now requested that the improvement program includes the installation of expandable metal security doors on windows and entry/exit points to the premise.

Environmental Services then were asked to gauge the interest of Homebush West shops regarding the installation of the expandable metal security doors

On 22 September 2020, Environmental Health Officer's spoke to the following shops:

1. Di Yuan Asian Grocer Shop 95, 90-92 The Crescent,
2. Tea Mates 100 The Crescent ,
3. Apple Eye Care Optometrist 102 The Crescent, and
4. Soon Heng Asian Grocer 14A Henley Road.

All business managers were generally interested in installing the metal security doors like the one below (Figure 1), especially with the financial help from Council.

ATTACHMENT 4



Figure 1 – Example of expandable security door. Photo credit:
<https://www.trellisdoors.com.au/product/commercial-security/security-screens-and-screen-doors/s10-t-max-aluminium-security-door-2>

Attachment 1 below identifies a portion of shopfronts at Homebush West with graffiti and other materials.

ATTACHMENT 4

ATTACHMENT 1 - Shop fronts which were identified as meeting the criteria for the improvement program, 2 September 2020.

Shop 1 – Homebush West
Newsagency - 106 The Crescent

- Old print materials on the bottom of the windows and sliding doors



ATTACHMENT 4

Shop 2 – Giant Realty - Shop 15
20/16 Henley Rd

- Left over glue residual on tiles
- Old posters



Shop 3 – Hop Kee Quality Butcher -
8C Henley Rd

- Left over glue residual on tiles



ATTACHMENT 4

Shop 4 – Optometrist – 8/2-8
Henley Road

- Left over glue residual on tiles, old posters remaining

Shop 5 – XiBei Taste – 97 The
Crescent

- Left over glue residual on tiles
- Graffiti
- Old posters



ATTACHMENT 4

Shop 6 - Di Yuan Asian Groceries

- Graffiti
- Left over glue residual on tiles



ATTACHMENT 4

Shop 7 - Tan Hung Long
Supermarket Asian Groceries

- Left over glue residual on tiles
- Old posters
- Excessive clutter



ATTACHMENT 5

ATTACHMENT 5



Shade cloths along Henley Road Homebush West which have been removed.



Shade cloths along The Crescent Homebush West which have been removed.

EO1 TOWN HALL RENOVATIONS
AUTHOR: Peter Bowmer, Executive Manager, Civic Services
APPROVER: Tony Reed, Acting Director Engineering and Operations

RECOMMENDATION

1. That Council issue separate tenders as follows:
 - a. Total replacement of the slate roof and metal roofing, along with all capping guttering and downpipes.
 - b. Replacement of the Town Hall timber floor, painting of all interior areas, repairs to ceiling and cornice, render repairs, restoration of main foyer, renovation of the male/female and accessible toilets and replacement of carpet to Council Chambers.
 - c. Design and construction for landscaping and pavement reconstruction to the Homebush Road frontage and Redmyre Road frontage.
2. The outcome of the tenders be reported back to Council for acceptance and to approve the required budget.
3. That Council approve the allocation of the \$1M received by Council as part of the Local Government Recovery Grants Program, which is provided under the NSW Government *Disaster Recovery Funding Arrangements (DRFA) – Category D* to fund this project.

PURPOSE OF REPORT

At the Ordinary Council Meeting of 2 August 2022, Council resolved:

"178/22

RESOLVED: (Blackmore)

1. *That Council prepare a report on the cost of:*
 - a. *Undertaking the total replacement of the Town Hall slate roof and metal roof sections.*
 - b. *Undertaking the total repainting of the Town Hall (Supper Room, Council Chambers, Foyers and Town Hall Space).*
 - c. *Undertaking the replacement of the timber floor of the Town Hall multi-purpose community space.*
 - d. *Undertaking the reinstatement of the main entry foyer to its original form to provide a more serviceable entry area.*
 - e. *All interior and exterior colours to be determined in consultation with a Heritage Expert.*
2. *That Council look at any Federal or State Government grants available for assistance with funding."*

This report has been prepared in response to this resolution.

REPORT

Construction of the Council Chambers and Clock Tower were completed in 1887 and the Strathfield Town Hall was completed in 1923 and has served the community well.

The slate roof and roof frame is in decline and needs immediate attention to preserve this vital community asset. There are sections of the main roofing frame that are showing signs of stress and are slowly collapsing. This in turn is causing water infiltration when it rains. The water infiltration thus causes damage to the ceilings and the walls. The metal roofed sections of the building have reached the extent of their life and are failing due to rust and metal fatigue.

The exterior of the building was repainted 3 years ago, but the interior has not been repainted for over 10 years and is well overdue for repainting. The remodelling of the former office areas downstairs to a staff common area is in fine condition and requires no work other than spot touch-ups.

The timber floor of the main Town Hall has reached the end of its life and can no longer be sanded and polished as there is not enough structure in the flooring members to allow for further maintenance.

The main entry foyer (off Homebush Road) was the original customer service area. This area has been subject to renovations over the years to provide various services to the community. The current configuration is no longer relevant and the foyer should now be returned to its original structural configuration.

Undertaking these works would see the continued service to the community for many years to come.

The works need to be completed by August 2023 for the Town Hall Birthday celebrations. The Town Hall is an important part of the Council Community Structure and is used for numerous functions including Council Meetings, Citizenship Ceremonies, Weddings/Parties, Public Meetings, Civil Functions, Choir Meetings, etc.

Further to this, as Council's centrepiece building, the entrance from Redmyre Road is unappealing and dated. As part of the works, if funding can be identified, it is proposed to upgrade the area between the Town Hall and Redmyre Road and improve safety from traffic.

It is proposed that Council issue tender packages for the works outlined in the table below, which also indicates an estimated works schedule:

DATE	WORKS
December 2022 – February 2023	Replace Roof Foyer Entry
13 – 24 March 2023	State Election (no works)
April 2023	Town Hall Painting - Level 1 Town Hall Painting - Ground Level Carpet to Level 1 Floor – Supper Room/Town Hall

May – June 2023	Floor – Supper Room/Town Hall
June – July 2023	Car Park and Landscaping
August – September 2023	Works Complete

It should be noted that during these times some works will require full or partial closure of Town Hall.

FINANCIAL IMPLICATIONS

Proposed Expenditure: Anticipated to be in the order of \$1m, subject to tender responses.

Funding for the renovation to the Town Hall has not be included in this years' budget or future long term budget options.

It is recommended that the \$1m received by Council as part of the Local Government Recovery Grants Program, which is provided under the NSW Government *Disaster Recovery Funding Arrangements (DRFA) – Category D* be allocated to this project. This source of funding is subject to approval from the Department of Planning and Environment.

The outcome of the tenders will be reported back to Council to formally accept and approve the budget allocation.

ATTACHMENTS

There are no attachments for this report.

EO2 COMMUNITY GARDEN IN STRATHFIELD SOUTH
AUTHOR: Peter Bowmer, Executive Manager, Civic Services
APPROVER: Tony Reed, Acting Director Engineering and Operations

RECOMMENDATION

That:

- Council undertake community consultation for support of a Community Garden and a report be provided back to Council on the outcome of the consultation.
- Should Council receive sufficient community support for the Community Garden, that a funding allocation of \$60K be considered as part of preparing the draft 2023-24 budget.

PURPOSE OF REPORT

At the Ordinary Council Meeting of 2 August 2022, Council resolved:

"158/22

RESOLVED: (Blackmore / Pensabene)

- 1. That Council provide a report to the September 2022 Ordinary Council Meeting for starting a community garden in Strathfield South.*
- 2. That the report should include but not be limited to details suitable place (preferably Dean Park), approximate time frame to lay the garden beds, cost and any other information helpful in the establishment of community garden."*

The report has been prepared in response to this resolution.

REPORT

Council has a Community Garden at Laker Reserve. Prior to Covid-19 this garden had been successful due to the involvement of the community in this location. Council is relaunching this Community Garden in the coming weeks.

The success of a Community Garden is dependent on the community involvement and the number of community members involved. There needs to be sufficient members to maintain the gardens to be a successful community asset.

There are several locations within Dean Reserve where a Community Garden would be suitable (Refer Attachment 1). The estimated cost to construct the basic infrastructure for a Community Garden would be \$60k. This would include fencing, garden beds, irrigation and a shed. It is estimated it would take 4-6 weeks to establish.

Council should undertake community consultation to gauge the level of support for a Community Garden. Should there be sufficient support Council can install the required infrastructure and assist the community to set up a volunteer group following allocation.

FINANCIAL IMPLICATIONS

Proposed Expenditure: \$60K

Funding has not been provided in the 2022-23 budget for this purpose. Should Council approve the development of a Community Garden at Dean Reserve, an allocation of \$60k would be required at a budget review or considered in the 2023-24 budget.

ATTACHMENTS

1. Dean Reserve

ATTACHMENT 1

Attachment 1**Dean Reserve**