

STRATHFIELD COUNCIL

COUNCIL MEETING

AGENDA

Tuesday 22 July 2025

6:30pm

Council Chambers

65 Homebush Road, Strathfield



Statement of Ethical Obligations

In accordance with clause 3.23 of the Model Code of Meeting Practice, released by the NSW Office of Local Government, Councillors are reminded of their Oath or Affirmation of Office made under section 233A of the Act and their obligations under Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

Oath or Affirmation of Office

The Oath or Affirmation is taken by each Councillor whereby they swear or declare to undertake the duties of the office of Councillor in the best interests of the people of Strathfield and Strathfield Council and that they will faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act 1993* or any other Act to the best of their ability and judgment.

Conflicts of Interest

All Councillors must declare and manage any conflicts of interest they may have in matters being considered at Council Meetings in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed will be recorded in the minutes of the meeting at which the declaration was made.

Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with Council's Code of Conduct. Where a Councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the Councillor's audio-visual link to the meeting will be suspended or terminated for the time during which the matter is being considered or discussed by Council, or at any time during which Council is voting on the matter.

Councillors should ensure that they are familiar with Parts 4 and 5 of the Strathfield Council Code of Conduct in relation to their obligations to declare and manage conflicts of interests.

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 1993*.

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. 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.

TABLE OF CONTENTS

Item	Page No.
1. Moment of Reflection	
2. Recognition of Traditional Custodians	
3. Apologies and Application for Leave of Absence	
4. Disclosures of Interest (Nature of Interest to be disclosed)	
5. Acknowledgements	
Nil	
6. Confirmation of Minutes	
Ordinary Council Meeting 23 June 2025	7
7. Mayoral Minute(s)	
Nil	
8 Items by Exception	
9. Public Forum	
10. Notices of Motion	
10.1 Fairylights in Strathfield CBD - Councillor Matthew Blackmore	34
10.2 Pedestrian Tunnel - Strathfield Station - Councillor Esther Kim.....	35
10.3 Lighting - Ismay Reserve - Councillor Esther Kim.....	36
10.4 Residential Parking - Councillor John-Paul Baladi.....	37
10.5 Code of Conduct and Governance Framework - Councillor John-Paul Baladi	38
10.6 Strathfield Hub App - Awareness Campaign - Councillor John-Paul Baladi.....	40
10.7 Beautiful Businesses Grant - Councillor John-Paul Baladi.....	42
10.8 Canopies for Council Car Parks – Councillor Rory Nosworthy	43
11. Reports to Council	
General Managers Unit	
GMU1 Delegation from Council to General Manager.....	44
Corporate and Community Services Reports	
CCS1 Audit, Risk and Improvement Committee Membership - Independent	48
CCS2 Updates to Council's Investment Policy - 2025	50
CCS3 Investment Report - June 2025.....	88

CCS4	Statistics on Calls, Complaints, Queries, Suggestions etc Received by The Council Service Desk.....	117
CCS5	Approval for Exhibition - Code of Meeting Practice, Expenses and Facilities Policy, and Code of Conduct	121
CCS6	Tenders Advertised and Awarded June and July 2025	241
CCS7	LGNSW 2025 Annual Conference - Delegates and Notices of Motion	242
CCS8	Current Status of Council Resolutions	254
CCS9	Councillor Workshop 8 July 2025.....	261
CCS10	Councillor Workshop 10 July 2025	267
CCS11	Councillor Workshop 15 July 2025.....	270
CCS12	NSW Electoral Committee - Upcoming Disclosures.....	273
CCS13	Resolution 155/25 – Community Bus.....	275
CCS14	Correction of Fees and Charges 2025/2026.....	278

Planning and Environment Reports

PE1	Stratfield LGA Smoke Free Areas and Enforcement	341
PE2	Design Excellence and Design Review Framework.....	348
PE3	Real Estate Pointer Sign Review.....	351
PE4	Consumer Protection for Illegal Building Works.....	356
PE5	Centenary Park Complex - Commercial Entities.....	359
PE6	Loftus Lane Closure and Enhancements - Project Approach.....	361
PE7	Mason Park Bird hide Feasibility Study	365
PE8	Basement Parking for Residential Dwellings.....	379
PE9	Post Exhibition Report - Planning Proposal - Housekeeping Amendment 2024 (PP-2024-2781)	383

Engineering and Operations Reports

EO1	Response to Request to Restrict Access to Synthetic Fields at Strathfield Park	428
EO2	Nipper Street and Columbia Lane - Pedestrian Access	433
EO3	Altered Residential Waste Service - Extra Waste Services.....	437

12. Reports from Committees

12.1	Report from Multicultural Advisory Committee Meeting on 29 May 2025	442
12.2	Report from Traffic Committee meeting on 15 July 2025	446

13. Question With Notice

13.1	Costs of Recent Trips (Korea and Canberra)	471
13.2	International or Interstate Travel Plans (Next Six Months)	472
13.3	Proposed Plan to close Rochester Street between the two sections of Davey Square.....	473

- 14. Matters of Urgency**
- 15. Confidential Matters**
- 16. Conclusion of the Meeting**

**MICHAEL MAMO
GENERAL MANAGER**

STRATHFIELD COUNCIL

COUNCIL MEETING

MINUTES

Monday 23 June 2025

6:30pm

Council Chambers

65 Homebush Road, Strathfield



Minutes of the Council Meeting of Strathfield Municipal Council held on 23 June 2025, in the Council Chambers, 65 Homebush Road, Strathfield.

COMMENCING: 6:30pm

PRESENT: Councillor John-Paul Baladi, Mayor
Councillor Benjamin Cai, Deputy Mayor
Councillor Matthew Blackmore
Councillor Karen Pensabene
Councillor Sandy Reddy
Councillor Rory Nosworthy
Councillor Esther Kim

STAFF: Michael Mamo, General Manager
Kristy Watts, Director Corporate and Community
Dylan Porter, Acting Director Planning and Environment
Cathy Edwards-Davis, Director Engineering and Operations
Melissa Mallos, General Counsel
Paul Reid, Manager, Resilience, Compliance and Commercial
Waisale Iowane, Chief Financial Officer
David Vien, Acting Manager Governance and Procurement
Nichole Edsall, Manager People and Culture
David McQuade, Senior Governance Officer

1. **MOMENT OF REFLECTION:** The Prayer was read.
2. **RECOGNITION OF TRADITIONAL CUSTODIANS:** The Recognition was read.
3. **APOLOGIES AND APPLICATION FOR LEAVE OF ABSNECE**

Leave of Absence - Councillor Karen Pensabene

157/25

RESOLVED: (Nosworthy / Reddy)

That Councillor Karen Pensabene be granted a Leave of Absence for the Ordinary Council Meetings on 22 July 2025 and 26 August 2025.

For the Motion: Councillors Blackmore, Pensabene, Cai, Reddy, Baladi, Nosworthy and Kim

Against the Motion: Nil

4. DISCLOSURES OF INTEREST (NATURE OF INTEREST TO BE DISCLOSED)

Councillor Reddy declared a Non-Pecuniary/Non-Significant conflict of interest for Item *CCSI Small Grant Applications Fourth Quarter 2024-2025* and managed the conflict of interest by remaining in the meeting during discussion and voting on this item. Councillor Reddy declared that she has attended many events hosted by Bollyfit Dance Studio and the dance coach has approached her to inform her that they will apply for a Small Grant.

Councillor Blackmore declared a Pecuniary/Significant conflict of interest for Item *10.4 Banning of Real Estate Pointer Signs* and managed the conflict of interest by leaving the meeting during discussion and voting on this item. Councillor Blackmore declared that he is a licensed real estate agent and this could impact his business.

Councillor Cai declared a Non-Pecuniary/Non-Significant conflict of interest for Item *CCSI Small Grant Applications Fourth Quarter 2024-2025* and managed the conflict of interest by remaining in the meeting during discussion and voting on this item. Councillor Cai declared that he is a member of the Western Sydney Community Church but is not any committee member in the Church.

5. ACKNOWLEDGEMENTS

5.1 Death of Mr Charles Casucelli RFD, former MP for Strathfield - Councillor John-Paul Baladi

It is with great sadness that we acknowledge the sudden passing of the former Member for Strathfield, Mr Charles Casucelli RFD.

Born in Rome, Italy, and raised in locally, Charles was a community activist and public figure for many years.

Charles served from 1987 to 1991 in the Australian Army and continued his service in the Australian Army Reserve, eventually being awarded the Reserve Forces Decoration in 1993.

Charles was elected to the NSW Parliament as the Member for Strathfield in 2011 and served until 2015.

Following his parliamentary service, Charles remained active in public life as Chief Executive Officer of the

Western Sydney Regional Organisation of Councils (WSROC), where he worked passionately to improve the lives of people across Western Sydney, a role that saw him elevated as a leader within the local government community.

Charles also served as the President of the South Strathfield Liberal Party Branch, of which councillors Reddy and myself are members. He was passionate about the Liberal Party and I most recently worked with him and fellow branch members to organise for the 2025 Federal Election.

On behalf of Council, I extend our deepest condolences to his wife Maria, his family, and all who knew and served alongside him.

May he rest in peace.

5.2 NSW Police Legacy Day & Local Police Response - Councillor John-Paul Baladi

On Friday 14 June 2025, NSW Police Legacy Day was observed across New South Wales to honour officers who have died in the line of duty and support the families they leave behind.

This year's commemoration was especially poignant following the tragic shooting at a kebab shop in Auburn — an incident that occurred within our local Auburn Police Area Command. In moments like these, we are reminded of the bravery and professionalism our police demonstrate daily.

Council commends Superintendent Robert Toynton and his team for their swift and courageous response to the incident. The fact that Superintendent Toynton was present the following day at our Citizenship Ceremony speaks volumes of his leadership and dedication to his role as a community leader.

We thank all members of the NSW Police Force for their service and acknowledge the important role of NSW Police Legacy in supporting police families.

5.3 140th Anniversary of the Municipality of Strathfield - Councillor John-Paul Baladi

Strathfield Council proudly acknowledges the 140th Anniversary of the proclamation of the Municipality of Strathfield.

This historic occasion was marked by a special Extraordinary Council Meeting held on June 2nd 2025, commemorating our rich civic heritage. We were honoured to have been joined by a number of special guests including former Mayors, including Rod Rimes who was the Mayor at the 100th Anniversary, and the Honourable Ron Hoenig, NSW Minister for Local Government.

We also commend the outstanding efforts of Cathy Jones and Jenny MacRitchie, whose curatorial work made the 140 Years of Strathfield exhibition at the IronBark Gallery a powerful tribute to our past.

Further celebration was made possible through the Homebush Vibes street festival, which brought our whole community together.

We thank all who helped make this a meaningful and memorable celebration of Strathfield's enduring story.

5.4 Inner West Business Awards – Strathfield Participants - Councillor John-Paul Baladi

Council extends its congratulations to all local businesses who participated in the 2025 Inner West Local Business Awards.

This year, Strathfield was proud to have 49 local finalists and one winner recognised across a wide range of categories, a reflection of the strong entrepreneurial spirit and successes of our local economy.

Special congratulations go to Beauty Unnie Aesthetics, who were named the winner in the Beauty Services category. Their success is a testament to the high calibre of businesses operating in our area, and Council celebrates their achievement on behalf of our whole community.

5.5 Symphonia Jubilate - "Felix, Fingal's Cave & Fun" – Councillor John-Paul Baladi

Strathfield Council acknowledges the recent performance of Symphonia Jubilate, held on 14 June 2025 at Marie Bashir Public School.

This extraordinary concert featured local school ensembles from across the region, including Primo, Secondo, Pizzicato, Recorder, Fiato, Marcato Percussion, and the Jubilate Singers, under the direction of Artistic Director Tracy Burjan.

With a repertoire including Mendelssohn, Mussorgsky, Boccherini and more, the concert was a wonderful showcase of musical talent from our local public schools.

Council congratulates all performers, staff, and families for promoting excellence in music education and the arts in our region.

5.6 The Cooks River Fun Run - Race Hub Australia - Councillor Rory Nosworthy

I would like to acknowledge Race Hub Australia who put together the Cooks River Fun Run yesterday. I was one of the participants and unfortunately beaten by the gentleman I had challenged – Mr Jason Yat-Sen Li, MP so I do have to publicly admit that. The reports I have received were that the event was basically sold out, almost 500 runner, hugely popular event and I look forward to it returning in a year's time.

5.7 International Yoga Day - Councillor Sandy Reddy

I would like to acknowledge the International Yoga Day which was celebrated on 21 June 2025. I was honored to be invited by the Indian Counselor General to be part of the ceremony and the celebration where we had performed yoga in Milsons Point and in the same event International Yoga Day was also celebrated by VHP Vishwa Hindu Parish in Homebush Boys High School yesterday and I was there as part of the team and our Mayor was there and he had a good stretch as well.

5.8 Mr Qinghui Huang - 104th Birthday - Councillor Benjamin Cai

I would like to acknowledge Mr Qinghui Huang, a 104-year-old Strathfield resident who still writes calligraphy daily and articles as well — a living example of lifelong creativity and cultural spirit.

Flowers will be sent to Mr Huang on behalf of Council.

6. CONFIRMATION OF MINUTES

158/25

RESOLVED: (Baladi / Reddy)

That the Minutes of the Ordinary Council Meeting held on 27 May 2025, 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

159/25

RESOLVED: (Baladi / Pensabene)

That the Minutes of the Extraordinary Council Meeting held on 2 June 2025, 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

7. MAYORAL MINUTE(S)

7.1 Mayoral Minute 15/25 - 2025 Sister City Visit to Gapyeong and South Korea Study Tour – Reflections and Outcomes

160/25

RESOLVED: (Baladi)

That Council:

1. Notes the outcomes of the 2025 Sister City exchange and study tour to South Korea.
2. Acknowledges the value of ongoing collaboration with our Sister City, Gapyeong County, and the broader benefits to Strathfield's community through shared learnings in planning, transport, cultural engagement, and urban renewal.
3. Notes the upcoming visit by Mayor Seo of Gapyeong County and his delegation to Strathfield on 28 July 2025, and Council's intention to host the delegation with a visit to the new Battle of Kapyong Memorial at Ismay Reserve in recognition of the continued Sister City partnership.

For the Motion: Councillors Cai, Reddy, Baladi, Nosworthy and Kim

Against the Motion: Councillors Blackmore and Pensabene

7.2 Mayoral Minute 16/25 - Altered Residential Waste Services Policy

161/25

RESOLVED: (Baladi)

1. That Council prepare a report investigating an amended Residential Waste Services Policy that includes the following considerations:
 - That Council waive the fee currently applied to a second 240L green-lidded Garden Organics Bin for residential properties
 - That the cost of other additional waste services be reviewed and adjusted accordingly to offset the financial impact of this change
2. That Council defer pursuing the updated Residential Waste Services Policy—specifically, the collection of unpaid additional bin services—by one month, with a revised policy to be considered and adopted at the July Ordinary Council Meeting.

For the Motion: Councillors Cai, Reddy, Baladi and Kim

Against the Motion: Councillors Blackmore, Pensabene and Nosworthy

7.3 Mayoral Minute 17/25 - Cleaner and Greener Streets Committee

162/25

RESOLVED: (Baladi)

That Council establish a standing committee, titled the Cleaner and Greener Streets Committee (CAGS).

A report is to be brought to the August 2025 Ordinary Council Meeting detailing the proposed scope and operation of the committee, incorporating the following principles:

- That CAGS be tasked with identifying priority streets and public areas for aesthetic, environmental, functional improvements, and Council service improvements or alterations, including but not limited to eligibility for Council's Capital Works Program, Road and Footpath Renewal initiatives, and the Street Tree Planting Program,
- That CAGS may make formal recommendations for consideration by the Strathfield Traffic Committee,
- That membership of CAGS include all Councillors, and a limited number of independent community representatives, to be independently appointed through an Expression Of Interest (EOI) process on fixed-term appointments, and
- That a Chairperson and Deputy Chairperson be elected from among the Councillor members of the Committee.

For the Motion: Councillors Cai, Reddy, Baladi and Kim

Against the Motion: Councillors Blackmore, Pensabene and Nosworthy

8. ITEMS BY EXCEPTION

8.1 Items by Exception

163/25

RESOLVED: (Baladi / Reddy)

That in accordance with Section 13 of Council's Code of Meeting Practice the items below be dealt with by exception and that they be adopted as recommended by a single Motion:

- 10.2 Cricket Grounds Fees and Charges - Councillor John-Paul Baladi
- 10.3 Continuity at Heyde and Dickson - Councillor John-Paul Baladi
- 10.6 St Annes Parking Plan - Councillor John-Paul Baladi
- 10.7 Litter - Councillor Rory Nosworthy

- CCS1 Small Grant Applications Fourth Quarter 2024-2025
- CCS3 Councillor Workshop 10 June 2025
- CCS4 Current Status of Council Resolutions
- CCS6 Investment Report - May 2025
- CCS7 Sundry Debtor Write Offs
- CCS8 General Manager's 2024-2025 Performance Review Outcomes (Confidential Matters)
- PE1 NoM Update: Litter in the Local Area
- PE3 Community and Business Awards
- PE4 Post Exhibition: Alteration to Fees and Charges - Hudson Park Driving Range
- PE5 Rezoning Industrial Land Near Residential Areas and Increasing Density in Key Centres
- PE6 Update to Resolution - 110/25 - Centenary Park Complex - Commercial Entities
- EO1 Park Modifications Across the Strathfield Local Government Area
- 12.1 Report from Audit, Risk and Improvement Committee Meeting on 4 June 2025
- 12.2 Report from Budget Review and Finance Committee Meeting on 10 June 2025

For the Motion: Councillors Blackmore, Pensabene, Cai, Reddy, Baladi, Nosworthy and Kim

Against the Motion: Nil

10.2 Cricket Grounds Fees and Charges – Councillor John-Paul Baladi

164/25

RESOLVED ON THE NOTICE OF MOTION BY JOHN-PAUL BALADI

Moved by: (Baladi / Reddy)

That Council prepare a report comparing the cost of Cricket sportsgrounds seasonal hire fees with the fees and charges levied in neighbouring Local Government Areas (namely City of Canada Bay, Burwood, City of Parramatta and Inner West Councils).

RESOLVED BY EXCEPTION

10.3 Continuity at Heyde and Dickson – Councillor John-Paul Baladi

165/25

RESOLVED ON THE NOTICE OF MOTION BY JOHN-PAUL BALADI

Moved by: (Baladi / Reddy)

That the Strathfield Traffic Committee consider the following proposed interventions at the intersection of Heyde Avenue, Dickson Street and Albert Road:

- The application of road-marked continuity lines to visually and functionally align Heyde Avenue with Dickson Street as a single through-road
- The installation of appropriate regulatory signage (Give Way or Stop signs) on Albert Road to formalise traffic priority along the new continuous alignment
- A reconsideration of the previously explored option to open Mount Royal Reserve as a one-way vehicular entry toward the Barker Street traffic light intersection, to enhance local traffic distribution and connectivity

RESOLVED BY EXCEPTION

10.6 St Annes Parking Plan – Councillor John-Paul Baladi

166/25

RESOLVED ON THE NOTICE OF MOTION BY JOHN-PAUL BALADI

Moved by: (Baladi / Reddy)

That Council liaise with *St Anne's School and Parish, Strathfield South* to develop a concept plan for the introduction of 60-degree or 90-degree angle parking on the street frontage adjacent to the school and church, with offsetting space to be created through the removal of parking on the opposite side of the road—preferably along the eastern boundary of *St Anne's Square*.

RESOLVED BY EXCEPTION

10.7 Litter – Councillor Rory Nosworthy

167/25

RESOLVED ON THE NOTICE OF MOTION BY COUNCILLOR RORY NOSWORTHY

Moved by: (Baladi / Reddy)

1. That Council enforces *Protection of the Environment Operations Amendment (Littering) Act 2000* No. 20, including the definition of litter, along with the leaving of food scraps in public areas.
2. That appropriate fines be issued to individuals who breach the Act.

RESOLVED BY EXCEPTION

Councillor Reddy declared a Non-Pecuniary/Non-Significant conflict of interest for Item *CCS1 Small Grant Applications Fourth Quarter 2024-2025* and managed the conflict of interest by remaining in the meeting during discussion and voting on this item. Councillor Reddy declared that she has attended many events hosted by Bollyfit Dance Studio and the dance coach has approached her to inform her that they will apply for a Small Grant.

Councillor Cai declared a Non-Pecuniary/Non-Significant conflict of interest for Item *CCS1 Small Grant Applications Fourth Quarter 2024-2025* and managed the conflict of interest by remaining in the meeting during discussion and voting on this item. Councillor Cai declared that he is a member of the Western Sydney Community Church but is not any committee member in the Church.

CCS1 Small Grant Applications Fourth Quarter 2024-2025

168/25

RESOLVED: (Baladi / Reddy)

1. That Council receive and note the report.
2. That Council approve four (4) Small Grant applications as recommended by evaluation panel.

RESOLVED BY EXCEPTION

CCS4 Current Status of Council Resolutions

169/25

RESOLVED: (Baladi / Reddy)

That the report on the status of Council Resolutions be noted.

RESOLVED BY EXCEPTION

CCS6 Investment Report - May 2025

170/25

RESOLVED: (Baladi / Reddy)

That the Investment Report by the Responsible Accounting Officer be received and noted.

RESOLVED BY EXCEPTION

CCS7 Sundry Debtor Write Offs

171/25

RESOLVED: (Baladi / Reddy)

That Council write off the following debt:

1. \$35,528.80 from Griffiths Corporation (Debtor No. 33479).

RESOLVED BY EXCEPTION

CCS8 General Manager's 2024-2025 Performance Review Outcomes

172/25

RESOLVED: (Baladi / Reddy)

That Council:

1. Is satisfied that, pursuant to Section 10A(2) of the *Local Government Act 1993*, the information to be received, discussed or considered in relation to this agenda item is:
 - a. Personnel matters concerning particular individuals (other than Councillors)
2. Adopt the recommendations outlined in the confidential attachments to this report.

RESOLVED BY EXCEPTION

PE1 NoM Update: Litter in the Local Area

173/25

RESOLVED: (Baladi / Reddy)

That:

1. This update on Council's efforts towards litter reduction and to Councillor Nosworthy's Notice of Motion: Litter in the Local Area be received and noted.

2. Council's decision to apply for the NSW Government's Waste and Sustainable Materials (WASM) Litter Prevention Grants Program Intake 5 Stream 3 funding rather than Stream 1, as the most strategic approach to address litter prevention across the Local Government Area be endorsed.

RESOLVED BY EXCEPTION

PE3 Community and Business Awards

174/25

RESOLVED: (Baladi / Reddy)

That:

1. The four new award categories are endorsed.
2. Council supports hosting the awards during the Community Christmas Party.
3. The community-driven nomination framework is approved.
4. Council allocates \$7,000 in the 2025 - 2026 Annual Budget.

RESOLVED BY EXCEPTION

PE4 Post Exhibition: Alteration to Fees and Charges - Hudson Park Driving Range

175/25

RESOLVED: (Baladi / Reddy)

1. That Council adopts the amended Fees and Charges.
2. That the Fees and Charges for FY 2024/25 be updated accordingly.

RESOLVED BY EXCEPTION

PE5 Rezoning Industrial Land Near Residential Areas and Increasing Density in Key Centres

176/25

RESOLVED: (Baladi / Reddy)

1. That Council notes the response to Mayoral Minute 09/25.

2. That a report be prepared for a future Council meeting following finalisation of the NSW Department of Planning and Infrastructure's (DPHI) Industrial Lands Action Plan (ILAP).

RESOLVED BY EXCEPTION

PE6 Update to resolution - 110/25 - Centenary Park Complex - Commercial Entities

177/25

RESOLVED: (Baladi / Reddy)

That:

- The update on the resolution be noted
- The resolution be amended to read as follows:

That Council prepare a report to be brought back to the July 2025 Council Meeting, investigating the feasibility of allowing more commercial entities — including restaurants — within the Centenary Park complex.

RESOLVED BY EXCEPTION

EO1 Park Modifications Across the Strathfield Local Government Area

178/25

RESOLVED: (Baladi / Reddy)

That Council receive and note the report.

RESOLVED BY EXCEPTION

12.1 Report from Audit, Risk and Improvement Committee Meeting on 4 June 2025

179/25

RESOLVED: (Baladi / Reddy)

That the Minutes of the Audit, Risk and Improvement Committee Meeting held on 4 June 2025 be noted and the recommendations be adopted.

RESOLVED BY EXCEPTION

12.2 Report from Budget Review and Finance Committee Meeting on 10 June 2025

180/25

RESOLVED: (Baladi / Reddy)

That the Minutes of the Budget Review and Finance Committee Meeting held on 10 June 2025 be noted and the recommendation be adopted.

RESOLVED BY EXCEPTION

9. PUBLIC FORUM

9.1 Nature Strip Maintenance Policy - Mr Peter Dobrijevic, Strathfield Council Resident

Mr Dobrijevic, Strathfield Council Resident addressed the meeting to discuss Council's Nature Strip Maintenance Policy including but not limited to matters:

- 1) Clause 2.3 of Council's Nature Strip Maintenance Policy is deceptive and misleading
- 2) Poor documentation, specifically, sections of the *Local Government Act 1993* should be quoted

10. NOTICES OF MOTION

10.1 New Waste Classification for Commercial Institutions – Councillor John-Paul Baladi

MOVED:

That Council prepare a report examining the feasibility of introducing a new commercial waste service classification to apply to small institutions operating in a household-like capacity—such as religious communities or charitable residences—including but not limited to the Sister Disciples in Strathfield.

The report should assess the implications of extending eligibility for the standard kerbside clean-up service (three times annually) to these properties and consider the introduction of new Commercial Waste Management Charges.

MOTION: (Baladi / Reddy)

That Council prepare a report examining the feasibility of introducing a new waste service classification to apply to small institutions operating in a household-like capacity—such as religious communities or

charitable residences—including but not limited to the Sister Disciples in Strathfield.

The report should assess the implications of extending eligibility for the standard kerbside clean-up service (three times annually) to these properties and consider the introduction of new Commercial Waste Management Charges.

181/25

RESOLVED: (Baladi / Reddy)

That Council prepare a report examining the feasibility of introducing a new waste service classification to apply to small institutions operating in a household-like capacity—such as religious communities or charitable residences—including but not limited to the Sister Disciples in Strathfield.

The report should assess the implications of extending eligibility for the standard kerbside clean-up service (three times annually) to these properties and consider the introduction of new Commercial Waste Management Charges.

For the Motion: Councillors Blackmore, Pensabene, Cai, Reddy, Baladi, Nosworthy and Kim

Against the Motion: Nil

Councillor Blackmore declared a Pecuniary/Significant conflict of interest for Item *10.4 Banning of Real Estate Pointer Signs* and managed the conflict of interest by leaving the meeting during discussion and voting on this item. Councillor Blackmore declared that he is a licensed real estate agent and this could impact his business.

Councillor Blackmore left the meeting, the time being 7pm.

10.4 Banning of Real Estate Pointer Signs – Councillor John-Paul Baladi

182/25

RESOLVED: (Baladi / Pensabene)

That Council prepare a report outlining the steps required to implement a total ban on the display of real estate advertising signs on Council-owned or managed land, including but not limited to nature strips, roundabouts, and council fences.

The report should include:

- A review of Council's current signage and advertising policies.
- Any legal implications and enforcement powers available under the *Local Government Act 1993* (NSW), and the role of compliance and rangers in enforcing such a ban.

- A communications strategy for informing local real estate agents and the public of any forthcoming changes.
- A timeline and recommendations for implementing the ban.

For the Motion: Councillors Pensabene, Cai, Reddy, Baladi, Nosworthy and Kim

Against the Motion: Nil

10.5 Pedestrian Barriers on the Boulevard – Councillor John-Paul Baladi

183/25

RESOLVED: (Baladi / Kim)

1. That Council prepare a report examining the feasibility of installing pedestrian safety barriers or fencing along The Boulevard, between Torrington Road and Margaret Street, with the objective of:
 - Improving pedestrian safety,
 - Directing pedestrian flow toward the existing pedestrian footbridge, and
 - Reducing mid-block or informal road crossings by school students and other pedestrians.
2. That Council formally write to Burwood Council, requesting that they consider the installation of matching or complementary pedestrian boundary fencing along their section of The Boulevard, particularly adjacent to the pedestrian footbridge, to support a consistent cross-boundary approach to pedestrian safety and encourage the use of the footbridge by students.
3. That the report also consider the long-term removal of either the existing pedestrian crossing on The Boulevard (at-grade) in favour of increased footbridge utilisation, or vice versa, subject to safety assessments and stakeholder consultation.

For the Motion: Councillors Pensabene, Cai, Reddy, Baladi, Nosworthy and Kim

Against the Motion: Nil

10.8 Proposed Amendments to Sister City Policy – Councillor Rory Nosworthy

Councillor Blackmore returned to the meeting, the time being 7:03pm.

MOTION: (Nosworthy / Pensabene)

That the following amendments be made to the existing Sister City Policy:

2. Section 1.5 Policy Statement

- Remove text, "Civic exchanges"

2. Section 2.3 Visits to International Sister Cities

- All text removed and replaced with the following text:

Section 2.3 Delegations

Hosting delegations and sending travelling delegates to sister cities is not a core function of Council, and therefore will not be supported by Council, Council officers or Council funds.

Anyone wishing to host an Overseas Delegation for a meal or reception will do using catering on Council premises to reduce the cost of external catering.

For the Motion: Councillors Pensabene and Nosworthy

Against the Motion: Councillors Blackmore, Cai, Reddy, Baladi and Kim

The Mayor declared the Motion **Lost**.

10.9 Number of Communications During Mayoral Street Stalls – Councillor Rory Nosworthy

MOTION: (Nosworthy / Pensabene)

That a report detailing the frequency of Mayoral Street Stalls, the number of residents who participate in the service and outline of topics discussed. This data is to be included in all future reports to Council within ongoing report: "Statistics on calls, complaints, quotes, suggestions etc. received by Council's Service Desk".

For the Motion: Councillors Blackmore, Pensabene and Nosworthy

Against the Motion: Councillors Cai, Reddy, Baladi and Kim

The Mayor declared the Motion **Lost**.

10.10 Illegally Placed Political Signage - 2025 Federal Election – Councillor Rory Nosworthy

MOTION: (Nosworthy / Pensabene)

That Council staff prepare a report, which:

1. Lists the estimated number of illegally placed political materials collected in the six months prior and

the two weeks after the 2025 Federal Election; noting types, including digital signage trailers; the authorisations and estimated number of these materials attributed to each authorisation.

2. Calculates the hours (including after-hours) and labour costs Council for handling complaints, collection and storage of illegally placed political materials.
3. Where possible, notes any increase in plastic corflute material being collected post-election and sent to landfill by Council.
4. Calculates costs to Council for the towing of any illegally placed digital signage on public property.
5. Provides a list of duties put on hold by rangers in order to carry out works to remove political signage.
6. Contact Ausgrid and Transport for NSW to see if they do collect any statistics or any other information they can provide.
7. Investigates the framework of rules and fines regarding political signage, used by other SSROC LGAs and the City of Parramatta.
8. Brings back recommendations on the introduction of fines and an improved sign regulation framework.

For the Motion: Councillors Pensabene and Nosworthy

Against the Motion: Councillors Blackmore, Cai, Reddy, Baladi and Kim

The Mayor declared the Motion **Lost**.

10.11 Public Exhibition of Council Documents – Councillor Matthew Blackmore

MOVED:

That Council:

1. Ensure all public exhibitions be for a minimum of 28 days.
2. Include all public feedback received during public exhibitions in full with the relevant post-exhibition report.

3. Accept all feedback received during public exhibitions into the draft final document, except feedback not in keeping with Council policy or government legislation.
4. In making amendments post-exhibition, if necessary, only qualify feedback as “where doable”, “where practicable” and “where possible” and only in the following circumstances:
 - a) Cost precludes the implementation.
 - b) Implementation is hindered by or hinders the implementation of another recommendation.
 - c) In all other circumstances, a footnote is necessary.

MOTION: (Blackmore / Pensabene)

That Council:

1. Ensure all public exhibitions be for a minimum of 28 days.
2. Include all public feedback received during public exhibitions in full with the relevant post-exhibition report.
3. In making amendments post-exhibition, if necessary, only qualify feedback as “where doable”, “where practicable” and “where possible” and only in the following circumstances:
 - a) Cost precludes the implementation.
 - b) Implementation is hindered by or hinders the implementation of another recommendation.
 - c) In all other circumstances, a footnote is necessary.

184/25

RESOLVED: (Blackmore / Pensabene)

That Council:

1. Ensure all public exhibitions be for a minimum of 28 days excluding Public Holidays.
2. Include all public feedback received during public exhibitions in full with the relevant post-exhibition report.
3. In making amendments post-exhibition, if necessary, only qualify feedback as “where doable”,

“where practicable” and “where possible” and only in the following circumstances:

- a) Cost precludes the implementation.
- b) Implementation is hindered by or hinders the implementation of another recommendation.
- c) In all other circumstances, a footnote is necessary.

For the Motion: Councillors Blackmore, Pensabene, Cai, Reddy, Baladi, Nosworthy and Kim

Against the Motion: Nil

10.12 Multicultural Advisory Committee - Terms of Reference – Councillor Sandy Reddy

185/25

RESOLVED: (Reddy / Blackmore)

- 1. That Council makes the following amendments to the Terms of Reference of the Multicultural Advisory Committee and be placed on public exhibition:
 - i. Section 3 – Replace up to nine (9) members with up to fourteen (14) members
 - ii. Section 3 - Replace (b) up to seven community representatives with up to twelve (12) community representatives
 - iii. Section 7 – Section 7 – Replace meet quarterly (four times per year) to at least six (6) times per year from 2026
- 2. That Council undertakes a public Expression Of Interest (EOI) process to select community representatives to fill new positions.

For the Motion: Councillors Blackmore, Cai, Reddy, Baladi and Kim

Against the Motion: Councillors Pensabene and Nosworthy

11. REPORTS TO COUNCIL

GMU1 Adoption of Delivery Program 2025-2029 and Operational Plan 2025-2026, including Draft Annual Budget, Statement of Revenue Policy, Capital Program and Draft Fees & Charges for 2025-2026 and Resourcing Strategy

186/25

RESOLVED: (Baladi / Reddy)

-
1. That Council considers the submissions received in response to the public exhibition of the draft Delivery Program 2025-2026 and draft Operational Plan 2025-2026, as summarised in this report.
 2. That Council note the amendments to the documents following exhibition included within this report.
 3. That Council adopt the Delivery Program 2025-2029 at Attachment 1 and Operational Plan 2025-2026 including the 2025-2026 Annual Budget at Attachment 2.
 4. That Council adopt the Schedule of Fees and Charges 2025-2026 applying from 1 July 2025 to 30 June 2026 at Attachment 3 in accordance with Sections 535 and 608 of the *Local Government Act 1993* (the Act).
 5. That Council authorises the General Manager to levy the rates and charges for the period 1 July 2025 to 30 June 2026 by service of the rates and charges notices pursuant to the *Local Government Act 1993* and the Regulations made there under.
 6. That Council makes the following ordinary rates and charges in accordance with Section 494 and 535 of the Act:
 - a) **Residential – Ordinary Rate**
 - I. An Ad-Valorem rate in the dollar of 0.061320000 with a Minimum Rate of \$1,282.80
The Residential Ordinary Rate is to be applied to all land categorised as Residential throughout the whole of Strathfield Municipal Council Local Government Area.
 - b) **Business – Ordinary Rate**
 - I. Business General - an ad valorem rate in the dollar of 0.309406000 with a Minimum Rate of \$1,282.80, with the Business General Rate to be applied to all areas identified within Council's Property Rating Classification Map.
 - II. Strathfield CBD - an ad valorem rate in the dollar of 0.247976000 with a Minimum Rate of \$1,282.80, with the Strathfield CBD Rate to be applied to all areas identified within Council's Property Rating Classification Map.
 - III. Business North - an ad valorem rate in the dollar of 0.373381000 with a Minimum Rate of \$1,282.80, with the Business North Rate to be applied to all areas identified within Council's Property Rating Classification Map.
 - IV. Business South - an ad valorem rate in the dollar of 0.355505000 with a Minimum Rate of \$1,282.80, with the Business South Rate to be applied to all areas identified within Council's Property Rating Classification Map.

c) Residential - Stormwater Management Charge

- I. A stormwater management service charge amounting to \$25 per residential allotment.
- II. A stormwater management service charge amounting to \$12.50 per residential strata allotment.
- III. A stormwater management service charge for residential flats, community title and tenants-in-common residential units amounting to \$12.50 per flat/unit.

d) Business - Stormwater Management Charge

- I. A stormwater management service charge amounting to \$25 per business allotment per 350m².
- II. For a lot in a strata scheme that is categorised as business - the greater of: \$5 or the relevant proportion of the maximum annual charge that would apply to the land subject to the strata scheme if it were a parcel of land categorised as business.

e) Residential Domestic Waste Management Charge

The standard Domestic Waste Management Charge is set at \$615 for each residential property in the Strathfield Municipal Council Local Government Area, with further detail provided in the Schedule of Fees and Charges 2025-2026 in relation to eligible pensioners, availability charge (including non-rateable properties) and extra service charges.

7. Ordinary Rates and Charges included in 6 above are to be made in respect to the twelve (12) month rating year commencing 1 July 2025 in accordance with Section 534 of the *Local Government Act 1993*.
8. An interest rate of 10.5% per annum on overdue rates and charges for the period 1 July 2025 to 30 June 2026, be adopted in accordance with Section 566(3) of the Act, subject to Council reserving the right to vary the interest chargeable on overdue rates to accord with any variations made to the Act and regulations thereunder.
9. That Council endorse any subsequent changes to statutory or regulatory fees, as determined and issued by the appropriate regulatory authorities (prior to 1 July 2025), to be incorporated into the final fees and charges for 2025-2026.
10. That Council approves the proposed borrowing of funds as proposed in Councils Operational Plan 2025–2026 as follows:
 - I. That Council approves the making of an application to borrow thirteen (13) million dollars via an external loan for the purposes of funding it's infrastructure asset renewal program as proposed in Council's 2025-2026 Operational Plan and Annual Budget.
 - II. That the external loans be secured for a draw down date prior to 30 June 2026.

- III. That the General Manager be given delegated authority to determine the final lending institution(s) to borrow from, having regard to the most favourable outcome for Council with regards to the interest rate, repayment term, loan tenure and other conditions on the date of making the loan application(s).
 - IV. That the General Manager be given delegated authority to execute the Loan Agreement(s) and affix the Council Seal if required.
 - V. That the General Manager notify the Office of Local Government (OLG) within seven (7) days after Council borrows the money under a loan contract(s) as required by Section 230(1) of the Local Government (General) Regulation 2021 (the Reg).
- 11. That Council adopts the updated Long Term Financial Plan (LTFP) 2026-2035 at Attachment 4.
 - 12. That Council endorse the Workforce Management Strategy at Attachment 5.
 - 13. That Council adopt the Asset Management Strategy and Asset Management Plans at Attachments 6, 7, 8 and 9.
 - 14. Authorises the General Manager to make minor editorial and design changes to all these documents prior to publication.

For the Motion: Councillors Blackmore, Cai, Reddy, Baladi and Kim

Against the Motion: Councillors Pensabene and Nosworthy

CCS2 Review Budget Review and Finance Committee Terms of Reference

RECOMMENDATION:

That Council adopt the updated 2025 Budget Review and Finance Committee Terms of Reference.

MOTION: (Baladi / Blackmore)

- 1. That Council adopt the updated 2025 Budget Review and Finance Committee Terms of Reference.
- 2. That the adopted changes be placed on Council's website.

187/25

RESOLVED: (Baladi / Blackmore)

1. That Council adopt the updated 2025 Budget Review and Finance Committee Terms of Reference.
2. That the adopted changes be placed on Council's website.

For the Motion: Councillors Blackmore, Pensabene, Cai, Reddy, Baladi, Nosworthy and Kim

Against the Motion: Nil

CCS3 Councillor Workshop 10 June 2025

RECOMMENDATION:

That the report be received and noted.

MOTION: (Baladi / Blackmore)

That the report be received and noted subject to amendment of item EO4 Summary final sentence to read:

It was agreed to implement 1 hour free parking for all users at Homebush West and to pause the implementation of all new parking meters until plans are finalised at a future workshop.

188/25

RESOLVED: (Baladi / Blackmore)

That the report be received and noted subject to amendment of item EO4 Summary final sentence to read:

It was agreed to implement 1 hour free parking for all users at Homebush West and to pause the implementation of all new parking meters until plans are finalised at a future workshop.

For the Motion: Councillors Blackmore, Pensabene, Cai, Reddy, Baladi, Nosworthy and Kim

Against the Motion: Nil

CCS5 Tenders Advertised and Awarded May 2025

189/25

RESOLVED: (Baladi / Reddy)

That the report be received and noted.

For the Motion: Councillors Blackmore, Pensabene, Cai, Reddy, Baladi, Nosworthy and Kim

Against the Motion: Nil

PE2 Climate Mitigation & Adaptation Strategy 2025-2030

190/25

RESOLVED: (Baladi / Kim)

That:

1. Council receives and notes this report and strategy
2. The *Climate Mitigation & Adaptation Strategy* be put out on public exhibition for community consultation and feedback for a period of 28 days.
3. Following the public exhibition period, the *Climate Mitigation & Adaptation Strategy* will be presented back to Council for adoption, incorporating any feedback and amendments received.

For the Motion: Councillors Pensabene, Cai, Nosworthy and Kim

Against the Motion: Councillors Blackmore, Reddy and Baladi

12. REPORTS FROM COMMITTEES

12.3 Report from Traffic Committee meeting on 17 June 2025

RECOMMENDATION:

That the Minutes of the Traffic Committee Meeting held on 17 June 2025 be noted and the recommendations be adopted.

MOTION: (Baladi / Reddy)

That all Traffic Committee recommendations be accepted except for Item 6.8, wherein the MIST treatment installation should be delayed until March of 2026, reflecting a longer road incident study period that more fully satisfies the meeting notes commentary about the two-month limitation.

191/25

RESOLVED: (Baladi / Reddy)

That all Traffic Committee recommendations be accepted except for Item 6.8, wherein the MIST treatment installation should be delayed until March of 2026, reflecting a longer road incident study period that more fully satisfies the meeting notes commentary about the two-month limitation.

For the Motion: Councillors Blackmore, Pensabene, Cai, Reddy, Baladi and Kim
Against the Motion: Councillor Nosworthy

13. QUESTION WITH NOTICE

Nil.

14. MATTERS OF URGENCY

Nil.

15. CONFIDENTIAL MATTERS

Note: Confidential Matters were dealt with by Exception (resolution 171/25).

16. CONCLUSION OF THE MEETING

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7:39pm.

The foregoing Minutes were confirmed at the meeting of the Council of the Municipality of Strathfield on 22 July 2025.

Chairman_____

General Manager_____

10.1 NOTICE OF MOTION SUBMITTED BY COUNCILLOR BLACKMORE

SUBJECT: FAIRYLIGHTS IN STRATHFIELD CBD

I MOVE:

That a report be prepared for the Ordinary Council Meeting of September 2025 in relation to putting solar fairylights up the trunks of every tree in Strathfield town centre (area boundary Redmyre Road, Raw Square, the western side of The Boulevard and Strathfield Train Station).

RECOMMENDATION

That a report be prepared for the Ordinary Council Meeting of September 2025 in relation to putting solar fairylights up the trunks of every tree in Strathfield town centre (area boundary Redmyre Road, Raw Square, the western side of The Boulevard and Strathfield Train Station).

ATTACHMENTS

There are no attachments for this report.

10.2 NOTICE OF MOTION SUBMITTED BY COUNCILLOR KIM

SUBJECT: PEDESTRIAN TUNNEL - STRATHFIELD STATION

I MOVE:

That Strathfield Council writes to Transport for NSW to request that they take responsibility for the regular cleaning and maintenance of the pedestrian tunnel connecting Strathfield Square and Everton Road. If Transport for NSW is unable or unwilling to maintain the tunnel adequately, the Council requests that maintenance responsibility and corresponding budget be transferred to Strathfield Council. This will ensure the tunnel is kept in a clean, safe, and presentable condition for the benefit of the local community and pedestrians.

Rationale

The tunnel is currently under the ownership and responsibility of Transport for NSW, yet it is rarely cleaned or maintained. Residents have repeatedly expressed concerns about the unclean and neglected condition of the tunnel, and they frequently contact Strathfield Council to complain. A clean and well-lit tunnel is essential for pedestrian safety, hygiene and community confidence. If Transport for NSW cannot fulfil its responsibility, Council should step in — provided the necessary funding is also transferred — to maintain the tunnel to appropriate standards.

RECOMMENDATION

That Strathfield Council writes to Transport for NSW to request that they take responsibility for the regular cleaning and maintenance of the pedestrian tunnel connecting Strathfield Square and Everton Road. If Transport for NSW is unable or unwilling to maintain the tunnel adequately, the Council requests that maintenance responsibility and corresponding budget be transferred to Strathfield Council. This will ensure the tunnel is kept in a clean, safe, and presentable condition for the benefit of the local community and pedestrians.

ATTACHMENTS

There are no attachments for this report.

10.3 NOTICE OF MOTION SUBMITTED BY COUNCILLOR KIM

SUBJECT: LIGHTING - ISMAY RESERVE

I MOVE:

That Council provides a report which considers lighting under the large fig trees in Ismay Reserve, recognising their historical and aesthetic significance to the Strathfield area.

Rationale

While the fig trees are a beautiful and historic feature of Ismay Reserve, they create very dark areas at night, which can deter visitors and create fear among park users. Installing subtle and respectful lighting would enhance safety and usability of the park after dark, while also highlighting the beauty of the trees and preserving the atmosphere of the reserve.

RECOMMENDATION

That Council provides a report which considers lighting under the large fig trees in Ismay Reserve, recognising their historical and aesthetic significance to the Strathfield area.

ATTACHMENTS

There are no attachments for this report.

10.4 NOTICE OF MOTION SUBMITTED BY COUNCILLOR BALADI

SUBJECT: RESIDENTIAL PARKING

I MOVE:

That effective as soon as feasible, Strathfield Council:

1. Expands the Strathfield Select Residential Parking Permit Scheme to allow eligible detached houses to apply for up to four (4) residential parking permits per property, subject to continued compliance with the relevant eligibility and assessment criteria.
2. Retains the current allocation of residential parking permits for apartments, multi-dwelling housing, and boarding houses, ensuring that the existing allocation remains unchanged.

RECOMMENDATION

That effective as soon as feasible, Strathfield Council:

1. Expands the Strathfield Select Residential Parking Permit Scheme to allow eligible detached houses to apply for up to four (4) residential parking permits per property, subject to continued compliance with the relevant eligibility and assessment criteria.
2. Retains the current allocation of residential parking permits for apartments, multi-dwelling housing, and boarding houses, ensuring that the existing allocation remains unchanged.

ATTACHMENTS

There are no attachments for this report.

10.5 NOTICE OF MOTION SUBMITTED BY COUNCILLOR BALADI

SUBJECT: CODE OF CONDUCT AND GOVERNANCE FRAMEWORK

I MOVE:

That Strathfield Council:

1. Endorses the current Code of Conduct as the foundational framework for ethical governance, ensuring accountability, transparency, and integrity in the operations of the Council and its members.
2. Reaffirms its commitment to a rules-based system which underpins the principles of fairness, equality, and respect, strengthening our local democracy and fostering public trust in the decision-making process.
3. Acknowledges that the adherence to this Code of Conduct and the rules-based approach is central to ensuring that all Councillors, staff, and community members are held to the highest standards of conduct, in alignment with the values of integrity and public service.
4. Reiterates the importance of maintaining clear, accessible, and effective mechanisms for resolving disputes and addressing breaches of the Code of Conduct, to ensure the continued confidence of the community in the democratic processes of the Council.
5. Affirms the Council's ongoing commitment to upholding and strengthening local democracy by ensuring that all actions taken are in the best interest of the community, guided by transparency, fairness, and respect for the rule of law.

RECOMMENDATION

That Strathfield Council:

1. Endorses the current Code of Conduct as the foundational framework for ethical governance, ensuring accountability, transparency, and integrity in the operations of the Council and its members.
2. Reaffirms its commitment to a rules-based system which underpins the principles of fairness, equality, and respect, strengthening our local democracy and fostering public trust in the decision-making process.
3. Acknowledges that the adherence to this Code of Conduct and the rules-based approach is central to ensuring that all Councillors, staff, and community members are held to the highest standards of conduct, in alignment with the values of integrity and public service.
4. Reiterates the importance of maintaining clear, accessible, and effective mechanisms for resolving disputes and addressing breaches of the Code of Conduct, to ensure the continued confidence of the community in the democratic processes of the Council.

5. Affirms the Council's ongoing commitment to upholding and strengthening local democracy by ensuring that all actions taken are in the best interest of the community, guided by transparency, fairness, and respect for the rule of law.

ATTACHMENTS

There are no attachments for this report.

10.6 NOTICE OF MOTION SUBMITTED BY COUNCILLOR BALADI

SUBJECT: STRATHFIELD HUB APP - AWARENESS CAMPAIGN

I MOVE:

That Strathfield Council:

1. Reports on the feasibility and costs associated with funding a public awareness campaign about the Strathfield Hub App.
2. The campaign should focus on educating residents about the Strathfield Hub App's functionalities, specifically its ability to allow residents to easily report local issues, lodge requests and access community services.
3. The report should include:
 - Estimated costs for developing and implementing such a campaign.
 - Suggested outreach methods, such as digital media, flyers, local events and direct communication with residents.
 - A timeline for rolling out the campaign, including potential phases for testing and feedback.
4. The report should also assess how such a campaign could improve community engagement, increase usage of the app and enhance the efficiency of reporting issues to Council.
5. The report should be presented to a Councillor Workshop no later than September of 2025.

RECOMMENDATION

That Strathfield Council:

1. Reports on the feasibility and costs associated with funding a public awareness campaign about the Strathfield Hub App.
2. The campaign should focus on educating residents about the Strathfield Hub App's functionalities, specifically its ability to allow residents to easily report local issues, lodge requests and access community services.
3. The report should include:
 - Estimated costs for developing and implementing such a campaign.
 - Suggested outreach methods, such as digital media, flyers, local events and direct communication with residents.
 - A timeline for rolling out the campaign, including potential phases for testing and feedback.
4. The report should also assess how such a campaign could improve community engagement, increase usage of the app and enhance the efficiency of reporting issues to Council.

5. The report should be presented to a Councillor Workshop no later than September of 2025.

ATTACHMENTS

There are no attachments for this report.

10.7 NOTICE OF MOTION SUBMITTED BY COUNCILLOR BALADI

SUBJECT: BEAUTIFUL BUSINESSES GRANT

I MOVE:

That Council reports on the creation of a new 'Beautiful Businesses Grant' aimed at contributing towards the costs of rejuvenating shopfronts/facades for local shop owners.

The report should consider:

- Eligibility criteria for businesses, including the type of business, location and the scope of proposed renovations.
- A simple and accessible application process for small business owners.
- The role of the grant in contributing to a revitalised and attractive retail environment, enhancing the visual appeal of shopping areas.
- Potential funding sources, including paid parking meters and how revenue from parking could contribute to offsetting the costs of the grant.
- Monitoring and evaluation methods to assess the effectiveness of the program over time.

The report should be presented to a Councillor Workshop no later than September of 2025.

RECOMMENDATION

That Council reports on the creation of a new 'Beautiful Businesses Grant' aimed at contributing towards the costs of rejuvenating shopfronts/facades for local shop owners.

The report should consider:

- Eligibility criteria for businesses, including the type of business, location and the scope of proposed renovations.
- A simple and accessible application process for small business owners.
- The role of the grant in contributing to a revitalised and attractive retail environment, enhancing the visual appeal of shopping areas.
- Potential funding sources, including paid parking meters and how revenue from parking could contribute to offsetting the costs of the grant.
- Monitoring and evaluation methods to assess the effectiveness of the program over time.

The report should be presented to a Councillor Workshop no later than September of 2025.

ATTACHMENTS

There are no attachments for this report.

10.8 NOTICE OF MOTION SUBMITTED BY COUNCILLOR NOSWORTHY

SUBJECT: CANOPIES FOR COUNCIL CAR PARKS

I MOVE:

That Council present a report to a future Councillor Workshop on the construction of shade structures on Council owned car parks potentially including Homebush West, Strathfield One Stop Child Care Service, Bressington Park. These structures could aid in reducing the urban heat island effect and improve comfort to users and take one of two styles:

1. A plant based canopy, similar to the successfully Cumberland Council's "cool carpark", (see photo below) which has successfully reduced air temperatures in car parks by 2.5 degrees and surface temperatures by 35 degrees and increases canopy cover
2. Solar panels, allowing electricity production, whilst providing shade



RECOMMENDATION

That Council present a report to a future Councillor Workshop on the construction of shade structures on Council owned car parks potentially including Homebush West, Strathfield One Stop Child Care Service, Bressington Park. These structures could aid in reducing the urban heat island effect and improve comfort to users and take one of two styles:

1. A plant based canopy, similar to the successfully Cumberland Council's "cool carpark", (see photo below) which has successfully reduced air temperatures in car parks by 2.5 degrees and surface temperatures by 35 degrees and increases canopy cover
2. Solar panels, allowing electricity production, whilst providing shade

ATTACHMENTS

There are no attachments for this report.

GMU1 DELEGATION FROM COUNCIL TO GENERAL MANAGER

AUTHOR: Melissa Mallos, General Counsel

APPROVER: Michael Mamo, General Manager

RECOMMENDATION

1. That the General Manager be delegated all the functions of the Council other than those specified in Section 377(1) of the *Local Government Act 1993*.
2. That subject to items 3-7 below Council delegate to the General Manager, or to the person acting in the position of General Manager, all the powers and functions of the Council that it may under any Act of Parliament lawfully delegate, other than those specified below:
 - a) Those functions designated in Section 377(1) of the *Local Government Act 1993* as functions which may not be delegated.
 - b) Any function designated in any other Act of Parliament as a function which may not be delegated.
 - c) Any adopted policy, decisions or directions of the Council.
 - d) The adoption of local environmental plans, development control plans and contributions plans made pursuant to s7.11 or s7.12 of the *Environmental Planning and Assessment Act 1979*.
3. That under Section 377(2) Council sub-delegate to the General Manager any function delegated to the Council by the Departmental Chief Executive except as provided by the instrument of delegation to the Council.
4. That the amount of \$10,000 be fixed as the amount above which any rate, charge or debt owed to Council may be written off only by resolution of the Council pursuant to ss131(2) and 213(2) of the *Local Government (General) Regulation 2021* (NSW).
5. That all Councillors be informed of all tenders before any agreement is executed.
6. That all Councillors be informed of the terms of any lease or license with a term of less than or equal to 1 year.
7. That any lease or licence with a term greater than 1 year be reported to Council prior to its execution.

PURPOSE OF REPORT

To enable Council to make an informed decision regarding the delegation of Council functions to the General Manager.

REPORT

Section 380 of the *Local Government Act 1993* (NSW) (LG Act) provides that Council must review its delegations during the first 12 months of each term of office.

The LG Act, along with other legislation, authorise Council to undertake a range of functions.

Section 377 of the LG Act enables the elected body to delegate, by resolution, authority to undertake any of the Council's functions to the General Manager, other than those specifically excluded by s377(2) LG Act. Delegation of Council's functions under s377 enables the General Manager to make decisions and perform functions to operate business as usual activities. The General Manager is then able to sub-delegate functions as appropriate to Council staff to provide for the day-to-day operation of Council.

Relevantly, s377 provides:

377 General power of the council to delegate

1. A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following—
 - (a) the appointment of a general manager,
 - (b) the making of a rate,
 - (c) a determination under section 549 as to the levying of a rate,
 - (d) the making of a charge,
 - (e) the fixing of a fee,
 - (f) the borrowing of money,
 - (g) the voting of money for expenditure on its works, services or operations,
 - (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
 - (i) the acceptance of tenders to provide services currently provided by members of staff of the council,
 - (j) the adoption of an operational plan under section 405,
 - (k) the adoption of a financial statement included in an annual financial report,
 - (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
 - (m) the fixing of an amount or rate for the carrying out by the council of work on private land,
 - (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
 - (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the [*Environmental Planning and Assessment Act 1979*](#),
 - (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
 - (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,
 - (r) a decision under section 234 to grant leave of absence to the holder of a civic office,
 - (s) the making of an application, or the giving of a notice, to the Governor or Minister,
 - (t) this power of delegation,

- (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.
- (1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if—
- (a) the financial assistance is part of a specified program, and
 - (b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
 - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
 - (d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.
2. A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.
 3. A council may delegate functions to a joint organisation only with the approval, by resolution, of the board of the joint organisation.

On 2 August 2022, the Council granted delegation to the General Manager (2022 Delegation). The General Manager has been operating under the 2022 Delegation since that date. The delegation recommended in this report differs from the 2022 Delegation in the following ways:

1. The recommended delegation does not specifically exclude the role of the Mayor, however s227 LG Act specifically provides that the Mayor is elected by the councillors from among their number, or the electors where there is a popularly elected mayor. Therefore, there is no need to specifically exclude the role of the Mayor from the delegation to the General Manager.
2. Removal of the requirement to refer all major projects within the Community Strategic Plan be before commencement and for ongoing review. The Community Strategic Plan is adopted by Councillors at a Council meeting. Councillors have the opportunity to determine priorities for major projects through this process and are provided regular updates on major projects through the Capital Works update provided quarterly at Councillor Workshops. The same report is also provided to the Council's Audit and Risk Committee to ensure oversight. Further, when setting the budget each year Councillors will have the opportunity to determine budgetary resources allocated to major projects.
3. Removal of the requirement for the terms of any lease or license to be reported to the body politic before the execution of any such agreement. This requirement is replaced by an obligation to inform all councillors of the terms of any lease or license with a term less than or equal to 1 year, before execution of the lease or licence. Any lease or licence with a term greater than 1 year will continue to be reported to Council. This change provides operational flexibility to allow short term licences to be entered into quickly. An example of such a short term licence would be a licence with Sydney Water to use council land to facilitate works to Sydney Water infrastructure. Often Council receives

very little notice of requests to undertake such works and the change in delegation would enable such short term licences to be entered into quickly.

4. Removal of the requirement for all leases and licenses to be executed by both the General Manager and the Mayor (or their delegates).

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report

CCS1 **AUDIT, RISK AND IMPROVEMENT COMMITTEE MEMBERSHIP - INDEPENDENT**
AUTHOR: **Kristy Watts, Director Corporate and Community**
APPROVER: **Michael Mamo, General Manager**

RECOMMENDATION

That Council:

1. Thank Mr Brian Hrnjak and Ms Catherine O'Mallon for their service to Council's Audit Risk and Improvement Committee (ARIC).
2. Endorse the appointment of the candidate recommended in Attachment 1 as an Independent Member of the Audit, Risk and Improvement Committee for up to a four (4) year term, commencing 1 July 2025.

PURPOSE OF REPORT

To provide an update on the membership of Council's ARIC, endorse the appointment of one (1) new Independent Member for the ARIC.

REPORT

Council has recently received a resignation from Ms Catherine O'Mallon, one of the Independent Members of the Audit, Risk and Improvement Committee (ARIC). In accordance with the Committee's Terms of Reference, ARIC is required to have three (3) Independent Members.

In addition, Mr Brian Hrnjak has completed his term as both Chairperson and Independent Member of ARIC, as anticipated under the Local Government Act.

As a result, Ms Sonja Hammond and Mr Alan Pigott remain as the two (2) current Independent Members of the Committee.

An Expression of Interest (EOI) process for the appointment of Independent Members to ARIC closed on 7 April 2024. This process identified three (3) strong candidates, two (2) of whom were appointed as noted above.

Given the current vacancy and the continued interest of the third shortlisted candidate, it is recommended that Council proceed with their appointment, as detailed in the attached confidential information.

A separate report will be presented to Council in August 2025 to consider the appointment of a new Chairperson for the Committee.

FINANCIAL IMPLICATIONS

Funding has been provided in the current budget for this purpose.

ATTACHMENTS

1. ARIC Report - Membership for Two (2) New Independent Members - **CONFIDENTIAL ATTACHMENT - for the information of Councillors** - Circulated in Attachments document
2. CV - **CONFIDENTIAL ATTACHMENT - for the information of Councillors** - Circulated in Attachments document

CCS2 UPDATES TO COUNCIL'S INVESTMENT POLICY - 2025

AUTHOR: Waisale Iowane, Chief Financial Officer

APPROVER: Kristy Watts, Director Corporate and Community

RECOMMENDATION

That Council adopt the attached updated Investment Policy.

PURPOSE OF REPORT

This report will provide Council with the updates made to the Investment Report. Council's current adopted Investment Policy was last adopted on 2 August 2022 and is overdue for a review.

REPORT

NSW Councils were responsible for the management of over \$5.7 billion of cash and investments as of 30 June 2009. To assist councillors, General Managers and Responsible Accounting Officers of Councils to invest surplus funds in a prudent and appropriate manner, all councils are required to develop an investment policy.

The investment policy is a governing document that guides the investment process. It should communicate Council's:

- Investment philosophy,
- Overall risk philosophy,
- Investment objects and expectations,
- Identify the roles for those involved in the investment process, and
- Detail the requirements for compliance with the policies goals and procedures.

Under section 8 of the *Local Government Act 1993* (the Act), the Council's charter states (amongst other things), a Council must have regard to the long-term cumulative effects of its decisions. Councils are custodians and trustees of public assets and are required to effectively account for and manage the assets for which they are responsible.

As the role of the elected Council is to direct and control the affairs of the Council in accordance with the Act, Councillors need to ensure that Council:

- Has an appropriate investment policy that guides the investment of ratepayers' funds in compliance with Council's charter,
- Approves the investment policy by resolution,
- Approves the amendments to the investment policy by resolution,
- Reviews the policy each year, and
- Has in place mechanisms to support open the open and transparent reporting of council investments to Council and to the ratepayers.

Legislative Framework

There are a number of legislative requirements that govern how a Council may invest surplus funds. These include the:

- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- Ministerial Investment Order;
- Trustee Act 1925; and
- Division of Local Government Circulars.

Councils or its representatives should maintain an investment policy that complies with all of the above regulations and ensures that it exercises care, diligence and skill that a prudent person would exercise in investing Council funds.

The Ministerial Investment Order prescribes the types of investments that Councils may invest in under section 625 of the *Local Government Act 1993*. The Order applies to all investments from the date of signing by the Minister.

Proposed changes and updates to the Investment Policy

1. Counterparty Limits

This limit is set to mitigate Council's exposure risk to a single entity. The proposed change is to increase the maximum portfolio limit for AA Category or Australian Banks from the current 35% to 40%. The rationale behind this is to provide Council with a bit more flexibility to hold cash with its current banker, CBA in instances where it receives a cash at a higher rate than it takes to re-invest especially during the due dates for quarterly instalments of rates.

2. Investment duration

Councils must ensure they have sufficient cash available to meet short-term obligations like payroll, supplier payments, loan repayments, and emergency expenses. Setting short-term investment minimums (e.g. 10% within 0–3 months) ensures the Council maintains access to liquid funds when needed. Having a balanced duration profile manages reinvestment risk and helps mitigate loss from interest rate fluctuations.

We are proposing a more simplified duration table from 5 categories to 3. The existing categories are as follows:

Description	Investment Term	Min Allocation	Max Allocation
Working Capital	0 – 3 months	10%	100%
Short Term	3 – 12 months	0%	100%
Short-Medium Term	1 – 2 years	0%	70%
Medium-Term	2 – 5 years	0%	50%
Long-Term	+5 years	0%	25%
TCorp IM Funds	Open ended	0%	20%

The above table has been simplified to reflect three scenarios, short term, short-medium term and medium to long-term:

Duration	Minimum % of total investment portfolio	Maximum % of total investment portfolio
0-12 months	10%	100%
1-3 years	0%	60%
3-7 years	0%	35%

A structured duration policy demonstrates due diligence and responsible planning for both short- and long-term financial needs.

3. Performance Benchmarking

Long-term benchmarking allows Council to track performance trends, identify strengths and weaknesses, and adjust its strategy as market conditions change.

We are proposing an expansion of the benchmarks to encompass other times of investments that Council may enter into along with the relevant indices that will be used as a benchmark. The current benchmarks are as follows:

Investment	Performance Benchmark
Cash	11am Cash Rate
Direct Investments/Fixed Interest	Bloomberg AusBond Bank Bill Index
TCorp IM Funds	Internal Benchmark identified by TCorp

This has been updated to:

Investment	Performance Benchmark	Time Horizon
11am Account/ Business Online Saver (BOS) account, short-dated bills deposits issued by financial institutions of appropriate term	Official RBA/ Cash rate	3 months or less
Term deposits of appropriate remaining term, FRN's nearing maturity	Ausbond Bank Bill Index (BBI)	3 to 12 months
Term deposits with a maturity rate between 1 and 2 years, FRN	Ausbond Bank Bill Index (BBI)	1 to 2 years
FRN's Bonds, Term deposits with a maturity date between 2 and 7 years, grandfathered income funds	Ausbond Bank Bill Index (BBI)	2 to 7 years

Councils must also report monthly investment performance, including comparisons to benchmarks (e.g. 11am Cash Rate or AusBond Index), under clause 212 of the *Local Government (General) Regulation 2021* and it also ensures compliance with audit and financial reporting standards.

4. Removal of the Safe Custody Arrangements Clause

We are proposing the removal of the above clause in our updated policy. The current policy allows for investments to be held in safe custody on Council's behalf provided the following criteria's are met:

- Council must retain beneficial ownership of all investments

- Adequate documentation is provided, verifying the existence of the investments.
- The Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems.
- The Institution or Custodian recording and holding the assets will be:
 - i. Austraclear; or
 - ii. An institution with an investment grade Standards and Poor's or Moody's rating; or
 - iii. An institution with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement

None of Council's current investments are held in safe custody, and it is unlikely that this approach will be adopted in the future. As part of the proposed updates to the Investment Policy, Clause 2.3 explicitly states that all investments must be held in the name of Strathfield Municipal Council. Including a clause that permits safe custody arrangements would therefore contradict this requirement.

5. Inclusion of an Investment Advisor Clause

We have proposed the inclusion of this clause in 2.7 in the event that Council wishes to seek expert financial advice from an investment advisor who is licensed by the Australian Securities and Investment Commission.

6. Updates made to the Delegation of Authorities

We have included a clause requiring the approval of the General Manager, Director Corporate Services, and Chief Financial Officer for any investments made with a new financial institution or in a new class of investment. A "New Financial Institution" refers to any institution with which Council has not held an investment within the 24 months prior to the proposed investment date. A "New Class of Investment" refers to any type of investment not currently held by Council at the time of the proposed transaction. For example, as Council's current investment portfolio consists solely of Term Deposits, any proposal to invest in a different type of instrument, such as derivatives, would require the approval of all three designated officers.

Other updates to the Investment Policy include rewording for clarity, revised headings and section structures, and minor design adjustments that do not alter the intent or substance of the Policy. These changes have been made to ensure alignment with the Investment Policy Guidelines issued by the Division of Local Government.

The draft updated Policy has also been reviewed by Council's Investment Advisor, Arlo Advisory, whose feedback has been incorporated into the attached version.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

1. [Download](#) Draft Investment Policy 2025
2. [Download](#) Current Investment Policy 2022
3. [Download](#) Presentation on the updates made to the Investment Policy



Investment Policy

July 2025

 STRATHFIELD COUNCIL	INVESTMENT POLICY		
RESPONSIBILITY	Chief Financial Officer		
DATE ADOPTED	TBC	MINUTE	TBC
REVISED	TBC	REVIEW	2027
ECM No	TBC		
ASSOCIATED POLICIES	• Strathfield Council's Code of Conduct • Strathfield Council's Business Ethics Policy • Strathfield Council's Register of Delegations		
ASSOCIATED LEGISLATION	• Local Government Act (NSW) 1993 • Trustee Amendment (Discretionary Investments) Act 1997 • Local Government (General) Regulation 20 • Local Government Act 1993 – Ministerial Investment Order dated 12 January 2011 • Local Government Investment Policy Guidelines (Circular 10-11) • Local Government Code of Accounting Practice and Financial Reporting		

Version Control

Date of Council Resolution	Minute	Details
20 June 1995	CFS 44/95	Policy adopted by Council
4 August 2009	303/09	Policy revised
5 April 2011	56/11	Policy revised – Revised Ministerial Investment Order
5 May 2015	132/15	Policy revised
7 June 2016	167/16	Policy reviewed
1 July 2017		Policy reviewed
2 August 2022	23/13657	Policy reviewed
22 July 2025	TBC	TBC

Table of Contents

1. Introduction	3
1.1 Policy Statement	3
1.2 Purpose	3
1.3 Scope and Delegated Authority	3
2 Principles	3
2.1 Policy Objectives	3
2.2 Legislative and Regulatory Framework	4
2.3 Authorised Investments	4
2.4 Financial Planning and cash-flow management	4
2.5 Risk Management Framework	5
2.6 Ethics and Conflicts of Interest	5
2.7 Investment Advisor	6
3 Approved Investments	6
3.1 Principles	6
3.2 Credit Portfolio Framework	6
3.3 Credit Rating Parameters	7
3.4 Counterparty Limits	7
3.5 Investment Duration	8
1 Performance Benchmarking	8
2 Delegation of Authority	9
3 Monitoring and Reporting	9
4 Document Control	10
4.1 Review	10
Appendix 1 – Ministerial Investment Order	11
Appendix 2 – How may Council's invest?	12
Appendix 3 – Discretionary Investments	13
Appendix 4 – Reports on Council Investments	15
Appendix 5 – Policies and Records	16
Appendix 6 – Definitions	17

1. Introduction

1.1 Policy Statement

The Investment Policy provides the framework in which council funds are to be invested. This Policy recognises the legislative requirements and obligations for the investment of Council's funds. In the event of inconsistencies with this Policy, Council will comply with investment regulations and directions from the Office of Local Government.

1.2 Purpose

The Investment Policy outlines the principles and guidelines for managing Strathfield Council's cash and investment portfolio. It aims to ensure that all investment activities are conducted with prudence, care, and diligence, prioritising the protection of capital, optimising returns and avoiding speculative risks. The policy framework is designed to safeguard Council's portfolio, maximise returns on invested funds, and maintain adequate liquidity to meet short, medium, and long-term business objectives. This policy reflects Council's commitment to a conservative investment approach that balances risk and return, supporting sound financial management practices.

1.3 Scope and Delegated Authority

The policy applies to the investment of Council funds for both short-term and long-term purposes. Responsibility for making investment decisions lies with the General Manager, Director of Corporate & Community, and the Chief Finance Officer. The General Manager has the authority to delegate the day-to-day management of these investments to Council officers, with the details of such delegation clearly outlined in part 5 of the policy in accordance with Council's Register of Delegation.

2 Principles

2.1 Policy Objectives

The preservation of capital invested is the principal objective of the investment portfolio. Investments are to be placed in a manner that safeguards the investment portfolio which includes managing credit and interest rate exposure risk with identified thresholds and parameters. Other objectives include:

- a) compliance with legislative requirements and accounting standards.
- b) promotes best practices in resource management.
- c) optimising returns on surplus funds.
- d) establishing a framework for monitoring investments which are expected to achieve a market average rate of return in line with Council's risk tolerance.
- e) Managing risk guided by credit ratings, exposure limits, and maturity terms, while investment performance is measured against relevant benchmarks.
- f) consideration of cash flow and the timing of Council liabilities.

2.2 Legislative and Regulatory Framework

All investments are to comply with the following legislative frameworks (and any successors to them) and take precedence in the event of a conflict:

- a) Local Government Act 1993 Section 625 and 412.
- b) Prevailing Ministerial Investment Order dated 12 January 2011.
- c) NSW Local Government (General) Regulation 2021 – Clause 212.
- d) The Trustee Amendment (Discretionary Investments) Act 1997 – Section 14.
- e) Office of Local Government Code of Accounting Practice and Financial Reporting.
- f) Australian Accounting Standards.
- g) Office of Local Government Investment Policy Guidelines.
- h) Office of Local Government Circulars.

2.3 Authorised Investments

All investments must be denominated in Australian Dollars and must be held under the name of **Strathfield Municipal Council**. Investments are limited to those allowed by the most current Ministers Investment Order that has been issued by the NSW Minister for Local Government. Authorised investments are limited to:

- a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth, or a Territory.
- b) any debentures or securities issued by a council (within the meaning of the Local Government Act 1993 (NSW))
- c) interest bearing deposits with, or debentures or bonds issued by, an authorised deposit-taking institution (as defined in the Banking Act 1959 (Cwth)), but excluding subordinated debt obligations
- d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority
- e) a deposit with the NSW Treasury Corporation or complying managed funds with the NSW Treasury Corporation.

2.4 Financial Planning and cash-flow management

Council manages surplus funds based on its immediate, medium, and long-term financial needs. Long-term financial planning is essential to ensure Council's ongoing financial stability. These plans include forecasts of future cash inflows and outflows to:

- a) Predict future periods of cash surplus or shortage
- b) Determine the appropriate investment horizon for surplus funds over the medium and long term.

Short-term financial planning focuses on predicting cash availability and managing Council's cash needs throughout the year. Daily monitoring of cash flow models helps guide investment decisions and ensures adequate liquidity to meet the Council's financial obligations.

2.5 Risk Management Framework

Strathfield Council maintains a conservative to moderate approach to investment risk, though it recognises that some risk is necessary to align with its preference for investments that are ethically, socially, and environmentally responsible. Investments are expected to achieve a market average rate of return in line with Council's risk tolerance.

- a) **Preservation of Capital**
The requirement for preventing losses in an investment portfolio's total value.
- b) **Credit Risk**
The risk that a party or guarantor to a transaction will fail to fulfil its obligations. In the context of this document it relates to the risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment.
- c) **Diversification**
The requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market.
- d) **Market Risk**
The risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices.
- e) **Liquidity Risk**
The risk an institution runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby Council incurs additional costs (or in the worst case is unable to execute its spending plans).
- f) **Maturity Risk**
The risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.
- g) **Leveraging Risk**
The magnification of an investor's risk and return that occurs when the investor takes on financial leverage through an investment product.
- h) **Rollover Risk**
The risk that the income will not meet expectations or budgeted requirements because interest rates are lower than expected in the future.

2.6 Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. Disclosure of any conflict of interest should be made in accordance with the Code of Conduct. Where appointed, independent investment consultants or advisors are also required to declare that they have no actual or perceived conflicts of interest.

2.7 Investment Advisor

Council may engage an independent investment advisor. This advisor will be licensed by the Australian Securities and Investment Commission. The advisor must be independent and have no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the policy. This includes receiving no commissions or other benefit in relation to the investment being recommended or reviewed.

Council's investment advisor will not receive any commission, brokerage or trailers, unless rebated to Council (as the beneficiary) in full. Each appointment of an independent investment advisor will be for a period up to three (3) years.

3 Approved Investments

3.1 Principles

Council must at all times only invest surplus funds in accordance with the latest Minister's Order of Investment as further restricted to prohibit investments in those ADIs which do not hold an investment grade credit rating (at least BBB- equivalent).

In the event of any conflict between this policy and any legislative instrument or direction from the Minister or Office of Local Government, these instruments will prevail over the policy.

However, any regulatory change that renders a formerly compliant investment outside policy will not necessarily impose a forced disposal. Subject to grandfathering rules, Council will seek advice and resolve how to deal with such investments. Investment guidelines and parameters.

3.2 Credit Portfolio Framework

Creditworthiness of investments is primarily determined using industry standard credit ratings, but also has regard to the term and seniority of the investment as well as the external support expected for ADI deposits and the secured assets backing covered bonds.

The primary creditworthiness of investments will be assessed with reference to the Standard & Poor's (S&P) long term credit and fund ratings and Moody's and Fitch equivalents. Reporting will be carried out on S&P ratings where available, and any implications for policy compliance noted. The S&P ratings are broadly defined as follows:

Rating Band	Description
AAA	Extremely strong capacity to repay
AA+, AA, AA- (AA Rated)	A very strong capacity to repay
A+, A, A- (A Rated)	A strong capacity to repay
BBB+, BBB, BBB- (BBB Rated)	Adequate protection and adequate capacity to pay
Non-investment grade: BB+, BB, BB	Less vulnerable to non-payment, however, adverse economic conditions could lead to inadequate capacity to meet financial obligations
CCC	Vulnerable to non-payment and requires positive economic conditions to meet its financial obligations.

Investments with credit ratings downgraded to an extent that they no longer comply will be assessed as soon as practicable, having regard to the risks of default and prevailing market liquidity as well as break costs and any constraints on redemption. Where the recommendation is to retain the investment, Council will be notified of the circumstances and the reason for the recommendation.

Where an investment has a “split rating” (different rating bands for different agencies), they can only be purchased where they comply with policy under the lowest rating. However, when considering the compliance of existing investments and the need for divestment, the highest rating may be considered. As such, no breach of policy results from a single downgrade.

3.3 Credit Rating Parameters

The following credit rating parameters apply to Council's investment portfolio.

Type of Investment/Credit Rating	Maximum % of portfolio
Government Bonds/ Debentures	100%
AAA rated	100%
AA rated or Australian major banks*	100%
A rated	70%
BBB rated	35%
Unrated ADIs	0%

*Australian major banks include Commonwealth Bank of Australia (CBA), Australia, New Zealand Banking Group Ltd (ANZ), National Australian Bank Limited (NAB), Westpac Banking Corporation (WBC).

As an interim measure, if any of the Australian major banks (including their brands and/or subsidiaries) are downgraded below AA range, existing limits will apply to them until the following policy review considers the appropriate treatment going forward.

It is a requirement of the Investment Policy that, with the exception of government bonds, debentures, securities, and TCorp IM products that comply with the Ministerial Investment Order, investments may only be made with Australian Prudential Regulation Authority (APRA) regulated Authorised Deposit-taking Institutions (ADIs) with a minimum credit rating of BBB- or higher.

The Australian Prudential Regulation Authority (APRA) is listed under Definitions, in the Council policy.

Credit ratings on institutions can be verified in real time at the three agencies' websites as follows:

- a) www.standardandpoors.com
- b) www.moody.com
- c) www.fitchratings.com

3.4 Counterparty Limits

Exposure to individual counterparties/financial institutions will be restricted by their rating so that single entity exposure is limited, as detailed in the table below. Limits do not apply to Federal or NSW-guaranteed investments, which are uncapped. It should be noted that the NSW government does not guarantee the capital value or unit price of the TCorpIM Funds.

Long-Term Ratings Category	Maximum Portfolio Limit
AAA Category	40%
AA Category or Australian major banks	40%
A Category	20%
BBB Category	15%
Unrated ADI's	5%
TCorp IM Funds	10%

3.5 Investment Duration

Decisions made regarding the composition of Council's investment portfolio must ensure adequate levels of liquidity are maintained at all times. This section contains parameters regarding the maximum duration of the investments into certain maturity bands, as shown in the table below.

Duration	Minimum % of total investment portfolio	Maximum % of total investment portfolio
0-12 months	10%	100%
1-3 years	0%	60%
3-7 years	0%	35%

Decisions made regarding the duration of investments must also take into account the relative creditworthiness of each investment. This section also sets parameters regarding the duration of investments, as shown in the following table:

Investment duration	Minimum credit rating range
0-2 years	BBB rated or greater
2-3 years	A rated or greater
3-7 years	AA rated, Australian major banks or greater

4 Performance Benchmarking

The performance of each investment will be assessed against the benchmarks listed in the following table.

Investment	Performance Benchmark	Time Horizon
11am Account/ Business Online Saver (BOS) account, short-dated bills deposits issued by financial institutions of appropriate term	Official RBA/ Cash rate	3 months or less
Term deposits of appropriate remaining term, FRN's nearing maturity	Ausbond Bank Bill Index (BBI)	3 to 12 months
Term deposits with a maturity rate between 1 and 2 years, FRN	Ausbond Bank Bill Index (BBI)	1 to 2 years
FRN's Bonds, Term deposits with a maturity date between 2 and 7 years, grandfathered income funds	Ausbond Bank Bill Index (BBI)	2 to 7 years

It is Council's expectation that the performance of each investment will be greater than or equal to the applicable benchmark by sufficient margin to justify the investment considering its risks, liquidity and other benefits of the investment.

5 Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993. Only Council can vary the policy, and all investments must be made in compliance with it. Investments with existing institutions must be authorised by a minimum of 2 Council officers as shown below:

Investment Amount	Officers with authority to approve investments
Up to \$3m	General Manager Director Corporate & Community Chief Financial Officer Financial Strategy & Operations Lead Coordinator Rates General Counsel Manager Governance & Procurement
Greater than \$3m and up to \$5m	General Manager Director Corporate & Community Chief Financial Officer
Greater than \$5m and up to \$10m	General Manager Director Corporate & Community
Greater than \$10m	General Manager

Officers' delegated authority to manage Council's investments shall be recorded and they are required to acknowledge they have received a copy of this policy and understand their obligations in this role.

Should it be necessary to renew any existing investment (other than a deposit with an Australian major bank, or an investment with TCorpLM products that comply with the Ministerial Investment Order) with a value of greater than 10% of Council's total investment portfolio, prior Council approval will be required.

Any investment of Council's funds with a new financial institution or into a new investment class must strictly comply with this policy and requires approval from all three designated Council officers listed below. The terms "new financial institution" and "new investment class" referenced in this clause should be interpreted according to the definitions outlined in Appendix 6 of this policy.

- a) General Manager
- b) Director Corporate & Community
- c) Chief Financial Officer

Titles referenced will be read as their successors in the event of title change.

6 Monitoring and Reporting

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register. The documentary evidence must provide Council legal title to the investment. All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

For audit purposes, certificates must be obtained from the banks/fund managers/custodian confirming the amounts of investment held on Council's behalf at 30 June each year and reconciled to the Investment Register.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value. Council will comply with the appropriate accounting standards in valuing its investments and quantifying its investment returns.

7 Document Control

7.1 Review

This policy is to be reviewed annually in line with the Code of Accounting Practice & Financial Reporting, or in-line with any material change to or new legislation, or as result of significantly changed economic/market conditions.

The General Manager may approve non-significant and/or minor editorial amendments that do not change the policy's effectiveness – giving due consideration to the internal controls.

Draft

Appendix 1 – Ministerial Investment Order

LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER

(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12th day of January 2011


Hon BARBARA PERRY MP
Minister for Local Government

Appendix 2 – How may Council's invest?

Local Government Act 1993 - Section 625 How may councils invest?

- (1) A council may invest money that is not, for the time being, required by the council for any other purpose.
- (2) Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.

Note: See Gazette No 152 of 24.11.2000, p 12041.

- (3) An order of the Minister notifying a form of investment for the purposes of this section must not be made without the approval of the Treasurer.
- (4) The acquisition, in accordance with section 358, of a controlling interest in a corporation is not an investment for the purposes of this section.

Draft

Appendix 3 – Discretionary Investments

The Trustee Amendment (Discretionary Investments) Act 1997 Sections 14A (2), 14C (1) & (2);

Section 14A - Duties of trustee in respect of power of investment

- (1) This section has effect subject to the instrument (if any) creating the trust.
- (2) A trustee must, in exercising a power of investment:
 - (a) if the trustee's profession, business or employment is or includes acting as a trustee or investing money on behalf of other persons, exercise the care, diligence and skill that a prudent person engaged in that profession, business or employment would exercise in managing the affairs of other persons, or
 - (b) If the trustee is not engaged in such a profession, business or employment, exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

Note: Some Acts deem investments under the Acts to be investments that satisfy the prudent person test. See, for example, section 39 of the Public Authorities (Financial Arrangements) Act 1987.

- (3) A trustee must exercise a power of investment in accordance with any provision of the instrument (if any) creating the trust that is binding on the trustee and requires the obtaining of any consent or approval with respect to trust investments.
- (4) A trustee must, at least once in each year, review the performance (individually and as a whole) of trust investments.

Section 14C - Matters to which trustee is to have regard when exercising power of investment

- (1) Without limiting the matters that a trustee may take into account when exercising a power of investment, a trustee must, so far as they are appropriate to the circumstances of the trust, if any, have regard to the following matters:
 - (a) the purposes of the trust and the needs and circumstances of the beneficiaries,
 - (b) the desirability of diversifying trust investments,
 - (c) the nature of, and the risk associated with, existing trust investments and other trust property,
 - (d) the need to maintain the real value of the capital or income of the trust,
 - (e) the risk of capital or income loss or depreciation,
 - (f) the potential for capital appreciation,
 - (g) the likely income return and the timing of income return,
 - (h) the length of the term of the proposed investment,
 - (i) the probable duration of the trust,
 - (j) the liquidity and marketability of the proposed investment during, and on the determination of, the term of the proposed investment,
 - (k) the aggregate value of the trust estate,
 - (l) the effect of the proposed investment in relation to the tax liability of the trust,
 - (m) the likelihood of inflation affecting the value of the proposed investment or other trust property,
 - (n) the costs (including commissions, fees, charges and duties payable) of making the proposed investment,
 - (o) the results of a review of existing trust investments in accordance with section 14A (4).

- (2) A trustee may, having regard to the size and nature of the trust, do either or both of the following:
 - (a) obtain and consider independent and impartial advice reasonably required for the investment of trust funds or the management of the investment from a person whom the trustee reasonably believes to be competent to give the advice,
 - (b) pay out of trust funds the reasonable costs of obtaining the advice.
- (3) A trustee is to comply with this section unless expressly forbidden by the instrument (if any) creating the trust.

Draft

Appendix 4 – Reports on Council Investments

Local Government (General) Regulation 2021 – Clause 212 Reports on council investments

- (l) The responsible accounting officer of a council:
 - a. must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:
 - i. if only one ordinary meeting of the council is held in a month, at that meeting, or
 - ii. if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and
 - b. must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies. The report must be made up to the last day of the month immediately preceding the meeting.

Note: Section 625 of the Act says how a council may invest its surplus funds (Appendix 2).

Draft

Appendix 5 – Policies and Records

Local Government Code of Accounting Practice and Financial Reporting

Section 11.3.4

Councils must maintain a separate record of money it has invested under 625 of the LGA.

The record must specify:

- a) the source and amount of money invested; and
- b) particulars of the security or form of investment in which the money is invested; and
- c) if appropriate, the rate of interest to be paid, and the amount of money that the council has earned, in respect of the money invested.

Section 11.3.5

Council must maintain an investment policy that complies with the Act and ensures “it or its representatives exercise care, diligence and skill that a prudent person would exercise in investing council funds”.

For an extensive list of matters a prudent person would be expected to consider, reference is made to Section 4 of the NSW Local Government Investments Best Practice Code.

Appendix 6 – Definitions

Act	Local Government Act, 1993.
Ausbond Bank Bill Index	In 2014, Bloomberg acquired the UBS Australia Bond Indices. The benchmark index formerly referred to as UBSA BBI was rebranded as Ausbond Bank Bill Index. Bloomberg calculates a daily Bank Bill Index representing the performance of a notional rolling parcel of bills averaging 45 days.
Australian Prudential Regulation Authority – APRA	APRA (Australian Prudential Regulation Authority) is the prudential regulator of the Australian financial services industry. APRA enforces prudential standards and practices (e.g. capital adequacy and other risk management issues) of banks, credit unions, building societies, insurance companies and friendly societies.
Authorised Deposit-Taking Institutions ADI	Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the Banking Act 1959 (Cwth) to take deposits from customers.
Bill of Exchange	A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.
BBSW	The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90-day BBSW.
Council Funds	Surplus monies that are invested by Council in accordance with section 625 of the Act.
Credit Rating	Credit Rating refers to a short- or long-term summary assessment of the credit worthiness of a debt issuer or of a specific issue.
Debenture	A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium- and long-term investment of funds by lenders.
Direct Deposits	Direct Deposits refer to investments made by Council (or on behalf of Council) directly with financial institutions.
FRN	A Floating Rate Note (FRN) is a medium to long term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – most commonly quarterly.
LGGR	Local Government (General) Regulation 2021 (NSW).
Minister's Order	Refers to the Order of the Minister for Local Government relating to Investments made by Councils. Last Minister's Order was dated 12 January 2011.
Negotiable Certificate of Deposit – NCD	Is a short-term investment in an underlying security being a negotiable certificate of deposit (NCD) where the term of the security is usually for a period of 185 days or less (sometimes up to 2 years). NCDs are generally discount securities, meaning they are issued and on-sold to investors at a discount to their face value.
New Financial Institution	This applies to any financial institution with which Council has not held an investment within the 24 months preceding the proposed investment date.

New Investment Class	This refers to any investment class not currently held by Council at the time the investment is made.
OLG	NSW Office of Local Government, Department of Premier and Cabinet.
Responsible Accounting Officer – RAO	Responsible Accounting Officer of a council means a member of the staff of the council designated by the General Manager, or if no such member has been designated, the General Manager. (LGGR, clause 196) .
T-Corp	New South Wales Treasury Corporation.

Draft

STRATHFIELD COUNCIL

INVESTMENT POLICY

2 AUGUST 2022



	INVESTMENT POLICY		
RESPONSIBILITY	Chief Financial Officer		
DATE ADOPTED	20 June 1995	MINUTE	1/17
REVISED	2 August 2022	REVIEW	2024
RECORD No	23/13657		
ASSOCIATED POLICIES	• Strathfield Council Code of Conduct • Strathfield Council Business Ethics Policy		
ASSOCIATED LEGISLATION	• <i>Local Government Act (NSW) 1993</i> • <i>Trustee Amendment (Discretionary Investments) Act 1997</i> • <i>Local Government (General) Regulation 2021</i> • <i>Local Government Act 1993 – Ministerial Investment Order dated 12 January 2011</i> • <i>Local Government Investment Policy Guidelines (Circular 10-11)</i> • <i>Local Government Code of Accounting Practice and Financial Reporting</i>		

1 Introduction

1.1 Title and Commencement

This policy is titled *Strathfield Council Investment Policy*. The policy was reviewed and publicly exhibited from 17 June to 15 July 2022 and adopted by Council resolution (107/22) on 2 August 2022.

1.2 Purpose of the Policy

The purpose of this Policy is to provide guidelines for the management of Council's investment.

1.3 Objectives of the Policy

The objectives are:

- to ensure the security of Council funds by adopting appropriate credit risk and diversification limits
- to ensure that Council's investments comply with legislative guidelines

p1

- to maximise earnings subject to those limits, Council's liquidity requirements and its investment time horizon.

2 Council Investment Strategy

Council's strategies in relation to its investments are:

- to meet Council's cash flow expectations
- to maximise the returns of Council's investments within Investment Policy constraints and otherwise acceptable risk tolerances
- to set medium/long term strategic asset allocations for the investment portfolio
- to identify the most appropriate funds/investments for the investment portfolio
- to be able to measure the performance of individual investment relative to appropriate benchmarks
- to improve reporting on Council's investments and their performance.

3 Policy Statement

3.1 Authority for Investment

All investments are to be made in accordance with Council's Investment Policy, which references:

- *Local Government Act 1993* – Section 625
- Ministerial Investment Order (January 2011) pursuant to Section 625 (2) Local Government Act
- *The Trustee Amendment (Discretionary Investments) Act 1997* – Sections 14A(2), 14C(1) & (2)
- *Local Government (General) Regulation 2021* – Clause 212
- Local Government Investment Policy Guidelines (Circular to Councils 10-11)
- Local Government Code of Accounting Practice and Financial Reporting

3.2 Delegation

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may in turn delegate day to day management of Council's investment portfolio to the Responsible Accounting Officer or Senior Staff, subject to regular reviews.

The investment portfolio will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public money, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with this Investment Policy.

3.3 Authorised Investments

All investments must be denominated in Australian Dollars. Investments are limited to those allowed by the most current Ministers Investment Order that has been issued by the NSW Minister for Local Government. Authorised investments are limited to:

- any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth, or a Territory.
- any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW))
- Interest bearing deposits with, or senior securities issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations (or lower in the capital structure)
- Any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority
- Deposits with NSW Treasury Corporation and/or investments in NSW Treasury Corporation individually managed (IM) funds.

4 Investment Guidelines

4.1 Risk Management Guidelines

Investments are expected to achieve a market average rate of return in line with Council's risk tolerance.

- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value;
- Credit Risk - the risk that a party or guarantor to a transaction will fail to fulfil its obligations. In the context of this document it relates to the risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment;
- Diversification – the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market;
- Market Risk - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk - the risk an institution runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby Council incurs additional costs (or in the worst case is unable to execute its spending plans);
- Reinvestment/Rollover Risk - the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future;
- Maturity Risk - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities; and
- Leveraging Risk - the magnification of an investor's risk and return that occurs when the

p3

investor takes on financial leverage through an investment product.

4.2 Credit & Maturity Guidelines

(i) Overall Portfolio Credit Framework

The portfolio credit guidelines to be adopted will reference the Standard & Poor's (S&P) ratings system criteria and format - however, references in the previous Minister's Orders also recognised Moody's and Fitch Ratings and any of the three ratings may be used where available.

However, the primary control of credit quality is the prudential supervision and government support and explicit guarantees of the Approved Deposit Institution (ADI) sector, not ratings.

The maximum holding limit in each rating category for Council's portfolio shall be:

Overall Policy or Credit Quality Limits	
Long Term Ratings Category	Maximum Portfolio Limit
AAA Category	100%
AA Category or Major Bank [^]	100%
A Category	70%
BBB Category	35%
Unrated ADIs	10%

[^] For the purpose of this Policy, "Major Banks" are currently defined as the ADI deposits or senior guaranteed principal and interest ADI securities issued by the major Australian banking groups:

- Australia and New Zealand Banking Group Limited (ANZ)
- Commonwealth Bank of Australia (CBA)
- National Australia Bank Limited (NAB)
- Westpac Banking Corporation (WBC)

including ADI subsidiaries whether or not explicitly guaranteed, and brands (such as St George).

Council may ratify an alternative definition from time to time. Standard & Poor's ratings attributed to each individual institution will be used to determine maximum holdings.

In the event of disagreement between agencies as to the rating band ("split ratings") Council shall use the higher in assessing compliance with portfolio Policy limits, but for conservatism shall apply the lower in assessing new purchases.

(ii) Counterparty Limits

Exposure to individual counterparties/financial institutions will be restricted by their rating so that single entity exposure is limited, as detailed in the table below.

p4

Limits do not apply to Federal or NSW-guaranteed investments, which are uncapped. It should be noted that the NSW government does not guarantee the capital value or unit price of the TCorp IM Funds.

Individual Institutional or Counterparty Limits	
Long Term Ratings Category	Maximum Portfolio Limit
AAA Category	40%
AA Category or Major Bank^	35%
A Category	20%
BBB Category	15%
Unrated ADIs	5%
TCorp IM Funds	10%

(ii) Investment Horizon Limits

Council's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met. The maturity profile should also maintain a level of diversification to address rollover/reinvestment risk.

"Horizon" represents the intended minimum term of the investment; it is open for the Investment Strategy to define a target date for sale of a liquid investment.

Once the primary aim of liquidity is met, Council will ordinarily diversify its maturity profile as this will ordinarily be a low-risk method of obtaining additional return as well as reducing the risks to Council's income. However, Council always retains the flexibility to invest as short as required by cashflow requirements or the economic outlook.

The factors and/or information used by Council to determine minimum allocations to the shorter durations include:

- Council's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies;
- Medium term financial plans and major capital expenditure forecasts;
- Known grants, asset sales or similar one-off inflows;
- Seasonal patterns to Council's surplus funds.

Description	Investment Horizon	Minimum Allocation	Maximum Allocation
Working Capital	0 – 3 months	10%	100%
Short Term	3 – 12 months	0%	100%
Short-Medium Term	1 – 2 years	0%	70%
Medium-Term	2 – 5 years	0%	50%
Long-Term	+5 years	0%	25%

p5

Description	Investment Horizon	Minimum Allocation	Maximum Allocation
TCorp IM Funds	Open Ended^^	0%	20%

Within these broad ranges, Council relies upon assumptions of expected investment returns and market conditions that have been examined with its investment advisor.

^^For the TCorp IM Medium-Term & Long-Term Growth Funds, given they invest a proportion of the underlying assets in the highly volatile asset class of shares, Council should view them with a minimum +7 year investment horizon.

5 Performance Benchmarks

The performance of the investment portfolio will be reported to Council monthly, in accordance with the requirements of the Local Government Act 1993. The monthly report should contain a comparison of the performance of the portfolio, benchmarked to industry index.

Investment	Performance Benchmark
Cash	11 am Cash Rate
Direct Investments/Fixed Interest	Bloomberg AusBond Bank Bill Index
TCorp IM Funds	Internal Benchmark identified by TCorp

6 Safe Custody Arrangements

Where necessary, investments may be held in safe custody on Council's behalf, as long as the following criteria are met:

- Council must retain beneficial ownership of all investments
- Adequate documentation is provided, verifying the existence of the investments.
- The Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems.
- The Institution or Custodian recording and holding the assets will be:
 - i. Austraclear; or
 - ii. An institution with an investment grade Standards and Poor's or Moody's rating; or
 - iii. An institution with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

7 Reporting

- i. Documentary evidence must be held for each investment and details thereof maintained in an Investment Register. The documentary evidence must provide Council legal title to the investment.
- ii. A monthly report will be provided to Council, detailing the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.
- iii. The report will also detail investment income earned versus budget year to date and confirm compliance of Council's investments within legislative and policy limits.
- iv. For audit purposes, certificates must be obtained from the banks/fund managers/custodian confirming the amounts of investment held on Council's behalf at 30 June each year.

8 General

- i. Except for the purpose of reducing its exposure to investment risks, Strathfield Council will not directly enter into any type of derivative transactions
- ii. Strathfield Council will not make investment decisions outside the bounds of the agreed Investment Strategy or be engaged in overly speculative investments.
- iii. Investment limits as determined in this policy are as at the date of new funds been invested.
- iv. Any investment held at the date of approval of this policy that falls outside the policy constraints may be held to maturity.
- v. This Policy should be reviewed annually.

9. Version Control

Date	Type	Minute
20 June 1995	Policy adopted by Council	CFS 44/95
4 August 2009	Policy revised	303/09
5 April 2011	Policy revised – Revised Ministerial Investment Order	56/11
5 May 2015	Policy revised	132/15
7 June 2016	Policy reviewed	167/16
1 July 2017	Policy reviewed	
October 2020	Policy reviewed and presented to Council for endorsement for exhibition	
December 2020	Adopted as no submissions received	236/20
2 August 2022	Policy review and presented to Council 7 June 2022 (minute 107/22). Public exhibition 17 June to 15 July 2022. Policy adopted by Council resolution.	169/22



Investment Policy

Council meeting

22 July 2025



Background

- Councils are required to adopt an investment policy that assists the General Manager and the Responsible Accounting Officer to invest surplus funds.
- The investment policy must ensure that it aligns with the relevant legislations including the Ministerial Investment Order which prescribes the types of investments that Councils may invest in under s625 of the LG Act 1993.
- Councils are also required to review this policy annually.
- Strathfield's current investment policy was last adopted on 2 Augusts 2022 and is overdue for a review.
- Each month, an investment report is tabled to the BRFC & Council relating to the month prior.

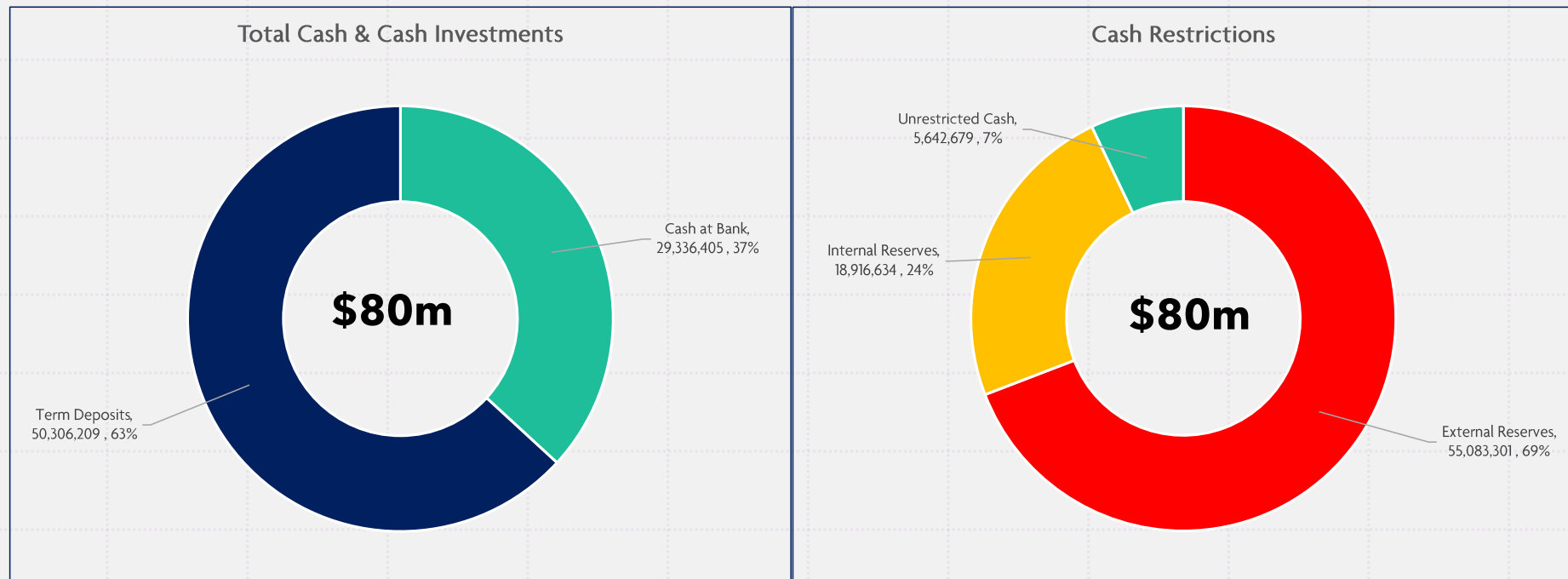


Key changes to the policy

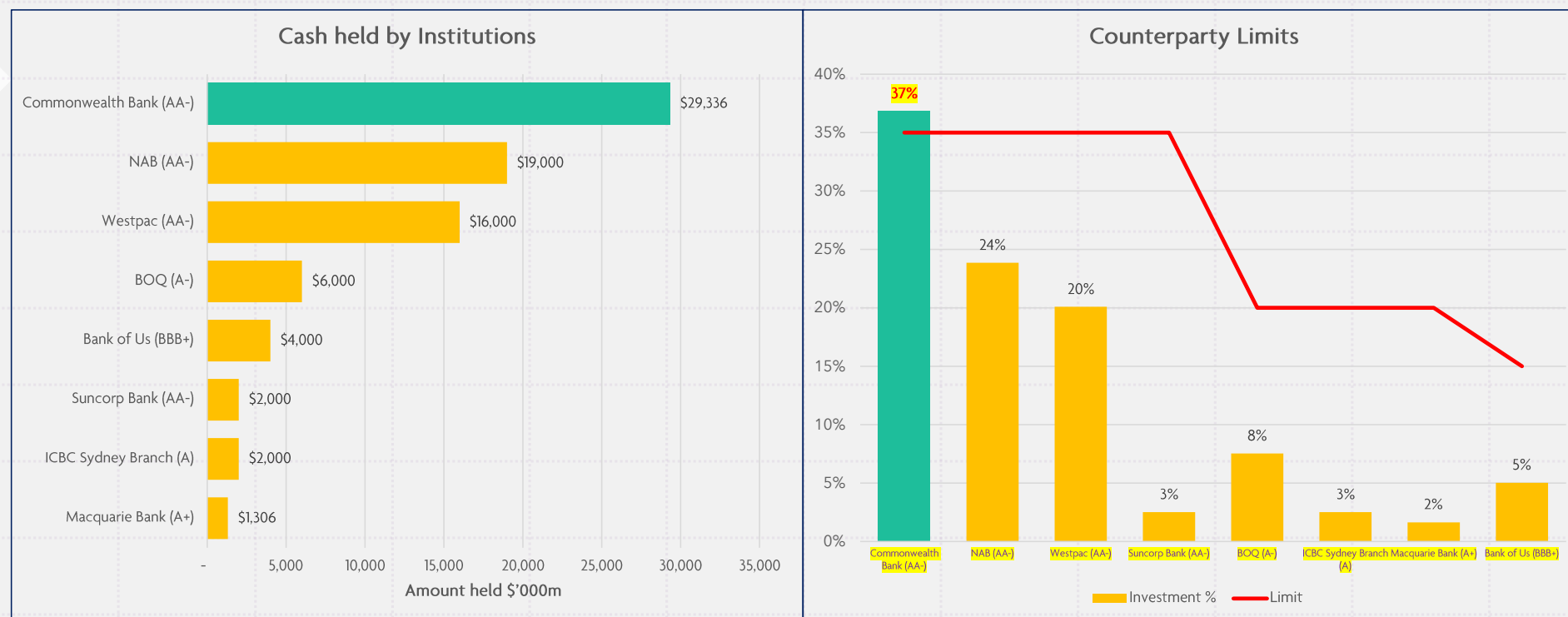
1. Update of Counterparty limit (increasing from 35% to 40%).
2. Simplified investment duration.
3. Expansion of our performance benchmarking.
4. Removal of Safe Custody Arrangement Clause.
5. Inclusion of Investment Advisor Clause.
6. Investments in new financial institutions/class.



Our Investment Portfolio – May 25



Our Investment Portfolio – May 25





CCS3 INVESTMENT REPORT - JUNE 2025
 AUTHOR: Waisale Iowane, Chief Financial Officer
 APPROVER: Kristy Watts, Director Corporate and Community

RECOMMENDATION

That the Investment Report by the Responsible Accounting Officer be received and noted.

PURPOSE OF REPORT

This report is prepared in accordance with the *Local Government (General) Regulation 2021* and section 625 of the *Local Government Act 1993* to present Council's record of cash and investments as at 30 June 2025.

Investment Allocation and Performance

Council's cash and investment balance as 30 June 2025 amounted to **\$77.03m** as shown below:

Call Accounts	Allocation (%)	Amount (\$)
Term Deposits	85.04	65,500,000
Cash At Bank and At Call Investment	14.96	11,525,901
Total Investments		77,025,901

Note: Investment Portfolio details are listed in the attachment

As at the end of June 2025, the portfolio was mainly directed to fixed term deposits (85%). The remaining balance (14.96%) is held in Council's cash and overnight accounts for current liquidity needs.

Performance

Council's performance for the month ending June 2025 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.31%	0.97%	1.99%	4.21%	4.21%
AusBond Bank Bill Index	0.32%	1.02%	2.10%	4.39%	4.39%
Council's Portfolio[^]	0.38%	1.13%	2.26%	4.46%	4.46%
Outperformance	0.06%	0.11%	0.16%	0.07%	0.07%

[^]Total portfolio performance excludes Council's cash account holdings.

Performance (Annualised)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	3.85%	3.93%	4.06%	4.21%	4.21%
AusBond Bank Bill Index	3.94%	4.14%	4.28%	4.39%	4.39%
Council's Portfolio[^]	4.68%	4.61%	4.61%	4.46%	4.46%
Outperformance	0.74%	0.46%	0.33%	0.07%	0.07%

[^]Total portfolio performance excludes Council's cash account holdings.

During June, the total investment portfolio (excluding cash) returned 0.38% for the month (annualised at 4.68%), outperforming the AusBond Bank Bill Index, which returned 0.32% (annualised at 3.94%). Council's deposit portfolio yielded 4.44% p.a. (a decrease of 18 basis points from the previous month), with a weighted average duration of 180 days (approximately six months). As of 30 June 2025, Council has earned **\$3.02m** in interest revenue, representing 123.24% of the original forecasted budgeted of \$2.45m.

Council's cash and investment balance of \$77.03m includes externally restricted funds of \$54.79m, internally restricted funds of \$19.04m, and unrestricted cash of \$3.19m. A breakdown of these restrictions as at 30 June 2025 is provided in the table below:

Financial Reserves	Balance as at 30 June 2025
Externally Restricted Reserves	
Developers Contributions reserve	\$ 38,690,781
Planning Agreements Reserve	\$ 688,000
Stormwater Management reserve	\$ 1,082,227
Domestic Waste Management reserve	\$ 2,855,188
Special Purpose Unexpended Grants	\$ 11,473,650
Total External Restrictions	\$ 54,789,847
Internally Restricted Reserves	
Plant & Fleet Reserve	\$ 485,756
Employee Leave Entitlements	\$ 1,200,000
Deposits, Retentions, Bonds	\$ 13,652,131
Election Reserve	\$ 500,000
Hudson Park Driving Range	\$ 195,000
IT & Office Equipment	\$ 240,000
Risk & Legal Reserve	\$ 400,000
Strategic Priorities	\$ 2,082,000
Contributions towards works	\$ 20,000
Adshel	\$ 270,000
Total Internal Restrictions	\$ 19,044,887
Total Restrictions	\$ 73,834,734
Unrestricted Cash	\$ 3,191,168
Total Cash & Cash Equivalents	\$ 77,025,901

Please note that the reported reserve balances are subject to change pending end-of-financial-year adjustments and the finalisation of the annual audit.

Certification – Responsible Accounting Officer

The Chief Financial Officer as the Responsible Accounting 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. [Download](#) Investment Report June 2025



Investment Report

01/06/2025 to 30/06/2025



Portfolio Valuation as at 30/06/2025

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
NAB	AA-	TD	GENERAL	At Maturity	08/04/2025	08/07/2025	4.7000	2,000,000.00	2,000,000.00	21,632.88	7,726.03
Westpac	AA-	TD	GENERAL	Annual	26/10/2023	16/07/2025	5.3800	2,000,000.00	2,000,000.00	72,519.45	8,843.84
BOQ	A-	TD	GENERAL	At Maturity	23/01/2025	23/07/2025	5.0000	2,000,000.00	2,000,000.00	43,561.64	8,219.18
NAB	AA-	TD	GENERAL	Annual	24/07/2024	24/07/2025	5.3500	1,000,000.00	1,000,000.00	50,128.77	4,397.26
NAB	AA-	TD	GENERAL	At Maturity	07/08/2024	07/08/2025	5.0500	1,000,000.00	1,000,000.00	45,380.82	4,150.68
Westpac	AA-	TD	GENERAL	At Maturity	11/12/2023	13/08/2025	5.2000	2,000,000.00	2,000,000.00	161,841.10	8,547.95
Westpac	AA-	TD	GENERAL	At Maturity	11/12/2023	10/09/2025	5.1500	2,000,000.00	2,000,000.00	160,284.93	8,465.75
NAB	AA-	TD	GENERAL	At Maturity	27/06/2025	29/09/2025	4.2500	2,000,000.00	2,000,000.00	931.51	931.51
NAB	AA-	TD	GENERAL	At Maturity	27/06/2025	29/09/2025	4.2500	2,000,000.00	2,000,000.00	931.51	931.51
NAB	AA-	TD	GENERAL	Annual	25/06/2025	27/10/2025	4.3300	2,000,000.00	2,000,000.00	1,423.56	1,423.56
Bank of Us	BBB+	TD	GENERAL	Annual	28/04/2025	28/10/2025	4.5000	2,000,000.00	2,000,000.00	15,780.82	7,397.26
Westpac	AA-	TD	GENERAL	Quarterly	27/10/2021	29/10/2025	1.5900	2,000,000.00	2,000,000.00	5,575.89	2,613.70
ICBC Sydney Branch	A	TD	GENERAL	At Maturity	31/10/2024	31/10/2025	5.1700	2,000,000.00	2,000,000.00	68,838.90	8,498.63
NAB	AA-	TD	GENERAL	At Maturity	14/08/2024	14/11/2025	4.9600	2,000,000.00	2,000,000.00	87,241.64	8,153.42
NAB	AA-	TD	GENERAL	Annual	04/09/2024	04/12/2025	4.8400	2,000,000.00	2,000,000.00	79,561.64	7,956.16
BOQ	A-	TD	GENERAL	Annual	04/06/2025	04/12/2025	4.3500	2,000,000.00	2,000,000.00	6,435.62	6,435.62
NAB	AA-	TD	GENERAL	At Maturity	20/12/2024	22/12/2025	5.0000	2,500,000.00	2,500,000.00	66,095.89	10,273.97
NAB	AA-	TD	GENERAL	At Maturity	23/12/2024	23/12/2025	5.0000	2,000,000.00	2,000,000.00	52,054.79	8,219.18



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
NAB	AA-	TD	GENERAL	Annual	25/06/2025	29/12/2025	4.2400	2,000,000.00	2,000,000.00	1,393.97	1,393.97
Bank of Us	BBB+	TD	GENERAL	Annual	26/06/2025	06/01/2026	4.3500	3,000,000.00	3,000,000.00	1,787.67	1,787.67
BOQ	A-	TD	GENERAL	At Maturity	26/03/2024	21/01/2026	4.8700	2,000,000.00	2,000,000.00	123,284.38	8,005.48
BOQ	A-	TD	GENERAL	Annual	25/06/2025	27/01/2026	4.3400	2,000,000.00	2,000,000.00	1,426.85	1,426.85
NAB	AA-	TD	GENERAL	At Maturity	14/08/2024	13/02/2026	4.8100	2,000,000.00	2,000,000.00	84,603.29	7,906.85
Suncorp Bank	AA-	TD	GENERAL	Annual	26/06/2025	26/02/2026	4.2900	3,000,000.00	3,000,000.00	1,763.01	1,763.01
Westpac	AA-	TD	GENERAL	At Maturity	26/03/2024	18/03/2026	4.8000	3,000,000.00	3,000,000.00	182,268.49	11,835.62
Suncorp Bank	AA-	TD	GENERAL	Annual	26/06/2025	26/03/2026	4.2900	3,000,000.00	3,000,000.00	1,763.01	1,763.01
Bank of Us	BBB+	TD	GENERAL	Annual	26/06/2025	26/03/2026	4.3500	3,000,000.00	3,000,000.00	1,787.67	1,787.67
Suncorp Bank	AA-	TD	GENERAL	At Maturity	15/05/2025	15/05/2026	4.4000	2,000,000.00	2,000,000.00	11,331.51	7,232.88
NAB	AA-	TD	GENERAL	Annual	18/05/2021	15/05/2026	1.3000	1,000,000.00	1,000,000.00	1,531.51	1,068.49
Westpac	AA-	TD	GENERAL	Annual	19/05/2025	19/05/2026	4.3900	1,000,000.00	1,000,000.00	5,171.78	3,608.22
Bank of Us	BBB+	TD	GENERAL	Annual	14/08/2024	14/08/2026	4.7000	2,000,000.00	2,000,000.00	82,668.49	7,726.03
Westpac	AA-	TD	GENERAL	Quarterly	27/10/2021	28/10/2026	1.8200	2,000,000.00	2,000,000.00	6,382.47	2,991.78
Macquarie Bank	A+	CASH	GENERAL	Monthly	30/06/2025	30/06/2025	4.1500	1,310,812.45	1,310,812.45	4,455.95	4,455.95
Commonwealth Bank	AA-	CASH	GENERAL	Monthly	30/06/2025	30/06/2025	3.6000	3,849,330.39	3,849,330.39	27,322.31	27,322.31
Commonwealth Bank	AA-	CASH	GENERAL	Monthly	30/06/2025	30/06/2025	3.6500	6,365,758.48	6,365,758.48	66,782.62	66,782.62
TOTALS								77,025,901.32	77,025,901.32	1,545,946.36	272,043.62



Portfolio by Asset as at 30/06/2025

Asset Type: CASH

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Macquarie Bank	A+	CASH	GENERAL	Monthly	30/06/2025	30/06/2025	4.1500	1,310,812.45	1,310,812.45	4,455.95	4,455.95
Commonwealth Bank	AA-	CASH	GENERAL	Monthly	30/06/2025	30/06/2025	3.6000	3,849,330.39	3,849,330.39	27,322.31	27,322.31
Commonwealth Bank	AA-	CASH	GENERAL	Monthly	30/06/2025	30/06/2025	3.6500	6,365,758.48	6,365,758.48	66,782.62	66,782.62
CASH SUBTOTALS								11,525,901.32	11,525,901.32	98,560.88	98,560.88

Asset Type: TD

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
NAB	AA-	TD	GENERAL	At Maturity	08/04/2025	08/07/2025	4.7000	2,000,000.00	2,000,000.00	21,632.88	7,726.03
Westpac	AA-	TD	GENERAL	Annual	26/10/2023	16/07/2025	5.3800	2,000,000.00	2,000,000.00	72,519.45	8,843.84
BOQ	A-	TD	GENERAL	At Maturity	23/01/2025	23/07/2025	5.0000	2,000,000.00	2,000,000.00	43,561.64	8,219.18
NAB	AA-	TD	GENERAL	Annual	24/07/2024	24/07/2025	5.3500	1,000,000.00	1,000,000.00	50,128.77	4,397.26
NAB	AA-	TD	GENERAL	At Maturity	07/08/2024	07/08/2025	5.0500	1,000,000.00	1,000,000.00	45,380.82	4,150.68
Westpac	AA-	TD	GENERAL	At Maturity	11/12/2023	13/08/2025	5.2000	2,000,000.00	2,000,000.00	161,841.10	8,547.95
Westpac	AA-	TD	GENERAL	At Maturity	11/12/2023	10/09/2025	5.1500	2,000,000.00	2,000,000.00	160,284.93	8,465.75
NAB	AA-	TD	GENERAL	At Maturity	27/06/2025	29/09/2025	4.2500	2,000,000.00	2,000,000.00	931.51	931.51
NAB	AA-	TD	GENERAL	At Maturity	27/06/2025	29/09/2025	4.2500	2,000,000.00	2,000,000.00	931.51	931.51



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
NAB	AA-	TD	GENERAL	Annual	25/06/2025	27/10/2025	4.3300	2,000,000.00	2,000,000.00	1,423.56	1,423.56
Bank of Us	BBB+	TD	GENERAL	Annual	28/04/2025	28/10/2025	4.5000	2,000,000.00	2,000,000.00	15,780.82	7,397.26
Westpac	AA-	TD	GENERAL	Quarterly	27/10/2021	29/10/2025	1.5900	2,000,000.00	2,000,000.00	5,575.89	2,613.70
ICBC Sydney Branch	A	TD	GENERAL	At Maturity	31/10/2024	31/10/2025	5.1700	2,000,000.00	2,000,000.00	68,838.90	8,498.63
NAB	AA-	TD	GENERAL	At Maturity	14/08/2024	14/11/2025	4.9600	2,000,000.00	2,000,000.00	87,241.64	8,153.42
NAB	AA-	TD	GENERAL	Annual	04/09/2024	04/12/2025	4.8400	2,000,000.00	2,000,000.00	79,561.64	7,956.16
BOQ	A-	TD	GENERAL	Annual	04/06/2025	04/12/2025	4.3500	2,000,000.00	2,000,000.00	6,435.62	6,435.62
NAB	AA-	TD	GENERAL	At Maturity	20/12/2024	22/12/2025	5.0000	2,500,000.00	2,500,000.00	66,095.89	10,273.97
NAB	AA-	TD	GENERAL	At Maturity	23/12/2024	23/12/2025	5.0000	2,000,000.00	2,000,000.00	52,054.79	8,219.18
NAB	AA-	TD	GENERAL	Annual	25/06/2025	29/12/2025	4.2400	2,000,000.00	2,000,000.00	1,393.97	1,393.97
Bank of Us	BBB+	TD	GENERAL	Annual	26/06/2025	06/01/2026	4.3500	3,000,000.00	3,000,000.00	1,787.67	1,787.67
BOQ	A-	TD	GENERAL	At Maturity	26/03/2024	21/01/2026	4.8700	2,000,000.00	2,000,000.00	123,284.38	8,005.48
BOQ	A-	TD	GENERAL	Annual	25/06/2025	27/01/2026	4.3400	2,000,000.00	2,000,000.00	1,426.85	1,426.85
NAB	AA-	TD	GENERAL	At Maturity	14/08/2024	13/02/2026	4.8100	2,000,000.00	2,000,000.00	84,603.29	7,906.85
Suncorp Bank	AA-	TD	GENERAL	Annual	26/06/2025	26/02/2026	4.2900	3,000,000.00	3,000,000.00	1,763.01	1,763.01
Westpac	AA-	TD	GENERAL	At Maturity	26/03/2024	18/03/2026	4.8000	3,000,000.00	3,000,000.00	182,268.49	11,835.62
Suncorp Bank	AA-	TD	GENERAL	Annual	26/06/2025	26/03/2026	4.2900	3,000,000.00	3,000,000.00	1,763.01	1,763.01
Bank of Us	BBB+	TD	GENERAL	Annual	26/06/2025	26/03/2026	4.3500	3,000,000.00	3,000,000.00	1,787.67	1,787.67
Suncorp Bank	AA-	TD	GENERAL	At Maturity	15/05/2025	15/05/2026	4.4000	2,000,000.00	2,000,000.00	11,331.51	7,232.88
NAB	AA-	TD	GENERAL	Annual	18/05/2021	15/05/2026	1.3000	1,000,000.00	1,000,000.00	1,531.51	1,068.49



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Westpac	AA-	TD	GENERAL	Annual	19/05/2025	19/05/2026	4.3900	1,000,000.00	1,000,000.00	5,171.78	3,608.22
Bank of Us	BBB+	TD	GENERAL	Annual	14/08/2024	14/08/2026	4.7000	2,000,000.00	2,000,000.00	82,668.49	7,726.03
Westpac	AA-	TD	GENERAL	Quarterly	27/10/2021	28/10/2026	1.8200	2,000,000.00	2,000,000.00	6,382.47	2,991.78
TD SUBTOTALS								65,500,000.00	65,500,000.00	1,447,385.48	173,482.74



Portfolio by Asset Totals as at 30/06/2025

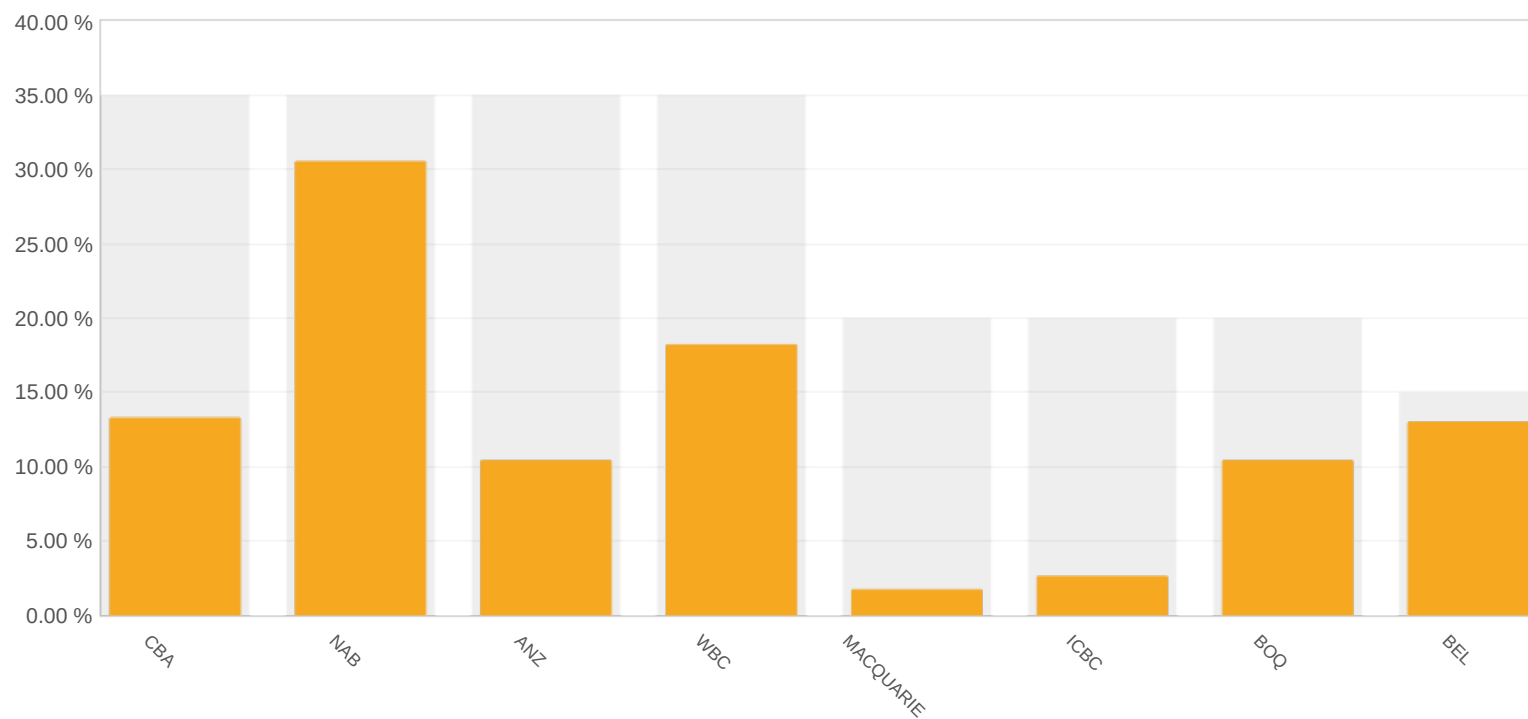
Type	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
CASH	11,525,901.32	11,525,901.32	98,560.88	98,560.88
TD	65,500,000.00	65,500,000.00	1,447,385.48	173,482.74
TOTALS	77,025,901.32	77,025,901.32	1,545,946.36	272,043.62



Counterparty Compliance as at 30/06/2025

Long Term Investments

Compliant	Bank Group	Term	Rating	Invested (\$)	Invested (%)	Limit (%)	Limit (\$)	Available (\$)
✓	Commonwealth Bank	Long	AA-	10,215,088.87	13.26	35.00	-	16,743,976.59
✓	NAB	Long	AA-	23,500,000.00	30.51	35.00	-	3,459,065.46
✓	ANZ Bank	Long	AA-	8,000,000.00	10.39	35.00	-	18,959,065.46
✓	Westpac	Long	AA-	14,000,000.00	18.18	35.00	-	12,959,065.46
✓	Macquarie Bank	Long	A+	1,310,812.45	1.70	20.00	-	14,094,367.81
✓	ICBC Sydney Branch	Long	A	2,000,000.00	2.60	20.00	-	13,405,180.26
✓	BOQ	Long	A-	8,000,000.00	10.39	20.00	-	7,405,180.26
✓	Bank of Us	Long	BBB+	10,000,000.00	12.98	15.00	-	1,553,885.20
TOTALS				77,025,901.32	100.00			

Counterparty Compliance - Long Term Investments

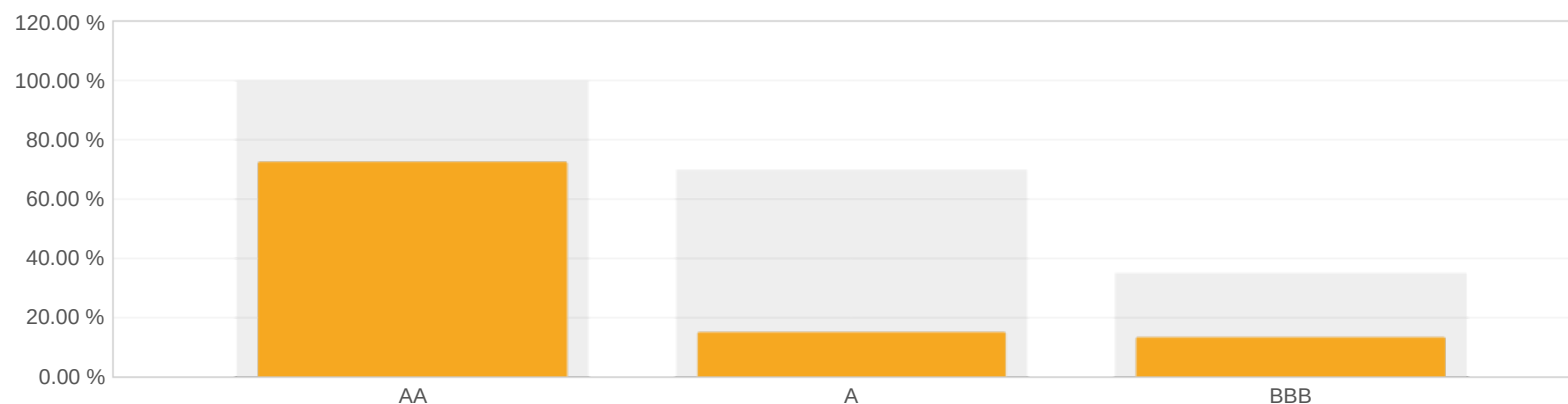


Credit Quality Compliance as at 30/06/2025

Long Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available (\$)
✓	AA	55,715,088.87	72.33	100.00	21,310,812.45
✓	A	11,310,812.45	14.68	70.00	42,607,318.47
✓	BBB	10,000,000.00	12.98	35.00	16,959,065.46
TOTALS		77,025,901.32	100.00		

Credit Quality Compliance - Long Term Investments

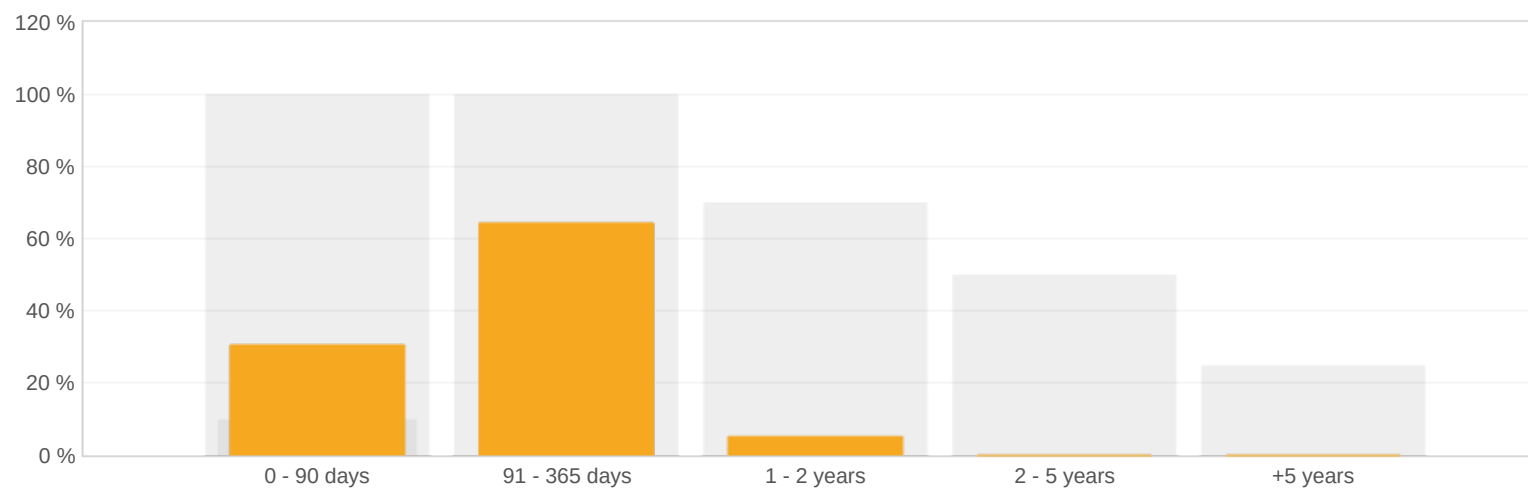




Maturity Compliance as at 30/06/2025

Compliant	Term	Invested (\$)	Invested (%)	Min Limit (%)	Max Limit (%)	Available (\$)
✓	0 - 90 days	23,525,901.32	30.54	10.00	100.00	53,500,000.00
✓	91 - 365 days	49,500,000.00	64.26	0.00	100.00	27,525,901.32
✓	1 - 2 years	4,000,000.00	5.19	0.00	70.00	49,918,130.92
✓	2 - 5 years	-	0.00	0.00	50.00	38,512,950.66
✓	+5 years	-	0.00	0.00	25.00	19,256,475.33
TOTALS		77,025,901.32	100.00			

Maturity Compliance





Portfolio Comparison

From: 31/05/2025 To: 30/06/2025

Issuer	Rating	Type	Rate (%)	Purchase Date	Maturity Date	Interest (%)	31/05/2025 (\$)	30/06/2025 (\$)	Difference (\$)
BOQ	A-	TD	5.1600	04/12/2024	04/06/2025	Annual	2,000,000.00	-	-2,000,000.00
Westpac	AA-	TD	5.3800	26/10/2023	04/06/2025	Annual	2,000,000.00	-	-2,000,000.00
NAB	AA-	TD	5.0500	23/12/2024	23/06/2025	At Maturity	2,000,000.00	-	-2,000,000.00
NAB	AA-	TD	5.0500	24/12/2024	24/06/2025	At Maturity	1,500,000.00	-	-1,500,000.00
NAB	AA-	TD	4.7000	08/04/2025	08/07/2025	At Maturity	2,000,000.00	2,000,000.00	-
Westpac	AA-	TD	5.3800	26/10/2023	16/07/2025	Annual	2,000,000.00	2,000,000.00	-
BOQ	A-	TD	5.0000	23/01/2025	23/07/2025	At Maturity	2,000,000.00	2,000,000.00	-
NAB	AA-	TD	5.3500	24/07/2024	24/07/2025	Annual	1,000,000.00	1,000,000.00	-
NAB	AA-	TD	5.0500	07/08/2024	07/08/2025	At Maturity	1,000,000.00	1,000,000.00	-
Westpac	AA-	TD	5.2000	11/12/2023	13/08/2025	At Maturity	2,000,000.00	2,000,000.00	-
Westpac	AA-	TD	5.1500	11/12/2023	10/09/2025	At Maturity	2,000,000.00	2,000,000.00	-
NAB	AA-	TD	4.2500	27/06/2025	29/09/2025	At Maturity	-	2,000,000.00	2,000,000.00
NAB	AA-	TD	4.2500	27/06/2025	29/09/2025	At Maturity	-	2,000,000.00	2,000,000.00
NAB	AA-	TD	4.3300	25/06/2025	27/10/2025	Annual	-	2,000,000.00	2,000,000.00
Bank of Us	BBB+	TD	4.5000	28/04/2025	28/10/2025	Annual	2,000,000.00	2,000,000.00	-
Westpac	AA-	TD	1.5900	27/10/2021	29/10/2025	Quarterly	2,000,000.00	2,000,000.00	-
ICBC Sydney Branch	A	TD	5.1700	31/10/2024	31/10/2025	At Maturity	2,000,000.00	2,000,000.00	-



Issuer	Rating	Type	Rate (%)	Purchase Date	Maturity Date	Interest (%)	31/05/2025 (\$)	30/06/2025 (\$)	Difference (\$)
NAB	AA-	TD	4.9600	14/08/2024	14/11/2025	At Maturity	2,000,000.00	2,000,000.00	-
NAB	AA-	TD	4.8400	04/09/2024	04/12/2025	Annual	2,000,000.00	2,000,000.00	-
BOQ	A-	TD	4.3500	04/06/2025	04/12/2025	Annual	-	2,000,000.00	2,000,000.00
NAB	AA-	TD	5.0000	20/12/2024	22/12/2025	At Maturity	2,500,000.00	2,500,000.00	-
NAB	AA-	TD	5.0000	23/12/2024	23/12/2025	At Maturity	2,000,000.00	2,000,000.00	-
NAB	AA-	TD	4.2400	25/06/2025	29/12/2025	Annual	-	2,000,000.00	2,000,000.00
Bank of Us	BBB+	TD	4.3500	26/06/2025	06/01/2026	Annual	-	3,000,000.00	3,000,000.00
BOQ	A-	TD	4.8700	26/03/2024	21/01/2026	At Maturity	2,000,000.00	2,000,000.00	-
BOQ	A-	TD	4.3400	25/06/2025	27/01/2026	Annual	-	2,000,000.00	2,000,000.00
NAB	AA-	TD	4.8100	14/08/2024	13/02/2026	At Maturity	2,000,000.00	2,000,000.00	-
Suncorp Bank	AA-	TD	4.2900	26/06/2025	26/02/2026	Annual	-	3,000,000.00	3,000,000.00
Westpac	AA-	TD	4.8000	26/03/2024	18/03/2026	At Maturity	3,000,000.00	3,000,000.00	-
Suncorp Bank	AA-	TD	4.2900	26/06/2025	26/03/2026	Annual	-	3,000,000.00	3,000,000.00
Bank of Us	BBB+	TD	4.3500	26/06/2025	26/03/2026	Annual	-	3,000,000.00	3,000,000.00
Suncorp Bank	AA-	TD	4.4000	15/05/2025	15/05/2026	At Maturity	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	4.3900	19/05/2025	19/05/2026	Annual	1,000,000.00	1,000,000.00	-
Bank of Us	BBB+	TD	4.7000	14/08/2024	14/08/2026	Annual	2,000,000.00	2,000,000.00	-
Westpac	AA-	TD	1.8200	27/10/2021	28/10/2026	Quarterly	2,000,000.00	2,000,000.00	-
Macquarie Bank	A+	CASH	4.1500	31/05/2025	31/05/2025	Monthly	1,306,208.64	1,310,812.45	4,603.81



Issuer	Rating	Type	Rate (%)	Purchase Date	Maturity Date	Interest (%)	31/05/2025 (\$)	30/06/2025 (\$)	Difference (\$)
Commonwealth Bank	AA-	CASH	3.8500	31/05/2025	31/05/2025	Monthly	7,970,646.77	3,849,330.39	-4,121,316.38
Commonwealth Bank	AA-	CASH	3.9000	31/05/2025	31/05/2025	Monthly	21,365,758.48	6,365,758.48	-15,000,000.00
TOTALS							79,642,613.89	77,025,901.32	-2,616,712.57



Trades in Period

From: 01/06/2025 To: 30/06/2025

New Trades - From: 01/06/2025 To: 30/06/2025

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Value (\$)	Reference
BOQ	A-	TD	GENERAL	Annual	04/06/2025	04/12/2025	4.3500	2,000,000.00	6 Months TD
NAB	AA-	TD	GENERAL	Annual	25/06/2025	29/12/2025	4.2400	2,000,000.00	
NAB	AA-	TD	GENERAL	Annual	25/06/2025	27/10/2025	4.3300	2,000,000.00	
BOQ	A-	TD	GENERAL	Annual	25/06/2025	27/01/2026	4.3400	2,000,000.00	
Suncorp Bank	AA-	TD	GENERAL	Annual	26/06/2025	26/02/2026	4.2900	3,000,000.00	
Suncorp Bank	AA-	TD	GENERAL	Annual	26/06/2025	26/03/2026	4.2900	3,000,000.00	
Bank of Us	BBB+	TD	GENERAL	Annual	26/06/2025	26/03/2026	4.3500	3,000,000.00	
Bank of Us	BBB+	TD	GENERAL	Annual	26/06/2025	06/01/2026	4.3500	3,000,000.00	
NAB	AA-	TD	GENERAL	At Maturity	27/06/2025	29/09/2025	4.2500	2,000,000.00	
NAB	AA-	TD	GENERAL	At Maturity	27/06/2025	29/09/2025	4.2500	2,000,000.00	
TOTALS								24,000,000.00	

**Sell Trades - From: 01/06/2025 To: 30/06/2025**

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Selling Date	Yield/Margin (%)	Face Value (\$)	Gross Value (\$)	Capital Value (\$)	Reference
No entries for this item												
TOTALS									0			

**Matured Trades - From: 01/06/2025 To: 30/06/2025**

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Value (\$)	Reference
BOQ	A-	TD	GENERAL	Annual	04/12/2024	04/06/2025	5.1600	2,000,000.00	6 Months TD
Westpac	AA-	TD	GENERAL	Annual	26/10/2023	04/06/2025	5.3800	2,000,000.00	
NAB	AA-	TD	GENERAL	At Maturity	23/12/2024	23/06/2025	5.0500	2,000,000.00	TD Confirmation letter with Supporting documents
NAB	AA-	TD	GENERAL	At Maturity	24/12/2024	24/06/2025	5.0500	1,500,000.00	TD Confirmation letter with Supporting documents
TOTALS								7,500,000.00	



Unrealised Gains / Losses as at 30/06/2025

Issuer	Rating	Type	Purchase Date	Maturity Date	Allocation	Cost (\$)	Value (\$)	Purchase Price	Current Price	Gain/Loss (\$)
No entries for this item										
TOTALS						0	0			0



Realised Gains / Losses

From: 01/06/2025 To: 30/06/2025

Issuer	Rating	Type	Purchase Date	Maturity Date	Selling Date	Cost Price	Current Price	Purchase Price	Selling Price	Realised	Type
No entries for this item											
TOTALS						0	0			0	



Interest Received in Period

From: 01/06/2025 To: 30/06/2025

Periodic Interest

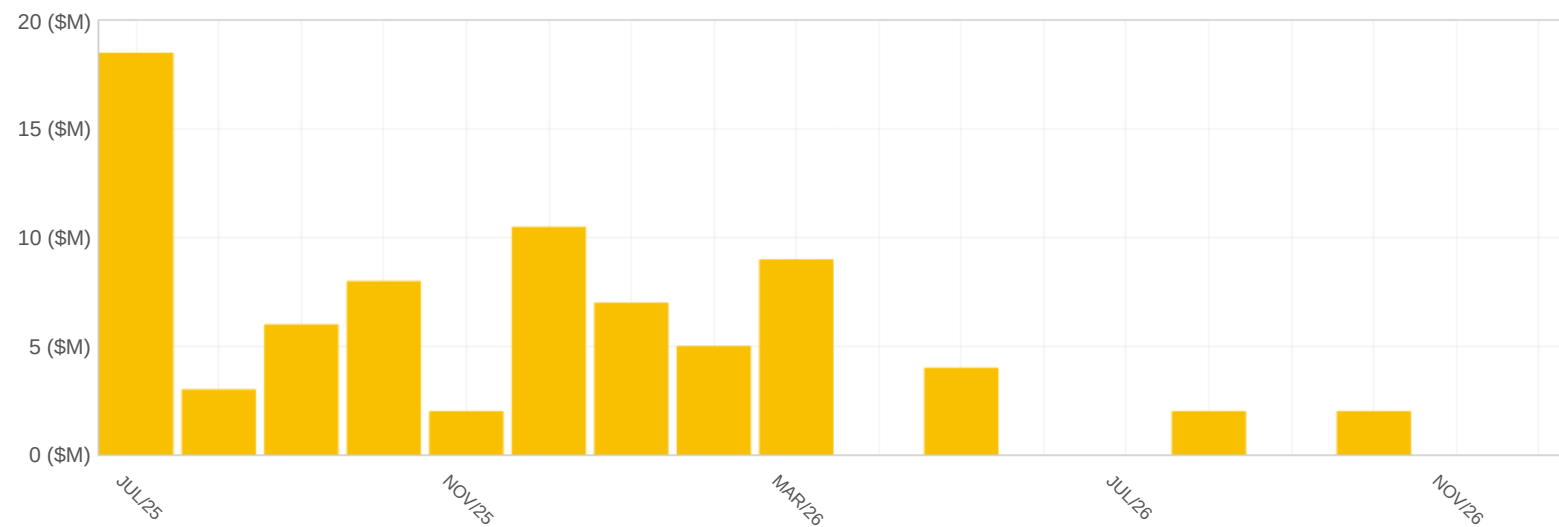
Issuer	Rating	Type	Allocation	Frequency	Value (\$)	Purchase Date	Maturity Date	Coupon Date	Type	Rate (%)	Received (\$)
Westpac	AA-	TD	GENERAL	Annual	2,000,000.00	26/10/2023	04/06/2025	04/06/2025	Maturity	5.3800	64,560.00
BOQ	A-	TD	GENERAL	Annual	2,000,000.00	04/12/2024	04/06/2025	04/06/2025	Maturity	5.1600	51,458.63
NAB	AA-	TD	GENERAL	At Maturity	2,000,000.00	23/12/2024	23/06/2025	23/06/2025	Maturity	5.0500	50,361.64
NAB	AA-	TD	GENERAL	At Maturity	1,500,000.00	24/12/2024	24/06/2025	24/06/2025	Maturity	5.0500	37,771.23
TOTALS					7,500,000.00						204,151.51



Maturity Cash Flow as at 30/06/2025

Year	Jan (\$)	Feb (\$)	Mar (\$)	Apr (\$)	May (\$)	Jun (\$)	Jul (\$)	Aug (\$)	Sep (\$)	Oct (\$)	Nov (\$)	Dec (\$)	Total (\$)
2025	-	-	-	-	-	-	18,525,901	3,000,000	6,000,000	8,000,000	2,000,000	10,500,000	48,025,901.32
2026	7,000,000	5,000,000	9,000,000	-	4,000,000	-	-	2,000,000	-	2,000,000	-	-	29,000,000.00
TOTALS													77,025,901.32

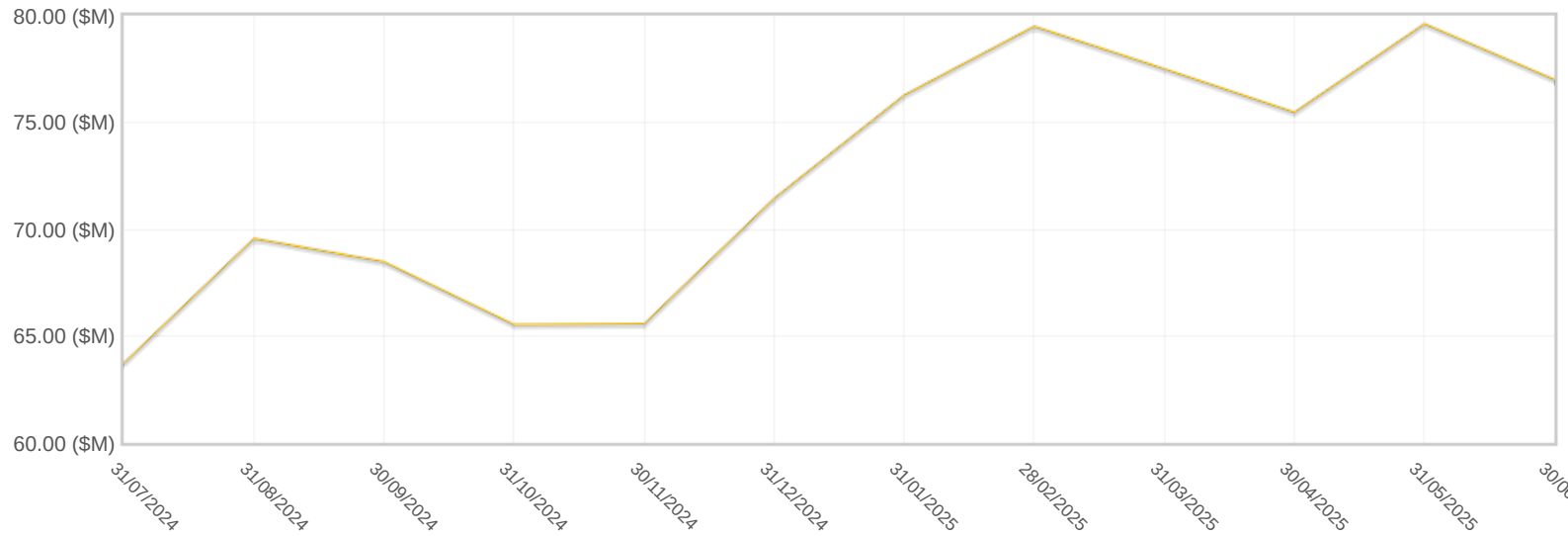
Maturity Cash Flow Distribution





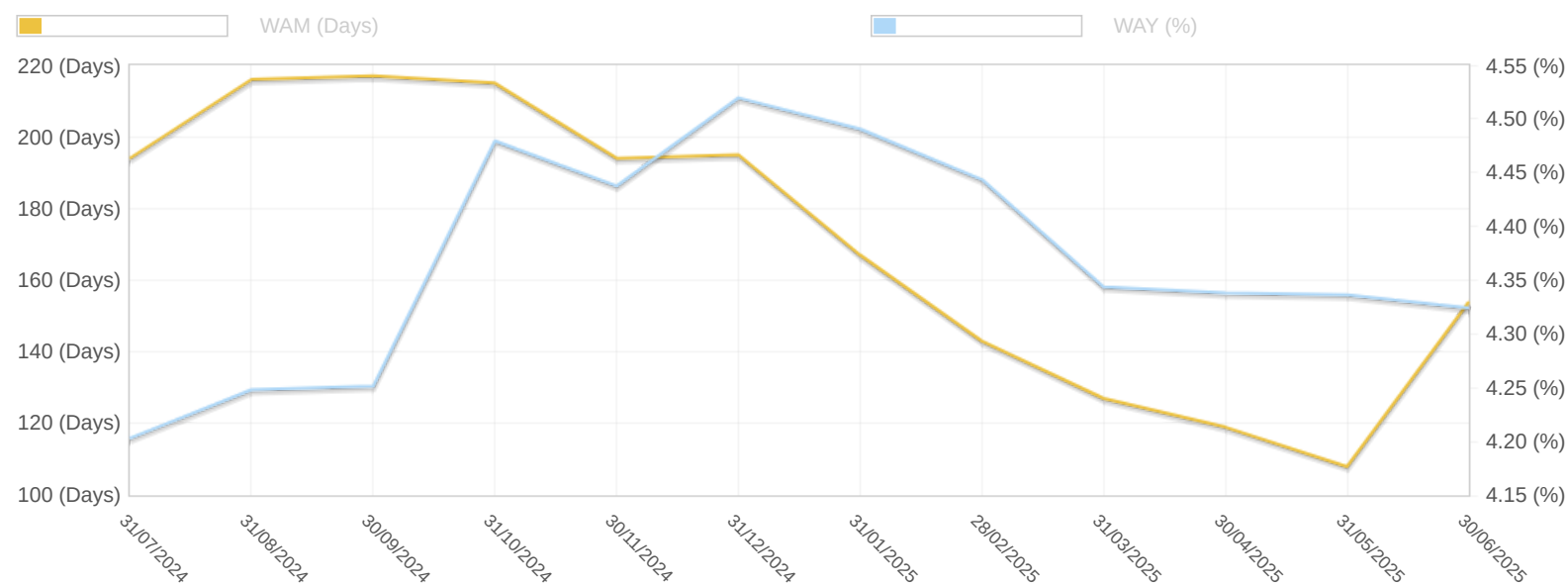
Historical Portfolio Balances as at 30/06/2025

31/07/2024	31/08/2024	30/09/2024	31/10/2024	30/11/2024	31/12/2024	31/01/2025	28/02/2025	31/03/2025	30/04/2025	31/05/2025	30/06/2025
63.76	69.59	68.50	65.56	65.59	71.47	76.30	79.52	77.53	75.50	79.64	77.03



Historical Ratios as at 30/06/2025

	31/07/2024	31/08/2024	30/09/2024	31/10/2024	30/11/2024	31/12/2024	31/01/2025	28/02/2025	31/03/2025	30/04/2025	31/05/2025	30/06/2025
WAM (Days)	194	216	217	215	194	195	167	143	127	119	108	154
WAY (%)	4.2029	4.2481	4.2514	4.4796	4.4377	4.5196	4.4906	4.4436	4.3439	4.3383	4.3364	4.3240





Allocation as at 30/06/2025

Code	Number of trades	Invested (\$)	Invested (%)
GENERAL	35	77,025,901.32	100.00
TOTALS	35	77,025,901.32	100.0

Allocation Distribution as at 30/06/2025

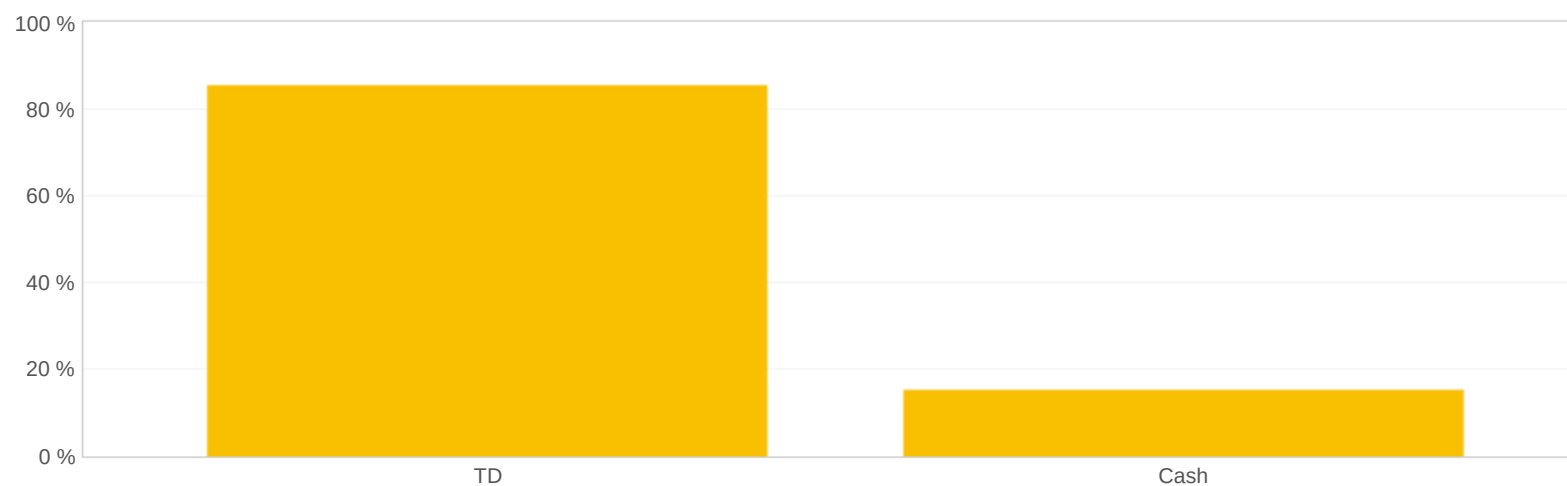




Asset Class as at 30/06/2025

Code	Number of Trades	Invested (\$)	Invested (%)
TD	32	65,500,000.00	85.04
Cash	3	11,525,901.32	14.96
TOTALS	35	77,025,901.32	100.0

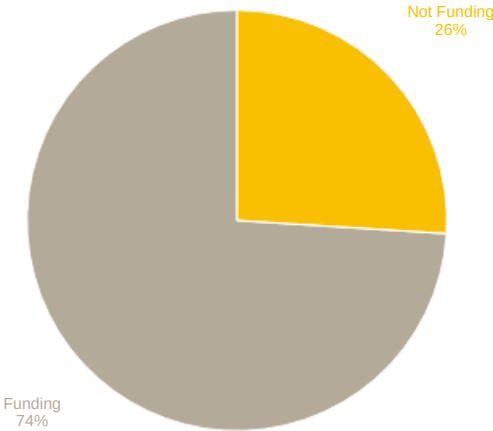
Asset Class Distribution





ADIs funding fossil fuels as at 30/06/2025

	Number of Trades	Invested (\$)	Invested (%)
Not funding fossil fuels	9	20,000,000.00	26.0
Funding fossil fuels	26	57,025,901.32	74.0



CCS4 **STATISTICS ON CALLS, COMPLAINTS, QUERIES, SUGGESTIONS ETC RECEIVED BY THE COUNCIL SERVICE DESK**

AUTHOR: **David Vien, Manager Digital, Information and Customer**

APPROVER: **Kristy Watts, Director Corporate and Community**

RECOMMENDATION

That the report be received and noted.

PURPOSE OF REPORT

To provide an update on information in relation to customer statistics on compliments and complaints received by Council.

REPORT

The Council is committed to providing excellent cost-effective services both legislated and those requested by the Strathfield community (the Community).

Compliments and complaints provide unique information about the quality of our services – what is going well and opportunities for improvement.

We value the community's feedback on our services, decisions, actions, and officers and are committed to treating compliments and complaints sincerely, impartially, and promptly.

Compliments and complaints are considered in the context of all customer service desk interactions to enable continuous evaluation of our own performance. Customer Service Desk interactions include visitation to our Customer Service Desk and phone calls made to our Customer Service Team.

Statistics for the period from 1 April 2025 – 30 June 2025 are presented as an attachment to this report.

FINANCIAL IMPLICATIONS

There are no financial implications.

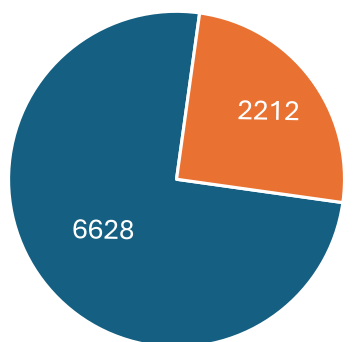
ATTACHMENTS

1. [CX Stats for the Period 1 April 2025 to 30 June 2025](#)

Customer Service Statistics

1 Apr 2025 – 30 Jun 2025

Total Enquiries by Channel



■ Calls ■ Face to Face

8840 Total Enquiries

1659 Enquiries led to Customer Service direct actions

95% Of phone enquiries are handled at first point of contact

3 Complaints have been formally raised

1 Compliments have been registered with the team

Compliments and Complaints Summary

1 Apr 2025 – 30 Jun 2025

Compliments

Owners expressed their appreciation and thanks to officers for being very helpful and friendly throughout the DA planning process.

Complaints

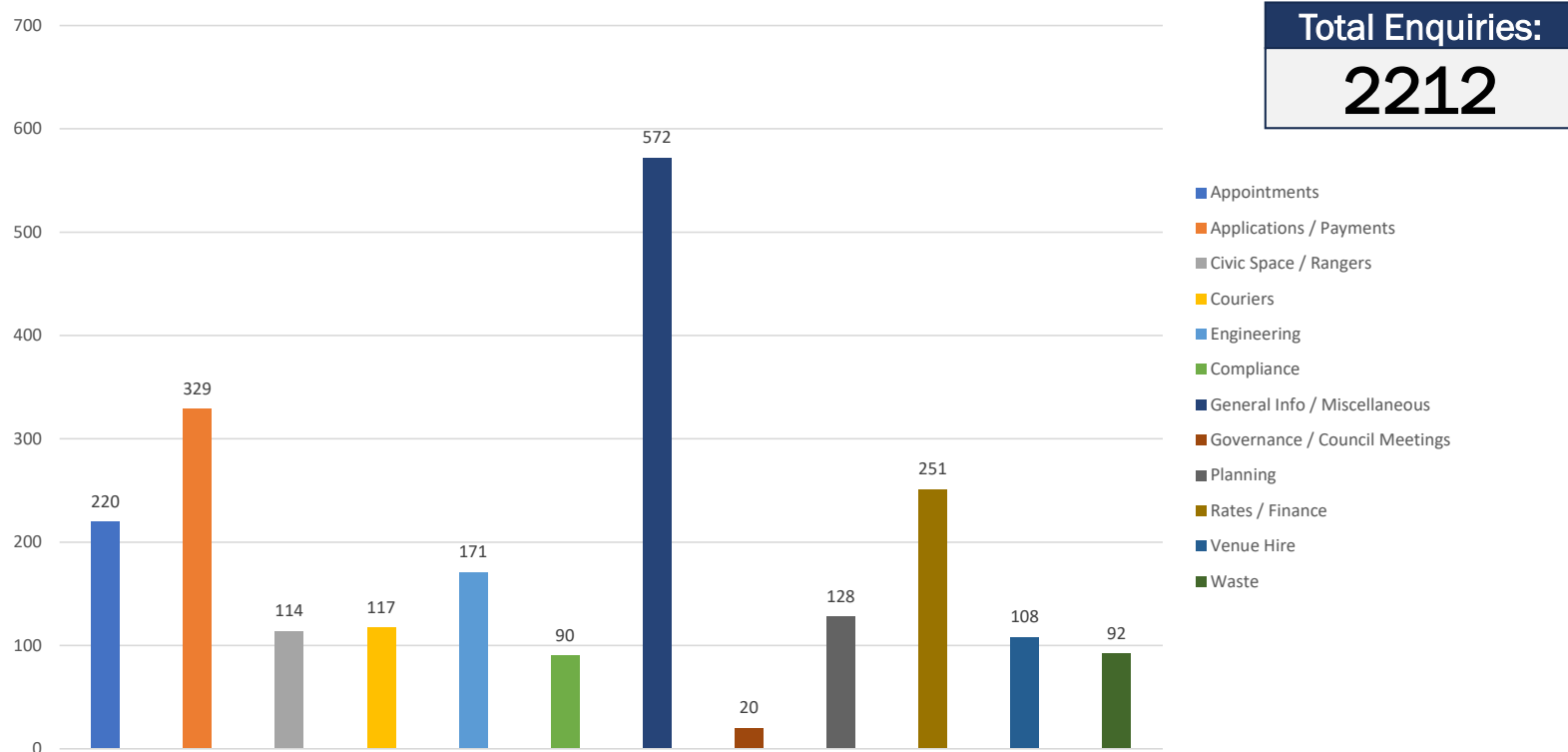
Complaint against Council contractors intimidating pedestrians

Double bookings made at Melville Hall

Complaint raised and requesting speed bumps be installed for a busy section of street in LGA

Face-to-face Interactions by Enquiry Topic

1 Apr 2025 – 30 Jun 2025



CCS5 **APPROVAL FOR EXHIBITION - CODE OF MEETING PRACTICE, EXPENSES AND FACILITIES POLICY, AND CODE OF CONDUCT**

AUTHOR: **Graham Pares, Manager Governance and Procurement**

APPROVER: **Kristy Watts, Director Corporate and Community**

RECOMMENDATION

1. That the currently adopted Code of Meeting Practice be placed on public exhibition for at least 28 days and submissions invited for 42 days.
2. That the currently adopted Councillor Expenses and Facilities Policy be placed on public exhibition for at least 28 days and submissions invited for 42 days.
3. That the currently adopted Code of Conduct be placed on public exhibition for at least 28 days and submissions invited for 42 days.
4. That Council note, Councillor input into the policies attached will be sought at the August 2025 Councillor Workshop.
5. That a further report be brought back to Council post the submission period advising of all submissions of significance and any proposed amendments that address the submissions prior to adoption of the relevant documents at the September Council Meeting.

PURPOSE OF REPORT

To seek Council's endorsement to place the Code of Meeting Practice, Councillor Expenses and Facilities Policy and Code of Conduct on public exhibition for a period of 28 days and invite submissions on the documents for a period of 42 days prior to consideration for adoption.

REPORT

Within the provisions of the *Local Government Act 1993* (the Act), there are several key documents that require adoption within the first twelve (12) months of the term of a new Council, being the Code of Meeting Practice (Section 360), Expenses and Facilities Policy (Section 252) and Code of Conduct (Section 440).

Councils presently adopted Code of Meeting Practice (Attachment 1) was last revised in December 2023 and complies with the mandatory provisions of the Model Code of Meeting Practice (the 'Model Meeting Code') from the Office of Local Government (OLG). Any non-mandatory provisions of the Model Meeting Code that were included are highlighted in italics within the document. With no change to the Model Meeting Code having been introduced at this time, there is no current need to amend the provisions within the Council Code prior to exhibition.

Councils presently adopted Expenses and Facilities Policy (Attachment 2) was last revised in November 2023 and was prepared in accordance with the Guidelines for the Payment of Expenses and provision of Facilities to Mayors and Councillors in NSW issued by the Office of Local Government (OLG). With no change to the Guidelines notified at this time, there is no current need to amend the provisions within the Council policy prior to exhibition.

Councils presently adopted Code of Conduct (Attachment 3) was last revised in October 2023 and complies with the Model Code of Conduct issued by the Office of Local Government (OLG). With no change to the Model Code notified at this time, there is no current need to amend the provisions within the Council Code of Conduct prior to exhibition.

In compliance with the relevant provisions of the Local Government Act 1993 and to enable appropriate consideration and opportunity to provide a submission from the public, the documents will be on public exhibition for a period of not less than 28 days and invite submissions for a period of not less than 42 days. Public exhibition will commence Friday 25 July 2025 and conclude Friday 22 August 2025. Submissions will be received from Friday 25 July 2025 and conclude at close of business Friday 5 September 2025.

All submission made will be detailed in the post exhibition report to Council, including any recommended changes to the exhibited documents to address any matters of significance raised during the consultation period.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

1. [Adopted Code of Meeting Practice October 2023](#)
2. [Adopted Expenses and Facilities Policy November 2023](#)
3. [Adopted Code of Conduct October 2023](#)

STRATHFIELD COUNCIL

CODE OF MEETING PRACTICE

15 December 2023

STRATHFIELD
COUNCIL

TABLE OF CONTENTS

1	INTRODUCTION.....	3
2	MEETING PRINCIPLES	4
3	BEFORE THE MEETING	5
4	PUBLIC FORUM	11
5	COMING TOGETHER.....	13
6	THE CHAIRPERSON	19
7	MODES OF ADDRESS	20
8	ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS	21
9	CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS	22
10	RULES OF DEBATE	24
11	VOTING	27
12	COMMITTEE OF THE WHOLE	28
13	DEALING WITH ITEMS BY EXCEPTION	29
14	CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC	30
15	KEEPING ORDER AT MEETINGS	35
16	CONFLICTS OF INTEREST	38
17	DECISION OF THE COUNCIL	39
18	TIME LIMITS ON COUNCIL MEETINGS	42
19	AFTER THE MEETING	43
20	COUNCIL COMMITTEES	45
21	IRREGULARITIES	48
22	DEFINITIONS	49

	CODE OF MEETING PRACTICE		
RESPONSIBILITY	Corporate Services		
DATE ADOPTED	14 June 2019	MINUTE	
REVISED	December 2023	REVIEW	December 2026
CM10 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) Regulation 2021</i>		

1. 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 2021* (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.

2. Meeting Principles

2.1 Council and committee meetings should be:

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

3. Before the Meeting

Timing of ordinary Council meetings

- 3.1 Ordinary meetings of Council will be held at 6.30pm on the fourth (4th) Tuesday of each month with exception to January and December each year, with the final dates determined by resolution of the Council each year 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.

- 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 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 and clause 3.11 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 3.13 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 3.13 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 ensure the agenda for a meeting of the Council or a committee of the Council to be prepared as soon as practicable before the meeting.
- 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 3.17 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 3.21 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.

Statement of ethical obligations

3.22 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding Councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

3.23 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.

3.24 Clause 3.24 does not apply to the business papers for items of business that the General Manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.25 reflects section 9(2A)(b) of the Act.

3.25 For the purposes of clause 3.24, 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 3.26 reflects section 9(3) of the Act.

3.26 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

Note: Clause 3.27 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.27 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.

3.28 Despite clause 3.28, 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.
- 3.29 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.30 Despite clauses 10.19–10.29, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.
- 3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.32 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.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public. Councillors may attend the sessions via an audio/visual link (with the exception of briefing session items which relate to planning matters), and must ensure that no other person is within sight or hearing of the meeting at any time including discussion of matters under section 10A of the Act. The audio/visual link will not be open in the event that the Councillor has declared a conflict of interest and is required to leave the session to manage the conflict.
- 3.34 Councillors attending a briefing session by audio-visual link must have their camera on at all times during any items listed as confidential at the meeting (with exception to planning matters as outlined in clause 3.34 above). Councillors must always ensure that no other person is within sight or hearing of the session, be appropriately dressed and ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the Council into disrepute.
- 3.35 The General Manager or a member of staff nominated by the General Manager is to preside at pre-meeting briefing sessions.
- 3.36 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.
- 3.37 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.

4. Public Forum

- 4.1 The Council holds a public forum during each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public. These may concern items of business to be considered at the meeting or matters notified prior to the meeting.
- 4.2 Public forums may be held by audio-visual link.
- 4.3 Public forums are to be chaired by the Mayor or their nominee.
- 4.4 To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received by 12pm on the day of the meeting on which the public forum is to be held. The applicant must identify the issues they wish to raise or the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 A person may apply to speak on any items of business on the agenda of the Council meeting, and/or general items per their prior submission as outlined in clause 4.1 above.
- 4.6 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.
- 4.7 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.
- 4.8 No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting.
- 4.9 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.
- 4.10 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, in consultation with the Mayor or the Mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.
- 4.11 Approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council at the public forum, and to identify any equipment needs no more than three days before the public forum. The General Manager or their delegate may refuse to allow such material to be presented.
- 4.12 The General Manager or their delegate is to determine the order of speakers at the public forum. 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 as set out in

p10

Clause 8 Order of Business.

- 4.13 Each speaker will be allowed three (3) minutes to address the Council with a maximum extension of two (2) minutes by agreement of the meeting. This time is to be strictly enforced by the chairperson.
- 4.14 Speakers at public forums 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.
- 4.15 A Councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to three (3) minutes with a maximum extension of two (2) minutes by agreement of the meeting.
- 4.17 Speakers at public forums cannot ask questions of the Council, Councillors, or Council staff.
- 4.18 The General Manager or their nominee may, with the concurrence of the chairperson, address the Council for up to five minutes in response to an address to the Council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 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.
- 4.20 When addressing the Council, speakers at public forums must comply with this code and all other relevant Council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's code of conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, 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.
- 4.24 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.

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, with the exception of attendance by audio-visual link under this code in accordance with clauses 5.15 or 5.18 to 5.20.

- 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, be made in writing addressed to the General Manager and 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.

- 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), or a public health emergency the General Manager may, in consultation with the Mayor in consultation with Councillors cancel the meeting. The General Manager will in this instance take reasonable steps to inform each Councillor that the meeting is cancelled. Where a meeting is cancelled, notice of the cancellation will be as reasonably as practicable 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 3.2.

Council Meetings held by audio-visual link

- 5.15 A meeting of the Council or a committee of the Council may be held by audio-visual link where the General Manager determines that the meeting should be held by audio-visual link because of a natural disaster (such as, but not limited to floor or bushfire), or a public health emergency. The General Manager may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of Councillors and staff at risk. The General Manager must make a determination under this clause in consultation with the Mayor and, as far as is practicable, with each Councillor.

p13

- 5.16 Where the Mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the General Manager must:
- (a) give written notice to all Councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all Councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the Council's website and in such other manner the General Manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

Note: Where a Council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by Councillors at Council meetings by audio-visual link

- 5.18 Councillors may attend and participate in meetings of the Council and committees of the Council by audio-visual link with the approval of the Council or the relevant committee should the Councillor be unable to attend in person due to a natural disaster, extenuating or other circumstance or significant health issue.
- Note: If audio-visual link is not available due to technical problems or unforeseen circumstances, the meeting will continue subject to clauses 5.8-5.10.*
- 5.19 A request by a Councillor for approval to attend a Council meeting by audio-visual link must be made by 12:00pm in writing to the General Manager prior to the meeting in question and must provide reasons why the Councillor will be prevented from attending the meeting in person.
- 5.20 A request to attend a Council meeting or committee of the Council by audio-visual link applies to a single meeting only. The request must specify the meeting the request relates to in addition to the information required under clause 5.19.
- 5.21 The Council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a Councillor to attend a meeting by audio-visual link.
- 5.22 A Councillor who has requested approval to attend a meeting of the Council or a committee of the Council by audio-visual link may participate in the meeting by audio-visual link until the Council or committee determines whether to approve their request and is to be taken as

present at the meeting. The Councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

- 5.23 A decision whether to approve a request by a Councillor to attend a meeting of the Council or a committee of the Council by audio-visual link must be made by a resolution of the Council or the committee concerned. The resolution must state:
- (a) the meeting the resolution applies to, and
 - (b) the reason why the Councillor is being permitted to attend the meetings by audio-visual link.
- 5.24 If the Council or committee refuses a Councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.25 A decision whether to approve a Councillor's request to attend a Council meeting or committee of the Council by audio-visual link is at the Council's or the relevant committee's discretion. The Council and committees of the Council must act reasonably when considering requests by Councillors to attend meetings by audio-visual link. However, the Council and committees of the Council are under no obligation to approve a Councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the Councillor to attend the meeting by these means.
- 5.26 The Council and committees of the Council may refuse a Councillor's request to attend a meeting by audio-visual link where the Council meeting or committee is satisfied that the Councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the Council or a committee of the Council by audio-visual link.
- 5.27 This code applies to a Councillor attending a Council meeting by audio-visual link in the same way it would if the Councillor was attending the meeting in person. Where a Councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.28 A Councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The Councillor's camera must be on at all times during the Council meeting or committee of the Council, except as may be otherwise provided for under this code.
- 5.29 A Councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the Council or the committee into disrepute.

Entitlement of the public to attend Council meetings

- 5.30 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 5.30 reflects section 10(1) of the Act.

- 5.31 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.32 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 5.32 reflects section 10(2) of the Act.

Webcasting of meetings

- 5.33 Each meeting of the Council or a committee of the Council is to be recorded by means of an audio or audio-visual device.

- 5.34 At the start of each meeting of the Council or a committee of the Council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and made publicly available on the Council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

- 5.35 The recording of a meeting is to be made publicly available on the Council's website:

- (a) at the same time as the meeting is taking place, or
- (b) as soon as practicable after the meeting.

- 5.36 The recording of a meeting is to be made publicly available on the Council's website for at least 12 months after the meeting.

- 5.37 Clauses 5.35 and 5.36 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.35 – 5.37 reflect section 236 of the Regulation.

- 5.38 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

- 5.39 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 5.39 reflects section 376(1) of the Act.

- 5.40 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 5.40 reflects section 376(2) of the Act.

- 5.41 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 5.41 reflects section 376(3) of the Act.

- 5.42 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.

- 5.43 The General Manager and other council staff may attend meetings of the council and committees of the council by audio-visual link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the General Manager.

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

p17

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.

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.

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]

7.5 A Councillor who is not the chairperson, Council officers and members of the public are to stand when addressing the meeting unless unable to do so due to infirmity.

8. Order of Business for Ordinary Council Meetings.

- 8.1 The general order of business for an ordinary meeting of the Council, except for any meeting held in September to conduct the Mayor and/or Deputy Mayor elections shall be:
1. Moment of reflection
 2. Recognition of Traditional Custodians
 3. Apologies and application for leave of absence
 4. Disclosures of interests (nature of interest to be disclosed)
 5. Acknowledgements
 6. Confirmation of Minutes
 7. Mayoral minute(s)
 8. Items by Exception
 9. Public Forum
 10. Notices of motion
 11. Reports to Council
 12. Reports of committees
 13. Questions with notice
 14. Matters of Urgency
 15. Confidential matters
 16. Conclusion of the meeting
- 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.
- 8.3 Despite clauses 10.19–10.29, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

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 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 3.13.
- 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 information. 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, a question put to a Councillor or Council employee.

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.

- 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.

- 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.

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

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

p25

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.

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 8.3.
- 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.

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,

p26

- 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.

- 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

p27

- 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 3.22 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.
 - (iii)

Note: Clause 14.8 reflects section 10C of the Act.

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 3.22 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.

p28

- 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 3.22 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 three (3) minutes to make representations, with an additional maximum extension of two (2) minutes by agreement of the meeting. 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.

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.

Obligations of Councillors attending meetings by audio-visual link

- 14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

p29

- 14.21 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 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.22 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.
- 14.23 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 14.22 during a part of the meeting that is webcast.

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.

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 15.15 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.
- 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 15.13. 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.

Note: Clause 15.17 reflects section 233(2) of the Regulation.

- 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.

How disorder by Councillors attending meetings by audio-visual link may be dealt with

- 15.21 Where a Councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the Councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.22 If a Councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the Councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.23 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.
- 15.24 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.
- 15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.26 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.

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 attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the Council's code of conduct. Where a Councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the Councillor's audio-visual link to the meeting must be suspended or terminated and the Councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the Council or committee, or at any time during which the Council or committee is voting on the matter.

Note: Councillor's obligations and management of conflicts of interests are dealt with in Council's Code of Conduct.

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 3.09.

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 3.09.

p34

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 3.10 with the consent of all signatories to the notice of motion.

- 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.
- 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.

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.
- 18.3 If the business of the meeting is unfinished at 11:00pm, 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

p36

people as possible.

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) the names of Councillors attending a Council meeting and whether they attended the meeting in person or by audio-visual link,
- b) details of each motion moved at a Council meeting and of any amendments moved to it,
- c) the names of the mover and seconder of the motion or amendment,
- d) whether the motion or amendment was passed or lost, and
- e) 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.

p37

- 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.

- 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.

20. Council Committees

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

p38

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.

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

p39

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).

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:

p40

- a) the names of Councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - b) details of each motion moved at a meeting and of any amendments moved to it,
 - c) the names of the mover and seconder of the motion or amendment,
 - d) whether the motion or amendment was passed or lost, and
 - e) 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.
- 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.

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.

Definitions

The Act	means the <i>Local Government Act 1993</i>
Act of disorder	means an act of disorder as defined in clause 15.12 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
Audio-visual link	means a facility that enables audio and visual communication between persons at different places
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
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 the Model Code of Conduct for Local Councils in NSW requiring the recording of the names of the Councillors who

voted both for and against a motion

Foreshadowed amendment	Means a proposed amendment foreshadowed by a Councillor under clause 10.17 of this code during debate on the first amendment
Foreshadowed motion	means a motion foreshadowed by a Councillor under clause 10.16 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 Environmental Planning and Assessment Act 1979 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 Local Government (General) Regulation 2021
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

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: ☐ That under clause 4.3 of the Code of Meeting Practice the Chairperson may accept a request to speak from the floor. ☐ That under clause 4.10 of the Code of Meeting Practice the Chairperson may accept a request to speak from the floor. ☐ 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. ☐ 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 Policy & 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

November 2022	Policy Review	
July 2023	Policy Review	
15 December 2023	Report CCS2 Code of Meeting Practice Review Draft Strathfield Council Code of Meeting Practice Adopted with the following amendments: Clause 3.1. That Council meetings be moved to the fourth (4th) Tuesday of the month with exception to January and December each year. Ordinary meetings of Council will be held at 6.30pm on the fourth (4th) Tuesday of each month with exception to January and December each year, with Clause 3.11 To be deleted. Where a Councillor seeks to move any motion other than the Council officer's recommendation, including any subsequent amendments, the alternative motion and subsequent amendments must be submitted in writing. Clause 3.33. The following amended was made: • (with the exception of briefing session items which relate to planning matters) • Including discussion of matters under section 10A of the Act • Deletion part a) the session involves discussion of matter set out in section 10A of the Local Government Act 1993 Pre-meeting briefing sessions are to be held in the absence of the public. Councillors may attend the sessions via an audio/visual link (with the exception of briefing session items which relate to planning matters), and must ensure that no other person is within sight or hearing of the meeting at any time including discussion of matters under section 10A of the Act. The audio/visual link will not be open in the event that the Councillor has declared a conflict of interest and is required to leave the session to manage the conflict. a) the session involves discussion of matters set out in section 10A of the Local Government Act 1993 Clause 3.34 Update: any items listed as confidential at the meeting (with exception to planning matters as outlined in clause 3.34 above). Councillors must always	15 December 2023

p45

	Councillors attending a briefing session by audio-visual link must have their camera on at all times during any items listed as confidential at the meeting (with exception to planning matters as outlined in clause 3.34 above). Councillors must always ensure that no other person is within sight or hearing of the session, be appropriately dressed and ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the Council into disrepute. Clause 4.1. Updated with "These may concern items of business to be considered at the meeting or matters notified prior to the meeting." The Council holds a public forum during each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public. These may concern items of business to be considered at the meeting or matters notified prior to the meeting. Clause 4.5 A person may apply to speak on any no more than two (2) items of business on the agenda of the Council meeting, and/or one (1) general items per their prior submission as outlined in clause 4.1 above. Clause: 5.13. Updates made: cancel the meeting. The General Manager will in this instance take reasonable steps to inform each Councillor that the meeting is cancelled. Where a meeting is cancelled, notice of the cancellation will be as reasonably as practicable 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), or a public health emergency the General Manager may, in consultation with the Mayor in consultation with Councillors cancel the meeting. The General Manager will in this instance take reasonable steps to inform each Councilor that the meeting is cancelled. Where a meeting is cancelled, notice of the cancellation will be as reasonably as practicable 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.	
--	---	--

	Clause 5.15: Update made: (such as, but not limited to floor or bushfire) Clause 5.17. Update made: Attendance by Councillors at Council meetings by audio-visual link Clause 5.18 Updated: • Emergency removed • Note added Councillors may attend and participate in meetings of the Council and committees of the Council by audio-visual link with the approval of the Council or the relevant committee should the Councillor be unable to attend in person due to a natural disaster, emergency extenuating or other circumstance or significant health issue. <i>Note: If audio-visual link is not available due to technical problems or unforeseen circumstances, the meeting will continue subject to clauses 5.8-5.10.</i> Clause 5.20 Updated. A request to attend a Council meeting or committee of the Council by audio-visual link applies to a single meeting only. The request must specify the meeting the request relates to in addition to the information required under clause 5.19. Clause 5.25. Updated. A decision whether to approve a Councillor's request to attend a Council meeting or committee of the Council by audio-visual link Clause 5.26 Updated. The Council and committees of the Council may refuse a Councillor's request to attend a meeting by audio-visual link where the Council meeting or committee is satisfied that the	
--	--	--

p47

	Councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the Council or a committee of the Council by audio-visual link. Clause 5.28. Updated. A Councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The Councillor's camera must be on at all times during the Council meeting or committee of the Council, except as may be otherwise provided for under this code. Clause 8.1. Text deletion: The general order of business for an ordinary meeting of the Council, except for any meeting held in September to conduct the Mayor and/or Deputy Mayor elections the meeting held in September each year after the election of Mayor by the Councillors, shall be: 1. Moment of reflection 2. Recognition of Traditional Custodians 3. Apologies and applications for leave of absence 4. Disclosures of interests (nature of interest to be disclosed) 5. Acknowledgements 6. Confirmation of Minutes 7. Mayoral minute(s) 8. Items by Exception 9. Public Forum 10. Notices of motion 11. Reports to Council 12. Reports of committees 13. Questions with notice 14. Matters of Urgency 15. Confidential matters 16. 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.	
--	--	--

p48

	Where there are exceptional circumstances, the Council may by resolutions agree to vary these procedures based on the merits of each particular case. — Part 13 allows Council to deal with items by exception. Clause 9.16 Updated 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 information. Clause 10.21 Updated. Deletions made: A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than three (3) minutes at any one time with a maximum extension of an additional two five (5) minutes at any one time minutes by agreement of the meeting. Clause 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 three (3) minutes with an additional maximum extension of two (2) five (5) minutes by agreement of the meeting on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding. Clause 18.2 Updated. Deletion made. 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.	
--	---	--

STRATHFIELD COUNCIL

POLICY
COUNCILLORS
EXPENSES AND
FACILITIES POLICY

14 November 2023



	COUNCILLOR FACILITIES AND EXPENSES POLICY		
RESPONSIBILITY	Corporate Services		
DATE ADOPTED	7 August 2018	MINUTE	178/18
REVISED	14 November 2023	REVIEW	October 2024
RECORD NO.	22/19050		
ASSOCIATED POLICIES	Strathfield Council Code of Conduct		
ASSOCIATED LEGISLATION	• <i>Local Government Act 1993, Sections 252 and 253</i> • <i>Local Government (General) Regulation 2021, Clauses 217 and 403</i>		
ASSOCIATED DOCUMENTS	• <i>Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009</i> • <i>Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities</i> • <i>Local Government Circular 05-08 legal assistance for Councillors and Council Employees.</i> • <i>Local Government Circular 17-17 Councillor Expenses and Facilities Policy Better Practice Template</i>		

1.0 Introduction

1.1 Policy Summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The term General Manager where referenced in this document refers to the statutory General Manager under section 334 of *Local Government Act 1993*.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

p1

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
Travel expenses including general, interstate, overseas and long distance intrastate travel expenses	\$2,000 per Councillor \$3,000 for the Mayor	Per financial year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Professional development	\$2,000 per Councillor	Per financial year
Conferences and seminars	\$35,000 total for all Councillors (\$5,000 per Councillor)	Per financial year
Information and Communications Technology ICT Devices	\$3,000 per Councillor	Per Council term
ICT Expenses	\$1,500 per Councillor	Per financial year
Communication expenses	\$220 per Councillor	Per month
International roaming services (on Council overseas trips approved under this Policy)	\$50 per Councillor	Per day
Carer expenses	\$2,000 per Councillor	Per financial year
Home office expenses	\$1,500 per Councillor	Per financial year
Business cards	500 per Councillor 1,000 for the mayor	Per financial year Per financial year
Access to facilities in a Councillor common room	Provided to all Councillors	Not relevant
Superannuation Contribution	11% as at 1 July 2023 rising half a percent each year until 1 July 2025 when it reaches 12%	Monthly
Reserved parking space at Council offices	Provided to Mayor	Not relevant
Furnished office on Council premises	Provided to the Mayor	Not relevant
Motor Vehicle	Provided to the Mayor	Not relevant

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three (3) months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly

p2

tabled at a Council meeting every six (6) months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

1.2 Title and Commencement

This policy is titled *Councillor Expenses and Facilities Policy* and was adopted on *14 November 2023* by approval of the Council. The following amendments have been made:

Date	Version	Authority
25 July 2018	Strathfield Policy Councillor Expenses and Facilities Policy – draft for consultation	
7 August 2018	Council adopted Draft Policy for consultation	Resolution 178/18
9 August to 6 September 2018	Policy Exhibition – no submissions received	PN180908
19 September 2018	Policy Effective	
23 September 2020	Policy review	
June 2021	Policy review	CEO / Mayor
5 April 2022	Clauses 3.2.6 and 4.1.5 added to Policy. Removal of term CEO and refer back to General Manager title. Added \$1,500 per Councillor per year to ICT as per resolution 5 April 2022.	
13 April to 11 May 2022	Public Exhibition period for Draft (v6)	
6 September 2022	Removal of part clause 2.26 regarding funding for Sister City visits	Resolution 213/22
4 July 2023	Updated to provide clearer understanding of what is claimable Increasing allocations for conference attendance.	Resolution 192/23

1.3 Background and Purpose of Policy

The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Strathfield Council.

The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.

p3

The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.

Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.

Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

1.4 Objectives of the Policy

The objectives of the policy are to:

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
- enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors
- ensure facilities and expenses provided to Councillors meet community expectations
- support a diversity of representation
- fulfil the Council's statutory responsibilities.

1.5 Policy Principles

Council commits to the following principles:

- Proper conduct: Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
- Reasonable expenses: providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor
- Participation and access: enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
- Equity: there must be equitable access to expenses and facilities for all Councillors
- Appropriate use of resources: providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations
- Accountability and transparency: clearly stating and reporting on the expenses and facilities provided to Councillors

1.6 Private or Political Benefit

1.6.1 Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

1.6.2 Private use of Council equipment and facilities by Councillors may occur from time to

p4

time. For example, telephoning home to advise that a Council meeting will run later than expected.

- 1.6.3 Such incidental private use does not require a compensatory payment back to Council. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 1.6.4 Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
- production of election material
 - use of Council resources and equipment for campaigning
 - use of official Council letterhead, publications, websites or services for political benefit
 - fundraising activities of political parties or individuals, including political fundraising events.

1.7 Definitions

The following definitions apply throughout this policy.

Term	Definition
Accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
Appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
Clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
Incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
Long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
Maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales

Term	Definition
Official business	Means functions that the mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: - meetings of Council and committees of the whole - meetings of committees facilitated by Council - civic receptions hosted or sponsored by Council - meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council
Professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the mayor
Regulation	Means the <i>Local Government (General) Regulation 2021</i> (NSW)
Year	Means the financial year, that is the 12 month period commencing on 1 July each year

2.0 Expenses

2.1 General Expenses

All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.

Expenses not explicitly addressed in this policy will not be paid or reimbursed.

2.2 Specific Expenses

General travel arrangements and expenses

2.2.1 All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.

2.2.2 Each Councillor may be reimbursed up to a total of \$2,000 per year, and the mayor may be reimbursed up to a total of \$3,000 per year, for travel expenses, including interstate, overseas and long distance intrastate travel, incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:

- for public transport fares
- for the use of a private vehicle or hire car
- for parking costs for Council and other meetings
- for tolls
- by Cabcharge card or equivalent

p6

- for documented ride-share programs, such as Uber, where tax invoices can be issued.

2.2.3 Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.

2.2.4 Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

2.2.5 In accordance with Section 1.6, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.

2.2.6 Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the General Manager prior to travel.

2.2.7 Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.

2.2.8 The case should include:

- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties
- who is to take part in the travel
- duration and itinerary of travel
- a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.

2.2.9 After returning from overseas Councillors should provide a detailed report back to Council on the aspects of the trip relevant to Council business and/or the local community.

2.2.10 Any Council-funded airfares will be funded to economy level only.

2.2.11 Bookings for approved air travel are to be made through the General Manager's office.

2.2.12 For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

p7

Travel expenses not paid by Council

- 2.2.13 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 2.2.14 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.
- 2.2.15 Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Sydney Metropolitan Area. Council will not pay for accommodation within the Sydney Metropolitan Area.
- 2.2.16 Delegates will be accommodated in the hotel where the conference, seminar or training session is being held or the nearest hotel to the conference, seminar or training session of a similar session.
- 2.2.17 The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 2.2.18 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.19 [2.2.19 or 2.2.31].
- 2.2.19 Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council related meetings

- 2.2.20 Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager. No alcohol will be provided at any Council function apart from when external dignitaries are invited.
- 2.2.21 As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

- 2.2.22 Council will set aside \$2,000 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 2.2.23 In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 2.2.24 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 2.2.25 Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
- details of the proposed professional development
 - relevance to Council priorities and business
 - relevance to the exercise of the Councillor's civic duties.
- 2.2.26 In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.27 [2.2.27], as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

- 2.2.27 Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 2.2.28 Council will set aside a total amount of \$5,000 annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors (i.e. \$5,000 per year). The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 2.2.29 Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
 - cost of the conference or seminar in relation to the total remaining budget.
- 2.2.30 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General

p9

Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21 [2.2.18-21].

- 2.2.31 Council will not meet registration fees for a partner accompanying a delegate on conferences, training sessions or seminars. The Councillor, including any expenses incurred in an accompanying person's program, will meet all expenses.

Information and communications technology

ICT Devices

- 2.2.32 Council will provide Councillors with appropriate ICT devices and services up to a limit of \$3,000 for each Councillor, at the commencement of each term. This may include tablets, mobile phones and a notebook / laptop (including appropriate software). The determination as to what equipment will be provided will be made by the General Manager based upon Council's general ICT program and identifiable business needs. Council will replace or update equipment where required and as appropriate.

ICT Expenses

In addition to the above allocation, Council will allocate \$1,500 per year per Councillor for ICT expenses to assist them in their civic responsibilities. This includes the purchase of a printer.

- 2.2.33 Council may from time to time provide Councillors with upgraded equipment of new facilities where doing so will result in efficiencies and aligns with Council's general ICT program.
- 2.2.34 Council will reimburse to the limit of \$220 per month for Council related communication expenses such as phone, data or internet charges for Councillors (including Mayor and Deputy Mayor).
- 2.2.35 Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading Council business papers
 - relevant phone calls and correspondence
 - diary and appointment management.
- 2.2.36 To claim reimbursement, the Councillor must:
- make his/her contact details available to the public to ensure that he/she is accessible to the residents and ratepayers of Strathfield Local Government Area
 - identify the calls and uses associated with his/her duties as Councillor and meet the cost of any private usage (eg calls not relating to official functions of Council)
 - reimburse Council for any charges in excess of \$220 per month (including GST) within 30 days of request.

p10

- ensure claims for reimbursement are accompanied by sufficient documentation (eg copy of account or charges etc) to clearly support the claim for reimbursement.
- claims for calls on non-Council allocated phones or internet connections must provide documentation which clearly indicates the costs which are Council-related eg phone bill in the name of the Councillor.

2.2.37 Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

2.2.38 International roaming on Council provided communication devices will be disabled by default. To enable roaming services, a Councillor must make a written request to Council.

If an overseas trip is approved in accordance with this policy for Councillors, use of any available free wireless internet services is encouraged. Council will cover the cost of the provision of international roaming services and Council business related calls to a limit of \$50 per day. Councillors will be required to identify business and personal calls and reimburse Council for any personal use.

If a Councillor travels overseas on personal business and takes their Council provided communications devices with them, then the Councillor must reimburse Council for all international roaming charges, internet access and call costs.

2.2.39 Councillors may purchase their own SIM card to place in their Council provided communications devices for the time they are away and cover all costs associated with or incurred on this personal SIM card during their travel.

2.2.40 All equipment provided to Councillors by Council shall remain in the possession of the Councillor during their term of office, and shall remain the property of Council and be returned in good operational order and condition upon ceasing to be an elected member of Strathfield Council.

Special requirement and carer expenses

2.2.41 Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.

2.2.42 Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.

2.2.43 In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.

p11

- 2.2.44 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$2,000 per Councillor, per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 2.2.45 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 2.2.46 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

- 2.2.47 Each Councillor may be reimbursed up to \$1,500 per financial year for costs associated with the maintenance of a home office for the following items only:
- Desk
 - Cabinet
 - Ergonomic office chair
 - Stationery such as printer ink cartridges, pens, A4 paper, erasers, paper clips etc.

2.3 Insurances

- 2.3.1 In accordance with Section 382 of the *Local Government Act*, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 2.3.2 Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 2.3.3 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 2.3.4 Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

2.4 Legal Assistance

- 2.4.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- a Councillor defending an action arising from the performance in good faith of a function under the *Local Government Act 1993* provided that the outcome of the legal proceedings is favourable to the Councillor

p12

- a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
- a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

2.4.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

2.4.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

2.4.4 Council will not meet the legal costs:

- of legal proceedings initiated by a Councillor under any circumstances
- of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- for legal proceedings that do not involve a Councillor performing their role as a Councillor.

2.4.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

3.0 Facilities

3.1 General Facilities for all Councillors

Facilities

3.1.1 Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:

- a Councillor common room appropriately furnished including a printer, pigeon holes and appropriate refreshments (excluding alcohol)
- Parking for Councillors is available in the Council staff parking area at Council's office after 6pm and at times when Council and Committee meetings or official events are scheduled.
- personal protective equipment for use during site visits
- a name badge which may be worn at official functions, indicating that the wearer

p13

holds the office of a Councillor and/or mayor or deputy mayor.

- 3.1.2 Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through the Office Manager, Office of the General Manager and Mayor. Use of Council Chambers is restricted to Civic occasions only (hosted by the Mayor or the Mayor's representative), or as otherwise authorised by the General Manager.
- 3.1.3 The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationery

- 3.1.4 Council will provide the following stationery to Councillors each year:
- Electronic letterhead, to be used only for correspondence associated with civic duties
 - 500 Councillor business cards replenish yearly in accordance with Council's corporate standards. The content of business cards must not contain political statements or advertising.
 - Council will pay for postage of official correspondence provided that all mail is directed through Council's mailing system and a copy of correspondence is maintained on relevant Council records.
- 3.1.5 As per Section 1.6, postage shall only be provided to support a Councillor's civic duties.

Administrative support

- 3.1.6 Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the mayor's office or by a member of Council's administrative staff as arranged by the General Manager or their delegate.
- 3.1.7 As per Section 1.6, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

3.2 Additional Facilities for the Mayor

- 3.2.1 Use of ceremonial clothing such as the Mayoral robes and Mayor Chains for official, civic or ceremonial use.
- 3.2.2 Council will provide the mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space. The above key remains the property of the Council and must be returned to Council upon the person ceasing to hold office.

p14

- 3.2.3 1,000 mayor business cards replenish yearly in accordance with Council's corporate standards. The content of business cards must not contain political statements or advertising.
- 3.2.4 In performing his or her civic duties, the mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the General Manager, will not exceed one full time equivalents.
- 3.2.5 As per Section 1.6, staff in the Mayor and General Manager's Office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.
- 3.2.6 Council will allocate a fully maintained vehicle from Council's motor vehicle fleet for use of the Mayor for official business. The vehicle type and model may change from time to time as vehicles are changed over in accordance with Council's motor vehicle policies and procedures. The estimated maximum operating cost of a fully maintained vehicle (including insurance, registration and fuel) is \$10,000 (including GST).

The vehicle is for the use of the Mayor attending official business of the Council, which includes driving the vehicle to the Mayor's home or place of work. In the event that the vehicle is used for private purposes, reimbursement of costs associated with private use will be the responsibility of the Mayor (refer to Private Use of Facilities clause).

The upper cost of Council's fleet vehicles is limited by the Australian Taxation Office (ATO) luxury car determination.

The Mayor and authorised Council staff members are entitled to drive the Mayoral vehicle.

Council will meet the cost of parking fees and road tolls for the Mayoral vehicle associated with business use of the vehicle. However, the driver of the vehicle is personally responsible for all traffic or parking fines incurred while travelling in private or Council vehicles on Council business.

The Mayoral vehicle will be allocated a dedicated parking space at Council's offices.

4.0 Processes

4.1 Approval, Payment and Reimbursement Arrangements

- 4.1.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 4.1.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.

p15

- 4.1.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- local travel relating to the conduct of official business
 - carer costs
- 4.1.4 Final approval for payments made under this policy will be granted by the General Manager or their delegate.
- 4.1.5 All Councillors are to be paid superannuation contribution payments as per section 254B of the *Local Government Act 1993* from 1 July 2022. The contribution is on top of Councillor annual fees. Councillors who wish to opt out receiving payments must do so by requesting in writing.

Direct payment

- 4.1.6 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Manager Governance and Procurement for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 4.1.7 All claims for reimbursement of expenses incurred must be made no later than three weeks after the expense was incurred. Each claim must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Manager Governance and Procurement. Reimbursement of travelling expenses shall state the following:
- Time and place of departure
 - Time and place of arrival
 - Distance travelled
 - Fares and parking fees paid, attaching receipts where possible
 - Number of days and hours occupied in travelling to and from the conference/seminar/training courses and attending Council meetings or on the authorised business of Council
 - Total amount of claim.

Advance payment

- 4.1.8 Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development. Requests for advance payment must be submitted to the Manager Governance and Procurement for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.

- 4.1.9 Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:
- a full reconciliation of all expenses including appropriate receipts and/or tax invoices
 - reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

- 4.1.10 If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
- 4.1.11 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

- 4.1.12 If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- Council will invoice the Councillor for the expense
 - the Councillor will reimburse Council for that expense within 14 days of the invoice date.
- 4.1.13 If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for reimbursement

- 4.1.14 Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within one month of an expense being incurred. Claims made after this time cannot be approved.

4.2 Disputes

- 4.2.6 If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.
- 4.2.7 If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

4.3 Return or Retention of Facilities

- 4.3.6 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 4.3.7 Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 4.3.8 The prices for all equipment purchased by Councillors will be recorded in Council's annual report.

4.4 Publication

- 4.4.6 This policy will be published on Council's website.

4.5 Reporting

- 4.5.6 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 4.5.7 Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website.

These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

4.6 Auditing

- 4.6.6 The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

4.7 Breaches

- 4.7.6 Suspected breaches of this policy are to be reported to the General Manager.
- 4.7.7 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

p18

STRATHFIELD COUNCIL

CODE OF CONDUCT

10 October 2023



TABLE OF CONTENTS

FOREWARD – CODE OF CONDUCT FRAMEWORK	4
INTRODUCTION.....	4
DEFINITIONS.....	5
GENERAL CONDUCT OBLIGATIONS.....	7
PECUNIARY INTERESTS	10
NON-PECUNIARY CONFLICTS OF INTEREST.....	16
PERSONAL BENEFIT	20
PART 6A: FRAUD PREVENTION.....	24
RELATIONSHIPS BETWEEN COUNCIL OFFICIALS.....	26
ACCESS TO INFORMATION AND COUNCIL RESOURCES.....	27
MAINTAINING THE INTEGRITY OF THIS CODE	32
SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.21.....	34
SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21.....	41
SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37.....	45
VERSION CONTROL	48
APPENDIX 1	50

RESPONSIBILITY	Corporate and Community		
DATE ADOPTED	5 March 2019	MINUTE	40/19
REVISED	10 October 2023	REVIEW	2024
ECM No			
ASSOCIATED POLICIES	• Strathfield Council Code of Meeting Practice • Privacy Management Plan • Access to Information Policy • Prevention of Fraud and Corruption Conduct Policy • Public Interest Disclosures Policy		
ASSOCIATED LEGISLATION	• <i>Local Government Act 1993</i> • <i>Local Government (General) Regulation 2021</i> • <i>Public Interest Disclosures Act 1994</i> • <i>Work Health & Safety Act 2011</i> • <i>Interpretation Act 1987</i> • <i>Electoral Funding Act 2018</i> • <i>Government Information (Public Access) Act 2009</i> • <i>Privacy and Personal Information Protection Act 1998</i> • <i>Health Records and Information Privacy Act 2002</i> • <i>Records Act 1998</i> • <i>Corporations Act 2001 (Commonwealth)</i> • <i>Electoral Funding Act 2018</i>		
ASSOCIATED GUIDELINES	• Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW • Business Ethics		

FOREWARD – CODE OF CONDUCT FRAMEWORK

The practice of good governance is critical in ensuring that Council meets our legal and ethical compliance and that decisions are made in the public interest. Council demonstrates good governance through probity, accountability and transparency in decision making.

Council's Code of Conduct is the centrepiece of our governance framework. It is the foundation for ensuring the integrity of our organisation and building a strong ethical culture. Our Code of Conduct is based on the Office of Local Government Model Code of Conduct for local councils in NSW and includes provisions relevant to this Council.

Our Code of Conduct Framework includes the Code of Conduct, the Procedures for the Administration of the Code and a number of other policies and procedures which facilitate the administration of the Code.

This version replaces all former Codes of Conduct adopted by Council.

INTRODUCTION

This Model Code of Conduct for Local Councils in NSW ("the Model Code of Conduct") is made under section 440 of the Local Government Act 1993 ("LGA") and the Local Government (General) Regulation 2021 ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council's or joint organisation's adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "council officials" for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council's or joint organisation's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council's or joint organisation's adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council's adopted code of conduct applies to, must comply with the applicable provisions of their council's code of conduct. It

is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff to comply with a council's code of conduct may give rise to disciplinary action.

Note: References in the Model Code of Conduct to councils are also to be taken as references to county councils and joint organisations.

Note: In adopting the Model Code of Conduct, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

Note: In adopting the Model Code of Conduct, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

DEFINITIONS

In this code the following terms have the following meanings:

Administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
Committee	see the definition of "council committee"
Complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
conduct	includes acts and omissions
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and improvement committee

council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
delegate of council	a person (other than a councillor or member of staff of a council), or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
environmental planning instrument	has the same meaning as it has in the <i>Environmental Planning and Assessment Act 1979</i>
general manager	includes the executive officer of a joint organisation
joint organisation LGA	a joint organisation established under section 400O of the LGA Local Government Act 1993
local planning panel	a local planning panel constituted under the <i>Environmental Planning and Assessment Act 1979</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council organisations	includes members of staff of county councils and joint
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW prescribed under the Regulation
the Regulation	the Local Government (General) Regulation 2005
voting representative	a voting representative of the board of a joint organisation
wholly advisory committee	a council committee that the council has not delegated any functions to.

GENERAL CONDUCT OBLIGATIONS

General conduct

3.1 You must not conduct yourself in a manner that:

- a) is likely to bring the council or other council officials into disrepute
- b) is contrary to statutory requirements or the council's administrative requirements or policies
- c) is improper or unethical
- d) is an abuse of power
- e) causes, comprises or involves intimidation or verbal abuse
- f) involves the misuse of your position to obtain a private benefit
- g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- h) Physically or psychologically harms children

3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (section 439).

Fairness and equity

3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.

3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.

3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:

- a. is not wanted by the person
- b. offends, humiliates or intimidates the person, and
- c. creates a hostile environment.

Bullying

3.8 You must not engage in bullying behaviour towards others.

3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:

- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group

p7

- of persons, and
- b) the behaviour creates a risk to health and safety.

3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:

- a) aggressive, threatening or intimidating conduct
- b) belittling or humiliating comments
- c) spreading malicious rumours
- d) teasing, practical jokes or 'initiation ceremonies'
- e) exclusion from work-related events
- f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- g) displaying offensive material
- h) pressure to behave in an inappropriate manner.

3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:

- a) performance management processes
- b) disciplinary action for misconduct
- c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
- d) directing a worker to perform duties in keeping with their job
- e) maintaining reasonable workplace goals and standards
- f) legitimately exercising a regulatory function
- g) legitimately implementing a council policy or administrative processes.

Children Protection and Safety

Strathfield Council as a public authority is duty bound to maintain child protection in the workplace and ensure systems are in place for recording and responding to all allegations and convictions against employees that relate to physical assault, neglect, sexual misconduct and psychological harm of children.

Strathfield Council as a public authority is required to maintain a child safe workplace and report to the Office of the Children's Guardian, any allegations or convictions of child abuse by employees, regardless of where the alleged incident occurred. (Refer to Appendix 1)

Work health and safety

3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:

- a) take reasonable care for your own health and safety
- b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to

ensure compliance with the WHS Act and any policies or procedures adopted by the council to ensure workplace health and safety

- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Binding caucus votes

3.15 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.

3.16 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.

3.17 Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.

3.18 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

Obligations in relation to meetings

3.19 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.

3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).

3.21 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that

p9

would otherwise be inconsistent with the orderly conduct of meetings.

3.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:

- a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
- b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
- c) deliberately seek to impede the consideration of business at a meeting.

PECUNIARY INTERESTS

What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- a) your interest, or
 - b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- a) Your “relative” is any of the following:
 - (i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - (ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - (iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
- a) your interest as an elector

p11

- b) your interest as a ratepayer or person liable to pay a charge
- c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
- d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
- e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
- g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - (i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - (ii) security for damage to footpaths or roads
 - (iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- j) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- k) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA,
- l) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- m) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
- o) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the

p12

representative or delegate.

- 4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person? Designated persons include:

4.8 Designated persons include:

- a) the general manager
- b) other senior staff of the council for the purposes of section 332 of the LGA
- c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person’s duty as a member of staff or delegate and the person’s private interest
- d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council’s functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member’s duty as a member of the committee and the member’s private interest.

4.9 A designated person:

- a) must prepare and submit written returns of interests in accordance with clauses 4.21, and
- b) must disclose pecuniary interests in accordance with clause 4.10.

4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.

4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person’s salary as a member of staff, or to their other conditions of employment.

4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.

4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council staff other than designated persons?

4.14 A member of staff of council, other than a designated person, must disclose in writing to

p13

their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.

- 4.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council advisers?

- 4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.
- 4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

What disclosures must be made by a council committee member?

- 4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.
- 4.19 For the purposes of clause 4.18, a "council committee member" includes a member of staff of council who is a member of the committee.

What disclosures must be made by a councillor?

4.20 A councillor:

- a) must prepare and submit written returns of interests in accordance with clause 4.21, and
- b) must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29 where it is applicable.

Disclosure of interests in written returns

- 4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:
- a) becoming a councillor or designated person, and
 - b) 30 June of each year, and
 - c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).
- 4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:

p14

- a) they made and lodged a return under that clause in the preceding 3 months, or
- b) they have ceased to be a councillor or designated person in the preceding 3 months.

4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.

4.24 The general manager must keep a register of returns required to be made and lodged with the general manager.

4.25 Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.

4.26 Returns required to be lodged with the general manager under clause 4.21(c) must be tabled at the next council meeting after the return is lodged.

4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2018* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

4.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:

- a) at any time during which the matter is being considered or discussed by the council or committee, or
- b) at any time during which the council or committee is voting on any question in relation to the matter.

4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.

4.31 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.

4.32 A general notice may be given to the general manager in writing by a councillor or a council committee member to the effect that the councillor or council committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:

- a) a member of, or in the employment of, a specified company or other body, or

- b) a partner of, or in the employment of, a specified person.

Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.

- 4.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.
- 4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.35 Despite clause 4.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 4.36 Clause 4.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
 - a) the matter is a proposal relating to:
 - i. the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
 - ii. the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
 - b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
 - c) the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.
- 4.37 A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:
 - a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
 - b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.
- 4.38 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- b) that it is in the interests of the electors for the area to do so.

4.39 A councillor or a council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.38, must still disclose the interest they have in the matter in accordance with clause 4.28.

NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.

- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
- a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
 - b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
 - c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
 - d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
 - e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
 - f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
 - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

- 5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

Political donations

- 5.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.
- 5.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
 - b) the major political donor has a matter before council,
 - c) you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.
- 5.17 For the purposes of this Part:
- a) a “reportable political donation” has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*
 - b) “major political donor” has the same meaning as it has in the *Electoral Funding Act 2018*.
- 5.18 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.
- 5.19 Despite clause 5.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

Loss of quorum as a result of compliance with this Part

5.20 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:

- a) the matter is a proposal relating to:
 - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
 - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
- b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person's principal place of residence, and
- c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.

5.21 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- b) that it is in the interests of the electors for the area to do so.

5.22 Where the Minister exempts a councillor or committee member from complying with a requirement under this Part under clause 5.21, the councillor or committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Other business or employment

5.23 The general manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.

5.24 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the general manager in writing of the employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.

5.25 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that

p20

relates to the business of the council, or that might conflict with the staff member's council duties.

5.26 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.

5.27 Members of staff must ensure that any outside employment, work or business they engage in will not:

- a) conflict with their official duties
- b) involve using confidential information or council resources obtained through their work with the council including where private use is permitted
- c) require them to work while on council duty
- d) discredit or disadvantage the council
- e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

Personal dealings with council

5.28 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

5.29 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

PERSONAL BENEFIT

6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.

6.2 A reference to a gift or benefit in this Part does not include:

- a) items with a value of \$10 or less
- b) a political donation for the purposes of the *Electoral Funding Act 2018*
- c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
- d) a benefit or facility provided by the council to an employee or councillor
- e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
- f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:

- g) the discussion of official business
- h) work-related events such as council-sponsored or community events, training, education sessions or workshops
- i) conferences
- j) council functions or events
- k) social functions organised by groups, such as council committees and community organisations.

Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.
- 6.5 How are offers of gifts and benefits to be dealt with? You must not:
- a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
 - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
 - e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
 - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
 - g) personally benefit from reward points programs when purchasing on behalf of the council.
- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
- a) the nature of the gift or benefit
 - b) the estimated monetary value of the gift or benefit
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.
- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:

p22

- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
- b) gifts of alcohol that do not exceed a value of \$100
- c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
- d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.

6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.

6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

“Cash-like gifts”

6.13 For the purposes of clause 6.5(e), “cash-like gifts” include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.

6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

PART 6A: FRAUD PREVENTION

Fraud prevention

- 6A.1 You must be mindfully aware at all times of the risks of fraud and corruption against Council in your work, and must strictly observe all internal controls that are in place to prevent those risks occurring.
- 6A.2 You must take all reasonable steps to ensure that third parties are informed about the requirements placed on them in connection with fraud and corruption controls and ethical conduct.

Detecting fraud and corruption

- 6A.3 You must be mindfully aware at all times of the kinds of frauds or corrupt conduct that could occur and be vigilant in your work to detect them.
- 6A.4 If you are a member of staff of Council who is a team leader or manager, you must take all reasonable steps to assess the risks of fraud and corruption within your respective area, and to ensure that there are appropriate post-transaction reviews, management reports and other internal controls with a view to detecting any fraud or corruption that has occurred.

Obligations of staff

- 6A.5 If you are a member of staff of Council, you must:
- a) maintain the highest standard of ethics in accordance with this Code and relevant policies and procedures
 - b) be vigilant in your work to prevent and detect fraud or corruption against Council
 - c) report any suspected fraud or corruption of which you become aware or suspect on reasonable grounds
 - d) assist in any investigations of fraud and corruption as required
 - e) protect and not take detrimental action against people who have reported fraud or corruption
 - f) refrain from any activity that is, or could reasonably be perceived to be, victimisation or harassment of a person who makes a report of fraud or corruption
 - g) protect and maintain the confidentiality of a person you know has made or reasonably suspect to have made a report of fraud or corruption.

Obligations of staff who are team leaders or managers

- 6A.6 If you are a member of staff of Council who is a team leader or manager, you must also:
- a) identify and understand the risks of fraud and corruption against Council in your respective area of operations
 - b) implement and maintain appropriate internal controls to reduce those risks to an acceptable level
 - c) promote the importance of ethical conduct and compliance with this Code and related policies and procedures, and provide leadership in that regard

- d) implement systems aimed at detecting and fraud or corruption as soon as possible after it has occurred in the event that Council's preventative systems fail, including carrying out reviews of suspicious transactions and of appropriate management reports
- e) In the case of managers, formally consider Council's ongoing commercial relationship with a third party if any enquiry finds that there is a heightened risk of fraud or corruption in continuing to deal with that party (and, where there are any doubts as respects such matters, you must consult with Council's Manager Governance

Reporting fraud and corruption

- 6A.7 If you are a member of staff of Council, you must, in accordance with established and approved internal procedures, report general wrongdoing to your supervisor or manager, including any attempts, direct or indirect, at fraud or corruption. (For example if a person "jokes" about bribing you, you should still report it.)

RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

- 7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.
- 7.2 Councillors or administrators must not:
- a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
 - b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
 - c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
 - d) contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.
- 7.3 Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

Obligations of staff

- 7.4 Under section 335 of the LGA, the role of the general manager includes conducting the day- to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.
- 7.5 Members of staff of council must:
- a) give their attention to the business of the council while on duty
 - b) ensure that their work is carried out ethically, efficiently, economically and effectively
 - c) carry out reasonable and lawful directions given by any person having authority to give such directions
 - d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them

- e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Inappropriate interactions

7.6 You must not engage in any of the following inappropriate interactions:

- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
- d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
- e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor or administrator has a right to be heard by the panel at the meeting
- f) councillors and administrators being overbearing or threatening to council staff
- g) council staff being overbearing or threatening to councillors or administrators
- h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- k) council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
- l) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.

ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly

available council information under the *Government Information (Public Access) Act 2009 (the GIPA Act)*.

- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

Councillors and administrators to properly examine and consider information

- 8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

Refusal of access to information

- 8.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.

Use of certain council information

- 8.9 In regard to information obtained in your capacity as a council official, you must:
 - a) subject to clause 8.14, only access council information needed for council business

- b) not use that council information for private purposes
- c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
- d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.

8.11 In addition to your general obligations relating to the use of council information, you must:

- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
- b) protect confidential information
- c) only release confidential information if you have authority to do so
- d) only use confidential information for the purpose for which it is intended to be used
- e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
- g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

8.12 When dealing with personal information you must comply with:

- a) the *Privacy and Personal Information Protection Act 1998*
- b) the *Health Records and Information Privacy Act 2002*
- c) the Information Protection Principles and Health Privacy Principles
- d) the council's privacy management plan
- e) the Privacy Code of Practice for Local Government

Use of council resources

8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.

- 8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:
- a) the representation of members with respect to disciplinary matters
 - b) the representation of employees with respect to grievances and disputes
 - c) functions associated with the role of the local consultative committee.
- 8.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
- a) for the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 8.19 You must not convert any property of the council to your own use unless properly authorised.

Internet access

8.20 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

Council record keeping

8.21 You must comply with the requirements of the *State Records Act 1998* and the council's records management policy.

8.22 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council's approved records management policies and practices.

8.23 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.

8.24 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

Councillor access to council buildings

8.25 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.

8.26 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.

8.27 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another council official
 - b) to damage another council official's reputation
 - c) to obtain a political advantage
 - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
 - f) to avoid disciplinary action under the Procedures
 - g) to take reprisal action against a person for making a complaint alleging a breach of this code
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
 - i) to prevent or disrupt the effective administration of this code under the Procedures.

Detrimental action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse treatment in relation to employment
 - d) dismissal from, or prejudice in, employment
 - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.

- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 9.8 You must comply with a practice ruling made by the Office under the Procedures. Disclosure of information about the consideration of a matter under the Procedures
- 9.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 9.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 9.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 9.12 You must not disclose information about a complaint you have made alleging a breach of this code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

Complaints alleging a breach of this Part

- 9.14 Complaints alleging a breach of this Part by a councillor, the general manager or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.
- 9.15 Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.

SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS
SUBMITTED UNDER CLAUSE 4.21

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or

- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the Corporations Act 2001 of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 4.21(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.21(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

1. *Interests etc. outside New South Wales*: A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
2. *References to interests in real property*: A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
3. *Gifts, loans etc. from related corporations*: For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes

of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

Part 2: Pecuniary interests to be disclosed in returns

Real property

4. A person making a return under clause 4.21 of this code must disclose:
 - a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
5. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
6. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
7. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

Gifts

8. A person making a return under clause 4.21 of this code must disclose:
 - a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
9. A gift need not be included in a return if:
 - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.

10. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

11. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and
 - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
12. A financial or other contribution to any travel need not be disclosed under this clause if it:
- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
 - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
13. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

14. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
15. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:

- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
 - b) required to apply its profits or other income in promoting its objects, and
 - c) prohibited from paying any dividend to its members.
16. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
17. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

Interests as a property developer or a close associate of a property developer

18. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
19. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

20. A person making a return under clause 4.21 of the code must disclose:
- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
 - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
 - c) a description of the position held in each of the unions and associations.
21. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

Dispositions of real property

22. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.

23. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
24. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.

Sources of income

25. A person making a return under clause 4.21 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
26. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
27. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
28. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
29. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

30. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.
31. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
32. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
 - b) the person was liable to pay the debt to a relative, or
 - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
 - d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
 - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
 - e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

Discretionary disclosures

33. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21

'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in

disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's
signature] [date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor		Name and address of trustee	
3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June Sources of other income I received at any time since 30 June <i>[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]</i>			
C. Gifts			
Description of each gift I received at any time since 30 June		Name and address of donor	
D. Contributions to travel			
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken	
E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)			
G. Positions in trade unions and professional or business associations			
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June		Description of position	
H. Debts			
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June			
I. Dispositions of property			

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being

dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures

SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

Special disclosure of pecuniary interests by *[full name of*

councillor] in the matter of *[insert name of environmental*

planning instrument]

which is to be considered at a meeting of the *[name of council or council committee (as the case*

requires)] to be held on the day of 20 .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor <i>[Tick or cross one box.]</i>	☐ The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). ☐ An associated person of the councillor has an interest in the land. ☐ An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest ¹	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) ² <i>[Tick or cross one box]</i>	☐ The identified land. ☐ Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	

¹ Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

Effect of proposed change of zone/planning
control on councillor or associated person

*[Insert one of the following: "Appreciable
financial gain" or "Appreciable financial loss"]*

*[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each
additional interest.]*

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of
the meeting]

VERSION CONTROL

Version #	Date	Details	Council Meeting Date
DRAFT	February 2019	Draft Strathfield Code of Conduct created	
DRAFT	5 March 2019	Draft Code of Conduct presented to Council for adoption	05.03.2019 Res No: 40/19
		Public Exhibition of Draft Code of Conduct (27.03.2019 to 23.04.2019). No submission received	
	14 May 2019	Implementation of the Code of Conduct discussed at Councillors Workshop.	
V.1	14 May 2019	Code of Conduct endorsed	
	22 May 2019	Strathfield Council Code of Conduct and Strathfield Council Procedures for the Administration of the Code of Conduct distributed to all staff via iPolicy & staff noticeboards	
DRAFT V.2	24 August 2020	Amendments made by the OLG to the Model Code of Conduct	
V.3	September 2020	Amendments imposed by the OLG implemented	CEO approval
V.4	June 2021	Policy review	CEO/Mayor
V.5	November 2022	Review	6 December 2022
DRAFT V3	1 Aug 23	Amendment to include Child Safe Code of Conduct	Res 1 Aug 23



Child Safe Code of Conduct

– Strathfield Council Employees

Strathfield Council employees include:

- Full time, part time, casual, temporary, term contract employees and agency staff
- Volunteers and students on placement
- Contractors
- Councillors

All Council employees must:

- ✓ Adhere to Council's Child Protection Policy and Code of Conduct
- ✓ Treat children and young people with respect and value their ideas and opinions
- ✓ Act as positive role models in their conduct with children and young people
- ✓ Report any misconduct or inappropriate behaviours towards children or young people to a Supervisor or Manager
- ✓ Contact Police – phone 000 if a child or young person is at immediate risk of abuse or harm
- ✓ Contact Supervisor or Child Protection Helpline 132 111 if there is suspicion that a child or young person is at risk of significant harm
- ✓ Hold a Working With Children Check if working with anyone under the age of 18

Breaches of The Child Safe Code of Conduct for Strathfield Council employees can lead to disciplinary action up to and including termination of employment

All Council employees must not:

- ✗ Ignore or disregard any suspected or reported disclosure of child abuse
- ✗ Use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- ✗ Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- ✗ Initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- ✗ Use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
- ✗ Photograph or video a child or young person without the consent of the parent or guardian or the child's consent when appropriate

CCS6 TENDERS ADVERTISED AND AWARDED JUNE AND JULY 2025

AUTHOR: David McQuade, Senior Governance Officer

APPROVER: Kristy Watts, Director Corporate and Community

RECOMMENDATION

That the report be received and noted.

PURPOSE OF REPORT

This report details Council tenders advertised and awarded in the month of June and July 2025.

REPORT

Tenders advertised in June and July 2025

Date Advertised	Date Closing/Closed	Tender Description	Status
22/05/2025	20/06/2025	Begnell Park and Field Drainage	Under evaluation
20/06/2025	25/07/2025	Strathfield Park Revitalisation	Open
20/06/2025	11/08/2025	Town Hall Lift Replacement – Design and Construct	Open

Tenders awarded in June and July 2025

Nil.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report

CCS7 LGNSW 2025 ANNUAL CONFERENCE - DELEGATES AND NOTICES OF MOTION

AUTHOR: David McQuade, Senior Governance Officer

APPROVER: Kristy Watts, Director Corporate and Community

RECOMMENDATION

That Council:

1. Nominate four (4) voting delegates to attend the LGNSW 2025 Annual Conference to be held in Penrith, Panthers Penrith and Western Sydney Conference Centre from Sunday 23 November 2025 to Tuesday 25 November 2025.
2. Notify the General Manager of any non-voting delegates that wish to attend the LGNSW 2025 Annual Conference by **Close of Business, Friday 1 August 2025**.
3. Endorse the Notices of Motions (NOM'S) outlined in this paper to be provided for the Conference.

PURPOSE OF REPORT

To advise Council of the LGNSW Annual conference to be held from Sunday 23 November 2025 to Tuesday 25 November 2025 and to nominate voting/non-voting delegates and confirm Notices of Motion (NOMs).

REPORT

The LGNSW Annual Conference will be held at Panthers Penrith and Western Sydney Conference Centre from Sunday 23 November 2025 to Tuesday 25 November 2025.

This conference is the main policy making event for the local government sector where issues are debated and motions put forward for consideration by delegates.

The Board election is held every second year and as 2025 is a Board election year, voting for the LGNSW President and Director positions will also take place at the conference.

Council's membership of LGNSW entitles Council to four (4) voting delegates for motions and four (4) voting delegates for the election of Board members. Only those delegates nominated by Council as "voting delegates" may vote at the conference.

Council's attendance of the conference is not limited to voting delegates however the Council's *Councillor Expenses and Facilities Policy* only provides an annual budget of \$5,000 in total for Councillors to attend approved conferences and seminars. In addition, expenses for attending the conference are also provided in the policy for expenses such as travelling, accommodation (if required) and any meals not provided by the conference.

The Conference Program is detailed in Attachment 1.

Registration

Early bird registration for the conference will be available from Tuesday 1 July 2025 until Tuesday 30 September 2025. Standard registrations will open Wednesday 1 October 2025 and close Friday 7 November 2025.

Council is also required to register its voting delegates with LGNSW by Friday 7 November 2025.

Registration costs for the conference are to be confirmed but in recent years have been approximately \$1,100 per Councillor for an early bird registration or \$1,500 for a standard registration. Conference dinner ticket approximately \$250 per person and ALGWA breakfast approximately \$90 per person.

Nominations for a position on the LGNSW Board open on Tuesday 30 September 2025 and close on Tuesday 21 October 2025.

Full details for the Annual Conference are available on the 2025 Annual Conference website at [Home | Local Government NSW | Annual Conference](#).

Notices of Motion

1. Improved Oversight and Accountability of Private Certifiers in Complying Development

That Local Government NSW calls on the NSW Government to:

- Strengthen the oversight and enforcement powers of NSW Fair Trading in regulating private certifiers to ensure consistent compliance with Complying Development Certificate (CDC) requirements,
- Establish a joint auditing framework between NSW Fair Trading and local Councils to identify and penalise certifiers who sign off on non-compliant or illegal building works,
- Introduce mandatory notification and consultation requirements with local Councils for high-risk CDC developments, including those proposing excavation, tree removal or large-scale site works, and
- Create a publicly accessible register that details certifier compliance records, breaches and enforcement actions to enhance transparency and public trust in the certification system.

Background

Councils across NSW are increasingly encountering significant unauthorised building works being carried out under Complying Development pathways, often with the approval of private certifiers who are failing to adhere to statutory requirements. These include large-scale excavations (such as basements), unauthorised tree removals, and dwellings that exceed permitted footprints.

Although all certifiers are regulated by NSW Fair Trading, there is inadequate enforcement, limited proactive auditing, and no requirement for Councils to be informed or involved in high-impact CDC applications. This undermines the planning system, damages community confidence, and places the burden of rectification on Councils and ratepayers. Stronger regulatory controls, enforcement mechanisms, and transparency measures

are essential to restoring the integrity of the certification process and ensuring fair outcomes for all communities.

2. Enhancing Council Powers to Address Illegal Building Works and Strengthen Compliance Frameworks

That Local Government NSW calls on the NSW Government to:

- Undertake a comprehensive review of the use and effectiveness of Complying Development Certificates (CDCs) in preventing illegal or non-compliant building works, and
- Reform the legislative framework governing Building Information Certificates (BICs) to prevent their misuse in retrospectively legitimising unlawful or unsafe structures, and
- Provide increased statutory powers and dedicated funding to local councils to strengthen proactive investigation and enforcement of illegal building works across NSW.

Background

Councils across NSW are experiencing an increase in illegal and non-compliant building works, with limited statutory mechanisms to prevent or remedy these issues effectively. Many of these works exploit gaps in the Complying Development framework or are retrospectively authorised through Building Information Certificates, undermining community safety, amenity, and planning integrity.

A review is urgently needed to strengthen the legislative and regulatory controls governing CDCs and BICs, alongside enhanced resourcing for local Councils to proactively identify and address unlawful construction activity. Such reforms will support consistency, fairness, and transparency in the application of development controls and uphold the integrity of the NSW planning system.

3. State Government Funding – Artificial Intelligence (AI) Use Across Council Functions

That Local Government NSW calls on the NSW Government to:

- Establish a dedicated funding stream to support the responsible adoption of Artificial Intelligence (AI) across local government operations;
- Provide guidance and resources to assist councils in the ethical, transparent, and effective implementation of AI tools; and
- Promote collaboration between State and Local Government to pilot AI-driven initiatives that improve service delivery, operational efficiency, and community outcomes.

Background

Artificial Intelligence (AI) presents a transformative opportunity for local councils to enhance service delivery, streamline operations, and improve community engagement. From smart asset management and predictive maintenance to customer service automation and data-driven planning, AI can support councils in delivering more responsive and efficient services.

However, many councils—particularly those in regional and smaller jurisdictions—lack the resources and capability to explore or adopt AI solutions. There is also a need for consistent ethical frameworks and practical guidance to ensure AI use aligns with public sector values and community expectations.

Dedicated State Government funding and support would help councils trial and implement AI technologies responsibly and equitably, while also fostering innovation and collaboration across the sector. Investment in

this area will not only drive operational improvements but also ensure councils remain future-ready and responsive to emerging digital opportunities.

4. State Government Funding – Cyber Security Costs

That Local Government NSW calls on the NSW Government to:

- Establish a dedicated and ongoing funding program to support councils in meeting increasing cyber security obligations;
- Provide access to shared cyber security services, training, and tools tailored to the needs of local government; and
- Recognise cyber security as critical infrastructure protection and ensure councils are resourced to manage growing digital threats effectively.

Background

Cyber security threats continue to escalate in both frequency and sophistication, posing significant risks to the operational integrity of local councils and the protection of sensitive community data. Councils are custodians of large volumes of personal, financial, and operational information and are increasingly reliant on digital systems for core service delivery.

Despite these growing risks, many councils lack the financial and technical capacity to invest in the systems, training, and support required to achieve cyber resilience. The cost of complying with evolving cyber security standards, frameworks, and risk management protocols continues to rise, placing a growing strain on local government budgets.

To protect public data, maintain trust, and ensure service continuity, councils require targeted funding and coordinated support from the State Government. A consistent, well-resourced approach to cyber security across local government will strengthen sector-wide resilience and reduce vulnerabilities across the broader public infrastructure network.

5. Increased Powers to take Enforcement Action for Illegal Building Works and Increased Legislative Direction upon Private Certifiers to Report Unauthorised Works

That Local Government NSW lobbies the NSW Government to provide Councils with greater powers to undertake enforcement action in relation to unauthorised development. This includes greater penalties for those parties which deliberately undertake illegal building works or development for increased financial gain.

This should also include the role private certifiers to ensure that development is carried out in strict accordance with approved plans and place upon them a legislated duty to report non-compliances to Local Councils for action. This position should be reinforced with firmer penalties for private certifiers who fail to undertake their legislated functions correctly.

Background

Unauthorised building works continue to be a growing concern for councils across NSW, particularly where they are undertaken deliberately for personal or financial gain. These activities often bypass local planning controls, reduce community safety, and undermine the intent of strategic land use planning.

While councils remain the key enforcement authority in these matters, their ability to act is often constrained by limited statutory powers, procedural delays, and an insufficient legislative framework. Compounding this issue is the lack of consistent and enforceable obligations on private certifiers, some of whom fail to report serious non-compliances, allowing unauthorised works to go unchallenged.

Stronger legislative direction is needed to ensure private certifiers are held accountable for identifying and reporting illegal works. At the same time, councils must be supported with clearer powers, increased penalties, and sufficient enforcement tools to respond effectively.

These reforms are essential to uphold the integrity of the planning system, protect public safety, and restore community confidence in development assessment and certification processes.

6. Improved Public Transport Services

Presently, substantial areas of a number of LGA's which are connected by Parramatta Road are without or have very limited access to regular public transport services, primarily bus services.

This creates isolated areas across several communities. A public transport solution would both improve public transport service coverage for the residents and provide new public transport services for the future residents of areas which are all growing in population.

It is moved that Local Government NSW lobby the NSW Government to prepare a business case for future public transport services that closes existing gaps in service coverage and support connections with Sydney Metro Stations currently under construction.

Background

Parramatta Road is a major transport corridor with the potential to support high-frequency public transport services that could bridge these existing gaps. A new public transport solution would serve not only current residents but also future populations in designated growth areas.

Strategic investment in new public transport services along Parramatta Road would contribute to a more connected, sustainable, and equitable transport network, and support the success of major state-led urban renewal projects. A business case is needed to assess options and identify an integrated solution that aligns with broader transport infrastructure, including upcoming Sydney Metro connections.

7. New Education and Health Infrastructure to Support Transport Oriented Development Precincts

Transport Orientated Development (TOD) precinct affected areas will be home to significantly more residents when fully developed. This will place additional demand across all forms of public infrastructure and whilst Local Government is planning investment in new infrastructure under its control, there has not been any statement or commitment regarding provision of new schools and health infrastructure to meet the expected demand from new residential growth.

It is moved that Local Government NSW lobby NSW Government to prepare and commit to a plan to provide new education and health infrastructure for each of the 8 accelerated precincts identified by the NSW Government Transport Orientated Development Program.

Background

The NSW Government's Transport Oriented Development (TOD) Program identifies key precincts for accelerated residential and mixed-use growth around public transport hubs, significantly increasing demand for public services and social infrastructure.

While local Councils are progressing planning and investment in open space, roads, community facilities, and local infrastructure, there remains a critical gap in State Government commitments regarding the provision of essential services such as public schools and health facilities. These are core elements of a liveable, functional, and equitable urban environment—particularly in areas experiencing high-density residential growth.

Without parallel investment in education and health infrastructure, residents in these precincts may face overcrowded schools, limited access to healthcare, and declining quality of life. A proactive and coordinated approach is urgently needed to ensure that the benefits of TOD—such as walkability, access to transport, and housing supply—are matched by the delivery of essential community services.

It is vital that the NSW Government develops and commits to a clear infrastructure plan for each TOD precinct to ensure sustainable, inclusive, and resilient communities.

FINANCIAL IMPLICATIONS

Council's Councillor Expenses and Facilities Policy provides for an annual allocation for Councillor attendance to approved conferences and seminars. A sufficient budget has been provided for all other claimable expense in attending the conference.

ATTACHMENTS

1. [LGNSW Annual Conference Program](#)

PROGRAM



Conference Program

23 November

9.00am	 Registration Opens
--------	--

9.15am- 11.45am	Western Sydney International Airport Site Visit
11.30am- 12.30pm	 Professional Development Workshops Location: Western Sydney Conference Centre
	 Bus Transfers Delegate Transfers: From selected hotels to Panthers Penrith
1.00pm	 Exhibition Opens Location: Panthers Penrith Event Centre
1.30pm-5pm	- Plenary Sessions Location: Panthers Penrith Evan Theatre  Afternoon Refreshments in Trade Exhibition area - Plenary Sessions
5.15pm- 7.15pm	- President's Welcome Reception Location: Western Sydney Conference Centre  Bus Transfers Delegate Transfers: From Western Sydney Conference Centre to selected hotels

24 November

	 Bus transfers • ALGWA Breakfast Delegate Transfers: From selected hotels to Western Sydney Conference Centre • Conference Delegate Transfers: From selected hotels to Panthers Penrith
7.00am	 Registration Opens Location: Panthers Penrith Reception Satellite Location: Western Sydney Conference Centre (Breakfast Delegates Only)
7.30am- 8.45am	 ALGWA NSW Breakfast Location: Western Sydney Conference Centre
8.00am- 2.15pm	 LGNSW Voting Open Location: Western Sydney Conference Centre
8.00am	 Trade Exhibition Opens Location: Panthers Penrith Event Centre  Light refreshments available

**9.00am-
5.00pm**

 Conference

Location: Panthers Penrith Evan Theatre

- Conference Welcome and Introduction, David Reynolds, Chief Executive LGNSW
- Opening Address, Cr Phyllis Miller OAM, President LGNSW
- Voting on motions procedure and housekeeping, David Reynolds, Chief Executive LGNSW
- Opening of the Federal & State Conferences adoption of standing orders, business sessions and consideration of motions and conference business
- Presentation of financial reports, Cr Julie Griffiths, LGNSW Treasurer
- Commencement of consideration of motions and conference business

 Morning refreshments

Location: Trade Exhibition, Panthers Penrith Event Centre

 LGNSW Voting

Location: Western Sydney Conference Centre

 Address by Elite Partner

 Consideration of Conference Business continued

 Lunch

- Delegates

Location: Trade Exhibition, Panthers Penrith Event Centre

- GM Lunch – partnered by StateCover Mutual

Location: Western Sydney Conference Centre

 LGNSW Voting

Location: Western Sydney Conference Centre

 Consideration of Conference Business continued

Location: Panthers Penrith Evan Theatre

 Afternoon refreshments

Location: Trade Exhibition, Panthers Penrith Event Centre

	 Consideration of Conference Business continued Location: Panthers Penrith Evan Theatre
5.00pm- 6.30pm	 Networking Drinks Location: Trade Exhibition, Panthers Penrith Event Centre  Bus Transfers Delegate Transfers: Panthers Penrith to selected hotels to Western Sydney Conference Centre
6.30pm- 10.30pm	 LGNSW Conference Dinner Location: Western Sydney Conference Centre  Bus Transfers Delegate Transfers: From Western Sydney Conference Centre to selected hotels

25 November

	 Bus Transfers Delegate Transfers: From selected hotels to Panthers Penrith
7.30am	 Registration Opens Location: Panthers Penrith Reception  Cloak Room Opens Location: Panthers Penrith
8.00am	 Trade Exhibition Opens Location: Panthers Penrith Event Centre  Light refreshments available

9.00am- 12.45pm	• Plenary Sessions Location: Panthers Penrith Evan Theatre  Introduction, Housekeeping and Speaker Introductions • Plenary Sessions  Morning Tea Location: Panthers Penrith Event Centre • Plenary Sessions  Keynote speaker  Annual Conference 2026 Host Council  Final Remarks, President LGNSW
12.45pm- 1.45pm	 Lunch Location: Panthers Penrith Event Centre
2.00pm	 Conference Concludes

CCS8 **CURRENT STATUS OF COUNCIL RESOLUTIONS**
AUTHOR: **David McQuade, Senior Governance Officer**
APPROVER: **Kristy Watts, Director Corporate and Community**

RECOMMENDATION

That the report on the status of Council Resolutions be noted.

PURPOSE OF REPORT

To report on the current status of Council resolutions.

REPORT

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

FINANCIAL IMPLICATIONS

Funding will be reviewed in line with the approval budget as actions progress.

ATTACHMENTS

1. [📄](#) Outstanding Council Resolutions

Outstanding Council Resolution Actions

Meeting Date	Resolution	Subject	Comments
23 June 2025	185/25	Multicultural Advisory Committee - Terms of Reference	Terms of Reference have been updated and Expression Of Interest process to commence and run for 3 weeks, closing on 1 August 2025
23 June 2025	164/25	Cricket Grounds Fees and Charges	To go to Council Meeting 26 August 2025
23 June 2025	165/25	Continuity at Heyde and Dickson	To go to Traffic Committee 15 July 2025
23 June 2025	183/25	Pedestrian Barriers on the Boulevard	To go to Traffic Committee 15 July 2025
23 June 2025	166/25	St Annes Parking Plan	To go to Traffic Committee 15 July 2025
23 June 2025	176/25	Rezoning Industrial Land Near Residential Areas and Increasing Density in Key Centres	To go to a future Council Meeting
23 June 2025	182/25	Banning of Real Estate Pointer Signs	To go to Council Meeting 22 July 2025
23 June 2025	190/25	Climate Mitigation & Adaptation Strategy 2025-2030	The Strategy will be put out for public exhibition on 8 July 2025 until 5 August 2025. Following the public exhibition period, the Strategy will be presented back to Council with any feedback and amendments received
23 June 2025	167/25	Litter	The Compliance team will start enforcing the Act as part of upcoming patrols, with infringements to be issued where offences are identified
23 June 2025	161/25	Mayoral Minute 16/25 - Altered Residential Waste Services Policy	To go to Council Meeting 22 July 2025
23 June 2025	162/25	Mayoral Minute 17/25 - Cleaner and Greener Streets Committee	To go to Council Meeting 26 August 2025
23 June 2025	181/25	New Waste Classification for Commercial Institutions	To investigate further and prepare a feasibility report in the coming months
27 May 2025	142/25	A study to identify measures to enhance the safety of Strathfield Square	Update report to presented at a future Councillor Workshop following meeting with Police
27 May 2025	144/25	Automated External Defibrillators in Strathfield	AED Information Session was successfully hosted on 2 July 2025. Site inspections at chosen Strathfield, Homebush and Homebush West locations will commence in coming weeks

Meeting Date	Resolution	Subject	Comments
27 May 2025	143/25	Cessation of nonessential Council Events	Obtaining information to guide report detailing the eligibility criteria, assessment framework and guidelines for the grant program
27 May 2025	140/25	Feasibility study - shelters and seating at the birdwatching area in Mason Park Wetlands	To go to Council Meeting 22 July 2025
27 May 2025	128/25	Improving Traffic Safety Around Schools and Childcare Centres	Recommendation to Traffic Committee for community consultation of a zebra crossing. Results of consultation to go back to future Traffic Committee Meeting
27 May 2025	139/25	Installation of Digital Information Screens at Key Stations	To go to Council Meeting 26 August 2025
27 May 2025	131/25	Night Time Economy - Strathfield Local Government Area	To be incorporated as part of the Strathfield Town Centre Masterplan project
27 May 2025	141/25	Report on frequency of mowing parks, cleaning riverbanks and maintenance of cleaning	To go to Council Meeting 26 August 2025
27 May 2025	155/25	Strathfield Connector Bus Services - Resolution 32/25	To go to Council Meeting 22 July 2025
27 May 2025	130/25	Stray Cats	Council are continuing to investigate options to address the issue of stray cats. A report will go to Council Meeting 26 August 2025
27 May 2025	126/25	Support and Formal Engagement with the Strathfield Rotary Youth Achievement Awards	Communication sent to Strathfield Rotary President to commence engagement
12 May 2025	122/25	Strathfield Town Centre - Mid Way Consultation Report - Project Update	Report to be presented after feedback received
29 April 2025	110/25	Centenary Park Complex - Commercial Entities	To go to Council Meeting 22 July 2025
29 April 2025	104/25	Consumer Protections for Illegal Building Works	To go to Council Meeting 22 July 2025
29 April 2025	105/25	Courallie Avenue - Widen Road	To go to 15 July Traffic Committee Meeting and Council Meeting 22 July 2025
29 April 2025	114/25	Homebush TOD Local Infrastructure Contributions Plan	Awaiting feedback from NSW Government and will then go on public exhibition
29 April 2025	109/25	Installation of a Zebra Crossing Near Flemington Station Lift	Went to June Traffic Committee. Construction of raised intersection with three pedestrian crossings approved. Funded from 2025/2026 Capital Renewal Program. Detailed design back to future Traffic Committee

Meeting Date	Resolution	Subject	Comments
			meeting prior to construction
29 April 2025	86/25, 87/25	Loftus Crescent Laneway - Possible Closure	To go to Council Meeting 22 July 2025
29 April 2025	80/25	Mayoral Minute 05/25 - Report on Increasing Maximum Allowable Underground Car Parking for Residential Developments	To go to Council Meeting 22 July 2025
29 April 2025	81/25	Mayoral Minute 06/25 - Valuation and Future Use of Right of Way at St Patrick's College, Strathfield	To go to a future Council Meeting
29 April 2025	82/25	Mayoral Minute 07/25 - Lease Extension and New Licence for Hudson Park Oval	To go to a future Council Meeting
29 April 2025	83/25	Mayoral Minute 08/25 - Report on Restricting Early Morning Access to Synthetic Fields at Strathfield Park	To go to Council Meeting 22 July 2025
29 April 2025	84/25	Mayoral Minute 09/25 - Investigation into Rezoning Industrial Land Near Residential Areas and Increasing Density in Key Centres	To go to a future Council Meeting following finalisation of the NSW Department of Planning and Infrastructure's (DPHI) Industrial Lands Action Plan (ILAP)
29 April 2025	85/25	Mayoral Minute 10/25 - Investigation into Incentive-Based Policy to Promote High-Quality Architectural Design in Strathfield	To go to Council Meeting 22 July 2025
29 April 2025	88/25	Nipper Street and Columbia Lane - Pedestrian Access	To go to Council Meeting 22 July 2025
29 April 2025	107/25	Proponent Led Planning Proposal - 204 Hume Highway, Chullora - Lot 1 DP 547215 - PP-2025-136	Gateway Determination and Gateway Conditions received from DPHI on 20 June 2025 - amended Planning Proposal forwarded to Department of Planning Housing and Infrastructure seeking endorsement to exhibit and consult
25 March 2025	54/25	Lighting on the Crescent Between Kessell Avenue and Hampstead Road	The team has completed site walk and assessed the light intensity of the site. The team is requesting feedback for poles that are owned by Transport for NSW
25 March 2025	72/25	Report on possible Geographical Names Board Application	Revised community consultation approach discussed at July 2025 Councillor workshop. Community consultation has commenced and to conclude 12 September 2025. To go to a future Councillor Workshop

Meeting Date	Resolution	Subject	Comments
25 March 2025	69/25	Local Sporting Club Energy Bill Relief	To go to Council Meeting 26 August 2025
25 February 2025	42/25	Automated External Defibrillators in Strathfield	AED Information Session was successfully hosted on Wednesday 2 July 2025. Site inspections at chosen Strathfield, Homebush and Homebush West locations will commence in coming weeks
25 February 2025	9/25	Pictorial History of Strathfield District book	Ongoing
25 February 2025	6/25	Marketplace Trading	To go to a future Councillor Workshop
10 December 2024	302/24	Review of No Smoking Signs in Strathfield LGA	To go to Council Meeting 22 July 2025
10 December 2024	335/24	Strathfield Plaza	Ongoing
10 December 2024	323/24	Lease Assignment	Ongoing
26 November 2024	269/24	Establishment of a Cultural, Arts and Performance Centre in the Strathfield LGA	To go to Council Meeting 26 August 2025
1 November 2022	237/22	Community Garden in Strathfield South	To be considered as part of the Recreation and Wellness Strategy
1 November 2022	239/22	Shade Covers Over Playgrounds	Shade Covers for Tavistock and Ismay South have been completed

Acquitted Council Resolutions

Meeting Date	Resolution	Subject	Comments
23 June 2025	168/25	Small Grant Applications Fourth Quarter 2024-2025	Report received and noted. Small Grant Applications approved
23 June 2025	187/25	Review Budget Review and Finance Committee Terms of Reference	Budget Review and Finance Committee Terms of Reference adopted
23 June 2025	172/25	General Manager's 2024-2025 Performance Review Outcomes	Recommendations outlined in the confidential attachments to the report adopted
23 June 2025	184/25	Public Exhibition of Council Documents	Steps to be included as part of the public exhibition of Council documents
23 June 2025	191/25	Report from Traffic Committee meeting on 17 June 2025	Traffic Committee 17 June 2025 Minutes adopted and amendments actioned
23 June 2025	186/25	Adoption of Delivery Program 2025-2029 and Operational Plan 2025-2026, including Draft Annual Budget, Statement of Revenue Policy, Capital Program and Draft Fees & Charges for 2025-2026 and Resourcing Strategy	Delivery Program 2025-2029 and Operational Plan 2025-2026, including Draft Annual Budget, Statement of Revenue Policy, Capital Program and Draft Fees & Charges for 2025-2026 and Resourcing Strategy adopted
23 June 2025	160/25	Mayoral Minute 15/25 - 2025 Sister City Visit to Gapyeong and South Korea Study Tour – Reflections and Outcomes	Mayoral Minute received and noted
23 June 2025	177/25	Update to resolution - 110/25 - Centenary Park Complex - Commercial Entities	Resolution amended
27 May 2025	148/25	Sporting Club Memberships - Small Grants Program - Resolution 69/25	Letters for Active Kids Vouchers to be re-instated sent from Mayor's desk 26 June 2025
27 May 2025	150/25	Assessment Process - New Licensed Venues and Gaming Machines in NSW	Complete - Website has been updated to include information
27 May 2025	147/25	Council Response to Safeguard Our Community - Resolution 34/25	Presented to a Special Councillor Workshop 10 July 2025
27 May 2025	127/25	Request for Report on Bollard Installation at Horsey Road and The Crescent, Homebush West	This item went to the June 2025 Traffic Committee and June 2025 Council Meeting. Minutes endorsed. Installation of 3 safety bollards to go ahead

27 May 2025	151/25	Traditional Podium Carparks for Multi-Dwelling Apartments	This resolution will be addressed as part of the comprehensive review of the car parking requirements in Council's DCP
29 April 2025	113/25	Amendment of the Strathfield Consolidated Development Control Plan 2005 - Review of Part A - Dwelling Houses, Secondary Dwellings and Ancillary Structures	Draft DCP not yet placed on exhibition - awaiting advice on Planning Proposal to ensure that the draft DCP is not inconsistent with other residential sections of the DCP
29 April 2025	111/25	Draft Delivery Program 2025-2029, Resourcing Strategies and Operational Plan 2025-2026, Including Draft Annual Budget, Statement of Revenue Policy, Capital Program and Draft Fees & Charges for 2025-2026	Presented to Council Meeting 23 June 2025
29 April 2025	103/25	Park Enhancements Across the Strathfield Local Government Area	Presented to Council Meeting 23 June 2025
25 March 2025	73/25	Hudson Park Driving Range: Alteration to Fees and Charges	Council adopted the new Fees and Charges with no submissions received during the public exhibition period, and updated the FY25/26 pricing accordingly
25 March 2025	49/25	Mayoral Minute 03/25 - MIST Treatment at High Street and Amaroo Avenue, Strathfield	Superseded by Resolution 191/25
25 March 2025	62/25	Draft Strathfield Development Control Plan 2025 - Dual Occupancy Development	Resolution to exhibit concurrently with the Planning Proposal for Additional and Diverse Housing, which is still with DPHI awaiting Gateway Determination
26 November 2024	279/24	Draft Planning Proposal – Strathfield Local Environmental Plan 2012 – Housekeeping Amendments 2024	Post exhibition report to July 2025 Council Meeting for endorsement to proceed to finalisation
26 November 2024	267/24	Mayoral Minute 11/24 – School Maths Day	Presented to Council Meeting and Councillor Workshop held 12 June 2025

CCS9 COUNCILLOR WORKSHOP 8 JULY 2025
AUTHOR: David McQuade, Senior Governance Officer
APPROVER: Kristy Watts, 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 8 July 2025.

REPORT

Attendees

Councillors Baladi (Audio-visual Link), Blackmore (arrived 4:36pm), Cai (arrived at 4:36pm), Kim and Nosworthy (Audio-visual Link).

Apologies

Councillors Pensabene and Reddy.

Declarations of Pecuniary or Conflict of Interest (Nature of interest to be disclosed)

Councillor Blackmore declared a Pecuniary/Significant conflict of interest for Items *PE5 Real Estate Pointer Sign Review* and managed the conflict of interest by leaving the meeting during discussion of this item. Councillor Blackmore declared that he is a licensed Real Estate Agent and could impact his business.

Councillor Nosworthy declared a Non-Pecuniary/Non-Significant conflict of interest for Item *PE3 Update: NSW Government's EV Kerbside Charging Grants Program Round 2* and managed the conflict of interest by remaining in the meeting during discussion of this item. Councillor Nosworthy declared that a charging station is located nearby.

The Councillor Workshop commenced at 4:35pm and closed at 6:37pm.

The following items were discussed at the Councillor Workshop held on 8 July 2025:

Item	Title	Attendance	Summary	Follow Up Action
GMU1	Delegation from Council to General Manager	Councillors Cai, Kim and Nosworthy (Audio-visual Link)	The proposed amendments to the General Manager's Delegation were reported to Councillors. These will go to the next Ordinary Council Meeting for endorsement by way of Council resolution	Report received and noted. To go to Council Meeting 22 July 2025
CCS1	Request for a Report	Councillors Baladi	Council officers established the	To go to Council

Item	Title	Attendance	Summary	Follow Up Action
	to Establish New Friendship Cities with Strathfield Council	(Audio-visual Link), Blackmore, Cai, Kim and Nosworthy (Audio-visual Link)	difference between Sister City and Friendship City arrangements, details of potential cities to engage in a Friendship City arrangement with and options Council have to determine at the next Ordinary Council Meeting on how to proceed	Meeting 22 July 2025
CCS2	Report on GNB Suburb Change - Homebush	Councillors Cai, Kim and Nosworthy (Audio-visual Link). Councillor Cai left the meeting during discussion of this item, the time being 6:16pm	Community consultation on potential name change of part of suburb Homebush to be conducted from July 2025 with results to be presented to a future Councillor Workshop	To go to a future Councillor Workshop
CCS3	LGNSW 2025 Annual Conference	Councillors Kim and Nosworthy (Audio-visual Link)	Draft motions prepared to date presented to Councillors and feedback invited. Councillors to notify General Manager of any key topics and/or motions for the conference by 18 July 2025. Council to determine by Council resolution delegates to attend the conference at the next Ordinary Council Meeting	Topics/motions by Councillors to be submitted to General Manager by 18 July 2025. To go to Council Meeting 22 July 2025
PE1	Post Exhibition Report - Planning Proposal - Strathfield Local Environmental Plan (LEP) 2012 - Housekeeping Amendment 2024	Councillors Baladi (Audio-visual Link), Blackmore, Cai, Kim and Nosworthy (Audio-visual Link)	Councillors were updated on the progress of Planning Proposal to amend the Strathfield LEP and steps required for amendments to be enforced. Report will be presented to the next Ordinary Council Meeting following community consultation	Report received and noted. To go to Council Meeting 22 July 2025
PE2	Villages and Centres Strategy - Community Consultation and Site Analysis Findings	Councillors Baladi (Audio-visual Link), Blackmore, Cai, Kim and Nosworthy (Audio-visual Link)	A summary of community consultation Council has conducted and results were presented to Councillors. Examples of successful strategies other Councils have used to improve villages and centres were explored with Councillors including but not limited to place branding, art, lighting and upgrades. Feedback from	To go to a future Councillor Workshop

Item	Title	Attendance	Summary	Follow Up Action
			Councillors was invited by Council officers	
PE3	Update: NSW Government's EV Kerbside Charging Grants Program Round 2	Councillors Baladi (Audio-visual Link), Blackmore, Cai, Kim and Nosworthy (Audio-visual Link)	Council officers provided an update on the NSW Government's Electric Vehicle Kerbside Charging Grants Program Round 2	Report received and noted
PE4	Strathfield LGA Smoke Free Areas and Enforcement	Councillors Baladi (Audio-visual Link), Blackmore, Cai, Kim and Nosworthy (Audio-visual Link)	An audit of current smoke free signs across Strathfield had been conducted and campaign to combat smoking presented to Councillors	To go to Council Meeting 22 July 2025
PE5	Real Estate Pointer Sign Review	Councillors Cai, Kim and Nosworthy (Audio-visual Link)	Strategy to ban real estate pointer signs on Council owned or managed land presented to Councillors and feedback invited	To go to Council Meeting 22 July 2025
PE6	Loftus Lane Closure and Enhancements - Project Approach	Councillors Baladi (Audio-visual Link), Blackmore, Cai, Kim and Nosworthy (Audio-visual Link)	Council officers investigated possible closure of Loftus Lane and ways to enhance area including but not limited to by commercial, play and landscape and art activation. Lane names, vehicle access and how it would be included as part of Homebush Transport Oriented Development (TOD) were all discussed	To go to Council Meeting 23 September 2025
PE7	Update: Hudson Park Driving Range Precinct Master Plan	Councillors Baladi (Audio-visual Link), Blackmore, Cai, Kim and Nosworthy (Audio-visual Link). Councillor Baladi left the meeting during discussion of this item, the time being 5:42pm. Councillor	Council officers presented summary of Expression Of Interest (EOI) and Request For Quotation (RFQ) submissions received and steps forward to develop a masterplan	To go to a future Council Meeting

Item	Title	Attendance	Summary	Follow Up Action
		Blackmore left the meeting during discussion of this item, the time being 5:44pm		
PE8	Feasibility study - Shelters and Seating at the Birdwatching Area in Mason Park Wetlands	Councillors Cai, Kim and Nosworthy (Audio-visual Link). Councillor Cai left the meeting, the time being 5:58pm. Councillor Cai returned to the meeting, the time being 6pm	Council officers have researched bird hides used successfully at other Councils and presented suitable designs for Mason Park Wetlands. Councillors provided feedback and further consultation will be sought from stakeholders before progressing further with design selection	Site visit to Mason Park Wetlands to be organised and stakeholders and Councillors to be invited
PE9	Submission to State Significant Development Application (SSDA) - Proposed Meriden Aquatic Centre	Councillors Kim and Nosworthy (Audio-visual Link)	Council's SSDA – Proposed Meriden Aquatic Centre submission presented to Councillors, highlighting the issues that have been raised by Council officers	Report received and noted. To go to Council Meeting 22 July 2025
PE10	Consumer Protection for Illegal Building Works	Councillors Baladi (Audio-visual Link), Blackmore, Cai, Kim and Nosworthy (Audio-visual Link)	Council officers presented three recommendations to address Consumer Protection for Illegal Building Works that will go to the next Ordinary Council Meeting for endorsement by way of a Council resolution	To go to Council Meeting 22 July 2025
PE11	Centenary Park Complex - Commercial Entities	Councillors Kim and Nosworthy (Audio-visual Link)	Council to consider amending the R3 Medium Density Residential Zone to allow food and drink establishments. Examples of what this could look like in the Centenary Park Complex was explored. A Planning Proposal would be required to amend the Strathfield LEP	To go to Council Meeting 22 July 2025
PE12	Increasing Maximum Allowable Underground Car Parking for	Councillors Kim and Nosworthy (Audio-visual Link)	Council officers investigated increasing maximum allowable underground car parking for residential developments and	Report received and noted

Item	Title	Attendance	Summary	Follow Up Action
	Residential Developments		recommended that there be no change, with examples to substantiate recommendation presented to Councillors (11 Vernon Street and 16 Long Street)	
EO1	Request to Restrict Access to Synthetic Fields at Strathfield Park	Councillors Kim and Nosworthy (Audio-visual Link)	Council officers investigated measures to restrict access to the synthetic fields at Strathfield Park and shared potential solutions with Councillors for consideration	Presentation received and noted. To go to Council Meeting 22 July 2025
EO2	Amended Residential Waste Service	Councillors Baladi (Audio-visual Link), Blackmore, Cai, Kim and Nosworthy (Audio-visual Link)	Audit on waste services conducted earlier in the year and waste services Council currently provide and potential additional/amended services Council could provide discussed with Councillors including cost implications	To go to Council Meeting 22 July 2025
EO3	Nipper Street and Columbia Lane - Pedestrian Access	Councillors Kim and Nosworthy (Audio-visual Link)	How pedestrian access at Nipper Street and Columbia Lane can be improved presented to Councillors – the new bridge proposed has funding approval	Presentation received and noted. To go to Council Meeting 22 July 2025

Mayor's Update

- The Mayor attended the National General Assembly 2025 hosted by the Australian Local Government Association in Canberra from 24 to 27 June 2025

General Manager's Update

- Parking Meter changes have now been implemented at Homebush West with the introduction of 1P free parking for all visitors.
- The Cooks River Fun Run, hosted by Race Hub Australia was held on 22 June 2025 and was a success. Race Hub Australia have expressed an interest in hosting again in October 2025.
- An information session held by Heart Foundation on Automated External Defibrillators (AEDs) was held on 2 July 2025 in the Town Hall. The event attracted 70 registrations with Councillors and approximately 40 attendees on the day despite extreme weather conditions
- A special Councillor Workshop on anti-racism and education awareness programs will be held on 10 July 2025
- A special Councillor Workshop on parking meters will be held on 15 July 2025
- NAIDOC Week activities will be held on 10 July 2025 with morning tea and a boomerang workshop organised
- The Consulate-General of Japan in Sydney will be visiting Council for a Mayoral Meet and Greet on 17 July 2025
- A Gapyeong delegations will be visiting various locations across Strathfield on 24 July 2025 followed by lunch at the Strathfield Golf Club

Item	Title	Attendance	Summary	Follow Up Action
			- The next Australian Citizenship Ceremony will take place on 19 August 2025 - The General Manager wished to thank outgoing Acting Director Planning and Environment, Mr Dylan Porter for his service to Strathfield Council and congratulate him on his new role as Director of Planning at Willoughby City Council. The advertisement for a new Director Planning and Environment will be advertised from 9 July 2025	

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report

CCS10 COUNCILLOR WORKSHOP 10 JULY 2025
AUTHOR: Jack Britton, Manager Library and Community Services
APPROVER: Kristy Watts, 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 Special Councillor Workshop held on Thursday 10 July 2025.

REPORT

Attendees

Councillors Cai and Kim

Apologies

Councillors Baladi, Pensabene, Nosworthy, Blackmore and Reddy.

The Councillor Workshop commenced at 4:35pm and closed at 5:45pm.

The items below were discussed at the Councillor Workshop held on 10 July 2025, as per the following Council resolution:

147/25

RESOLVED: (Baladi / Cai)

That Council undertakes a special workshop that considers the resourcing required, the cost and community benefit that may be provided through the delivery of:

1. *Anti-racism education and awareness programs across the community.*
2. *Targeted programs for youth.*
3. *Partnerships with schools, youth centres, and community groups to deliver consistent anti-racism messaging.*
4. *Provision language and culturally appropriate support for non-English speaking community members.*
5. *Encouragement of reporting of racial incidents and provide support to those affected.*
6. *Evaluation of the effectiveness of these programs and adjust as needed.*

Item	Title	Attendance	Summary	Follow Up Action
1	Workshops to be held by Clr Cai at the	Councillors Cai and Kim	Clr Cai will be holding a series of community workshops, initiated of	Clr Cai to organise as soon

Item	Title	Attendance	Summary	Follow Up Action
	Library		his own volition, to provide a safe and open space for residents to discuss issues related to racism. These sessions aim to foster understanding, encourage dialogue, and support practical solutions within the community. It is intended that these workshops are held at the Strathfield Library. Clr Cai will invite relevant stakeholders to participate in the discussions, including representatives from the Police and other organisations with expertise in diversity, inclusion, and community support. Their involvement will help ensure attendees have access to accurate information, resources, and advice.	as practicable
2	Community Campaign on Inclusivity and Cultural Acceptance	Councillors Cai and Kim	A discussion was held regarding the opportunity to engage with the community through a campaign that celebrates our diverse and inclusive community—one that embraces and accepts all cultures. As the initiative would require funding, it was agreed that the relevant officer would prepare a report for Council consideration. The report will include a proposed project plan and estimated costs for the development and roll-out of the campaign.	Report to be provided at a Future Council meeting

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report

CCS11 COUNCILLOR WORKSHOP 15 JULY 2025
AUTHOR: Cathy Edwards-Davis, Director Engineering & Operations
APPROVER: Michael Mamo, General Manager

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 item discussed at the Councillor Workshop held on Tuesday 15 July 2025.

REPORT

Attendees

Councillors Baladi, Blackmore, Cai, Kim and Nosworthy.

Apologies

Councillors Pensabene and Reddy.

The Councillor Workshop commenced at 4:39pm and closed at 5:35pm.

The following was discussed at the Councillor Workshop held on 15 July 2025:

Item	Title	Attendance	Summary	Follow Up Action
EO1	Parking Management Updated July 2025	Councillors Baladi, Blackmore, Cai, Kim and Nosworthy	The majority of those Councillors present at the workshop agreed to the following: Strathfield Town Centre • Proceed with the Albert Rd parking meters (2) • Install The Boulevard parking meters (western side) after Burwood Council installs theirs (eastern side) (2) Homebush • Proceed with the Homebush Town Centre off-street car park parking meter (1) • Proceed with The Crescent on-street parking meters at 13 The Crescent and adjacent to the train station (2) • Do not install parking meters on-street on Burlington Road and Rochester Street.	Presentatio n received and noted. To go to Council Meeting 22 July 2025

Item	Title	Attendance	Summary	Follow Up Action
			Homebush West • Proceed with Henley Road on-street parking meters with 2P restrictions and 1 hour free button (8) • Proceed with The Crescent on-street parking meters with 2P restrictions and ½ hour free button (4) • Undertake community engagement to determine support for a resident parking scheme on Hampstead Rd and Hornsey Road. • Add an additional parking meter into the Homebush West off-street car park, close to Exeter Road. • Investigate provision of Licence Plate Recognition system for the off-street car park at Homebush West. Homebush Road Car Park (Crossways) • Proceed with the installation of the off-street car park parking meter (1) • Extend the parking restrictions to be 3P 24 hours/ 7 days. Hudson Park • Proceed with the installation of the off-street car park parking meters (4). Begnell Field • Do not install parking meters in the off-street car park. Strathfield Park • Proceed with the installation of 2 Hour Parking (Monday to Sunday) restrictions on Chalmers Road and Homebush Road, for the length of the park. • Do not install parking meters adjacent to Strathfield Park.	

FINANCIAL IMPLICATIONS

Council resolved (214/23) to install parking meters at a number of locations. This was discussed at Councillor Workshops on 20 September 2022, 20 June 2023, 3 December 2024, 11 March 2025, and 10 June 2025. It was discussed again at the Councillor Workshop on the 15 July 2025. Following the June 2025 Councillor Workshop, Council staff proceeded to order the parking meters in accordance with the original Council resolution and this expenditure has now been committed. Councillors, through the 15 July 2025 Councillor Workshop, have now indicated that they do not intend to proceed with the installation of \$82,280 worth of parking meters.

ATTACHMENTS

There are no attachments for this report.

CCS12 NSW ELECTORAL COMMITTEE - UPCOMING DISCLOSURES

AUTHOR: Kristy Watts, Director Corporate and Community

APPROVER: Michael Mamo, General Manager

RECOMMENDATION

That Council notes the disclosure obligations for Councillors and Mayors elected at the 2024 Local Government elections and ensures all newly elected members are informed of the relevant NSW Electoral Commission requirements, deadlines and penalties for non-compliance.

PURPOSE OF REPORT

To inform Council of the mandatory disclosure requirements for Councillors and Mayors elected at the 2024 Local Government elections under the *Electoral Funding Act 2018*, and to ensure appropriate dissemination of this information to elected officials.

REPORT

Councillors and Mayors elected at the 2024 Local Government elections are required to comply with the *Electoral Funding Act 2018*, including the disclosure of political donations and electoral expenditure to the NSW Electoral Commission.

The disclosure lodgement period commenced on **1 July 2025**, and the NSW Electoral Commission has requested that this information be shared with all Councillors and Mayors, particularly those newly elected who may be unfamiliar with the requirements.

A disclosure is the formal reporting of political donations and electoral expenditure to the NSW Electoral Commission. Failure to comply may result in penalties.

Councillors and Mayors are individually responsible for submitting their disclosures, and they may be required to lodge **multiple disclosures**.

If no donations or expenditures were made or received, a '**Nil**' disclosure must still be lodged.

Key Lodgement Deadlines

Disclosure Type	Period Covered	Lodgement Due Date
Half-yearly political donations disclosure	1 January – 30 June 2025	By 11 August 2025
Annual electoral expenditure disclosure	1 July 2024 – 30 June 2025	By 22 September 2025

How to Lodge Disclosures

You can submit your disclosures using *Funding and disclosure online*. Information about accessing and using the portal is available on the NSW Electoral Commission's website:

- [how-to guides](#)
- request access to [Funding and disclosure online](#)

- [log into *Funding and disclosure online*](#), if access is already approved.

Additional Resources

The NSW Electoral Commission has provided detailed information to assist Councillors and Mayors in understanding their obligations:

- [Disclosure timeline for 2024–25](#)
- [Fact sheet: Political donations – Half-yearly reporting](#)
- [General disclosure information](#)

For further enquiries, Council officials can contact the NSW Electoral Commission Helpdesk on **1300 022 011** or via email at fdc@elections.nsw.gov.au.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report.

CCS13 RESOLUTION 155/25 - COMMUNITY BUS
AUTHOR: Jack Britton, Manager Library and Community Services
APPROVER: Kristy Watts, Director Corporate and Community

RECOMMENDATION

That Council approve the options as presented:

1. Approve funding for the purchase a new vehicle, noting up to a 12 month wait for stock.
2. During this time retain third bus to operate as community hire until new vehicle is received.
3. At which time the new vehicle is received, sell the third bus.

PURPOSE OF REPORT

At the Ordinary Council Meeting 27 May 2025, Council resolved:

155/25

RESOLVED: (Baladi / Blackmore)

That

- 1. Council proceeds with the sale of two (2) Connector buses and retains one (1) bus for use as a community hire vehicle.*
- 2. A report, outlining the outcomes of the community bus hire service, be presented to Council 12 months after the commencement of the service to enable Council to consider the ongoing feasibility of the initiative.*
- 3. Council reports on the feasibility of replacing the third bus with a smaller vehicle that can be operated with an unrestricted licence.*

REPORT

Approaching the market for a quote on a new vehicle that can be driven with an unrestricted license has returned an approximate cost of \$76,000 excluding GST. With existing demand for vehicles, it is noted that there is up to a 12 month wait on orders.

It is envisaged that the sale of the existing buses would provide funding for the purchase of a new bus. Details relating to sale of buses and future purchases would be provided through Council's budget processes.

Retaining the third bus until which time a new smaller vehicle is received provides an option for community hire and for use by the Council.

FINANCIAL IMPLICATIONS

Proposed Expenditure: \$76,000 excluding GST

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

ATTACHMENTS

1. [Hiace Bus Quote](#)

ABN: 73 000 678 473 ACN: 000 678 473
3696

QUOTATION FOR :	QUOTE DETAILS
STRATHFIELD MUNICIPAL COUNCIL 65 Homebush Road Strathfield NSW 2135 E: alvin.noh@strathfield.nsw.gov.au M: 0410642278	DATE : 11/06/2025 QUOTE : 13264 (1) DEPT : 111 Parramatta Toyota New Fleet REP : Rick Wells STOCK No :

QUOTATION DETAILS	PRICE
MOTOR VEHICLE	
Hiace Bus SLWB 2.8L T Diesel Automatic 9633080 005 Approved Govt	\$73,323.64 Factory Option (G2) \$4,650.00-
ACCESSORIES / OPTIONS	
FACTORY OPTIONS	
Vehicle Colour – French Vanilla	Included
Vehicle Trim – Fromage Synthetic Leather	Included
SLWB Commuter Turbo Diesel GL	Included (Factory Fitted Option)
DEALER CHARGES	
Toyota Detail	Included
Complimentary Tank of Fuel	Included
Toyota Dealer Delivery – Govt	\$400.00
TOTAL PRICE (Excl. GST)	\$69,073.64
Total GST	\$6,907.36
TOTAL PAYABLE	\$75,981.00
BALANCE PAYABLE	\$75,981.00

*NOTE – This quotation is valid for 7 days upon signature of manager.

Rick Wells
Fleet Sales Consultant

Authorised Manager

CCS14 CORRECTION OF FEES & CHARGES 2025-2026
AUTHOR: Waisale Iowane, Chief Financial Officer
APPROVER: Kristy Watts, Director Corporate and Community

RECOMMENDATION

That Council adopt the Revised 2025–2026 Fees and Charges.

PURPOSE OF REPORT

To rectify the resolution made by Council on 23 June 2025, which endorsed an incorrect version of the 2025–2026 Fees and Charges due to an administrative error.

REPORT

This report seeks to rectify the version of the 2025–2026 Fees and Charges previously endorsed by Council. The correct version reflecting the publicly exhibited document is now attached for Council's formal endorsement.

The version adopted at the June 2025 Council meeting did not incorporate the changes endorsed by Council at its April 2025 meeting, which resolved the below:

111/25

RESOLVED: (Baladi / Reddy)

That:

4. *Seek to adjust the following Schedule of Fees and Charges for 2025-2026:*
- a) *Venue Hires Sections 1-9. That for the year 2025/2026, fees and charges to be the same as 2024/2025. Draft prices to be rejected excluding any new fee amounts which are to reflect the proposed fees for 2025/2026*
 - b) *Open Space & Sportsfield Section 1. That the lesser fees and charges between 2024/2025 and 2025/2026 fees and charges, be the fee that go on exhibition for 2025/2026, excluding any new fee amounts which are to reflect the proposed fees and charges for 2025/2026*
 - c) *Community Garden. That all fees and charges be waived for Strathfield Local Government Area (LGA) residents only*
 - d) *Corporate & Governance Section 2 – Business Papers. That business papers be made available free of charge to Strathfield LGA residents only upon request*
 - e) *Open Space & Sportsfield Busking Section 5 – Busking. That the fee and charge for busking be reduced to \$10 for 2025/2026*
 - f) *Environmental Health & Compliance Section 2 – Private Swimming Pools. That there be no fee and charge for Resuscitation Charts in 2025/2026*

For the Motion: Councillors Blackmore, Pensabene, Cai, Reddy, Baladi and Kim

Against the Motion: Nil

These adjustments have now been incorporated into the attached version for Council's consideration and formal adoption.

The updated Fees and Charges are consistent with the publicly exhibited version, with one exception: the fee relating to access to business papers. While the exhibited amount for this fee was listed as \$0, the updated schedule proposes a fee of \$1,069, consistent with the amount adopted by Council at its June meeting, with a minor amendment to clarify that this fee is waived for local residents, in line with Council's resolution from its April 2025 Council Meeting.

The Fees and Charges will not be reexhibited as the purpose of this report is to correct an administrative oversight in the process of adopting the correct fees and charges for the financial year.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

1. [Revised 2025-26 Fees & Charges](#)
2. [Summary of Changes to 2025-26 Fees & Charges](#)

Fees & Charges 2025/26

Table Of Contents Strathfield Municipal Council

<u>Development Control</u>	6
1. Development Applications	6
2. Construction Certificates	10
3. Complying Development Certificates	12
4. Building Information Certificates	15
5. Planning Certificates	15
6. Occupation Certificates	15
7. Inspection Fees	16
8. Security Deposits	17
9. Tree Pruning	18
10. Miscellaneous Applications	18
11. Other Fees	19
<u>Strategic Planning</u>	21
1. Assessment of Planning Proposals	21
2. Other Fees	23

Table Of Contents

<u>Environmental Health & Compliance</u>	24
1. Fire Safety	24
2. Environmental Health	24
3. Regulatory	26
<u>Corporate & Governance</u>	28
1. Rates & Finance Services	28
2. Access to Information	28
3. Other	29
<u>Events & Filming</u>	30
1. Events	30
2. Filming	30
<u>Library</u>	31
1. Library Services	31
2. Activity Services	31
<u>Community Garden</u>	32
1. Community Garden	32

Table Of Contents

<u>Venue Hires</u>	33
1. Venue Hire Application	33
2. Strathfield Town Hall	33
3. Strathfield Community Centre (Bates Street)	33
4. Library Meeting Rooms	34
5. High Street Library	34
6. Dutton Centre	34
7. Homebush West Community Centre	34
8. Strathfield Park	34
9. Venue Hire Other Charges	35
<u>Openspace & Sportsfield</u>	36
1. Sportsfield Hire	36
2. Park Event Casual Hire	42
3. Personal Trainers	42
4. Park Access	43
5. Busking	43
6. Strathfield Square Hire	43
7. Hudson Park Driving Range	43
8. Trees	43

Table Of Contents

<u>Engineering & Operations</u>	44
1. Parking	44
2. Restorations	44
3. Working Permits	50
4. Traffic Control	51
5. Inspection & Compliance	52
6. Car Share	52
7. Usage of the Public Domain	52
8. Miscellaneous	53
<u>Waste & Recycling</u>	54
1. Domestic Waste Management	54
2. Existing Council Owned/Leased Property Waste Management	55
<u>Other Business Takings</u>	56

Strathfield Municipal Council

Development Control

1. Development Applications

NOTE: All development applications involving costs of such development in excess of \$50,000 are required to pay for planning reform ("PlanFirst") fee calculated as $P = (\$0.64 \times E / 1000) - \5 , to the Department of Planning, where P = amount payable, and E = estimated cost of such development.

Development involving erection of buildings (including temporary structures), the carrying out of work, demolition of a work or a building

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
Up to \$5,000		\$143.00	\$147.00	N/A	Legislative Requirements
\$5,001 – \$50,000		\$219 plus additional \$3.00 for each \$1,000 or part thereof	\$226 plus additional \$3.00 for each \$1,000 or part thereof	N/A	Legislative Requirements
\$50,001 – \$250,000		\$457 plus additional \$3.64 for each \$1,000 or part thereof by which the estimated cost exceeds \$50,000	\$469 plus additional \$3.64 for each \$1,000 or part thereof by which the estimated cost exceeds \$50,000	N/A	Legislative Requirements
\$250,001 – \$500,000		\$1,508 plus an additional \$2.34 for each \$1,000 or part thereof by which the estimated cost exceeds \$250,000	\$1,544 plus an additional \$2.34 for each \$1,000 or part thereof by which the estimated cost exceeds \$250,000	N/A	Legislative Requirements
\$500,001 - \$1,000,000		\$2,271 plus additional \$1.64 for each \$1,000 or part thereof by which the estimated cost exceeds \$500,000	\$2,325 plus additional \$1.64 for each \$1,000 or part thereof by which the estimated cost exceeds \$500,000	N/A	Legislative Requirements
\$1,000,001 – \$10,000,000		\$3,403, plus additional \$1.44 for each \$1,000 or part thereof by which the estimated cost exceeds \$1,000,000	\$3,483, plus additional \$1.44 for each \$1,000 or part thereof by which the estimated cost exceeds \$1,000,000	N/A	Legislative Requirements
More than \$10,000,000		\$20,663 plus additional \$1.19 for each \$1,000 or part thereof by which the estimated cost exceeds \$10,000,000	\$21,146 plus additional \$1.19 for each \$1,000 or part thereof by which the estimated cost exceeds \$10,000,000	N/A	Legislative Requirements
Development involving the erection of a dwelling house or dwelling alterations with an per application estimated construction cost of less than \$100,000		\$591.00	\$606.00	N/A	Legislative Requirements
Development not involving the erection of a building (including temporary structures), per application the carrying out of a work, the subdivision of land or the demolition of work or a building (change of use, including the use of a building as a PoPE)		\$370.00	\$379.00	N/A	Legislative Requirements

NOTES:

- 1. Subdivision of land includes a plan of subdivision under Section 195 of the Conveyancing Act 1919 or a strata plan of subdivision.
- 2. All development applications involving costs of such development in excess of \$50,000 are required to pay for the planning reform ("PlanFirst") fee calculated as $P = (\$0.64 \times E / 1000) - \5 , to the Department of Planning, where P = amount payable, and E = estimated cost of such development.

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
Subdivision Involving Opening of a Public Road		\$864 plus \$65/ additional lot created	\$885 plus \$65/ additional lot created	N/A	Legislative Requirements
Subdivision Not Involving the Opening of a Public Road		\$429 plus \$53/ additional lot created	\$440 plus \$53/ additional lot created	N/A	Legislative Requirements
Strata Subdivision		\$429 plus \$65/ additional lot created	\$440 plus \$65/ additional lot created	N/A	Legislative Requirements
Subdivision Certificate Fee (Release of plan)		\$1,000 plus \$100/lot	\$1,000 plus \$100/lot	N/A	Full Cost Recovery
Where no new lots are proposed, i.e.. simple common boundary adjustments and consolidation (non Legislative)		\$1,000.00	\$1,069.00	N/A	Full Cost Recovery
Linen Checking Fee		\$1,000.00	\$1,069.00	N/A	Full Cost Recovery
Resigning Subdivision Plans by Chief Executive Officer, General Manager or Authorised Officer		\$1,000.00	\$1,069.00	N/A	Full Cost Recovery
Execution of Positive Covenant/Section 88B Instrument (Under the Conveyancing Act 1979) where Council is not the Certifying Authority		\$880.00	\$941.00	Y	Full Cost Recovery
Integrated Development					
Administration Fee		\$181.00	\$187.00	N/A	Legislative Requirements
Approval Fee to each approval body	per approval body	\$416.00	\$426.00	N/A	Legislative Requirements
Designated Development					
Designated Development Fee		\$1,197.00	\$1,226.00	N/A	Legislative Requirements
(\$920 plus any other DA scale fee in this schedule)				N/A	
Submission of Amended Plans – prior to determination of development application					
Amendment Fee		50% of original fee PLUS advertising fee if readvertising is required - refer to Section 9 "Advertising Fees"	50% of original fee PLUS advertising fee if readvertising is required - refer to Section 9 "Advertising Fees"	N/A	Full Cost Recovery
Modification of a Development Consent (Section 4.55) – after consent has been issued					
NOTES:					
1. No fee charged if agreed council error.					
2. An additional fee for notification of the modification application may apply (refer to "Advertising Fees").					
Modification under Section 4.55(1)					
Modification involving a correction of a minor error, misdescription or miscalculation under Section 4.55(1)		\$92.00	\$95.00	N/A	Legislative Requirements
Modification under Section 4.55(1A) (modifications of minor environmental impact) or 4.56(1) (minor environmental impact)		\$838 or 50% of the original fee, whichever is the lesser amount	\$859 or 50% of the original fee, whichever is the lesser amount	N/A	Legislative Requirements
Modification under Section 4.55(2) or 4.56(1)					
(a) If the original development application fee was less than \$100					
Modification Fee		50% of the original fee	50% of the original fee	N/A	Legislative Requirements
(b) If the original development application fee was \$100 or more					
For applications not involving the erection of buildings (including temporary structures), the carrying out of a work or the demolition of work or a building (change of use, including the use of a building as a PoPE)		50% of the original fee	50% of the original fee	N/A	Legislative Requirements
Development involving erection of buildings (including temporary structures), the carrying out of work, demolition of work or a building with an estimated cost of construction of \$100,000 or less		\$246.00	\$253.00	N/A	Legislative Requirements
plus an additional amount if notice of the application is required to be given under Section 4.55(2) or 4.56(1) of the Act.		\$865.00	\$886.00	N/A	Legislative Requirements

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
(c) Any other cases other than (a) and (b) above					
Up to \$5,000		\$70.00	\$73.00	N/A	Legislative Requirements
\$5,001 – \$250,000		\$109 plus an additional \$1.50 for each \$1,000 or part thereof	\$113 plus an additional \$1.50 for each \$1,000 or part thereof	N/A	Legislative Requirements
\$250,001 - \$500,000		\$650 plus an additional \$0.85 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$250,000	\$666 plus an additional \$0.85 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$250,000	N/A	Legislative Requirements
\$500,001 – \$1,000,000		\$926 plus an additional \$0.50 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$500,000	\$949 plus an additional \$0.50 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$500,000	N/A	Legislative Requirements
\$1,000,001 – \$10,000,000		\$1,283 plus an additional \$0.40 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$1,000,000	\$1,314 plus an additional \$0.40 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$1,000,000	N/A	Legislative Requirements
More than \$10,000,000		\$6,165 plus an additional \$0.27 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$10,000,000	\$6,310 plus an additional \$0.27 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$10,000,000	N/A	Legislative Requirements
Additional Fee for modification Application that is accompanied by a statement from a qualified designer		\$988 + (CPI increase from EPA Regs 2021)	\$1,013.00	N/A	Legislative Requirements
Review of a Development Determination (Division 8.2)					
NOTES:1. This must be determined within 6 months after the date the determination is issued.2. An additional fee for notification of the application may apply (refer to "Advertising Fees").					
(a) For applications not involving erection of buildings (including temporary structures), the subdivision of land, the carrying out of work, demolition of work or a building (change of use, including the use of a building as a PoPE).					
Review Fee		50% of Original Fee	50% of Original Fee	N/A	Legislative Requirements
(b) Development involving erection of buildings (including temporary structures), the carrying out of work, demolition of work or a building with an estimated cost of construction of \$100,000 or less					
Review Fee		\$238.00	\$253.00	N/A	Legislative Requirements

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
<i>(c) Any other cases other than (a) and (b) above</i>					
Up to \$5,000		\$70.00	\$73.00	N/A	Legislative Requirements
\$5,001 – \$250,000		\$111, plus an additional \$1.50 for each \$1,000 (or part thereof) of the estimated cost	\$114, plus an additional \$1.50 for each \$1,000 (or part thereof) of the estimated cost	N/A	Legislative Requirements
\$250,001 – \$500,000		\$650, plus an additional \$0.85 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$250,000	\$666, plus an additional \$0.85 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$250,000	N/A	Legislative Requirements
\$500,001 – \$1,000,000		\$926, plus an additional \$0.50 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$500,000	\$949, plus an additional \$0.50 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$500,000	N/A	Legislative Requirements
\$1,000,001 – \$10,000,000		\$1,283, plus an additional \$0.40 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$1,000,000	\$1,314, plus an additional \$0.40 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$1,000,000	N/A	Legislative Requirements
More than \$10,000,000		\$6,165, plus an additional \$0.27 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$10,000,000	\$6,310, plus an additional \$0.27 for each \$1,000 (or part thereof) by which the estimated cost exceeds \$10,000,000	N/A	Legislative Requirements
<i>(d) Deferred Commencement of Consent Compliance (plus satisfaction of conditions)</i>					
Deferred commencement		\$328.00	\$351.00	N/A	Market Based Pricing
Review of a Decision to Reject (Division 8.2)(1)(C)					
Up to \$100,000		\$70.00	\$73.00	N/A	Legislative Requirements
\$100,001 – \$1M		\$194.00	\$199.00	N/A	Legislative Requirements
More than \$1M		\$324.00	\$333.00	N/A	Legislative Requirements
Advertising Fees					
(a) Advertised Development		\$1,437.00	\$1,472.00	N/A	Legislative Requirements
(b) Designated Development		\$2,888.00	\$2,957.00	N/A	Legislative Requirements
(c) Prohibited Development		\$1,437.00	\$1,472.00	N/A	Legislative Requirements
(d) Integrated Development		\$1,437.00	\$1,472.00	N/A	Legislative Requirements
(e) Development for which a community participation plan requires notice to be given.		\$1,437.00	\$1,472.00	N/A	Legislative Requirements
(f) Modification of a Development Consent (Only if previously advertised or required by Consolidated DCP 2005 Part L to be notified)		\$865.00	\$886.00	N/A	Legislative Requirements
(g) S8.2A Review		\$806.00	\$826.00	N/A	Legislative Requirements

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
Development for the purpose of one or more advertisements					
DA Advertising Sign		\$370.00	\$379.00	N/A	Legislative Requirements
Each Additional Sign		\$96.00	\$93.00	N/A	Legislative Requirements
Notification Fees - (Based on Development Costs)					
Up to \$100,000		\$400.00	\$428.00	N/A	Full Cost Recovery
\$100,001 - \$200,000		\$600.00	\$641.00	N/A	Full Cost Recovery
\$200,001 - \$300,000		\$700.00	\$748.00	N/A	Full Cost Recovery
\$300,001 - \$400,000		\$800.00	\$855.00	N/A	Full Cost Recovery
\$400,001 - \$500,000		\$900.00	\$962.00	N/A	Full Cost Recovery
\$500,001 - \$600,000		\$1,000.00	\$1,069.00	N/A	Full Cost Recovery
\$600,001 - \$700,000		\$1,100.00	\$1,176.00	N/A	Full Cost Recovery
\$700,001 - \$800,000		\$1,200.00	\$1,283.00	N/A	Full Cost Recovery
\$800,001 - \$900,000		\$1,300.00	\$1,390.00	N/A	Full Cost Recovery
\$900,001 - \$1,000,000		\$1,400.00	\$1,497.00	N/A	Full Cost Recovery
More than \$1,000,000		\$1,500.00	\$1,604.00	N/A	Full Cost Recovery

2. Construction Certificates

NOTES:
Building Class 1 & 10 Structures - Building Code of Australia:

Packages: When Council has been elected to both issue the Construction Certificate and act as the Principal Certifying Authority (PCA), then the package dimensions include a Construction Certificate, building inspections up to the maximum for the structure under assessment and a single Occupation Certificate. Awnings, Pergolas, Open Structures and other class 10 structures including retaining and civil works

(a) Package (includes mandatory building inspections) - minimum ONE inspection		\$1,075.00	\$1,149.00	Y	Market Based Pricing
(b) Construction Certificate only		\$442.00	\$550.00	Y	Market Based Pricing
(c) Principal Certifying Authority only (when Council has been elected as PCA and the Construction Certificate has been issued by another authority)		\$890.00	\$951.00	Y	Market Based Pricing
PLUS Charges for external BCA consultant		Cost of consultant plus 10%	Cost of consultant plus 10%	Y	Market Based Pricing

A Construction Certificate requires payment of the construction certificate fee and inspection fee. Other charges as levied by the State Government and/or Development Consent are required to be paid prior to determination. The Construction Certificate application shall be accompanied by working drawings, building specifications and engineering plans (where relevant) A discount of 10% will be given on the Construction Certificate fee but only if lodged at the same time as the development application and Council is elected the PCA. (Discount does not include inspection fees)

Swimming Pools and Garages

(a) Package (includes mandatory building inspections)		\$1,497.00	\$1,600.00	Y	Market Based Pricing
(b) Construction Certificate only		\$464.00	\$750.00	Y	Market Based Pricing
(c) Principal Certifying Authority only (when Council has been elected as PCA and the Construction Certificate has been issued by another authority)		\$1,403.00	\$1,500.00	Y	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
Additions and Alterations					
(a) Package (includes mandatory building inspections) - Minimum 4 Inspections		\$2,293.00	\$2,897.00	Y	Market Based Pricing
(b) Construction Certificate only		\$922.00	\$1,522.00	Y	Market Based Pricing
(c) Principal Certifying Authority only (when Council has been elected as PCA and the Construction Certificate has been issued by another authority)		\$1,862.00	\$2,092.00	Y	Market Based Pricing
Construction Certificate where combined with a Development Application - Cancellation/withdrawal of Construction Certificate during assessment - After completion of assessment					
Single Storey New Dwellings					
(a) Package (includes mandatory building inspections)		\$2,844.00	\$3,392.00	Y	Market Based Pricing
(b) Construction Certificate only		\$988.00	\$1,722.00	Y	Market Based Pricing
(c) Principal Certifying Authority only (when Council has been elected as PCA and the Construction Certificate has been issued by another authority)		\$1,912.00	\$2,197.00	Y	Market Based Pricing
Two Storey New Dwellings					
(a) Package (includes mandatory building inspections)		\$3,511.00	\$3,753.00	Y	Market Based Pricing
(b) Construction Certificate only		\$1,660.00	\$2,222.00	Y	Market Based Pricing
(c) Principal Certifying Authority only (when Council has been elected as PCA and the Construction Certificate has been issued by another authority)		\$2,577.00	\$2,755.00	Y	Market Based Pricing
New Dwellings - Muti dwelling development					
Town houses / Villas		\$4,275.00	\$4,570.00	Y	Market Based Pricing
More than two units - cost per unit		\$688.00	\$735.00	Y	Market Based Pricing
Dual Occupation					
(a) Package (includes mandatory building inspections)		\$4,538.00	\$4,851.00	Y	Market Based Pricing
(b) Construction Certificate only		\$2,402.00	\$2,568.00	Y	Market Based Pricing
(c) Principal Certifying Authority only (when Council has been elected as PCA and the Construction Certificate has been issued by another authority)		\$2,970.00	\$3,175.00	Y	Market Based Pricing
NOTE: If an inspection is deemed unsatisfactory then a re-inspection is required. Re-inspections of unsatisfactory work will be subject to an additional inspection fee and charged as follows:					
Additional Inspection fee as follows:					
Major Re-Inspections		\$398.00	\$425.00	Y	Market Based Pricing
Minor Re-Inspections		\$284.00	\$304.00	Y	Market Based Pricing
Demolition Inspections		\$398.00	\$425.00	Y	Market Based Pricing
NOTE: If the applicant requests an Interim Occupation Certificate as part of the package then an additional Final Occupation Certificate is required at an additional charge		\$368.00	\$393.00	Y	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
Building Class 2 to 9 Structures - Building Code of Australia:					
<i>NOTE: The following Package fees (include all mandatory Building Inspections) for structures under building classes under building classes ranging from 2 to 9 are based on the estimated cost of construction</i>					
<i>Where estimated cost of construction is:</i>					
\$1 to \$50,000		\$1,409.00	\$1,506.00	Y	Market Based Pricing
\$50,000 to 100,000		\$2,206.00	\$2,358.00	Y	Market Based Pricing
Greater than \$100,000 and less than or equal to \$500,000		\$5,423.00	\$5,797.00	Y	Market Based Pricing
Greater than \$500,000 and less than or equal to \$1,000,000		\$9,987.00	\$10,676.00	Y	Market Based Pricing
Greater than \$1,000,000 and less than or equal to \$2,500,000		\$10,385.00	\$11,102.00	Y	Market Based Pricing
Greater than \$2,500,000 and less than or equal to \$5,000,000		\$11,412.00	\$12,199.00	Y	Market Based Pricing
Construction Certificate Only		50% of the package fee	50% of the package fee	Y	Market Based Pricing
Where Council has been elected as Principal Certifying Authority and the Construction Certificate has been issued by another authority		75% of the package fee	75% of the package fee	Y	Market Based Pricing

Modification of Construction Certificate

For the purposes of Section 96 of EP&A Act

Class 1 or 10 buildings		50% of the original fee for Construction Certificate	50% of the original fee for Construction Certificate	Y	Market Based Pricing
Class 2 to 9 buildings greater than 25% change to development		50% of the package fee	50% of the package fee	Y	Market Based Pricing
Class 2 to 9 buildings less than 25% change to development		25% of the package fee	25% of the package fee	Y	Market Based Pricing
NOTE: Minimum Fee - applicable to all building classes		\$224.00	\$249.00	Y	Market Based Pricing

For the purposes of Part 4, Division 3 and Part 4A of EP&A Act the following fees apply: Packages: When Council has been elected to both issue the Complying Development Certificate and act as the Principal Certifying Authority (PCA), then the package dimensions include a Complying Development Certificate, building inspections up to the maximum number for the structure under assessment and a single Occupation Certificate Complying development certificates submitted under affordable SEPP

3. Complying Development Certificates

Application of a Complying Certificate

Granny Flats:

Package (includes mandatory building inspections)		\$2,227.00	\$2,381.00	Y	Market Based Pricing
Complying Development Certificate only		\$1,012.00	\$1,082.00	Y	Market Based Pricing
Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)					

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
Complying Development Certificates submitted under State Environmental Planning Policy (Exempt and Complying Codes) 2008					
1. General Housing Code					
<i>New Single dwelling houses SSH</i>					
Package (includes mandatory building inspections)		\$2,817.00	\$3,011.00	Y	Market Based Pricing
Complying Development Certificate only		\$1,026.00	\$1,097.00	Y	Market Based Pricing
Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)		\$1,737.00	\$1,857.00	Y	Market Based Pricing
<i>New two storey dwelling houses SSH</i>					
Package (includes mandatory building inspections)		\$3,751.00	\$4,010.00	Y	Market Based Pricing
Complying Development Certificate only		\$1,960.00	\$2,095.00	Y	Market Based Pricing
Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)		\$2,670.00	\$2,854.00	Y	Market Based Pricing
<i>Alterations and additions to existing single storey and two storey dwelling houses (includes internal alterations)</i>					
Package (includes mandatory building inspections)		\$2,228.00	\$2,382.00	Y	Market Based Pricing
Complying Development Certificate only		\$1,016.00	\$1,086.00	Y	Market Based Pricing
Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)		\$2,009.00	\$2,148.00	Y	Market Based Pricing
<i>Ancillary development SH</i>					
<i>1. Demolition or removal of dwelling houses or ancillary development (class 10 structures excluding swimming pools)</i>					
Package (includes mandatory building inspections)		\$939.00	\$1,004.00	Y	Market Based Pricing
Complying Development Certificate only		\$660.00	\$706.00	Y	Market Based Pricing
Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)		\$568.00	\$607.00	Y	Market Based Pricing
<i>2. Swimming pools</i>					
Package (includes mandatory building inspections)		\$1,868.00	\$1,997.00	Y	Market Based Pricing
Complying Development Certificate only		\$830.00	\$887.00	Y	Market Based Pricing
Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)		\$1,769.00	\$1,891.00	Y	Market Based Pricing
Swimming Pool Inspection Fee (including Compliance Certificate)		New	\$1,500.00	Y	Market Based Pricing
<i>3. Sheds & Garages SSH</i>					
Package (includes mandatory building inspections)		New	\$1,449.00	Y	Market Based Pricing
Complying Development Certificate only		New	\$850.00	Y	Market Based Pricing
Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)		New	\$750.00	Y	Market Based Pricing
<i>4. Minor Structures (decks, carports, retaining walls) SSH</i>					
Package (includes mandatory building inspections)		New	\$1,249.00	Y	Market Based Pricing
Complying Development Certificate only		New	\$750.00	Y	Market Based Pricing
Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)		New	\$650.00	Y	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
2. General Commercial & Industrial Code					
<i>1. Building Alterations (Internal, per floor of works) SSH</i>					
(a) Package (includes mandatory building inspections)		\$1,933.00	\$2,066.00	Y	Market Based Pricing
(b) Complying Development Certificate only		\$966.00	\$1,033.00	Y	Market Based Pricing
(c) Principal Certifying Authority only (when Council has been elected as PCA and the Complying Development Certificate has been issued by another authority		\$1,289.00	\$1,378.00	Y	Market Based Pricing
<i>2. Change of use of premises SSH</i>					
(a) Package (includes mandatory building inspections)		\$1,616.00	\$1,728.00	Y	Market Based Pricing
(b) Complying Development Certificate only		\$966.00	\$1,033.00	Y	Market Based Pricing
(c) Principal Certifying Authority only (when Council has been elected as PCA and the Complying Development Certificate has been issued by another authority		\$1,289.00	\$1,378.00	Y	Market Based Pricing
<i>3. Mechanical ventilation systems SSH</i>					
(a) Package (includes mandatory building inspections)		\$1,616.00	\$1,728.00	Y	Market Based Pricing
(b) Complying Development Certificate only		\$966.00	\$1,033.00	Y	Market Based Pricing
(c) Principal Certifying Authority only (when Council has been elected as PCA and the Complying Development Certificate has been issued by another authority		\$1,289.00	\$1,378.00	Y	Market Based Pricing
<i>4. Shop front and awning alterations SSH</i>					
(a) Package (includes mandatory building inspections)		\$1,616.00	\$1,728.00	Y	Market Based Pricing
(b) Complying Development Certificate only		\$966.00	\$1,033.00	Y	Market Based Pricing
(c) Principal Certifying Authority only (when Council has been appointed as PCA and the Complying Development Certificate has been issued by another authority		\$1,180.00	\$1,261.00	Y	Market Based Pricing
<i>5. Skylights and roof windows SSH</i>					
(a) Package (includes mandatory building inspections)		\$1,616.00	\$1,728.00	Y	Market Based Pricing
(b) Complying Development Certificate only		\$966.00	\$1,033.00	Y	Market Based Pricing
(c) Principal Certifying Authority only (when Council has been elected as PCA and the Complying Development Certificate has been issued by another authority		\$1,289.00	\$1,378.00	Y	Market Based Pricing
3. Modification of Complying Development Application					
For the purpose of Section 87 of EP&A Act: Application Fee L & N Yes		50% of the original fee for Complying Development Certificate	50% of the original fee for Complying Development Certificate	Y	Market Based Pricing
NOTE: Minimum Fee		\$267.00	\$285.00	Y	Market Based Pricing
Other					
Replacement of Private Certifying Authority with Council Certifying Services		New	Applicable Council Charge PC Rate to type of works (X4)	Y	Full Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
4. Building Information Certificates					
Building Information Certificates					
Class 1 & 10 Buildings					
Application for each dwelling contained in building or in any other building on the allotment.		\$250.00	\$500.00	N/A	Full Cost Recovery
Any Other Class of Buildings					
Up to 200 m²		\$260.00	\$500.00	N/A	Full Cost Recovery
Between 200 m² and 2,000 m²		\$250 plus \$0.50 cents/m² over 200 m²	\$500 plus \$0.50 cents/m² over 200 m²	N/A	Full Cost Recovery
Greater than 2,000 m²		\$1,165 plus \$0.75 cents/m² over 2,000 m²	\$1,465 plus \$0.75 cents/m² over 2,000 m²	N/A	Full Cost Recovery
Where application relates to external wall or does not have a floor area		\$260.00	\$500.00	N/A	Full Cost Recovery
Where a Building Information Certificate Application involves Unauthorised Works (not exceeding application fee for DA & CC)					
Note: The applicable Development Application fees and/or Construction Certificate fees are payable for unauthorised works (Refer to the relevant fee within the Schedule of Fees & Charges					
Construction Certificate Fees (Refer to the Schedule of Fees & Charges for Construction Certificate Applications)	per application	Fee as per Schedule	Fee as per Schedule	Y	Market Based Pricing
Development Application Fee (Refer to the Schedule of Fees & Charges for Development Fees)	per application	Fee as per Schedule	Fee as per Schedule	N/A	Legislative Requirements
Other					
Additional Inspection before issuing a building certificate if necessary per inspection		\$90.00	\$293.00	N/A	Full Cost Recovery
Copy of Building Certificate with owner's consent		\$21.00	\$22.00	N/A	Market Based Pricing
5. Planning Certificates					
Section 10.7(2)		\$68.00	\$71.00	N/A	Legislative Requirements
Section 10.7(2) & (5)		\$173.00	\$178.00	N/A	Legislative Requirements
Section 10.7 Certificate – Urgent Processing Fee (plus above fee)		\$167.00	\$179.00	N/A	Market Based Pricing
6. Occupation Certificates					
Occupation Certificate for a New Building					
Where Council nominated as the PCA, has inspected the building works during construction and an inspection package is purchased from Council		\$744.00	\$795.00	Y	Market Based Pricing
Where Council has not inspected the works or done the critical stage inspection		\$6,995 minimum (quotes will be provided)	\$6,995 minimum (quotes will be provided)	Y	Market Based Pricing
Occupation Certificates for a Change of Building Use (where no building works are proposed)					
Up to 200 m²		\$383.00	\$650.00	Y	Market Based Pricing
Between 200 m² and 2,000 m²		\$383.00	\$770.00	Y	Market Based Pricing
Greater than 2,000 m²		\$710.00	\$990.00	Y	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
7. Inspection Fees					
<i>NOTES:</i>					
<i>1. Inspection fees are payable in addition to the construction certificate or complying development certificate application fee where Council has been nominated as the Principal Certifying Authority (PCA).</i>					
<i>2. Council inspection packages include the cost of all necessary inspections and the issue of one Occupation Certificate for all Building Classes, except Class 1a Dwellings, or Class 10a & 10b Buildings.</i>					
<i>3. There will be no refund of package fees where the applicant or builder has failed to provide Council with any or adequate notice of the need to carry out progress inspections.</i>					
General					
Building Inspection Fees (for building categories not specifically mentioned in this table)		\$274.00	\$293.00	Y	Market Based Pricing
Multi-Unit Housing					
Townhouses or Villas	per unit	\$383.00	\$409.00	Y	Market Based Pricing
Flats	per unit	\$383.00	\$409.00	Y	Market Based Pricing
Commercial/Industrial Buildings					
New Commercial/Industrial Buildings (up to 2,000 m²)		\$929.00	\$993.00	Y	Market Based Pricing
New Commercial/Industrial Buildings (over 2,000 m²)		\$2,348.00	\$2,510.00	Y	Market Based Pricing
Other					
Change of Use (no building work)	per inspection	\$383.00	\$409.00	Y	Full Cost Recovery
Re-inspection Fee (for defective work or not ready at time of inspection, fee must be paid before final clearance)	per inspection	\$274.00	\$293.00	Y	Market Based Pricing
Cancellation Fee		Sum of fee	Sum of fee	Y	Market Based Pricing
DA Demolition Inspection Fees					
Pre-Demolition Inspection		New	\$350.00	N/A	Full Cost Recovery
Post-Demolition Inspection		New	\$350.00	N/A	Full Cost Recovery
Outside of Standard Hours Work Permit Application					
Class 1a Dwelling (each dwelling)		New	\$350.00	N/A	Full Cost Recovery
Class 2-9 Building – up to 3 Stories		New	\$660.00	N/A	Full Cost Recovery
Class 2-9 Building – 4 Stories and above		New	\$990.00	N/A	Full Cost Recovery
Class 2-9 Building where concrete pour exceeds 500 square metres		New	\$1,320.00	N/A	Full Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
8. Security Deposits					
<i>Estimated Cost</i>					
Damage Security Deposit					
Up to \$5,000		\$289.00	\$309.00	N/A	Full Cost Recovery
\$5,001 – \$10,000		\$361.00	\$386.00	N/A	Full Cost Recovery
\$10,001 – \$15,000		\$470.00	\$502.00	N/A	Full Cost Recovery
\$15,001 – \$25,000		\$688.00	\$735.00	N/A	Full Cost Recovery
\$25,001 – \$50,000		\$1,529.00	\$1,635.00	N/A	Full Cost Recovery
\$50,001 – \$100,000		\$2,948.00	\$3,151.00	N/A	Full Cost Recovery
\$100,001 – \$250,000		\$5,734.00	\$6,130.00	N/A	Full Cost Recovery
\$250,001 – \$500,000		\$8,845.00	\$9,455.00	N/A	Full Cost Recovery
\$500,001 – \$1,000,000		\$13,322.00	\$14,241.00	N/A	Full Cost Recovery
\$1,000,001 – \$2,000,000		\$16,380.00	\$17,510.00	N/A	Full Cost Recovery
\$2,000,001 – \$3,000,000		\$19,656.00	\$21,012.00	N/A	Full Cost Recovery
\$3,000,001 – \$4,000,000		\$22,932.00	\$24,514.00	N/A	Full Cost Recovery
\$4,000,001 – \$5,000,000		\$26,208.00	\$28,016.00	N/A	Full Cost Recovery
\$5,000,001 – \$6,000,000		\$29,484.00	\$31,518.00	N/A	Full Cost Recovery
\$6,000,001 – \$7,000,000		\$32,760.00	\$35,020.00	N/A	Full Cost Recovery
\$7,000,001 and above		\$36,036.00	\$38,522.00	N/A	Full Cost Recovery
Tree Bonds (per tree):					
Under 5 metres high		\$3,331.00	\$3,561.00	N/A	Full Cost Recovery
5 metres – 10 metres high		\$11,084.00	\$11,849.00	N/A	Full Cost Recovery
10 metres – 15 metres high		\$22,168.00	\$23,698.00	N/A	Full Cost Recovery
15 metres – 20 metres high		\$33,252.00	\$35,546.00	N/A	Full Cost Recovery
Over 20 metres high		\$44,335.00	\$47,394.00	N/A	Full Cost Recovery
Significant Trees: up to 50 years old & 50 – 100 years old		\$55,420.00	\$59,244.00	N/A	Full Cost Recovery
Administration Fee of Bond Deposit & Bank Guarantee					
Builders Damage Deposit	per application	\$145.00	\$155.00	N/A	Market Based Pricing
Tree Bond	per application	\$145.00	\$155.00	N/A	Market Based Pricing
Bank Guarantee up to \$50,000 (not refundable)		\$180.00	\$192.00	N/A	Full Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
9. Tree Removal/ Pruning					
Remove/Prune 1-5 trees	per tree	\$134.00	\$143.00	N/A	Full Cost Recovery
Remove/Prune 6-10 trees	per tree	\$197.00	\$211.00	N/A	Full Cost Recovery
Remove/Prune 11-20 trees	per tree	\$258.00	\$276.00	N/A	Full Cost Recovery
Remove/Prune more than 20 trees	per tree	\$383.00	\$409.00	N/A	Full Cost Recovery
Request for Review of Tree Permit Application Determination - Private tree	per application	\$621.00	\$664.00	N/A	Full Cost Recovery
Extension of Approved Tree Work		\$58.00	\$62.00	N/A	Full Cost Recovery
<i>Note: 1 Previously the Development Application could have unlimited trees for a set Development Application fee. 2. The fees set out above are to be charge per tree. For example, 3 trees will be charged at a rate of \$123 per tree being \$123 X 3 = \$369</i>					
10. Miscellaneous Applications					
Outstanding Notices (Schedule 5 of the EP&A Act)					
<i>NOTE: Joint fee is charged for both applications</i>					
Schedule 5 of the EPA Act 1979		\$153.00	\$153.00	N/A	Full Cost Recovery
<i>(Relates to Outstanding Notices and Orders relevant to development and building activities that would be notified by Council under EPA Act)</i>					
Section 735A of the LG Act 1993		\$153.00	\$153.00	N/A	Full Cost Recovery
<i>(Relates to Outstanding Notice, Order, direction or Demand but only to those matters issued under the LG Act.)</i>					
Combined Acts (EP&A Act and LG Act)		New	\$280.00	Y	Full Cost Recovery
Section 68 Application					
Install a manufactured home, moveable dwelling or associated structure on land		\$220.00	\$2,200.00	Y	Market Based Pricing
Install or operate an amusement device		\$374.00	\$425.00	N/A	Full Cost Recovery
For All Other Activities Requiring Approval under Section 68		\$220.00	\$475.00	Y	Full Cost Recovery
<i>(e.g. carry out water supply, sewerage connection, stormwater drainage work, install temporary structure or public activities/meetings on Council land & Roads)</i>					
Review of a Determination of Activity Application (Section 100)		\$114.00	\$132.00	N/A	Legislative Requirements
Amendment of an Activity Approval (Section 106)		\$187 or 50% of original fee, whichever is greater	\$230 or 50% of original fee, whichever is greater	N/A	Legislative Requirements
Extension of an Activity Approval (Section 107)		50% of original fee to a maximum of \$150	50% of original fee to a maximum of \$300	N/A	Legislative Requirements
Section 88G Certificates					
Certificate under S88G of Conveyancing Act – no inspection		\$10.00	\$10.00	N/A	Legislative Requirements
Certificate under S88G of Conveyancing Act – requiring inspection		\$35.00	\$35.00	N/A	Legislative Requirements

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
11. Other Fees					
Registration Fee for Certificates Issued by External PCA					
Registration Fee for Lodgement of Certificates Issued by External PCA (CDC, CC, OC, compliance and subdivision certificate)		\$39.00	\$39.00	N/A	Legislative Requirements
Development Application Site Notices		\$206.00	\$220.00	Y	Market Based Pricing
Refund of Withdrawn Applications (prior to determination)					
Where no assessment done		Refund 50% of original fee less Plan First Levy	Refund 50% of original fee less Plan First Levy	N/A	Market Based Pricing
<i>Refund of Withdrawn Application (prior to determination)</i>					
If assessment partially done		Refund 20% of original fee less Plan First Levy	Refund 20% of original fee less Plan First Levy	N/A	Market Based Pricing
Professional Services Charges					
Professional Officer Charge Rate (not referred to specifically elsewhere)	per hour	\$280.00	\$299.00	Y	Rate of Return
<i>This fee applied to call outs for pollution outbreaks, compliance certificates, construction certificates, development application assessments, fire safety surveys of buildings, written professional advise, other specialised services and those associated with related council programs.</i>					
DA Pre-lodgement Application					
Dwelling Houses and dual occupancy development < \$1,000,000	per meeting	\$600.00	\$641.00	Y	Market Based Pricing
Dwelling Houses and dual occupancy development > \$1,000,000	per meeting	\$800.00	\$855.00	Y	Market Based Pricing
Minor Commercial / Industrial	per meeting	\$900.00	\$962.00	Y	Market Based Pricing
Multi-unit Residential, Commercial / Industrial Development	per meeting	\$2,000.00	\$2,138.00	Y	Market Based Pricing
Refer to Review Panel					
Additional Fee – Residential Apartment Development referred to a design review panel		\$3,904.00	\$3,996.00	N/A	Legislative Requirements
Additional Fee – Modified Application referred to a design review panel		\$3,904.00	\$3,996.00	N/A	Legislative Requirements
Additional Fee for referral to an independent professional expert where applications with significant impact on the built, social and natural environments		minimum of \$3,500 or quotes + 10% will be provided	minimum of \$3,500 or quotes + 10% will be provided	N/A	Rate of Return
Information Requests					
Information Request involving staff research or a written response	per hour (with owner's consent)	\$218.00	\$233.00	N/A	Full Cost Recovery
<i>(minimum charge 1 hour, exact fee will be dependant upon staff time involved)</i>					
Sale of Building Development Approvals Records					
Sale of Building and Development Approvals Records (per year)		\$1,159.00	\$1,239.00	N/A	Rate of Return
Sale of Building and Development Approval Records (per month)		\$116.00	\$124.00	N/A	Rate of Return

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
------	------	---	---	-----	--------------------

Builders Indemnity Insurance

Construction Certificates and Complying Development Certificates cannot be issued unless the applicant provides a Certificate of Insurance issued by an approved insurer under the Home Building Act 1989.

Persons who wish to do building work on their own home may apply to the Department of Fair Trading for an owner-builder permit where:

(a) the cost of the work exceeds \$5,000;

(b) the work relates to a single dwelling - house or dual occupancy; and

(c) the work requires development consent or is complying development.

An owner-builder who sells their dwelling within 7 years of completion of the work must take out home warranty insurance.

Works valued less than \$12,000 value, no insurance is required when carried out by a licensed builder.

Long Service Levy

For building or subdivision works that exceed a value of \$250,000, payment of the Long Service Levy to the Long Service Levy Payments Corporation is required prior to Council (or an accredited certifier) issuing the Construction or Complying Development Certificate.

Council acts as an agent for collection of this levy. The amount payable is currently fixed at 0.25% of the total cost of the work and is GST exempt.

Development Contribution Plans

Refer to Section 7.11 & 7.12 Contribution Plans.

- Direct Development Contributions Plan 2010-2030 (effective 27 September 2016)
- Indirect Development Plan (effective 3 September 2010)
- Strathfield Value Sharing Contributions Policy

Other Works related to Development Control

Other works related to Development Controls, for example Road Opening Permit, Work Zone, Hoarding etc, refer to the details under "Civil & Urban Services".

Strategic Planning

1. Assessment of Planning Proposals

NOTES: LEP Category based on NSW Government Local Environmental Plan Making Guidelines

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
------	------	---	---	-----	--------------------

Pre-Planning Proposal Scoping Report (prior to the lodgement of the Planning Proposal and mandatory for all applications)

Basic		\$5,000.00	\$5,345.00	N/A	Rate of Return
Standard		\$10,000.00	\$10,690.00	N/A	Rate of Return
Complex		\$20,000.00	\$21,380.00	N/A	Rate of Return
Additional meeting		25% of original fees	25% of original fees	N/A	Rate of Return
Lodgement of Amended Planning Proposal		50% of original fee	50% of original fee	N/A	Rate of Return

Stage 1 – Assessment of Planning Proposal (payable on lodgement of PP)

NOTES:
1. Preparation of a planning report to council with recommendations, and where endorsed by Council, the submission of the Department for a Gateway Determination (including submission of additional information to the Department as a result of conditions relating to the Gateway Determination.
2. If the planning proposal does not proceed to Gateway, a refund of a maximum 30% of the Stage 1 fee may apply, subject to Council's discretion).

Basic		\$20,000.00	\$21,380.00	N/A	Rate of Return
Standard		\$60,000.00	\$64,140.00	N/A	Rate of Return
Complex		\$125,000.00	\$133,625.00	N/A	Rate of Return

Stage 2 – Review and Finalisation

NOTE: Preparation of report post exhibition and finalisation of the documentation to the Department.

Basic		\$11,000.00	\$11,759.00	N/A	Rate of Return
Standard		\$22,500.00	\$24,053.00	N/A	Rate of Return
Complex		\$67,000.00	\$71,623.00	N/A	Rate of Return

Advertisement and Notification (payable by applicant upon receipt of Gateway Determination and applicable to all application types)

Advertisement	per advertisement	\$4,500.00	\$4,811.00	N/A	Rate of Return
Notification	per property notified	\$5.00	\$5.00	N/A	Rate of Return

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
Amendments to Development Control Plan					
Request to amend a Development Control Plan – Minor		\$16,950.00	\$18,120.00	N/A	Rate of Return
Request to amend a Development Control Plan – Major		\$33,900.00	\$36,239.00	N/A	Rate of Return
Complex Development Control Plan - amendment (significant change to economic, social or environmental)		\$45,200.00	\$48,319.00	N/A	Rate of Return
Precinct Development Control Plan (as above but relates to multiple lots)		\$60,600.00	\$64,781.00	N/A	Rate of Return
Preparation of a new site specific Development Control Plan		Full cost recovery + 10%	Full cost recovery + 10%	N/A	Rate of Return
Masterplan Applications					
Assessment of masterplan		\$33,500.00	\$35,812.00	N/A	Rate of Return
Planning Agreement					
Preliminary Assessment		\$1,500.00	\$1,604.00	N/A	Full Cost Recovery
Planning Agreement Assessment – Legal Advice, Research, Heads of Agreement Negotiation and Preparation Costs		Full cost recovery + 10%	Full cost recovery + 10%	N/A	Full Cost Recovery
Referral Services					
External Urban Design Referral Fee – Planning Proposal and/or DA		Full cost recovery (quotation required) + 10%	Full cost recovery (quotation required) + 10%	N/A	Full Cost Recovery
Additional Costs & Expenses					
<i>NOTE: For all LEP/DCP amendments (minor, major non-complex or major complex) any additional costs and expenses incurred by Council in undertaking studies, peer reviews and other matters required in relation to the planning proposal are to be paid at cost.</i>					
Assessment of additional studies by external consultant, peer review		Full cost recovery + 10%	Full cost recovery + 10%	N/A	Full Cost Recovery
Public Hearing (if required)					
Public Hearing		Full cost recovery + 10%	Full cost recovery + 10%	N/A	Full Cost Recovery
Property & Company Search					
Title Search (including administration fee)		\$20.00	\$21.00	N/A	Full Cost Recovery
Plan Search (including administration fee)		\$27.00	\$29.00	N/A	Full Cost Recovery
Company search (including administration fee)		\$25 or full cost recovery, whichever is the greater	\$25 or full cost recovery, whichever is the greater	N/A	Full Cost Recovery
House Renumbering Application					
<i>NOTE: Applications to change the street numbers of a house. Council will if it favourably considers the application issue Order 8 under Section 124 of the Local Government Act 1993. This fee covers the administrative costs involved in assessing the application.</i>					
House Renumbering Application Fee		\$601.00	\$642.00	N/A	Full Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
2. Other Fees					
Certified Copy of Document, Map or Plan (Section 10.8)		\$44.00	\$47.00	N/A	Full Cost Recovery
Strathfield Local Environment Plan		\$55.00	\$59.00	N/A	Full Cost Recovery
Strathfield Consolidated Development Control Plan 2005 (in folder)		\$250.00	\$267.00	N/A	Full Cost Recovery
A3-Size Planning Map (Colour)		\$27.00	\$29.00	N/A	Full Cost Recovery
A1-Size Planning Map (Colour)		\$65.00	\$69.00	N/A	Full Cost Recovery
A0-Size Planning Map (Colour)		\$110.00	\$118.00	N/A	Full Cost Recovery
DCP – Other		\$34.00	\$36.00	N/A	Full Cost Recovery
Copy of Indirect and Direct Development Contributions Plan		\$34.00	\$36.00	N/A	Full Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
Environmental Health & Compliance					
1. Fire Safety					
Fire Safety Inspection Fee					
Business Premises (Boarding Houses, Function Centres, Assembly Buildings, etc.)		\$350.00	\$374.00	Y	Full Cost Recovery
Fire Safety Statement Registration					
Fire Safety Statement Registration – on time		\$200.00	\$200.00	N/A	Market Based Pricing
Fire Safety Statement Registration – late lodgement – up to 1 week		\$1,000.00	\$1,000.00	N/A	Legislative Requirements
Fire Safety Statement Registration – late lodgement – up to 2 weeks		\$2,000.00	\$2,000.00	N/A	Legislative Requirements
Fire Safety Statement Registration – late lodgement – up to 3 weeks		\$3,000.00	\$3,000.00	N/A	Legislative Requirements
Fire Safety Statement Registration – late lodgement – 4 weeks or more		\$4,000.00	\$4,000.00	N/A	Legislative Requirements
Stay of Penalty Infringement Notice (Late Lodgement fee)		\$400.00	\$428.00	N/A	Rate of Return
Fire Safety Registration Fee					
Change of Schedule 80A Environmental Planning & Assessment (Development Certification and Fire Safety) Regulation 2021					
Issue new Fire Safety Schedule to correct minor omission or error		New	\$500.00	N/A	Full Cost Recovery
Replace missing or incorrect Fire Safety Schedule Class 2-9 Building		New	\$1,000.00	N/A	Full Cost Recovery
2. Environmental Health					
Food Premises					
Food Premises – Annual Administration Fee (Medium Risk & High Risk)*	per year	\$390.00	\$390.00	N/A	Legislative Requirements
<i>*Note: Fee to be waived for businesses which have maintained a consecutive Scores on Doors 5-Star rating and above within the current financial year of inspections.</i>					
Inspection Fee	per inspection	\$250.00	\$340.00	N/A	Market Based Pricing
School Canteens	annual admin fee including 1 inspection	\$250.00	\$267.00	N/A	Market Based Pricing
Improvement Notice under Food Act 2003		\$330.00	\$330.00	N/A	Legislative Requirements
Mobile Food Vending Vehicles (including Sydney Markets)	registration fee including 1 inspection	\$350.00	\$374.00	N/A	Market Based Pricing
Temporary Food Stalls Registration Fee	single event	\$100.00	\$107.00	N/A	Market Based Pricing
Temporary Food Stalls Registration Fee (12 months)	multi-events	\$350.00	\$374.00	N/A	Market Based Pricing
Homebased Food App	per inspection	\$100.00	\$107.00	N/A	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
Hairdressing/Beauty/Tattooist/Skin Penetration					
Registration		\$180.00	\$192.00	N/A	Market Based Pricing
Inspection		\$220.00	\$235.00	N/A	Market Based Pricing
Subsequent Inspection		\$150.00	\$160.00	N/A	Market Based Pricing
Improvement Notice under Public Health Act 2010		New	\$295.00	N/A	Legislative Requirements
Electric Vehicle Charges					
Electric Vehicle Charges	per KWH	\$0.50	N/A	N/A	Market Based Pricing
Boarding House					
Registration		\$600.00	\$641.00	N/A	Market Based Pricing
Inspection		\$525 plus \$100 per room	\$525 plus \$100 per room	N/A	Market Based Pricing
Subsequent Inspection		\$431.00	\$461.00	N/A	Market Based Pricing
Cooling Towers					
Registration		\$100.00	\$107.00	N/A	Market Based Pricing
Inspection	per system	\$250.00	\$267.00	N/A	Market Based Pricing
Subsequent Inspection		\$150.00	\$160.00	N/A	Market Based Pricing
Additional Cooling Tower Inspection		\$200.00	\$214.00	N/A	Market Based Pricing
Improvement Notice under Public Health Act 2010		New	\$635.00	N/A	Legislative Requirements
Public Swimming Pools & Spas					
Registration		\$120.00	\$128.00	N/A	Market Based Pricing
Inspection		\$300.00	\$321.00	N/A	Market Based Pricing
Subsequent Inspection		\$150.00	\$160.00	N/A	Market Based Pricing
Private Swimming Pools					
NSW Pool Registration Fee		\$10.00	\$11.00	Y	Legislative Requirements
Inspection Fee – 1st Inspection (including Certificate of Compliance)		\$150.00	\$165.00	Y	Legislative Requirements
Inspection Fee – 2nd Inspection (including Certificate of Compliance)		\$100.00	\$110.00	Y	Legislative Requirements
Application for Exemption (under Section 22 of the Swimming Pools Act 1992, Clause 13 Swimming Pool Regulation 2018)		\$75.00	\$82.50	Y	Legislative Requirements
Resuscitation Charts		\$30.00	\$0.00	Y	Market Based Pricing
Application to Install		See DA/CC fees or Complying Development fees if pool is classed as complying development	See DA/CC fees or Complying Development fees if pool is classed as complying development	N/A	Legislative Requirements
Environmental Compliance					
Environment Protection Notice Administration Fee (e.g. clean up notice, prevention notice, compliance cost notice)		\$785.00	\$821.00	N/A	Legislative Requirements
Environmental Compliance Audit Inspection Fee		\$400.00	\$428.00	N/A	Full Cost Recovery
Environmental Compliance Audit Re-inspection		\$150.00	\$160.00	N/A	Full Cost Recovery
Compliance Cost Notice	per issue of an order	\$750.00	\$750.00	N/A	Legislative Requirements
Compliance Cost Notice Administration Fee (excluding investigation costs)		\$800.00	\$855.00	N/A	Full Cost Recovery
Underground Petroleum Storage System (UPSS) Routine Inspection Fee		\$300.00	\$321.00	N/A	Full Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
3. Regulatory Management of Animals					
<i>NOTE: When seeking a reduction in the prescribed fee, proof of circumstances must be shown.</i>					
Dog – Registration fee (by 12 weeks or when sold if earlier than 12 weeks)		\$78.00	\$80.00	N/A	Legislative Requirements
Dog – Additional Fee (dog not desexed by 6 months)		\$184.00	\$189.00	N/A	Legislative Requirements
Dog – Registration Combined fees (for not Desexing dog by 6 months)		\$262.00	\$269.00	N/A	Legislative Requirements
Dog – Registration (by eligible pensioner)		\$34.00	\$35.00	N/A	Legislative Requirements
Dog – Desexed (sold/ transferred from pound/shelter or rehoming Organisation)		\$0.00	\$0.00	N/A	Legislative Requirements
Dog – Registrations (desexing not recommended)		\$78.00	\$80.00	N/A	Legislative Requirements
Dog – Registration (desexing not recommended eligible pensioner)		\$34.00	\$35.00	N/A	Legislative Requirements
Dog – Registration (recognised breeder)		\$78.00	\$80.00	N/A	Legislative Requirements
Dog – Working		\$0.00	\$0.00	N/A	Legislative Requirements
Dog – Service of the State		\$0.00	\$0.00	N/A	Legislative Requirements
Assistance Animal		\$0.00	\$0.00	N/A	Legislative Requirements
Cat – Registration fee (by 12 weeks or when sold if earlier than 12 weeks)		\$68.00	\$70.00	N/A	Legislative Requirements
Cat – Registration (eligible pensioner)		\$34.00	\$35.00	N/A	Legislative Requirements
Cat – Desexed (sold/ transferred from pound/shelter or rehoming Organisation)		\$0.00	\$0.00	N/A	Legislative Requirements
Cat – Registrations (desexing not recommended)		\$68.00	\$70.00	N/A	Legislative Requirements
Cat – Registration (desexing not recommended - eligible pensioner)		\$34.00	\$35.00	N/A	Legislative Requirements
Cat – Registration (recognised breeder)		\$68.00	\$70.00	N/A	Legislative Requirements
Registration late fee		\$22.00	\$23.00	N/A	Legislative Requirements
Surrender of Dogs/Cats to Council <i>(Owner must sign the prescribed form surrendering rights in the animal per dog or cat.)</i>		\$300.00	\$321.00	N/A	Full Cost Recovery
Annual Permits					
Dangerous dog	per dog	\$230.00	\$236.00	N/A	Legislative Requirements
Restricted dog	per dog	\$230.00	\$236.00	N/A	Legislative Requirements
Cat (not desexed by 4 months of age)	per cat	\$96.00	\$99.00	N/A	Legislative Requirements
Permit late fee	per dog/cat	\$22.00	\$23.00	N/A	Legislative Requirements
Impounding of Animals					
Initial Administration Fee					
Dogs	each	\$113.00	\$99.00	N/A	Full Cost Recovery
Cat & Pocket Pets	each	\$113.00	\$69.00	N/A	Full Cost Recovery
Maintenance Fees for Impounded Animals					
Dogs	per dog/cat per day	\$57.00	\$79.00	N/A	Full Cost Recovery
Dangerous Dogs/Council Holds	per dog/cat per day	\$57.00	\$99.00	N/A	Full Cost Recovery
Cats/Pocket Pets	per dog/cat per day	\$57.00	\$39.00	N/A	Full Cost Recovery
Return of Stray Dog to Owner (When dog is microchipped and registered)		\$102.00	\$109.00	N/A	Full Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
Impounding of Motor Vehicles (excluding animals)					
Impounding Motor Vehicles		\$339.00	\$362.00	N/A	Full Cost Recovery
Release Fee		\$210.00	\$224.00	N/A	Full Cost Recovery
Towing Fees		\$226.00	\$242.00	N/A	Full Cost Recovery
Storage Fees (Daily)		\$57.00	\$61.00	N/A	Full Cost Recovery
Impounding of Others (excluding animals)					
Fees to Release items impounded from public places (e.g. signs, shopping trolleys, etc)		\$113.00	\$121.00	N/A	Full Cost Recovery
Daily Storage		\$35.00	\$37.00	N/A	Full Cost Recovery
Contaminated Land					
Preparation of Positive Covenants	per document	\$498.00	\$532.00	N/A	Full Cost Recovery
Registration of Land Remediation Notice – carry out category 2 remediation works	(clause 16 – SEPP 55), per notification	\$158.00	\$158.00	N/A	Legislative Requirements
Information furnished from Council's records on enquiry		\$68.00	\$73.00	N/A	Full Cost Recovery
Copy of Site Audit Statement		\$68.00	\$73.00	N/A	Full Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
------	------	---	---	-----	--------------------

Corporate & Governance

1. Rates & Finance Services

Rates & Property Enquiries

Section 603 Certificate	per application	\$100.00	\$100.00	N/A	Legislative Requirements
Rates Refund Fee	per cancellation	\$30.00	\$32.00	Y	Full Cost Recovery
Reissue of Rates Notice/Instalment Notice/Ownership Letter	per copy	\$25.00	\$27.00	N/A	Full Cost Recovery
Statement of Rates Accounts	per property	\$60.00	\$64.00	N/A	Full Cost Recovery
Urgent processing Fee (plus above fees) – S603 Certificate, Copy of Rates Notice, Instalment Notice, Ownership Letter, Statement of Account	per application	\$185.00	\$198.00	N/A	Full Cost Recovery
Interest on Overdue Rates		10.5%	10.5%	N/A	Legislative Requirements

Finance Services

Administration Fee on Dishonoured Payment to Council <i>(The surcharge by Bank or Australia Post to be added to the Dishonoured Admin Fee as bank fee)</i>	per payment	\$60.00	\$64.00	N/A	Full Cost Recovery
Debtor Late Payment Fee (Non-rates)	per payment	\$65.00	\$69.50	Y	Full Cost Recovery
Financial Information Request involving staff research or a written response greater than 1 hour	per hour	\$60.00	\$64.00	Y	Full Cost Recovery
Credit Card Surcharge (Service Merchant Fee) where underlying fee is a taxable supply	per payment	0.7% of total transaction	0.7% of total transaction	Y	Full Cost Recovery
Credit Card Surcharge (Service Merchant Fee) where underlying fee is not a taxable supply	per payment	0.7% of total transaction	0.7% of total transaction	N/A	Full Cost Recovery

2. Access to Information

GIPA Act 2009

NOTE: An applicant is entitled to 50% reduction of Processing Charge if Council is satisfied that the applicant is suffering financial hardship and/or there is a special benefit to the public generally.

GIPA Application – Access to Information	per application	\$30.00	\$30.00	N/A	Legislative Requirements
GIPA Internal Review Application	per application	\$40.00	\$40.00	N/A	Legislative Requirements
GIPA Processing of Application by individual relating to their personal affairs (after first 20 hours of processing only)	per hour	\$30.00	\$30.00	N/A	Legislative Requirements

Business Papers

All Business Paper (Business papers are also available on Council's website and Council's library.)	per year	\$1,000.00	Waived for LGA residents only \$1,069.00 for non-residents	N/A	Rate of Return
--	----------	------------	---	-----	----------------

Printing & Copying (for public access to documents)

Notwithstanding the following fee, where it is necessary to incur overtime for Council staff to meet urgent requests for the documents, an additional charge will apply.

A4 per copy	per sheet	\$1.10	\$1.20	N/A	Full Cost Recovery
A3 per copy	per sheet	\$2.10	\$2.25	N/A	Full Cost Recovery
A2, A1 per copy	per sheet	\$15.00	\$16.00	N/A	Full Cost Recovery
A0 per copy	per sheet	\$22.00	\$23.50	N/A	Full Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
3. Other					
Leases & Licences Preparation					
Leases & Licence Preparation Fee (excluding community groups)		\$645.00	\$690.00	N/A	Full Cost Recovery
Subpoenas Service					
Conduct Money – for one hour	per one hour	\$116.00	\$124.00	N/A	Full Cost Recovery
Conduct Money – for subsequent hours		\$66.00	\$71.00	N/A	Full Cost Recovery
Legal Services					
Legal costs – In house lawyers	per hour	\$425.00	\$454.00	Y	Full Cost Recovery
In-house experts – Preparation of evidence and attendance at Court	per hour	\$250.00	\$267.00	Y	Full Cost Recovery
Document processing fee – Legal Services	per hour	\$60.00	\$64.00	Y	Full Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
------	------	---	---	-----	--------------------

Events & Filming

1. Events

Major Festivals & Events (Attendance > 5000)

Merchandise Stall Hire (Covered)	per duration of the event	\$257.00	\$275.00	Y	Market Based Pricing
Merchandise/Information Site (Uncovered)	per duration of the event	\$175.00	\$187.00	Y	Market Based Pricing
Corporate Stall Hire (Covered)	per duration of the event	\$677.00	\$724.00	Y	Market Based Pricing
Food Stall Hire (Covered)	per duration of the event	\$339.00	\$362.00	Y	Market Based Pricing
Food Site (Uncovered)	per duration of the event	\$186.00	\$199.00	Y	Market Based Pricing
Food Van Site	per duration of the event	\$339.00	\$362.00	Y	Market Based Pricing
Not-for-Profit Stall (Covered)	per duration of the event	\$121.00	\$129.00	Y	Market Based Pricing
Not-for-Profit Site (Uncovered)	per duration of the event	\$77.00	\$82.40	Y	Market Based Pricing
Power Connection	per duration of the event	\$87.00	\$93.00	Y	Market Based Pricing
Cool Room Shelf	per duration of the event	\$99.00	\$106.00	Y	Market Based Pricing
Temporary Food Van/Stall Inspection fee	per van/stall	\$77.00	\$82.40	Y	Market Based Pricing

Other Council Events and Activities (Attendance < 5000 persons)

Stall Hire (covered) event	per duration of the event	\$306.00	\$327.00	Y	Market Based Pricing
Food Site	per duration of the event	\$164.00	\$175.00	Y	Market Based Pricing

2. Filming

NOTE: For fees relating to traffic management or use of community facilities - refer to relevant sections.

Application assessment fee (payable at application and non-refundable)

Application – Ultra Low in Complexity (conditions as per NSW Filming Protocol 2009)		Free	Free	N/A	Legislative Requirements
Application – Low in Complexity (conditions as per NSW Filming Protocol 2009)		\$150.00	\$100.00	N/A	Legislative Requirements
Application – Medium Impact (conditions as per NSW Filming Protocol 2009)		\$300.00	\$100.00	N/A	Legislative Requirements
Application – High Impact (conditions as per NSW Filming Protocol 2009)		\$500.00	\$100.00	N/A	Legislative Requirements
Major Revisions to a Filming Application		75% of original application fee	\$100.00	N/A	Legislative Requirements

Additional application processing fees – on approval

Low impact		New	\$180.00	N/A	Legislative Requirements
Medium impact		New	\$385.00	N/A	Legislative Requirements
High Impact		New	\$670.00	N/A	Legislative Requirements

Late application fee

Low impact		New	\$450.00	N/A	Legislative Requirements
Medium impact		New	\$963.00	N/A	Legislative Requirements
High Impact		New	\$1,675.00	N/A	Legislative Requirements

Traffic Management Plan (TMP) assessment

Low impact		New	\$140.00	N/A	Legislative Requirements
Medium impact		New	\$400.00	N/A	Legislative Requirements
High Impact		New	As per council's standard road closure fees	N/A	Legislative Requirements

Library

1. Library Services

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
Membership Services					
Membership Fee	per membership	Free	Free	N/A	Zero Cost Recovery
Inter Library Loan Fee	per book	\$7.00	\$7.50	Y	Partial Cost Recovery
Inter Library Loan Fee (university libraries)	per book	\$32.40 plus university charges	\$35.00 plus university charges	Y	Partial Cost Recovery
Fines & Late Fees					
Lost or Replacement Membership Card	per card	\$6.00	\$6.00	N/A	Full Cost Recovery
Lost or Damaged Item	per item	Replacement cost of article or equivalent + \$6.00	Replacement cost of article or equivalent plus Processing Fee	N/A	Full Cost Recovery
Lost or Damaged Processing Fee	per item	\$14.00	\$15.00	N/A	Full Cost Recovery
Lost or Damaged CD/DVD Cases	per item	\$5.00	\$5.00	N/A	Full Cost Recovery
Printing and Photocopying					
Photocopying & Printing – B&W A4	per sheet	\$0.20	\$0.25	Y	Full Cost Recovery
Photocopying & Printing – Colour A4	per sheet	\$1.00	\$1.10	Y	Full Cost Recovery
Photocopying & Printing – B&W A3	per sheet	\$0.40	\$0.50	Y	Full Cost Recovery
Photocopying & Printing – Colour A3	per sheet	\$2.00	\$2.20	Y	Full Cost Recovery
3D printer fee	per job, per hour	\$5 fee for set up per job \$5 printing per hour	N/A	Y	Full Cost Recovery
Sundry Items					
Exam Supervision	each	\$100.00	\$107.00	Y	Market Based Pricing
USB Stick, Earphones etc	per item	Cost Recovery/ Market Price	Cost Recovery/ Market Price	Y	Market Based Pricing
2. Activity Services					
Library Activities					
Library Programs will aim for a minimum of 50% cost recovery.					
Art Gallery					
Commission on Sale – artist not represented by a gallery	per item	25%	25%	Y	Market Based Pricing
Learning Lab - Commercial Use					
Half day - Monday to Friday (9.30am - 12.30pm)	per half day or part thereof	\$250.00	\$267.00	Y	Market Based Pricing
Full day - Monday - Friday (9.30am - 4.30pm)	per full day or part thereof	\$600.00	\$641.00	Y	Market Based Pricing
Half day - Saturday - Sunday (9.30am - 12.30pm)	per half day or part thereof	\$300.00	\$321.00	Y	Market Based Pricing
3. Others					
Strathopoly	per game	New	\$220.00	Y	Market Based Pricing
Pictorial History of the Strathfield District	per book	New	\$30.00	Y	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
------	------	---	---	-----	--------------------

Community Garden

1. Community Garden

NOTE: All plot fees payable July 1, pro rata when joining after September.

Annual Membership Fee		\$60.00	\$0.00	N/A	Market Based Pricing
Annual Membership Fee (Student / Pension card holder)		\$30.00	Waived for LGA residents only. \$30.00 for non-residents	N/A	Market Based Pricing
Annual Plot Fee (individual)		\$60.00	Waived for LGA residents only. \$60.00 for non-residents	N/A	Market Based Pricing
Annual Plot Fee (family / group)		\$71.00	Waived for LGA residents only. \$71.00 for non-residents	N/A	Market Based Pricing
Key Deposit (refundable)		\$60.00	Waived for LGA residents only. \$60.00 for non-residents	N/A	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
------	------	---	---	-----	--------------------

Venue Hires

1. Venue Hire Application

Application Fee all Venues (non-refundable)	per application	\$63.00	\$63.00	Y	Full Cost Recovery
Insurance Fee (for hirer without PLI) (non-refundable)	per hour	New	\$47.00	Y	Full Cost Recovery
Administration Fee for Amending a Confirmed Booking (non-refundable)	per application	\$50.00	\$50.00	Y	Full Cost Recovery
Bond Fee – Security, Cleaning and Damage (refundable)	per hire	\$630.00	\$630.00	N/A	Full Cost Recovery

2. Strathfield Town Hall

Notes: Operation Hours 9am-10:30pm Sundays to 8pm

Main Hall & Supper Room

Monday-Friday (9am - 5pm)	per hour	\$45.00	\$45.00	Y	Full Cost Recovery
Out of Hours Rate (5pm Onwards, Sunday to 8pm)	per hour	\$69.00	\$69.00	Y	Full Cost Recovery

Main Hall

Monday-Friday (9am-5pm)	per hour	New	\$42.00	Y	Full Cost Recovery
Out of Hours Rate (5pm Onwards, Weekend, Sunday to 8pm)	per hour	New	\$67.00	Y	Full Cost Recovery

Supper Room

Monday-Friday (9am - 5pm)	per hour	\$34.00	\$34.00	Y	Full Cost Recovery
Out of Hours Rate (5pm Onwards, Weekend, Sunday to 8pm)	per hour	\$53.00	\$53.00	Y	Full Cost Recovery

Supervision

Monday-Friday (9am- 5pm)	per hour	\$18.00	\$18.00	Y	Full Cost Recovery
All Other Times	per hour	\$45.00	\$45.00	Y	Full Cost Recovery

3. Strathfield Community Centre (Bates Street)

Notes: Operation Hours - Weekdays 9am-9pm & Weekends 9am-6pm

Room No 1 Redmyre Room Monday to Friday (9am- 5pm)	per hour	\$37.00	\$37.00	Y	Full Cost Recovery
Room No 1 Redmyre Room Out of Hours (Weekdays 5pm-9pm & Weekends 9am-6pm)	per hour	\$74.00	\$74.00	Y	Full Cost Recovery
Airey Room Monday to Friday (9am- 5pm)	per hour	\$24.00	\$24.00	Y	Full Cost Recovery
Airey Room Out of Hours (Weekdays 5pm-9pm & Weekends 9am-6pm)	per hour	New	\$31.00	Y	Full Cost Recovery
Wangal Room Monday to Friday (9am- 5pm)	per hour	\$26.00	\$26.00	Y	Full Cost Recovery
Wangal Room Out of Hours (Weekdays 5pm-9pm & Weekends 9am-6pm)	per hour	New	\$32.50	Y	Full Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
4. Library Meeting Rooms					
<i>NOTES: Operation Hours - 9am-9pm including weekends. Rooms can be used for free on the day if available. Times/availability will be given out at Library Front Desk.</i>					
Ironbark Room					
Whole Room Monday-Friday (9am-5pm)	per hour	\$50.00	\$50.00	Y	Full Cost Recovery
Whole Room Out of hours (5pm-9pm, including Weekends)	per hour	\$74.00	\$74.00	Y	Full Cost Recovery
Half Room Monday-Friday (9am-5pm)	per hour	\$26.00	\$26.00	Y	Full Cost Recovery
Half Room Out of hours (5pm-9pm, including Weekends)	per hour	\$53.00	\$53.00	Y	Full Cost Recovery
Melaleuca Interview Room					
Whole Room Monday-Friday	per hour	\$11.00	\$11.00	Y	Full Cost Recovery
Whole Room Out of hours (5pm-9pm, including Weekends)	per hour	New	\$27.50	Y	Full Cost Recovery
5. High Street Library					
<i>Notes: Operation Hours - Weekdays 9am-9pm & Weekends 9am-6pm</i>					
Whole Room Monday-Friday (9am-5pm)	per hour	\$37.00	\$37.00	Y	Full Cost Recovery
Whole Room Out of Hours (Weekdays 5pm-9pm & Weekends 9am-6pm)	per hour	\$74.00	\$74.00	Y	Full Cost Recovery
Half Room Monday-Friday (9am-5pm)	per hour	\$26.00	\$26.00	Y	Full Cost Recovery
Half Room Out of Hours (Weekdays 5pm-9pm & Weekends 9am-6pm)	per hour	\$53.00	\$53.00	Y	Full Cost Recovery
6. Dutton Centre					
<i>Notes: Operation Hours 9am to 10pm. CLOSED SUNDAYS.</i>					
Main Room (Monday to Friday 9am-5pm)	per hour	\$32.00	\$32.00	Y	Full Cost Recovery
Main Room Out of Hours (5pm-10pm) CLOSED SUNDAY	per hour	New	\$50.00	Y	Full Cost Recovery
Activity Area (Monday to Friday 9am-5pm)	per hour	New	\$35.00	Y	Full Cost Recovery
Activity Area Out of Hours (5pm-10pm) CLOSED SUNDAY	per hour	New	\$40.00	Y	Full Cost Recovery
Office Monday to Friday (9am-5pm)	per hour	\$26.00	\$26.00	Y	Full Cost Recovery
Office Out of Hours (5pm-10pm) CLOSED SUNDAY	per hour	New	\$45.00	Y	Full Cost Recovery
7. Homebush West Community Centre					
<i>Notes: Operation Hours 9am to 10:30pm.</i>					
Room No. 1 - Main Hall (Monday to Friday 9am-5pm)	per hour	\$53.00	\$53.00	Y	Full Cost Recovery
Room No. 1 - Main Hall Out of Hours (5pm-10:30pm)	per hour	\$68.00	\$68.00	Y	Full Cost Recovery
Room No. 2 - Workshop (Monday to Friday 9am-5pm)	per hour	\$21.00	\$21.00	Y	Full Cost Recovery
Room No. 2 - Workshop Out of Hours (5pm-10:30pm)	per hour	\$42.00	\$42.00	Y	Full Cost Recovery
8. Strathfield Park					
<i>Notes: Operation Hours 9am to 10pm.</i>					
Rotunda (Bond not applicable)	Per Hour	\$26.11	\$26.11	Y	Full Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
9. Venue Hire Other Charges					
Cancellation 14 days or less prior to booking	per hire	50% of total booking fee	50% of total booking fee	Y	Full Cost Recovery
Cancellation less than 48 hours' notice	per hire	100% of total booking fee	100% of total booking fee	Y	Full Cost Recovery
False fire brigade call out fee	per hire	\$1,760.00	\$1,760.00	Y	Full Cost Recovery
Staff call out fee/ security call out fee	per hire	\$138.00	\$138.00	Y	Full Cost Recovery
Additional cleaning fee	per hire	\$157.00	\$157.00	Y	Full Cost Recovery
Additional waste removal	per hire	\$265.00	\$265.00	Y	Full Cost Recovery
Broken equipment	per hire	Full cost recovery	Full cost recovery	Y	Full Cost Recovery

- Notes:
- 1.Council reserves the right to request higher security bonds if proposed activities are considered to be of high risk to Council property or security.
 - 2.These fees and charges should be read in conjunction with Council's Hire of Community Facilities and Community Discount Policy. Community discounts will apply to venue hourly hire fees (only).
 - 3. Discounts will not apply to other fees and charges.

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
------	------	---	---	-----	--------------------

Open Space & Sportsfield

1.0 Sportfield Hire

NOTES: The hire of sports fields will be in accordance with Council's Sporting Grounds Allocations Policy

1.1 Administration Fees

Application/Administration Fee (non-refundable)	per application	\$66.00	\$66.00	Y	Full Cost recovery
Seasonal Hire Security Bond (including keys)	per allocation	\$1,119.00	\$1,119.00	N/A	Market Based Pricing
Amending Booking Application	per occurrence	\$51.00	\$51.00	Y	Full Cost recovery

1.2. Seasonal Hire - Not For Profit Clubs / Organisations

1.2.1 Hire Fees

Grass Field Hire (Airey Park, Bark Huts Reserve Fields 1 to 4, Begnell Field, Bressington Park Fields 2 to 5, Cooke Park, Hudson Park, Mason Park Fields 2 and 3, Strathfield Park Field 3, Freshwater Park)	per hour, per field	\$25.00	\$25.00	Y	Partial Cost Recovery
Junior Grass Field Hire (Bressington Park Field 1, Mason Park Field 4)	per hour, per field	New	\$15.00	Y	Partial Cost Recovery
Synthetic Field Hire (Cooke Park, Mason Park Field 1 and Strathfield Park Fields 1 and 2)	per hour, per field	\$59.00	\$59.00	Y	Partial Cost Recovery
Junior Synthetic Field Hire (Strathfield Park Mini Fields 1 and 2)	per hour, per field	\$18.00	\$18.00	Y	Partial Cost Recovery
Multi Court / Hard Court (Strathfield Park, Ismay Reserve and Bark Huts Reserve)	per hour, per field	\$16.00	\$16.00	Y	Partial Cost Recovery

1.2.2 Cricket Hire Fees

Turf Wicket Field (Hudson Park, Airey Park and Bark Huts)	per hour, per field	\$66.00	\$66.00	Y	Partial Cost Recovery
Synthetic Wicket Field (Bressington Fields 2+3 or 3 +4, Cooke Park and Freshwater Park)	per hour, per field	\$33.00	\$33.00	Y	Partial Cost Recovery
Cricket Net (Airey Park, Bressington Park, Cooke Park and Freshwater Park)	per hour, per field	\$12.00	\$12.00	Y	Partial Cost Recovery

1.2.3 Lighting Fees

Lighting Fee (Up to and including 100 LUX)	per field, per hour	\$15.00	\$15.00	Y	Partial Cost Recovery
Lighting Fee (Greater than 100 LUX)	per field, per hour	\$56.00	\$56.00	Y	Partial Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
1.2.4 Other Fees					
Kiosk / Canteen Hire	per location, per season	\$1,045.00	\$1,045.00	Y	Partial Cost Recovery
Store Room / Change Room Hire	per location, per season	\$187.00	\$187.00	Y	Partial Cost Recovery
Pavilion Hire (Airey park, Cooke Park, Hudson Park)	per hour	\$23.10	\$23.10	Y	Partial Cost Recovery
1.3. Seasonal Hire - For Profit Clubs / Organisations					
1.3.1 Hire Fees					
Grass Fields Hire (Airey Park, Bark Huts Reserve Fields 1 to 4, Begnell Field, Bressington Park Fields 2 to 5, Cooke Park, Hudson Park, Mason Park Fields 2 and 3, Strathfield Park Field 3, Freshwater Park)	per field, per hour	\$125.00	\$55.00	Y	Partial Cost Recovery
Junior Grass Field Hire (Bressington Park Field 1, Mason Park Field 4)	per field, per hour	New	\$35.00	Y	Partial Cost Recovery
Synthetic Field Hire (Cooke Park, Mason Park Field 1 and Strathfield Park Fields 1 and 2)	per field, per hour	\$252.00	\$95.00	Y	Partial Cost Recovery
Junior Synthetic Field Hire (Strathfield Park Mini Fields 1 and 2)	per field, per hour	New	\$65.00	Y	Partial Cost Recovery
Multi Court / Hard Court (Strathfield Park, Ismay Reserve and Bark Huts Reserve)	per field, per hour	\$40.00	\$40.00	Y	Partial Cost Recovery
1.3.2 Cricket Hire Fees					
Turf Wicket Field (Hudson Park, Airey Park and Bark Huts)	per hour, per field	New	\$126.00	Y	Partial Cost Recovery
Synthetic Wicket Field (Bressington Fields 2+3 or 3 +4, Cooke Park and Freshwater Park)	per hour, per field	New	\$71.00	Y	Partial Cost Recovery
Cricket Net (Airey Park, Bressington Park, Cooke Park and Freshwater Park)	per hour, per net	New	\$26.00	Y	Partial Cost Recovery
1.3.3 Lighting Fees					
Lighting Fee (Up to and including 100 LUX)	per field, per hour	\$50.00	\$35.00	Y	Partial Cost Recovery
Lighting Fee (Greater than 100 LUX)	per field, per hour	\$60.00	\$60.00	Y	Partial Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
1.3.4 Other Fees					
Kiosk / Canteen Hire	per location, per season	New	\$5,000.00	Y	Partial Cost Recovery
Store Room / Change Room Hire	per location, per season	\$5,000.00	\$5,000.00	Y	Partial Cost Recovery
Pavilion Hire (Airey park, Cooke Park, Hudson Park)	per hour	New	\$80.00	Y	Partial Cost Recovery
1.4. Sportfield Hire - Schools (Seasonal and Casual)					
1.4.1 Government School Hire Fees					
Government School Hire (Grass Fields, Synthetic Fields, Multi Court or Hard Court)	per field, per hour	\$22.00	\$22.00	Y	Partial Cost Recovery
Junior Grass Field Hire (Bressington Park Field 1, Mason Park Field 4)	per hour, per field	New	\$15.00	Y	Partial Cost Recovery
Junior Synthetic Field Hire (Strathfield Park Mini Fields 1 and 2)	per hour, per field	New	\$19.00	Y	Partial Cost Recovery
Athletics Carnival / Cross Country (Fee is for usage of park for the event, does not include any field hire)	per day	\$115.00	\$115.00	Y	Partial Cost Recovery
Multi Court / Hard Court (Strathfield Park, Ismay Reserve and Bark Huts Reserve)	per hour, per field	New	\$17.00	Y	Partial Cost Recovery
Cricket Net (Airey Park, Bressington Park, Cooke Park and Freshwater Park)	per hour, per net	\$12.00	\$12.00	Y	Partial Cost Recovery
1.4.2 Private School Hire Fees					
Grass Field Hire (Airey Park, Bark Huts Reserve Fields 1 to 4, Begnell Field, Bressington Park Fields 2 to 5, Cooke Park, Hudson Park, Mason Park Fields 2 and 3, Strathfield Park Field 3, Freshwater Park)	per hour, per field	New	\$27.00	Y	Partial Cost Recovery
Junior Grass Field Hire (Bressington Park Field 1, Mason Park Field 4)	per hour, per field	New	\$15.00	Y	Partial Cost Recovery
Synthetic Field Hire (Cooke Park, Mason Park Field 1 and Strathfield Park Fields 1 and 2)	per hour, per field	New	\$63.00	Y	Partial Cost Recovery
Junior Synthetic Field Hire (Strathfield Park Mini Fields 1 and 2)	per hour, per field	New	\$19.00	Y	Partial Cost Recovery
Athletics Carnival / Cross Country (Fee is for usage of park for the event, does not include any field hire)	per day	New	\$180.00	Y	Partial Cost Recovery
Multi Court / Hard Court (Strathfield Park, Ismay Reserve and Bark Huts Reserve)	per hour, per field	New	\$17.00	Y	Partial Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
1.4.3 Cricket Hire Fees					
Turf Wicket Field (Hudson Park, Airey Park and Bark Huts)	per hour, per field	\$66.00	\$66.00	Y	Partial Cost Recovery
Synthetic Wicket Field (Bressington Fields 2+3 or 3 +4, Cooke Park and Freshwater Park)	per hour, per field	\$33.00	\$33.00	Y	Partial Cost Recovery
Cricket Net (Airey Park, Bressington Park, Cooke Park and Freshwater Park)	per hour, per net	\$12.00	\$12.00	Y	Partial Cost Recovery
1.4.4 Lighting Fees					
Lighting Fee (Up to and including 100 LUX)	per field, per hour	\$15.00	\$15.00	Y	Partial Cost Recovery
Lighting Fee (Greater than 100 LUX)	per field, per hour	\$56.00	\$56.00	Y	Partial Cost Recovery
1.4.4 Other Fees					
Kiosk / Canteen Hire	per location, per season	\$1,045.00	\$1,045.00	Y	Partial Cost Recovery
Store Room / Change Room Hire	per location, per season	\$187.00	\$187.00	Y	Partial Cost Recovery
Pavilion Hire (Airey park, Cooke Park, Hudson Park)	per hour	\$23.10	\$23.10	Y	Partial Cost Recovery
1.5 Casual Hire - Not For Profit Clubs / Organisations					
1.5.1 Hire Fees					
Grass Field Hire (Airey Park, Bark Huts Reserve Fields 1 to 4, Begnell Field, Bressington Park Fields 2 to 5, Cooke Park, Hudson Park, Mason Park Fields 2 and 3, Strathfield Park Field 3, Freshwater Park)	per hour, per field	\$56.00	\$56.00	Y	Partial Cost Recovery
Junior Grass Field Hire (Bressington Park Field 1, Mason Park Field 4)	per hour, per field	New	\$45.00	Y	Partial Cost Recovery
Synthetic Field Hire (Cooke Park, Mason Park Field 1 and Strathfield Park Fields 1 and 2)	per hour, per field	\$100.00	\$100.00	Y	Partial Cost Recovery
Junior Synthetic Field Hire (Strathfield Park Mini Fields 1 and 2)	per hour, per field	\$62.00	\$62.00	Y	Partial Cost Recovery
Multi Court / Hard Court (Strathfield Park, Ismay Reserve and Bark Huts Reserve)	per hour, per field	\$25.00	\$25.00	Y	Partial Cost Recovery
1.5.2 Cricket Hire Fees					
Turf Wicket Field (Hudson Park, Airey Park and Bark Huts)	per hour, per field	\$120.00	\$120.00	Y	Partial Cost Recovery
Synthetic Wicket Field (Bressington Fields 2+3 or 3 +4, Cooke Park and Freshwater Park)	per hour, per field	\$50.00	\$50.00	Y	Partial Cost Recovery
Casual Junior Cricket - Freshwater Park and Pilgrim Park	per hour, per field	\$22.00	\$22.00	Y	Partial Cost Recovery
Cricket Net (Airey Park, Bressington Park, Cooke Park and Freshwater Park)	per hour, per net	\$12.00	\$12.00	Y	Partial Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
1.5.3 Lighting Fees					
Lighting Fee (Up to and including 100 LUX)	per field, per hour	\$35.00	\$35.00	Y	Partial Cost Recovery
Lighting Fee (Greater than 100 LUX)	per field, per hour	\$60.00	\$60.00	Y	Partial Cost Recovery
1.5.4 Other Fees					
Store Room / Change Room Hire	per location, per day	New	\$150.00	Y	Partial Cost Recovery
Pavilion Hire (Airey park, Cooke Park, Hudson Park)	per hour	New	\$60.00	Y	Partial Cost Recovery
1.6 Casual Hire - For Profit Clubs / Organisations					
1.6.1 Hire Fee2					
Grass Field Hire (Airey Park, Bark Huts Reserve Fields 1 to 4, Begnell Field, Bressington Park Fields 2 to 5, Cooke Park, Hudson Park, Mason Park Fields 2 and 3, Strathfield Park Field 3, Freshwater Park)	per hour, per field	\$125.00	\$125.00	Y	Partial Cost Recovery
Junior Grass Field Hire (Bressington Park Field 1, Mason Park Field 4)	per hour, per field	New	\$60.00	Y	Partial Cost Recovery
Synthetic Field Hire (Cooke Park, Mason Park Field 1 and Strathfield Park Fields 1 and 2)	per hour, per field	\$252.00	\$252.00	Y	Partial Cost Recovery
Junior Synthetic Field Hire (Strathfield Park Mini Fields 1 and 2)	per hour, per field	\$62.00	\$62.00	Y	Partial Cost Recovery
Multi Court / Hard Court (Strathfield Park, Ismay Reserve and Bark Huts Reserve)	per hour, per field	\$40.00	\$40.00	Y	Partial Cost Recovery
1.6.2 Cricket Hire Fees					
Turf Wicket Field (Hudson Park, Airey Park and Bark Huts)	per hour, per field	\$240.00	\$240.00	Y	Partial Cost Recovery
Synthetic Wicket Field (Bressington Fields 2+3 or 3 +4, Cooke Park and Freshwater Park)	per hour, per field	\$135.00	\$135.00	Y	Partial Cost Recovery
Cricket Net (Airey Park, Bressington Park, Cooke Park and Freshwater Park)	per hour, per net	New	\$60.00	Y	Partial Cost Recovery
1.6.3 Lighting Fees					
Lighting Fee (Up to and including 100 LUX)	per field, per hour	\$50.00	\$50.00	Y	Partial Cost Recovery
Lighting Fee (Greater than 100 LUX)	per field, per hour	\$60.00	\$60.00	Y	Partial Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
------	------	---	---	-----	--------------------

1.6.4 Other Fees

Store Room / Change Room Hire	per location, per day	New	\$500.00	Y	Partial Cost Recovery
Pavilion Hire (Airey park, Cooke Park, Hudson Park)	per hour	New	\$90.00	Y	Partial Cost Recovery

1.7 Line Marking and Field Setup Fees

NOTES: Only charge if changes requested or remarking requested.

Football Field	per field, per occurrence	\$275.00	\$275.00	Y	Partial Cost Recovery
Rugby Field	per field, per occurrence	\$139.00	\$139.00	Y	Partial Cost Recovery
Volleyball Court	per field, per occurrence	\$139.00	\$139.00	Y	Partial Cost Recovery
Netball Court	per field, per occurrence	\$139.00	\$139.00	Y	Partial Cost Recovery
Athletics	per field, per occurrence	\$385.00	\$385.00	Y	Partial Cost Recovery
Goal post Change	per field, per occurrence	\$410.00	\$410.00	Y	Partial Cost Recovery

1.8 Other Miscellaneous Fees

Unauthorised Use Fee	per occurrence	\$521.00	\$521.00	Y	Partial Cost Recovery
Staff Callout Fee	per occurrence	\$218.00	\$218.00	Y	Partial Cost Recovery
Staff Supervision Fee	per hour	\$102.00	\$102.00	Y	Partial Cost Recovery
Key Replacement	per key/swipe card	\$425.00	\$425.00	Y	Partial Cost Recovery
Cleaning Fee	per occurrence	\$387.00	\$387.00	Y	Partial Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
------	------	---	---	-----	--------------------

2. Park Event Casual Hire

2.1 Special Event Hire (based on the number of attendances, e.g. carnivals/weddings)

Up to 30 people	per day	\$321.00	\$321.00	Y	Market Based Pricing
Between 30 – 250 people	per day	\$643.00	\$643.00	Y	Market Based Pricing
Over 250 People or Special Events	per day	Quote to be provided	Quote to be provided	Y	Market Based Pricing
Over 250 People or Special Events Security Bond	per occurrence	New	Quote to be provided	Y	Market Based Pricing
Stalls/ Coffee Carts (fee only, no setup provided by Council)	per staff/ cart	\$161.00	\$161.00	Y	Market Based Pricing
Food Trucks (fee only, no setup provided by Council)	per Truck	New	\$200.00		Market Based Pricing
Amusement devices (fee only, no setup provided by Council)	per device	\$153.00	\$153.00	Y	Market Based Pricing
Marquee (community events) (fee only, no setup provided by Council)	per marquee	\$251.00	\$251.00	Y	Market Based Pricing
Marquee (commercial events) (fee only, no setup provided by Council)	per marquee	\$2,266.00	\$2,266.00	Y	Market Based Pricing
Stage (community events) (fee only, no setup provided by Council)	per Stage	New	\$500.00	Y	Market Based Pricing
Stage (commercial events) (fee only, no setup provided by Council)	per Stage	New	\$3,000.00	Y	Market Based Pricing

3. Personal Trainers

NOTE : Approval grant access to ONE park only. A separate application must be lodged for approval to train at a second venue.

Application/Administration Fee (non-refundable)	per application	\$64.00	\$70.00	Y	Full Cost recovery
Renewal Fee	per renewal	\$22.00	\$26.00	Y	Partial Cost Recovery
Bond	per application	\$549.00	\$560.00	Y	Partial Cost Recovery

Annual Permit

10 or more persons	per year	\$1,098.00	\$1,200.00	Y	Partial Cost Recovery
5 to 9 persons	per year	\$878.00	\$900.00	Y	Partial Cost Recovery
1 to 4 Persons	per year	\$659.00	\$700.00	Y	Partial Cost Recovery

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
------	------	---	---	-----	--------------------

4. Park Access

Park Hire

NOTE: Bonds are for breaches to Hire Agreements, Damage to Playing Surfaces and Waste. Council will charge for labour, materials and administration fees.

Application/Administration Fee (non-refundable)	per application	\$278.00	\$286.00	Y	Full Cost recovery
Park Access Bond (Bonds are for breaches to hire agreements, damage to Council infrastructure, waste collection. Council will charge for labour, materials and administration fees. Note: Depending on scale, some park access bonds may require a higher amount – quote will be provided)	per application	\$2,000.00	Quote to be provided	Y	Market Based Pricing
Site Compound Fee	per day per m ²	\$33.00	\$34.00	Y	Partial Cost Recovery
Supervision Fee	per day	\$187.00	\$193.00	Y	Partial Cost Recovery
Restoration works grassed area	per m2	\$90.00	\$93.00	Y	Partial Cost Recovery
Restoration works garden/ landscaped area	per m2	\$218.00	\$225.00	Y	Partial Cost Recovery

5. Busking

Busking	per person per day	\$19.00	\$10.00	Y	Market Based Pricing
Busking - under 18 years old (parent/carer approval required)	per person per day	\$0.00	\$0.00	N/A	Zero Cost Recovery

6. Strathfield Square Hire

Application/Administration Fee (non-refundable)	per application	\$66.00	\$68.00	Y	Full Cost recovery
Access Fee	per hour	Quote will be provided	\$800.00	Y	Market Based Pricing
Bond	per application	\$2,000.00	\$2,000.00	N/A	Market Based Pricing

7. Hudson Park Driving Range

Small Bucket – 60 Golf Balls	per bucket	\$21.00	\$22.00	Y	Rate of Return
Large Bucket – 120 Golf Balls	per bucket	\$32.00	\$33.00	Y	Rate of Return
Value Card 10 Small Buckets	per 10 buckets	New	\$144.00	Y	Rate of Return
Value Card 10 Large Buckets	per 10 buckets	New	\$240.00	Y	Rate of Return
Value Card 20 Large Buckets	per 20 buckets	New	\$420.00	Y	Rate of Return
Golf Pro Permit (Half Year)	per 6 months	New	\$1,400.00	N/A	Market Based Pricing
Golf Pro Permit (Full Year)	per financial year	\$2,090.00	\$2,100.00	N/A	Market Based Pricing

8. Trees

Tree – Stock purchase and planting (For memorials – one tree only. No plaque permitted)	per tree	\$1,350.00	\$1,350.00	Y	Market Based Pricing
Developer Offset Tree Planting	per bucket	New	\$2,700.00	Y	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
------	------	---	---	-----	--------------------

Engineering & Operations Services

1. Parking

Residential Parking

Residential Parking Permits Up to 2 permits free for eligible residents. Refer to Council's Policy for detail.		Free	Free	N/A	Zero Cost Recovery
Additional Parking Permit (if eligible)	each per year	\$70.00	\$75.00	N/A	Partial Cost Recovery
NOTE: There is no discount on additional parking permits					

Parking Meters

Parking Meters (Monday to Friday) – First 90 Minutes	per hour	\$3.30	\$4.00	Y	Market Based Pricing
Parking Meters (Monday to Friday) – Subsequent Hours	per hour	\$5.00	\$5.00	Y	Market Based Pricing
Parking Meters (Saturday & Sunday) – First 2 Hours	per hour	\$3.30	\$4.00	Y	Market Based Pricing
Parking Meters (Saturday & Sunday) – Subsequent Hours	per hour	\$5.00	\$5.00	Y	Market Based Pricing

Driveway Line Marking

Driveway Line Marking	per line	\$400.00	\$200.00	Y	Market Based Pricing
-----------------------	----------	----------	----------	---	----------------------

2. Restorations

Road Replacement

Asphalt road (AC10 or AC14 or PMB, 50mm) – up to 15m²	m²	\$235.00	\$256.00	N/A	Market Based Pricing
Asphalt road (AC10 or AC14 or PMB, 50mm) – greater than 15m², less than 50m²	m²	\$215.00	\$235.00	N/A	Market Based Pricing
Asphalt road (AC10 or AC14 or PMB, 50mm) – greater than 50m², less than 100m²	m²	\$190.00	\$208.00	N/A	Market Based Pricing
Asphalt road (AC10 or AC14 or PMB, 50mm) – greater than 100m², less than 500m²	m²	\$170.00	\$187.00	N/A	Market Based Pricing
Asphalt road (AC10 or AC14 PMB, 50mm) – greater than 500m²	m²	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Asphalt road (full depth repair 150mm) – up to 15m²	m²	\$420.00	\$454.00	N/A	Market Based Pricing
Asphalt road (full depth repair 150mm) – greater than 15m², less than 50m²	m²	\$305.00	\$331.00	N/A	Market Based Pricing
Asphalt road (full depth repair 150mm) – greater than 50m², less than 100m²	m²	\$285.00	\$310.00	N/A	Market Based Pricing
Asphalt road (full depth repair 150mm) – greater than 100m², less than 500m²	m²	\$260.00	\$283.00	N/A	Market Based Pricing
Asphalt road (full depth repair 150mm) – greater than 500m²	m²	Quote plus 15%	Quote plus 15%	N/A	Rate of Return

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
<i>Road Replacements (continued)</i>					
Asphaltic road surface (AC10, 50mm) with concrete base (250mm, 40MPa RMS mix with 2 layers of SL82 reinforcing mesh on 150mm 5MPa lean mix sub-base) – up to 15m²	m²	\$1,006.00	\$1,075.00	N/A	Market Based Pricing
Asphaltic road surface (AC10, 50mm) with concrete base (250mm, 40MPa RMS mix with 2 layers of SL82 reinforcing mesh on 150mm 5MPa lean mix sub-base) – greater than 15m², less than 50m²	m²	\$645.00	\$690.00	N/A	Market Based Pricing
Asphaltic road surface (AC10, 50mm) with concrete base (250mm, 40MPa RMS mix with 2 layers of SL82 reinforcing mesh on 150mm 5MPa lean mix sub-base) – greater than 50m², less than 100m²	m²	\$569.00	\$608.00	N/A	Market Based Pricing
Asphaltic road surface (AC10, 50mm) with concrete base (250mm, 50MPa with 2 layers of SL82 reinforcing mesh on 150mm 5MPa lean mix sub-base) – greater than 100m², less than 500m²	m²	\$547.00	\$585.00	N/A	Market Based Pricing
Asphaltic road surface (AC10, 50mm) with concrete base (250mm, 40MPa RMS mix with 2 layers of SL82 reinforcing mesh on 150mm 5MPa lean mix sub-base) – greater than 500m²	m²	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Concrete road, 40MPa RMS mix, 250mm with 2 layers of SL82 reinforcing mesh on 150mm 5MPa lean mix sub-base – up to 15m²	m²	\$764.00	\$817.00	N/A	Market Based Pricing
Concrete, 50MPa, 230mm with 2 layers of SL81 reinforcing mesh on 150mm 5MPa lean mix sub- base – greater than 15m², less than 50m²	m²	\$562.00	\$601.00	N/A	Market Based Pricing
Concrete road, 40MPa RMS mix, 250mm with 2 layers of SL82 reinforcing mesh on 150mm 5MPa lean mix sub-base – greater than 50m², less than 100m²	m²	\$516.00	\$552.00	N/A	Market Based Pricing
Concrete road, 40MPa RMS mix, 250mm with 2 layers of SL82 reinforcing mesh on 150mm 5MPa lean mix sub-base – greater than 100m², less than 500m²	m²	\$496.00	\$530.00	N/A	Market Based Pricing
Concrete road, 40MPa RMS mix, 250mm with 2 layers of SL82 reinforcing mesh on 150mm 5MPa lean mix sub-base – greater than 500m²	m²	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Crack sealing	Lm	New	\$160.00	N/A	Market Based Pricing
DGB20	Per Ton	New	\$80.00	N/A	Market Based Pricing
Line Marking					
Line Marking - Thermoplastic	Lm	New	\$160.00	N/A	Market Based Pricing
Line Marking - Waterborne	Lm	New	\$112.00	N/A	Market Based Pricing
Establishment	Per Establishment	New	\$3,800.00	N/A	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
Saw cutting					
Saw cutting, asphalt, up to 100mm depth, up to 50m	Lm	New	\$36.00	N/A	Market Based Pricing
Saw cutting, asphalt, up to 250mm depth, up to 50m	Lm	New	\$118.00	N/A	Market Based Pricing
Saw cutting, concrete, up to 150mm depth, up to 50m	Lm	New	\$59.00	N/A	Market Based Pricing
Saw cutting, concrete, up to 300mm depth, up to 50m	Lm	New	\$126.00	N/A	Market Based Pricing
Saw cutting, reinforced concrete, up to 150mm depth, up to 50m	Lm	New	\$50.00	N/A	Market Based Pricing
Saw cutting, reinforced concrete, up to 300mm depth, up to 50m	Lm	New	\$125.00	N/A	Market Based Pricing
Site Establishment	Per Establishment	New	\$578.00	N/A	Market Based Pricing
Footpath Replacements					
Construct pram ramp (billed per pram ramp)	each	\$1,980.00	\$2,117.00	N/A	Market Based Pricing
Asphaltic footpath (AC7, 25mm) – up to 15m²	m²	\$215.00	\$230.00	N/A	Market Based Pricing
Asphaltic footpath (AC7, 25mm) – greater than 15m², up to 50m²	m²	\$145.00	\$155.00	N/A	Market Based Pricing
Asphaltic footpath (AC7, 25mm) – greater than 50m², up to 100m²	m²	\$115.00	\$123.00	N/A	Market Based Pricing
Asphaltic concrete (AC7, 25mm) – greater than 100m²	m²	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Concrete footpath – less than 15m²	m²	\$250.00	\$267.00	N/A	Market Based Pricing
Concrete footpath – greater than 15m², less than 50m²	m²	\$210.00	\$224.00	N/A	Market Based Pricing
Concrete footpath – greater than 50m², less than 100m²	m²	\$186.00	\$199.00	N/A	Market Based Pricing
Concrete footpath – greater than 100m², less than 500m²	m²	\$162.00	\$173.00	N/A	Market Based Pricing
Concrete footpath – greater than 500m²	m²	Quote plus 15%	Quote plus 15%	N/A	Rate of Return

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
<i>Footpath Replacements (continued)</i>					
Footpath paving – standard clay brick pavers – less than 15m²	m²	\$680.00	\$727.00	N/A	Market Based Pricing
Footpath paving – standard clay brick pavers – greater than 15m², less than 50m²	m²	\$620.00	\$663.00	N/A	Market Based Pricing
Footpath paving – standard clay brick pavers – greater than 50m², less than 100m²	m²	\$580.00	\$620.00	N/A	Market Based Pricing
Footpath paving – standard clay brick pavers – greater than 100m², less than 500m²	m²	\$500.00	\$535.00	N/A	Market Based Pricing
Footpath paving – standard clay brick pavers – greater than 500m²	m²	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Footpath paving – Town Centre concrete pavers – less than 15m²	m²	\$712.00	\$761.00	N/A	Market Based Pricing
Footpath paving – Town Centre concrete pavers – greater than 15m², less than 50m²	m²	\$650.00	\$695.00	N/A	Market Based Pricing
Footpath paving – Town Centre concrete pavers – greater than 50m², less than 100m²	m²	\$620.00	\$663.00	N/A	Market Based Pricing
Footpath paving – Town Centre concrete pavers – greater than 100m², less than 500m²	m²	\$580.00	\$620.00	N/A	Market Based Pricing
Footpath paving – Town Centre concrete pavers – greater than 500m²	m²	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Nature strip turfing (supply and lay on prepared soil), rate per m²	m²	\$98.00	\$105.00	N/A	Market Based Pricing
Watering of new turf, rate per hour		\$120.00	\$128.00	N/A	Market Based Pricing

Driveway Replacements

Residential Concrete driveway 125mm with SL82 Up to 15 m² – per m²	m²	\$435.00	\$465.00	N/A	Market Based Pricing
Residential Concrete driveway 125mm with SL82 greater than 15 m², less than 50m² – per m²	m²	\$405.00	\$433.00	N/A	Market Based Pricing
Commercial Concrete driveway 200mm with 2xSL82 Up to 15 m² – per m²	m²	\$500.00	\$535.00	N/A	Market Based Pricing
Commercial Concrete driveway 200mm with 2xSL82 greater than 15 m², less than 50m² – per m²	m²	\$470.00	\$502.00	N/A	Market Based Pricing

Kerb and Gutter Replacements

Kerb and gutter – less than 15 lineal metres	lineal	\$420.00	\$449.00	N/A	Market Based Pricing
Kerb and gutter – greater than 15 and less than 50 lineal metres	lineal	\$350.00	\$374.00	N/A	Market Based Pricing
Kerb and gutter – greater than 50 and less than 100 lineal metres	lineal	\$320.00	\$342.00	N/A	Market Based Pricing
Kerb and gutter – greater than 100 and less than 500 lineal metres	lineal	\$300.00	\$321.00	N/A	Market Based Pricing
Kerb and gutter – greater than 500 lineal metres	lineal	Quote plus 15%	Quote plus 15%	N/A	Rate of Return

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
<i>Kerb and Gutter Replacements (continued)</i>					
Kerb only – less than 15 lineal metres	lineal	\$380.00	\$406.00	N/A	Market Based Pricing
Kerb only – greater than 15 and less than 50 lineal metres	lineal	\$355.00	\$379.00	N/A	Market Based Pricing
Kerb only – greater than 50 and less than 100 lineal metres	lineal	\$320.00	\$342.00	N/A	Market Based Pricing
Kerb only – greater than 100 and less than 500 lineal metres	lineal	\$295.00	\$315.00	N/A	Market Based Pricing
Kerb only – greater than 500 lineal metres	lineal	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Gutter only – less than 15 lineal metres	lineal	\$380.00	\$406.00	N/A	Market Based Pricing
Gutter only – greater than 15 and less than 50 lineal metres	lineal	\$355.00	\$379.00	N/A	Market Based Pricing
Gutter only – greater than 50 and less than 100 lineal metres	lineal	\$320.00	\$342.00	N/A	Market Based Pricing
Gutter only – greater than 100 and less than 500 lineal metres	lineal	\$295.00	\$315.00	N/A	Market Based Pricing
Gutter only – greater than 500 lineal metres	lineal	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Concrete layback and gutter – less than 15 lineal metres	lineal	\$532.00	\$569.00	N/A	Market Based Pricing
Concrete layback and gutter – greater than 15 and less than 50 lineal metres	lineal	\$485.00	\$518.00	N/A	Market Based Pricing
Concrete layback and gutter – greater than 50 and less than 100 lineal metres	lineal	\$410.00	\$438.00	N/A	Market Based Pricing
Concrete layback and gutter – greater than 100 lineal metres	lineal	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Concrete dish drain – less than 15 lineal metres	lineal	\$593.00	\$634.00	N/A	Market Based Pricing
Concrete dish drain – greater than 15 and less than 50 lineal metres	lineal	\$520.00	\$556.00	N/A	Market Based Pricing
Concrete dish drain – greater than 50 lineal metres	lineal	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Gutter Bridge Crossing with Hinged Heavy Duty Steel Grating Per lineal metre (minimum of 4.5m) opening	lineal	\$1,350.00	\$1,443.00	N/A	Market Based Pricing
Kerb outlet PVC up to 100mm diameter	each	\$260.00	\$278.00	N/A	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
Stormwater Drainage					
Concrete pipes 375 diameter RCP, per metre	per metre	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Concrete pipes 450 diameter RCP, per metre	per metre	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Concrete pipes 600 diameter RCP, per metre	per metre	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Concrete pipes greater than 600 diameter RCP	per metre	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Galvanised RHS pipe equivalent up to 100 diameter PVC pipe, per metre	per metre	\$320.00	\$342.00	N/A	Market Based Pricing
Lintel 0.9m – 1.2m (billed per lintel)	each	\$2,100.00	\$2,245.00	N/A	Market Based Pricing
Lintel 1.8m (billed per lintel)	each	\$2,300.00	\$2,459.00	N/A	Market Based Pricing
Lintel 2.4m (billed per lintel)	each	\$2,900.00	\$3,100.00	N/A	Market Based Pricing
Lintel 3.0m (billed per lintel)	each	\$3,500.00	\$3,742.00	N/A	Market Based Pricing
Lintel 3.6m (billed per lintel)	each	\$3,950.00	\$4,223.00	N/A	Market Based Pricing
Pits greater than 1.5m x 1.5m x 1.5m in size (per pit)	each	Quote plus 15%	Quote plus 15%	N/A	Rate of Return
Pits up to 1.5m x 1.5m x 1.5m in size (per pit)	each	\$7,500.00	\$8,018.00	N/A	Market Based Pricing
Final drainage inspection / final road inspection including CCTV provided by applicant	each	\$1,500.00	\$1,604.00	N/A	Market Based Pricing
Stormwater Drainage Assessment and Inspection Fee Single Dwelling, no OSD (minimum \$120) Single Dwelling with OSD (minimum \$240) Medium Density Development (minimum \$360) High Density Development (minimum \$480) Works-As-Executed Plans (minimum \$240) Positive Covenant (minimum \$125) OSD Re-Inspection Fee(minimum \$120)	per hour	\$220.00	\$235.00	N/A	Market Based Pricing
Additional Fees and charges associated with night works					
Night concrete Plant Opening	Per Opening	New	\$3,000.00	N/A	Market Based Pricing
Night Asphalt Plant Opening	Per Opening	New	\$3,000.00	N/A	Market Based Pricing
Night surcharge (Between 4PM -6AM)		New	Opening Fees plus 20%	N/A	Market Based Pricing
Road Occupancy Licence (ROL)	Per Application	New	\$265.00	N/A	Market Based Pricing
Light Tower	Per unit Per night	New	\$400.00	N/A	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
3. Working Permits (including works related to DA / CDC)					
Road Opening Permit					
Road Opening Permit Fee	per application	\$263.00	\$281.00	N/A	Market Based Pricing
Road Opening Permit Inspection	per inspection	\$173.00	\$185.00	N/A	Market Based Pricing
Road Openings Permit Urgency Fee	plus permit fees	\$593.00	\$634.00	N/A	Market Based Pricing
Unreported Road Openings – when work has commenced prior to a permit being obtained	per application	\$1,000.00	\$1,069.00	N/A	Market Based Pricing
Road Opening Bond	per application	\$1,000.00	\$5,000.00	N/A	Full Cost Recovery
Road Opening Bond - Major Works under \$50,000	per application	New	\$5,001-\$20,000	N/A	Full Cost Recovery
Road Opening Bond - Major Works over \$50,000	per application	New	\$20,001-\$40,000	N/A	Full Cost Recovery
Hoarding/Structure					
Class A Hoarding Application Fee	per application	\$405.00	\$433.00	N/A	Full Cost recovery
Class A Hoarding Fee	per linear metre per week	\$46.00	\$49.00	N/A	Market Based Pricing
Class B Hoarding Application Fee	per application	\$612.00	\$654.00	N/A	Full Cost recovery
Class B Hoarding Fee	pre linear metre per week	\$68.00	\$73.00	N/A	Market Based Pricing
Bond for Class A & B	per application	\$1,212.00	\$1,296.00	N/A	Full Cost Recovery
Extension of Hoarding Approval	each	\$252.00	\$269.00	N/A	Market Based Pricing
Work Zone					
Application Fee	per application	\$473.00	\$473.00	N/A	Full Cost recovery
Work Zone	per linear metre per week	\$60.00	N/A	N/A	Market Based Pricing
Work Zone - low density residential, Cave Road civic centre	per lineal metre per week	New	\$40.00	N/A	Market Based Pricing
Work Zone - medium density residential, industrial, Strathfield South town centre, Broadway town centre	per linear metre per week	New	\$60.00	N/A	Market Based Pricing
Work Zone - high density residential, Homebush town centre, Homebush West town centre	per lineal metre per week	New	\$80.00	N/A	Market Based Pricing
Work Zone - Strathfield town centre	per linear metre per week	New	\$100.00	N/A	Market Based Pricing
Work Zone – Installation of signs	per pair	\$840.00	\$840.00	N/A	Market Based Pricing
Works Permit					
Work Permit Fee	per application	\$331.00	\$354.00	N/A	Market Based Pricing
Work Permit Urgency Fee – (24 Hour Processing)		\$607.00	\$649.00	N/A	Market Based Pricing
Inspections (up to 2)		\$276.00	\$295.00	N/A	Market Based Pricing
Additional Inspection	each	\$164.00	\$175.00	N/A	Market Based Pricing
Work Permit Bond	per application	\$4,410.00	\$4,714.00	N/A	Full Cost Recovery
Standing Plant Permit					
Application for Standing Plant Permit	each	\$588.00	\$629.00	N/A	Full Cost recovery
Standing Plant Express Approval	each	\$525.00	\$561.00	N/A	Market Based Pricing
Advertising on Council Property					
Application for advertising on Council Property	each	\$525.00	\$561.00	N/A	Full Cost recovery
Advertising Fee (if approved)	per m ² per day	\$2.00	\$2.00	N/A	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
After Hours Callout Fee					
An after-hours callout fee applies where council is required to attend onsite to assist with an urgent matter, including access. Fees will be on a cost recovery basis. A minimum of 4 hours of staff overtime will be payable.		A minimum of 4 hours of staff overtime	A minimum of 4 hours of staff overtime	N/A	Market Based Pricing
4. Traffic Control					
Road Closure					
Road Closure Application	per application	\$684.00	\$684.00	N/A	Full Cost recovery
Road Closure Urgency Fee – (72 Hour Processing) Late road closure application requesting urgent approval (i.e., within 3 business days) excluding TfNSW approval / Police approval	plus permit fees	\$565.00	\$565.00	N/A	Full Cost recovery
Road Closure (Full) during permitted DA hours (7:00AM-5:00PM Monday to Friday, 8:00AM-1:00PM Saturday, excludes public holidays)	per day	\$2,783.00	\$2,783.00	N/A	Market Based Pricing
Road Closure (Partial) during permitted DA hours (7:00AM-5:00PM Monday to Friday, 8:00AM-1:00PM Saturday, excludes public holidays)	per day	\$788.00	\$788.00	N/A	Market Based Pricing
Road Closure (Full) outside permitted DA hours	per day	\$3,339.60	\$3,339.60	N/A	Market Based Pricing
Road Closure (Partial) outside permitted DA hours	per day	\$945.60	\$945.60	N/A	Market Based Pricing
Temporary Traffic Control (Stop go) for construction sites	per week	\$100.00	\$100.00	N/A	Market Based Pricing
Temporary Traffic Control (Stop go) for operation sites (e.g. facilities receiving delivery)	per year	\$2,500.00	\$2,500.00	N/A	Market Based Pricing
Footpath Closure					
Footpath Closure Application	per application	\$230.00	\$230.00	N/A	Full Cost recovery
Footpath area inclusive of nature strips (i.e. from back of kerb to property boundary)	per m ² per day	\$5.00	N/A	N/A	Market Based Pricing
Footpath Closure inclusive of nature strips - low density residential, Cave Road civic centre	per lineal metre per week	New	\$4.00	N/A	Market Based Pricing
Footpath Closure inclusive of nature strips - medium density residential, industrial, Strathfield South town centre, Broadway town centre	per linear metre per week	New	\$6.00	N/A	Market Based Pricing
Footpath Closure inclusive of nature strips - high density residential, Homebush town centre, Homebush West town centre	per lineal metre per week	New	\$8.00	N/A	Market Based Pricing
Footpath Closure inclusive of nature strips - Strathfield town centre	per linear metre per week	New	\$10.00	N/A	Market Based Pricing
Traffic Control – Barrier Fee (Emergency Only)					
Installation & Pick Up	each	\$212.00	\$227.00	N/A	Market Based Pricing
Barricades	each per day	\$56.00	\$60.00	N/A	Market Based Pricing
Traffic Control (min 4 hours) – Monday To Friday 7:00 am to 3:00 pm (Excluding Public Holidays)	per person per hour	\$276.00	\$295.00	N/A	Market Based Pricing
Traffic Control (min 4 hours) – Other Times	per person per hour	\$331.00	\$354.00	N/A	Market Based Pricing
Supply and Pick up of Barricades/Signs (Events)	per application	\$160.00	\$171.00	N/A	Market Based Pricing
Traffic Management Plans					
Review Assessment of Traffic Management Plan (min 1 hour)	per staff hour	\$289.00	\$309.00	N/A	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
5. Inspection & Compliance					
Inspection (where is necessary for Civic & Urban Services works)	per certificate	\$277.00	\$296.00	N/A	Market Based Pricing
Certificate of Compliance (where is necessary for Civic & Urban Services works)	per certificate	\$277.00	\$296.00	N/A	Market Based Pricing
6. Car Share					
Car Share Application Fee	per application	New	\$1,785.15	N/A	Full Cost recovery
Car Share Annual Fee	per space	New	\$1,099.50	N/A	Market Based Pricing
Car Share Installation (Pavement Marking and Signs)	per space	New	\$984.24	N/A	Market Based Pricing
7. Usage of the Public Domain					
Application Fee (non-refundable)	per application	\$234.00	\$250.00	N/A	Full Cost recovery
Bond (refundable upon satisfactory end inspection)	per application	\$700.00	\$1,000.00	N/A	Full Cost Recovery
Outdoor Dining					
Annual Rental Charge - Tier 1 Civic Space (Strathfield Town Centre)	per square metre	\$312.00	\$333.53	N/A	Rate of return
Annual Rental Charge - Tier 2 Civic Space (Homebush Town Centre, Homebush West Town Centre)	per square metre	New	\$260.00	N/A	Rate of return
Annual Rental Charge - Tier 3 Civic Space (Strathfield South Town Centre, Broadway Shops, Cave Road Village)	per square metre	\$177.00	\$180.00	N/A	Rate of return
Footpath Display					
Application Fee (non-refundable)	per application	\$182.00	\$250.00	N/A	Full Cost recovery
Footpath Display Bond (refundable upon satisfactory end inspection)	per application	\$312.00	\$1,000.00	N/A	Full Cost Recovery
Annual Rental Charge	per square metre	\$146.00	\$156.00	N/A	Rate of return
Outdoor Goods Display					
Annual Rental Charge - Tier 1 Civic Space (Strathfield Town Centre)	per square metre	New	\$300.00	N/A	Rate of return
Annual Rental Charge - Tier 2 Civic Space (Homebush Town Centre, Homebush West Town Centre)	per square metre	New	\$220.00	N/A	Rate of return
Annual Rental Charge - Tier 3 Civic Space (Strathfield South Town Centre, Broadway Shops, Cave Road Village)	per square metre	New	\$150.00	N/A	Rate of return
Parklets					
Annual Rental Charge - Tier 1 Civic Space (Strathfield Town Centre)	per parking space	New	\$5,300.00	N/A	Rate of return
Annual Rental Charge - Tier 2 Civic Space (Homebush Town Centre, Homebush West Town Centre)	per parking space	New	\$3,900.00	N/A	Rate of return
Annual Rental Charge - Tier 3 Civic Space (Strathfield South Town Centre, Broadway Shops, Cave Road Village)	per parking space	New	\$2,100.00	N/A	Rate of return

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
8. Miscellaneous					
Signs					
Street Sign (New + Pole)	per item	\$585.00	\$625.00	Y	Market Based Pricing
Street Sign (Existing)	per item	\$372.00	\$398.00	Y	Market Based Pricing
VMS Sign Hire (Safety Officer)	per hour	\$132.00	\$141.00	Y	Market Based Pricing
Directional Signs	per application plus installation costs	\$465.00	\$497.00	Y	Market Based Pricing
Temporary Ground Anchors					
Application Fees	per application	\$6,340.00	\$6,777.00	N/A	Full Cost recovery
Ground Anchor	per anchor	\$1,050.00	\$1,122.00	N/A	Market Based Pricing
Holding Deposit (refundable)	per application	minimum \$50,000 plus\$1,000 per anchor above 50 units	minimum \$50,000 plus\$1,000 per anchor above 50 units	N/A	Market Based Pricing
Cranes Over Public Roads					
Application Fees	per application	\$609.00	\$651.00	N/A	Full Cost recovery
Monthly Fee - Slewing over Council Property WITH Work Zone	per month or part thereof	\$609.00	\$651.00	N/A	Market Based Pricing
Monthly Fee - Slewing over Council Property WITHOUT Work Zone	per month or part thereof	\$1,260.00	\$1,347.00	N/A	Market Based Pricing
Applications under Section 138 of Roads Act (other than that specified in the table)					
Application Fee	per application	\$235.00	\$251.00	N/A	Legislative Requirements

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
------	------	---	---	-----	--------------------

Waste & Recycling

1. Domestic Waste Management

Domestic Waste Charges

Domestic Waste Service including 3 Cleanup Services	per year	\$575.00	\$615.00	N/A	Rate of Return
Domestic Waste Service including 3 Cleanup Services – Eligible Pensioners and Commonwealth Seniors Health Care Card Holders	per year	\$540.00	\$540.00	N/A	Rate of Return
Service Availability Charge (including Non-Rateable Properties)	per year	\$185.00	\$198.00	N/A	Rate of Return

Extra Services

120L Red Garbage Bin – Extra Service	per bin	\$835.00	\$893.00	N/A	Rate of Return
240L Green Garden Vegetation Bin – Extra Service	per bin	\$290.00	\$310.00	N/A	Zero Cost Recovery
240L Yellow Recycling Bin – Extra Service	per bin	\$290.00	\$310.00	N/A	Zero Cost Recovery
Additional Cleanup Service		\$170/m3	\$182/m3	N/A	Rate of Return

Bins Replacement/New Bin

120L Red Bin	per bin	\$102.00	\$109.00	N/A	Market Based Pricing
240L Red, Yellow or Green Bin	per bin	\$102.00	\$109.00	N/A	Market Based Pricing
660L Red, Yellow Bin Multi Unit Dwelling Bin	per bin	\$766.50	\$819.00	N/A	Market Based Pricing

Other

Domestic Waste Contamination Charge	per service	\$141.00	\$151.00	N/A	Partial Cost Recovery
Skip Bin Daily Charge	per day	\$58.00	\$62.00	N/A	Market Based Pricing
Skip Bin Public Place Permits Application	per inspection	\$80.00	\$86.00	N/A	Market Based Pricing
Shipping Container Daily Charge	per day	\$90.00	\$96.00	N/A	Market Based Pricing
Shipping Container Place Permits Application	per inspection	\$74.00	\$79.00	N/A	Market Based Pricing

Name	Unit	2024/25 (GST included if applicable)	2025/26 (GST included if applicable)	GST	Pricing Principles
------	------	---	---	-----	--------------------

2. Existing Council Owned/Leased Property Waste Management

Existing Council Owned/Leased Property Waste Charges

Existing Council Owned/Leased Property Waste Service - Standard: 1 x 240L waste (weekly) + 1 x 240L recycling (fortnightly)	per year	New	\$1,040.00	N/A	Rate of Return
---	----------	-----	------------	-----	----------------

Existing Council Owned/Leased Property Extra Services

240L Red Garbage Bin - Additional Service	per bin	New	\$1,040.00	N/A	Rate of Return
240L Green Garden Vegetation Bin - Additional Service	per bin	New	\$1,040.00	N/A	Rate of Return
240L Yellow Recycling Bin - Additional Service	per bin	New	\$1,040.00	N/A	Rate of Return

Existing Council Owned/Leased Property Bin Replacement

240L Red, Yellow or Green Bin	per bin	New	\$109.00	N/A	Market Based Pricing
-------------------------------	---------	-----	----------	-----	----------------------

Other Business Takings

In accordance with section 67 of the Local Government Act, Council, through its business units, intends to carry out works for owners and occupiers of public land. The aim of these business units is to allow the customers and the community to benefit from Council exposing its service delivery operations to competition. At the same time as far as possible Council is determined to stay in the business of service delivery by; being competitive and to demonstrate that Council subject it's own business units to notional tax equivalents, debt guarantee fees as well as regulations as they apply to a private firm. Business units may ensure the costing of their tender bids reflect both direct and indirect overhead costs as well as any costs associated with notional taxes, debt guarantee or cash flows.

Business units should operate on a commercial basis with the objectives of

- Producing and delivering top class, innovative and competitive services in accordance with Council's specification and commission.*
- Achieving satisfactory returns on the community investment in their operations*
- Providing satisfying and secure employment for their staff through being competitive and dynamic*

This approach may be regarded as commercialisation. Business units may compete for work external to Council where

- The units ability to satisfy service level agreements within Council is in no way compromised*
- The initiative being consistent with the Unit's adopted business plan and strategy.*

Strathfield Municipal Council

Changes on Adopted Fees and Charges FY2025-26

Adopted Fees & Charges						Changes on adopted Fees & Charges					Exhibition
Fees	Unit	2025/26 (GST included if applicable)	GST	Pricing Principles	Page Number	Unit	2025/26 (GST included if applicable)	GST	Pricing Principles	Page Number	Exhibited Amount
Venue Hires											
1. Venue Hire Application											
Application Fee all Venues (non-refundable)	per application	\$67.00	Y	Full Cost Recovery	33	per application	\$63.00	Y	Full Cost Recovery	33	\$63.00
Insurance Fee (for hirer without PLI) (non-refundable)	per hour	\$49.00	Y	Full Cost Recovery	33	per hour	\$47.00	Y	Full Cost Recovery	33	\$47 average
Administration Fee for Amending a Confirmed Booking (non-refundable)	per application	\$52.00	Y	Full Cost Recovery	33	per application	\$50.00	Y	Full Cost Recovery	33	\$50.00
Bond Fee – Security, Cleaning and Damage (refundable)	per hire	\$670.00	N/A	Full Cost Recovery	33	per hire	\$630.00	N/A	Full Cost Recovery	33	\$630.00
2. Strathfield Town Hall											
<i>Notes: Operation Hours 9am-10:30pm Sundays to 8pm</i>											
Main Hall & Supper Room											
Monday-Friday (9am - 5pm)	per hour	\$48.00	Y	Full Cost Recovery	33	per hour	\$45.00	Y	Full Cost Recovery	33	\$45.00
Out of Hours Rate (5pm Onwards, Sunday to 8pm)	per hour	\$74.00	Y	Full Cost Recovery	33	per hour	\$69.00	Y	Full Cost Recovery	33	\$69.00
Supper Room											
Monday-Friday (9am - 5pm)	per hour	\$37.00	Y	Full Cost Recovery	33	per hour	\$34.00	Y	Full Cost Recovery	33	\$34.00
Out of Hours Rate (5pm Onwards, Weekend, Sunday to 8pm)	per hour	\$55.00	Y	Full Cost Recovery	33	per hour	\$53.00	Y	Full Cost Recovery	33	\$53.00
Supervision											
Monday-Friday (9am- 5pm)	per hour	\$19.00	Y	Full Cost Recovery	33	per hour	\$18.00	Y	Full Cost Recovery	33	\$18.00
All Other Times	per hour	\$46.50	Y	Full Cost Recovery	33	per hour	\$45.00	Y	Full Cost Recovery	33	\$45.00
3. Strathfield Community Centre (Bates Street)											
<i>Notes: Operation Hours - Weekdays 9am-9pm & Weekends 9am-6pm</i>											
Room No 1 Redmyre Room Monday to Friday (9am- 5pm)	per hour	\$39.50	Y	Full Cost Recovery	33	per hour	\$37.00	Y	Full Cost Recovery	33	\$37.00
Room No 1 Redmyre Room Out of Hours (Weekdays 5pm-9pm & Weekends 9am-6pm)	per hour	\$79.00	Y	Full Cost Recovery	33	per hour	\$74.00	Y	Full Cost Recovery	33	\$74.00
Airey Room Monday to Friday (9am- 5pm)	per hour	\$25.50	Y	Full Cost Recovery	33	per hour	\$24.00	Y	Full Cost Recovery	33	\$24.00
Wangal Room Monday to Friday (9am- 5pm)	per hour	\$27.80	Y	Full Cost Recovery	33	per hour	\$26.00	Y	Full Cost Recovery	33	\$26.00
4. Library Meeting Rooms											
<i>NOTES: Operation Hours - 9am-9pm including weekends.</i>											
<i>Rooms can be used for free on the day if available. Times/availability will be given out at Library Front Desk.</i>											
Ironbark Room											
Whole Room Monday-Friday (9am-5pm)	per hour	\$53.00	Y	Full Cost Recovery	34	per hour	\$50.00	Y	Full Cost Recovery	34	\$50.00
Whole Room Out of hours (5pm-9pm, including Weekends)	per hour	\$78.00	Y	Full Cost Recovery	34	per hour	\$74.00	Y	Full Cost Recovery	34	\$74.00
Half Room Monday-Friday (9am-5pm)	per hour	\$27.80	Y	Full Cost Recovery	34	per hour	\$26.00	Y	Full Cost Recovery	34	\$26.00
Half Room Out of hours (5pm-9pm, including Weekends)	per hour	\$56.50	Y	Full Cost Recovery	34	per hour	\$53.00	Y	Full Cost Recovery	34	\$53.00
Melaleuca Interview Room											
Whole Room Monday-Friday	per hour	\$12.00	Y	Full Cost Recovery	34	per hour	\$11.00	Y	Full Cost Recovery	34	\$11.00
5. High Street Library											
<i>Notes: Operation Hours - Weekdays 9am-9pm & Weekends 9am-6pm</i>											
Whole Room Monday-Friday (9am-5pm)	per hour	\$39.00	Y	Full Cost Recovery	34	per hour	\$37.00	Y	Full Cost Recovery	34	\$37.00
Whole Room Out of Hours (Weekdays 5pm-9pm & Weekends 9am-6pm)	per hour	\$79.00	Y	Full Cost Recovery	34	per hour	\$74.00	Y	Full Cost Recovery	34	\$74.00
Half Room Monday-Friday (9am-5pm)	per hour	\$27.80	Y	Full Cost Recovery	34	per hour	\$26.00	Y	Full Cost Recovery	34	\$26.00
Half Room Out of Hours (Weekdays 5pm-9pm & Weekends 9am-6pm)	per hour	\$56.50	Y	Full Cost Recovery	34	per hour	\$53.00	Y	Full Cost Recovery	34	\$53.00
6. Dutton Centre											
<i>Notes: Operation Hours 9am to 10pm. CLOSED SUNDAYS.</i>											
Main Room (Monday to Friday 9am-5pm)	per hour	\$34.00	Y	Full Cost Recovery	34	per hour	\$32.00	Y	Full Cost Recovery	34	\$32.00
Office Monday to Friday (9am-5pm)	per hour	\$27.80	Y	Full Cost Recovery	34	per hour	\$26.00	Y	Full Cost Recovery	34	\$26.00
7. Homebush West Community Centre											
<i>Notes: Operation Hours 9am to 10:30pm.</i>											
Room No. 1 - Main Hall (Monday to Friday 9am-5pm)	per hour	\$56.50	Y	Full Cost Recovery	34	per hour	\$53.00	Y	Full Cost Recovery	34	\$53.00
Room No. 1 - Main Hall Out of Hours (5pm-10:30pm)	per hour	\$72.00	Y	Full Cost Recovery	34	per hour	\$68.00	Y	Full Cost Recovery	34	\$68.00
Room No. 2 - Workshop (Monday to Friday 9am-5pm)	per hour	\$22.00	Y	Full Cost Recovery	34	per hour	\$21.00	Y	Full Cost Recovery	34	\$21.00
Room No. 2 - Workshop Out of Hours (5pm-10:30pm)	per hour	\$44.50	Y	Full Cost Recovery	34	per hour	\$42.00	Y	Full Cost Recovery	34	\$42.00
8. Strathfield Park											
<i>Notes: Operation Hours 9am to 10pm.</i>											
Rotunda (Bond not applicable)	Per Hour	\$27.90	Y	Full Cost Recovery	34	Per Hour	\$26.11	Y	Full Cost Recovery	34	\$26.11
9. Venue Hire Other Charges											
False fire brigade call out fee	per hire	\$1,800.00	Y	Full Cost Recovery	34	per hire	\$1,760.00	Y	Full Cost Recovery	34	\$1,760.00
Staff call out fee/ security call out fee	per hire	\$141.00	Y	Full Cost Recovery	34	per hire	\$138.00	Y	Full Cost Recovery	34	\$138.00
Additional cleaning fee	per hire	\$161.00	Y	Full Cost Recovery	34	per hire	\$157.00	Y	Full Cost Recovery	34	\$157.00
Additional waste removal	per hire	\$271.00	Y	Full Cost Recovery	34	per hire	\$265.00	Y	Full Cost Recovery	34	\$265.00

Strathfield Municipal Council

Changes on Adopted Fees and Charges FY2025-26

Adopted Fees & Charges						Changes on adopted Fees & Charges					Exhibition
Fees	Unit	2025/26 (GST included if applicable)	GST	Pricing Principles	Page Number	Unit	2025/26 (GST included if applicable)	GST	Pricing Principles	Page Number	Exhibited Amount
Open Space & Sportsfield											
1.0 Sportfield Hire											
<i>NOTES: The hire of sports fields will be in accordance with Council's Sporting Grounds Allocations Policy</i>											
1.1 Administration Fees											
Application/Administration Fee (non-refundable)	per application	\$67.00	Y	Full Cost recovery	36	per application	\$66.00	Y	Full Cost recovery	36	\$66.00
Seasonal Hire Security Bond (including keys)	per allocation	\$1,153.00	N/A	Market Based Pricing	36	per allocation	\$1,119.00	N/A	Market Based Pricing	36	\$1,119.00
Amending Booking Application	per occurrence	\$52.00	Y	Full Cost recovery	36	per occurrence	\$51.00	Y	Full Cost recovery	36	\$51.00
1.2. Seasonal Hire - Not For Profit Clubs / Organisations											
1.2.1 Hire Fees											
Grass Field Hire (Airey Park, Bark Huts Reserve Fields 1 to 4, Beggell Field, Bressington Park Fields 2 to 5, Cooke Park, Hudson Park, Mason Park Fields 2 and 3, Strathfield Park Field 3, Freshwater Park)	per hour, per field	\$27.00	Y	Market Based Pricing	36	per hour, per field	\$25.00	Y	Partial Cost Recovery	36	\$25.00
Junior Grass Field Hire (Bressington Park Field 1, Mason Park Field 4)	per hour, per field	\$15.00	Y	Market Based Pricing	36	per hour, per field	\$15.00	Y	Partial Cost Recovery	36	\$15.00
Synthetic Field Hire (Cooke Park, Mason Park Field 1 and Strathfield Park Fields 1 and 2)	per hour, per field	\$63.00	Y	Market Based Pricing	36	per hour, per field	\$59.00	Y	Partial Cost Recovery	36	\$59.00
Junior Synthetic Field Hire (Strathfield Park Mini Fields 1 and 2)	per hour, per field	\$19.00	Y	Market Based Pricing	36	per hour, per field	\$18.00	Y	Partial Cost Recovery	36	\$18.00
Multi Court / Hard Court (Strathfield Park, Ismay Reserve and Bark Huts Reserve)	per hour, per field	\$17.00	Y	Market Based Pricing	36	per hour, per field	\$16.00	Y	Partial Cost Recovery	36	\$16.00
1.2.2 Cricket Hire Fees											
Turf Wicket Field (Hudson Park, Airey Park and Bark Huts)	per hour, per field	\$71.00	Y	Market Based Pricing	36	per hour, per field	\$66.00	Y	Partial Cost Recovery	36	\$66.00
Synthetic Wicket Field (Bressington Fields 2+3 or 3 +4, Cooke Park and Freshwater Park)	per hour, per field	\$35.00	Y	Market Based Pricing	36	per hour, per field	\$33.00	Y	Partial Cost Recovery	36	\$33.00
Cricket Net (Airey Park, Bressington Park, Cooke Park and Freshwater Park)	per hour, per field	\$13.00	Y	Market Based Pricing	36	per hour, per field	\$12.00	Y	Partial Cost Recovery	36	\$12.00
1.2.3 Lighting Fees											
Lighting Fee (Up to and including 100 LUX)	per field, per hour	\$16.00	Y	Market Based Pricing	36	per field, per hour	\$15.00	Y	Partial Cost Recovery	36	\$15.00
Lighting Fee (Greater than 100 LUX)	per field, per hour	\$60.00	Y	Market Based Pricing	36	per field, per hour	\$56.00	Y	Partial Cost Recovery	36	\$56.00
1.2.4 Other Fees											
Kiosk / Canteen Hire	per location, per season	\$1,117.00	Y	Market Based Pricing	37	per location, per season	\$1,045.00	Y	Partial Cost Recovery	37	\$1,045.00
Store Room / Change Room Hire	per location, per season	\$500.00	Y	Market Based Pricing	37	per location, per season	\$187.00	Y	Partial Cost Recovery	37	\$187.00
Pavilion Hire (Airey park, Cooke Park, Hudson Park)	per hour	\$25.00	Y	Market Based Pricing	37	per hour	\$23.10	Y	Partial Cost Recovery	37	\$23.10
1.3. Seasonal Hire - For Profit Clubs / Organisations											
1.3.1 Hire Fees											
Grass Fields Hire (Airey Park, Bark Huts Reserve Fields 1 to 4, Beggell Field, Bressington Park Fields 2 to 5, Cooke Park, Hudson Park, Mason Park Fields 2 and 3, Strathfield Park Field 3, Freshwater Park)	per field, per hour	\$55.00	Y	Market Based Pricing	37	per field, per hour	\$55.00	Y	Partial Cost Recovery	37	\$55.00
Junior Grass Field Hire (Bressington Park Field 1, Mason Park Field 4)	per field, per hour	\$35.00	Y	Market Based Pricing	37	per field, per hour	\$35.00	Y	Partial Cost Recovery	37	\$35.00
Synthetic Field Hire (Cooke Park, Mason Park Field 1 and Strathfield Park Fields 1 and 2)	per field, per hour	\$95.00	Y	Market Based Pricing	37	per field, per hour	\$95.00	Y	Partial Cost Recovery	37	\$95.00
Junior Synthetic Field Hire (Strathfield Park Mini Fields 1 and 2)	per field, per hour	\$65.00	Y	Market Based Pricing	37	per field, per hour	\$65.00	Y	Partial Cost Recovery	37	\$65.00
Multi Court / Hard Court (Strathfield Park, Ismay Reserve and Bark Huts Reserve)	per field, per hour	\$40.00	Y	Market Based Pricing	37	per field, per hour	\$40.00	Y	Partial Cost Recovery	37	\$40.00
1.3.2 Cricket Hire Fees											
Turf Wicket Field (Hudson Park, Airey Park and Bark Huts)	per hour, per field	\$126.00	Y	Market Based Pricing	37	per hour, per field	\$126.00	Y	Partial Cost Recovery	37	\$126.00
Synthetic Wicket Field (Bressington Fields 2+3 or 3 +4, Cooke Park and Freshwater Park)	per hour, per field	\$71.00	Y	Market Based Pricing	37	per hour, per field	\$71.00	Y	Partial Cost Recovery	37	\$71.00
Cricket Net (Airey Park, Bressington Park, Cooke Park and Freshwater Park)	per hour, per net	\$26.00	Y	Market Based Pricing	37	per hour, per net	\$26.00	Y	Partial Cost Recovery	37	\$26.00
1.3.3 Lighting Fees											
Lighting Fee (Up to and including 100 LUX)	per field, per hour	\$35.00	Y	Market Based Pricing	37	per field, per hour	\$35.00	Y	Partial Cost Recovery	37	\$35.00
Lighting Fee (Greater than 100 LUX)	per field, per hour	\$60.00	Y	Market Based Pricing	37	per field, per hour	\$60.00	Y	Partial Cost Recovery	37	\$60.00
1.3.4 Other Fees											
Kiosk / Canteen Hire	per location, per season	\$5,000.00	Y	Market Based Pricing	38	per location, per season	\$5,000.00	Y	Partial Cost Recovery	38	\$5,000.00
Store Room / Change Room Hire	per location, per season	\$5,000.00	Y	Market Based Pricing	38	per location, per season	\$5,000.00	Y	Partial Cost Recovery	38	\$5,000.00
Pavilion Hire (Airey park, Cooke Park, Hudson Park)	per hour	\$80.00	Y	Market Based Pricing	38	per hour	\$80.00	Y	Partial Cost Recovery	38	\$80.00

Strathfield Municipal Council

Changes on Adopted Fees and Charges FY2025-26

Adopted Fees & Charges						Changes on adopted Fees & Charges					Exhibition
Fees	Unit	2025/26 (GST included if applicable)	GST	Pricing Principles	Page Number	Unit	2025/26 (GST included if applicable)	GST	Pricing Principles	Page Number	Exhibited Amount
1.4. Sportfield Hire - Schools (Seasonal and Casual)											
1.4.1 Government School Hire Fees											
Government School Hire (Grass Fields, Synthetic Fields, Multi Court or Hard Court)	per field, per hour	\$23.00	Y	Market Based Pricing	38	per field, per hour	\$22.00	Y	Partial Cost Recovery	38	\$22.00
Junior Grass Field Hire (Bressington Park Field 1, Mason Park Field 4)	per hour, per field	\$15.00	Y	Market Based Pricing	38	per hour, per field	\$15.00	Y	Partial Cost Recovery	38	\$15.00
Junior Synthetic Field Hire (Strathfield Park Mini Fields 1 and 2)	per hour, per field	\$19.00	Y	Market Based Pricing	38	per hour, per field	\$19.00	Y	Partial Cost Recovery	38	\$19.00
Athletics Carnival / Cross Country (Fee is for usage of park for the event, does not include any field hire)	per day	\$123.00	Y	Market Based Pricing	38	per day	\$115.00	Y	Partial Cost Recovery	38	\$115.00
Multi Court / Hard Court (Strathfield Park, Ismay Reserve and Bark Huts Reserve)	per hour, per field	\$17.00	Y	Market Based Pricing	38	per hour, per field	\$17.00	Y	Partial Cost Recovery	38	\$17.00
Cricket Net (Airey Park, Bressington Park, Cooke Park and Freshwater Park)	per hour, per net	\$13.00	Y	Market Based Pricing	38	per hour, per net	\$12.00	Y	Partial Cost Recovery	38	\$12.00
1.4.2 Private School Hire Fees											
Grass Field Hire (Airey Park, Bark Huts Reserve Fields 1 to 4, Beggell Field, Bressington Park Fields 2 to 5, Cooke Park, Hudson Park, Mason Park Fields 2 and 3, Strathfield Park Field 3, Freshwater Park)	per hour, per field	\$27.00	Y	Market Based Pricing	38	per hour, per field	\$27.00	Y	Partial Cost Recovery	38	\$27.00
Junior Grass Field Hire (Bressington Park Field 1, Mason Park Field 4)	per hour, per field	\$15.00	Y	Market Based Pricing	38	per hour, per field	\$15.00	Y	Partial Cost Recovery	38	\$15.00
Synthetic Field Hire (Cooke Park, Mason Park Field 1 and Strathfield Park Fields 1 and 2)	per hour, per field	\$63.00	Y	Market Based Pricing	38	per hour, per field	\$63.00	Y	Partial Cost Recovery	38	\$63.00
Junior Synthetic Field Hire (Strathfield Park Mini Fields 1 and 2)	per hour, per field	\$19.00	Y	Market Based Pricing	38	per hour, per field	\$19.00	Y	Partial Cost Recovery	38	\$19.00
Athletics Carnival / Cross Country (Fee is for usage of park for the event, does not include any field hire)	per day	\$180.00	Y	Market Based Pricing	38	per day	\$180.00	Y	Partial Cost Recovery	38	\$180.00
Multi Court / Hard Court (Strathfield Park, Ismay Reserve and Bark Huts Reserve)	per hour, per field	\$17.00	Y	Market Based Pricing	38	per hour, per field	\$17.00	Y	Partial Cost Recovery	38	\$17.00
1.4.3 Cricket Hire Fees											
Turf Wicket Field (Hudson Park, Airey Park and Bark Huts)	per hour, per field	\$71.00	Y	Market Based Pricing	39	per hour, per field	\$66.00	Y	Partial Cost Recovery	39	\$66.00
Synthetic Wicket Field (Bressington Fields 2+3 or 3 +4, Cooke Park and Freshwater Park)	per hour, per field	\$35.00	Y	Market Based Pricing	39	per hour, per field	\$33.00	Y	Partial Cost Recovery	39	\$33.00
Cricket Net (Airey Park, Bressington Park, Cooke Park and Freshwater Park)	per hour, per net	\$13.00	Y	Market Based Pricing	39	per hour, per net	\$12.00	Y	Partial Cost Recovery	39	\$12.00
1.4.4 Lighting Fees											
Lighting Fee (Up to and including 100 LUX)	per field, per hour	\$16.00	Y	Market Based Pricing	39	per field, per hour	\$15.00	Y	Partial Cost Recovery	39	\$15.00
Lighting Fee (Greater than 100 LUX)	per field, per hour	\$60.00	Y	Market Based Pricing	39	per field, per hour	\$56.00	Y	Partial Cost Recovery	39	\$56.00
1.4.4 Other Fees											
Kiosk / Canteen Hire	per location, per season	\$1,117.00	Y	Market Based Pricing	39	per location, per season	\$1,045.00	Y	Partial Cost Recovery	39	\$1,045.00
Store Room / Change Room Hire	per location, per season	\$500.00	Y	Market Based Pricing	39	per location, per season	\$187.00	Y	Partial Cost Recovery	39	\$187.00
Pavilion Hire (Airey park, Cooke Park, Hudson Park)	per hour	\$25.00	Y	Market Based Pricing	39	per hour	\$23.10	Y	Partial Cost Recovery	39	\$23.10
1.5 Casual Hire - Not For Profit Clubs / Organisations											
1.5.1 Hire Fees											
Grass Field Hire (Airey Park, Bark Huts Reserve Fields 1 to 4, Beggell Field, Bressington Park Fields 2 to 5, Cooke Park, Hudson Park, Mason Park Fields 2 and 3, Strathfield Park Field 3, Freshwater Park)	per hour, per field	\$60.00	Y	Market Based Pricing	39	per hour, per field	\$56.00	Y	Partial Cost Recovery	39	\$56.00
Junior Grass Field Hire (Bressington Park Field 1, Mason Park Field 4)	per hour, per field	\$45.00	Y	Market Based Pricing	39	per hour, per field	\$45.00	Y	Partial Cost Recovery	39	\$45.00
Synthetic Field Hire (Cooke Park, Mason Park Field 1 and Strathfield Park Fields 1 and 2)	per hour, per field	\$107.00	Y	Market Based Pricing	39	per hour, per field	\$100.00	Y	Partial Cost Recovery	39	\$100.00
Junior Synthetic Field Hire (Strathfield Park Mini Fields 1 and 2)	per hour, per field	\$66.00	Y	Market Based Pricing	39	per hour, per field	\$62.00	Y	Partial Cost Recovery	39	\$62.00
Multi Court / Hard Court (Strathfield Park, Ismay Reserve and Bark Huts Reserve)	per hour, per field	\$27.00	Y	Market Based Pricing	39	per hour, per field	\$25.00	Y	Partial Cost Recovery	39	\$25.00
1.5.2 Cricket Hire Fees											
Turf Wicket Field (Hudson Park, Airey Park and Bark Huts)	per hour, per field	\$128.00	Y	Market Based Pricing	39	per hour, per field	\$120.00	Y	Partial Cost Recovery	39	\$120.00
Synthetic Wicket Field (Bressington Fields 2+3 or 3 +4, Cooke Park and Freshwater Park)	per hour, per field	\$53.00	Y	Market Based Pricing	39	per hour, per field	\$50.00	Y	Partial Cost Recovery	39	\$50.00
Casual Junior Cricket - Freshwater Park and Pilgrim Park	per hour, per field	\$24.00	Y	Market Based Pricing	39	per hour, per field	\$22.00	Y	Partial Cost Recovery	39	\$22.00
Cricket Net (Airey Park, Bressington Park, Cooke Park and Freshwater Park)	per hour, per net	\$13.00	Y	Market Based Pricing	39	per hour, per net	\$12.00	Y	Partial Cost Recovery	39	\$12.00

Strathfield Municipal Council

Changes on Adopted Fees and Charges FY2025-26

Adopted Fees & Charges						Changes on adopted Fees & Charges					Exhibition
Fees	Unit	2025/26 (GST included if applicable)	GST	Pricing Principles	Page Number	Unit	2025/26 (GST included if applicable)	GST	Pricing Principles	Page Number	Exhibited Amount
1.5.3 Lighting Fees											
Lighting Fee (Up to and including 100 LUX)	per field, per hour	\$35.00	Y	Market Based Pricing	40	per field, per hour	\$35.00	Y	Partial Cost Recovery	40	\$35.00
Lighting Fee (Greater than 100 LUX)	per field, per hour	\$64.00	Y	Market Based Pricing	40	per field, per hour	\$60.00	Y	Partial Cost Recovery	40	\$60.00
1.5.4 Other Fees											
Store Room / Change Room Hire	per location, per day	\$150.00	Y	Market Based Pricing	40	per location, per day	\$150.00	Y	Partial Cost Recovery	40	\$150.00
Pavilion Hire (Airey park, Cooke Park, Hudson Park)	per hour	\$60.00	Y	Market Based Pricing	40	per hour	\$60.00	Y	Partial Cost Recovery	40	\$60.00
1.6 Casual Hire - For Profit Clubs / Organisations											
1.6.1 Hire Fee2											
Grass Field Hire											
(Airey Park, Bark Huts Reserve Fields 1 to 4, Beggell Field, Bressington Park Fields 2 to 5, Cooke Park, Hudson Park, Mason Park Fields 2 and 3, Strathfield Park Field 3, Freshwater Park)	per hour, per field	\$134.00	Y	Market Based Pricing	40	per hour, per field	\$125.00	Y	Partial Cost Recovery	40	\$125.00
Junior Grass Field Hire											
(Bressington Park Field 1, Mason Park Field 4)	per hour, per field	\$60.00	Y	Market Based Pricing	40	per hour, per field	\$60.00	Y	Partial Cost Recovery	40	\$60.00
Synthetic Field Hire											
(Cooke Park, Mason Park Field 1 and Strathfield Park Fields 1 and 2)	per hour, per field	\$269.00	Y	Market Based Pricing	40	per hour, per field	\$252.00	Y	Partial Cost Recovery	40	\$252.00
Junior Synthetic Field Hire											
(Strathfield Park Mini Fields 1 and 2)	per hour, per field	\$66.00	Y	Market Based Pricing	40	per hour, per field	\$62.00	Y	Partial Cost Recovery	40	\$62.00
Multi Court / Hard Court											
(Strathfield Park, Ismay Reserve and Bark Huts Reserve)	per hour, per field	\$43.00	Y	Market Based Pricing	40	per hour, per field	\$40.00	Y	Partial Cost Recovery	40	\$40.00
1.6.2 Cricket Hire Fees											
Turf Wicket Field											
(Hudson Park, Airey Park and Bark Huts)	per hour, per field	\$257.00	Y	Market Based Pricing	40	per hour, per field	\$240.00	Y	Partial Cost Recovery	40	\$240.00
Synthetic Wicket Field											
(Bressington Fields 2+3 or 3 +4, Cooke Park and Freshwater Park)	per hour, per field	\$144.00	Y	Market Based Pricing	40	per hour, per field	\$135.00	Y	Partial Cost Recovery	40	\$135.00
Cricket Net											
(Airey Park, Bressington Park, Cooke Park and Freshwater Park)	per hour, per net	\$60.00	Y	Market Based Pricing	40	per hour, per net	\$60.00	Y	Partial Cost Recovery	40	\$60.00
1.6.3 Lighting Fees											
Lighting Fee (Up to and including 100 LUX)	per field, per hour	\$53.00	Y	Market Based Pricing	40	per field, per hour	\$50.00	Y	Partial Cost Recovery	40	\$50.00
Lighting Fee (Greater than 100 LUX)	per field, per hour	\$64.00	Y	Market Based Pricing	40	per field, per hour	\$60.00	Y	Partial Cost Recovery	40	\$60.00
1.6.4 Other Fees											
Store Room / Change Room Hire	per location, per day	\$500.00	Y	Market Based Pricing	41	per location, per day	\$500.00	Y	Partial Cost Recovery	41	\$500.00
Pavilion Hire (Airey park, Cooke Park, Hudson Park)	per hour	\$90.00	Y	Market Based Pricing	41	per hour	\$90.00	Y	Partial Cost Recovery	41	\$90.00
1.7 Line Marking and Field Setup Fees											
NOTES: Only charge if changes requested or remarking requested.											
Football Field	per field, per occurrence	\$283.00	Y	Market Based Pricing	41	per field, per occurrence	\$275.00	Y	Partial Cost Recovery	41	\$275.00
Rugby Field	per field, per occurrence	\$149.00	Y	Market Based Pricing	41	per field, per occurrence	\$139.00	Y	Partial Cost Recovery	41	\$139.00
Volleyball Court	per field, per occurrence	\$139.00	Y	Market Based Pricing	41	per field, per occurrence	\$139.00	Y	Partial Cost Recovery	41	\$139.00
Netball Court	per field, per occurrence	\$139.00	Y	Market Based Pricing	41	per field, per occurrence	\$139.00	Y	Partial Cost Recovery	41	\$139.00
Athletics	per field, per occurrence	\$385.00	Y	Market Based Pricing	41	per field, per occurrence	\$385.00	Y	Partial Cost Recovery	41	\$385.00
Goal post Change	per field, per occurrence	\$410.00	Y	Market Based Pricing	41	per field, per occurrence	\$410.00	Y	Partial Cost Recovery	41	\$410.00
1.8 Other Miscellaneous Fees											
Unauthorised Use Fee	per occurrence	\$550.00	Y	Market Based Pricing	41	per occurrence	\$521.00	Y	Partial Cost Recovery	41	\$521.00
Staff Callout Fee	per occurrence	\$218.00	Y	Market Based Pricing	41	per occurrence	\$218.00	Y	Partial Cost Recovery	41	\$218.00
Staff Supervision Fee	per hour	\$102.00	Y	Market Based Pricing	41	per hour	\$102.00	Y	Partial Cost Recovery	41	\$102.00
Key Replacement	per key/swipe card	\$425.00	Y	Market Based Pricing	41	per key/swipe card	\$425.00	Y	Partial Cost Recovery	41	\$425.00
Cleaning Fee	per occurrence	\$387.00	Y	Market Based Pricing	41	per occurrence	\$387.00	Y	Partial Cost Recovery	41	\$387.00
3. Personal Trainers											
NOTE : Approval grant access to ONE park only. A separate application must be lodged for approval to train at a second venue.											
Renewal Fee	per renewal	\$26.00	Y	Market Based Pricing	42	per renewal	\$26.00	Y	Partial Cost Recovery	42	\$26.00
Bond	per application	\$560.00	Y	Market Based Pricing	42	per application	\$560.00	Y	Partial Cost Recovery	42	\$560.00
Annual Permit											
10 or more persons	per year	\$1,200.00	Y	Market Based Pricing	42	per year	\$1,200.00	Y	Partial Cost Recovery	42	\$1,200.00
5 to 9 persons	per year	\$900.00	Y	Market Based Pricing	42	per year	\$900.00	Y	Partial Cost Recovery	42	\$900.00
1 to 4 Persons	per year	\$700.00	Y	Market Based Pricing	42	per year	\$700.00	Y	Partial Cost Recovery	42	\$700.00
4. Park Access											
Park Hire											
NOTE: Bonds are for breaches to Hire Agreements, Damage to Playing Surfaces and Waste. Council will charge for labour, materials and administration fees.											
Site Compound Fee	per day per m²	\$34.00	Y	Market Based Pricing	43	per day per m²	\$34.00	Y	Partial Cost Recovery	43	\$34.00
Supervision Fee	per day	\$193.00	Y	Market Based Pricing	43	per day	\$193.00	Y	Partial Cost Recovery	43	\$193.00
Restoration works grassed area	per m2	\$93.00	Y	Market Based Pricing	43	per m2	\$93.00	Y	Partial Cost Recovery	43	\$93.00
Restoration works garden/ landscaped area	per m2	\$225.00	Y	Market Based Pricing	43	per m2	\$225.00	Y	Partial Cost Recovery	43	\$225.00
5. Busking											
Busking	per person per day	\$19.00	Y	Market Based Pricing	43	per person per day	\$10.00	Y	Market Based Pricing	43	\$10.00

Strathfield Municipal Council

Changes on Adopted Fees and Charges FY2025-26

Adopted Fees & Charges						Changes on adopted Fees & Charges					Exhibition	
Fees	Unit	2025/26 (GST included if applicable)	GST	Pricing Principles	Page Number	Unit	2025/26 (GST included if applicable)	GST	Pricing Principles	Page Number	Exhibited Amount	
<u>Community Garden</u>												
<u>1. Community Garden</u>												
Annual Membership Fee (Student / Pension card holder)		\$0.00	N/A	Market Based Pricing	32		Waived for LGA residents only. \$30.00 for non-residents	N/A	Market Based Pricing	32	Waived for LGA residents only. \$30.00 for non-residents	
Annual Plot Fee (individual)		\$0.00	N/A	Market Based Pricing	32		Waived for LGA residents only. \$60.00 for non-residents	N/A	Market Based Pricing	32	Waived for LGA residents only. \$60.00 for non-residents	
Annual Plot Fee (family / group)		\$0.00	N/A	Market Based Pricing	32		Waived for LGA residents only. \$71.00 for non-residents	N/A	Market Based Pricing	32	Waived for LGA residents only. \$71.00 for non-residents	
Key Deposit (refundable)		\$0.00	N/A	Market Based Pricing	32		Waived for LGA residents only. \$60.00 for non-residents	N/A	Market Based Pricing	32	Waived for LGA residents only. \$60.00 for non-residents	
<u>Corporate & Governance</u>												
<u>2. Access to Information</u>												
<u>Business Papers</u>												
All Business Paper (Business papers are also available on Council's website and Council's library.)	per year	\$1,069.00	N/A	Rate of Return	28	per year	Waived for LGA residents only \$1,069.00 for non-residents	N/A	Rate of Return	28	\$0.00	
<u>Environmental Health & Compliance</u>												
<u>2. Environmental Health</u>												
<u>Private Swimming Pools</u>												
Resuscitation Charts		\$32.00	Y	Market Based Pricing	25		\$0.00	Y	Market Based Pricing	25	\$0.00	

PE1 STRATHFIELD LGA SMOKE FREE AREAS AND ENFORCEMENT

AUTHOR: Rafaat Alameddine, Senior Compliance Officer

APPROVER: Dylan Porter, Acting Director Planning and Environment

RECOMMENDATION

That

1. Council endorses the enforcement initiative in collaboration with NSW Police to operate on a quarterly basis, for 2 weeks of the start of each quarter on a Thursday and Friday.
2. Council endorses the signage locations be approved and deployment of larger, targeted signs accompanied by floor decals in key areas.
3. Council approves budget for the purpose of running the quarterly no smoking enforcement campaigns and signage.

PURPOSE OF REPORT

At the Council meeting on 10 December 2024, Council resolved to undertake a review of the no smoking policy across the Local Government Area (302/24).

302/24

RESOLVED ON THE NOTICE OF MOTION BY COUNCILLOR SANDY REDDY

Moved by: (Reddy / Pensabene)

1. *That Council staff undertake a review of the No Smoking Policy across the Strathfield LGA. The Review will include the following:*
 - a. A review of existing legislative requirements including the potential addition of Vaping*
 - b. Undertake a review of existing of Ranger activities and enforcement procedures, across the LGA, relating to existing signage*
 - c. The location of existing signage*
 - d. The size and format of signage.*
2. *Council staff presents a report to a future Councillor Workshop on potential improvements to signage and enforcement and any budgetary impacts.*

This report will provide an overview of the current legislation and Council responsibilities pertaining to No Smoking, and current enforcement and preventative activities existing in LGA.

REPORT

Background

Smoking prevention initiatives have previously been implemented within key town centres, including Strathfield Square and Homebush Town Centre. These areas are currently supported by existing signage

which indicates that smoking is prohibited. Previous initiatives include education by Council's Regulatory and Environment teams, and No Smoking Blitz accompanied by NSW Police Officers and Regulatory staff where enforcement action was taken.

CURRENT MANAGEMENT ACTIVITIES

Signage

Current management activities include signage placed sporadically throughout the LGA, on various posts and bins. The current signage is ineffective – it has been a number of years since installation, and upon investigation, the smaller size and abundance of the signs have rendered them inadequate.

In addition to the smaller signs, there are two larger no smoking banner signs at the entry to Homebush West Town Centre. While this form of signage is a better alternative to the smaller smoking signs, additional wording that clearly communicates that Homebush West is a smoke free area is recommended.

Council staff have conducted an audit of signage throughout Strathfield Town Centre, which identified the need for additional signage to ensure clearer and more consistent communication of regulations across all areas frequented by the public within the town centre.



Figure 1 Example of 'Smoke Free Area' signage within Strathfield Town Centre.

Furthermore, as part of the signage audit, Council staff have identified the locations of existing signage within Strathfield Town Centre. Figure 2 below provides a map illustrating the current distribution of this signage.

● = Signage location



Figure 2. Existing signage around Strathfield Town Centre.



Figure 3. Existing signage around Homebush West.



Figure 4. Existing signage around Homebush.

Proposed Actions:

Currently, there are twenty-eight (28) signs throughout Strathfield Square, and seventeen (17) signs throughout the Homebush West, and twelve (12) signs throughout Homebush.

Signage is largely ignored and has become redundant as visitors and locals have become acclimated to the current signage, leading to visual pollution. The proposal is to reduce the number of signage but increase efficacy through targeted messaging surrounding the legislation. In combination with quarterly campaigns (running for a fortnight at a time), this is likely to have a positive long-term effect on the reduction of smoking within highly populated areas throughout the LGA.

In addition to reduced, yet more effective signage, "Strathfield is a Smoke Free Area" floor decals are proposed in high traffic areas, where Council has identified are areas with a high number of offences. For example, decals are proposed for installation in each of the bus stations (western side of the train station), and the kiss and ride zone.

These proposed locations are illustrated in Figure 3 below, which maps the placement of the new signage. The marked areas on the map represent points where signage will ensure more consistent and comprehensive messaging across the public domain, thereby improving awareness among residents, businesses, and visitors.

It is evident from a review of the legislation that vaping is included in the definition of 'smoke' as such current signage encompasses vaping. As stated Under Part 1 section 4 *Definitions* of the Smoke-Free Environment Act 2000 'smoke' is defined as:

Smoke: *"means use, consume, hold or otherwise have control over a tobacco product, non-tobacco smoking product or vaping good that is generating, whether or not by burning".*

This legislation clarifies that the use of vaping is also included under the definition of 'smoke' when signage indicates a 'Smoke-Free Zone'.

The NSW Smoke-free Environment Act 2000 provides a legislative framework that guides our approach in absence of a No Smoking Policy. This allows Council to remain responsive and aligned with state regulations, which are subject to change, without being restricted by a fixed internal policy. By adhering to the Act, Council is aligned with current legal requirements while maintaining the flexibility to adapt to evolving public health standards.



Figure 5. Strathfield Town Centre, Proposed new signage



Figure 6. Proposed locations for signage as Homebush.



Figure 7. Proposed locations for signage at Homebush West.

Proposed Campaign:

A trial No Smoking Enforcement Campaign was run for five weeks during May 2025 (1-30 May) in collaboration with the NSW Police. Police Officers accompanied the regulatory services team every Thursday and Friday throughout May, from 3:00PM – 7:00PM (peak smoking times). Outcome was highly positive, with an average of 23 pins issued per session (Table 1).

Table 1. Results from preliminary No Smoking Program throughout the LGA's town centres over May 2025.

Date	Location				Total	
	Strathfield Town Centre	Homebush	Homebush W	Warning	PIN	
1/05/2025	16	2	3	0	21	
2/05/2025	14	1	2	0	17	
8/05/2025	42	0	0	6	42	
9/05/2025	27	0	2	5	29	
15/05/2025	27	0	0	6	27	
16/05/2025	17	0	0	5	17	
22/05/2025	22	0	0	1	22	
23/05/2025	19		0	2	19	
29/05/2025	18	2	0	1	20	
30/05/2025	15	0	0	0	15	
Total	217	5	7	26	229	

Due to the success of the trial program, the recommendation is that these focused campaigns are run quarterly, for fortnightly intervals. Whilst quarterly, a higher number of campaigns will run during the summer-months in comparison to winter, to account for the increase in foot traffic during the summer months.

FINANCIAL IMPLICATIONS

Proposed Expenditure:

- Signage installation: approx. \$300 per sign (34 signs proposed) = \$10,200 (excl. GST)
- Floor decals: approx. \$390 (incl. GST)
- Police attendance fee. \$23,040 (incl. GST)

Estimated total = \$33,630

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

There are no attachments for this report.

PE2 DESIGN EXCELLENCE AND DESIGN REVIEW FRAMEWORK

AUTHOR: Greg Dyson, Senior Strategic Planner

APPROVER: Dylan Porter, Acting Director Planning and Environment

RECOMMENDATION

1. That Council resolve in accordance with section 3.33 of the *Environmental Planning & Assessment Act 1979* to prepare a planning proposal to amend Strathfield Local Environmental Plan 2012 (SLEP 2012) *Clause 6.7 Design excellence for Strathfield Town Centre* and *Clause 7.4 Design excellence* to introduce design excellence and design review provisions for all land in Strathfield LGA.
2. That the draft Design Excellence Planning Proposal be referred to Strathfield Local Planning Panel for advice to proceed.
3. That following consideration of the draft Planning Proposal by Strathfield Local Planning Panel a further report be provided to Council seeking resolution to submit the Planning Proposal to the Department of Planning, Housing and Infrastructure for Gateway Determination to amend SLEP 2012.
4. That Council note the Acting Director – Planning and Environment is proceeding with an Expression of Interest (EOI) to identify panel members to form a joint City of Canada Bay and Strathfield Municipal Council Design Review Panel.
5. That a further report to Council be provided nominating the Design Review Panel Members and approving their appointment.

PURPOSE OF REPORT

To respond to Council's resolution of 29 April 2025 to implement policy updates to promote high-quality architectural design in Strathfield.

This report seeks Council's resolution to prepare a Planning Proposal to amend the existing Design Excellence provisions (Clauses 6.7 and 7.4) of Strathfield Local Environment Plan 2012 with the aim of embedding robust design excellence and design review provisions into SLEP 2012.

REPORT

Council, at its Council Meeting on 29 April 2025 considered a Mayoral Minute requesting investigation of incentive-based policy updates to promote high-quality architectural design in Strathfield. In this regard, Council resolved the following (85/25):

That Council:

1. *Prepares a report for tabling at the Ordinary Council Meeting in July on the feasibility of developing a new local planning policy that incentivises high-quality architectural design, particularly traditional or*

context-sensitive built form, in exchange for modest planning benefits (such as additional height, floor space, or density), where appropriate.

2. *As part of the preparation of this report, the report is to:*

- *Identify and engage with an advocacy organisation or expert body that promotes “city beautification,” classical architecture, or context-sensitive urban design.*
- *Ensure that any recommended policy mechanisms operate within the existing framework of the Environmental Planning and Assessment Act 1979, the Strathfield Local Environmental Plan 2012, and other relevant planning instruments.*
- *Investigate best-practice models in comparable jurisdictions where architectural design excellence is rewarded through planning incentives, and how such models have been integrated legally and successfully.*

3. *That the report includes options for trialling such a policy in targeted locations (e.g. heritage interface areas or transition zones), and provide commentary on:*

- *The potential urban design and community satisfaction benefits of such a policy.*
- *Safeguards to ensure any bonus provisions are conditional on genuine, high-quality design outcomes, not generic uplift.*
- *Whether the policy could be adopted as a Development Control Plan (DCP) guideline or incorporated into Council's Community Participation Plan.*

This report responds to this resolution and seeks a resolution to progress a planning proposal to amend the Design Excellence provisions in the Strathfield LEP 2012.

Clause 6.7 *Design excellence for Strathfield Town Centre* and clause 7.4 *Design excellence for Homebush TOD Precinct* establish the existing design excellence provisions in Strathfield LEP 2012. However, the application of these design excellence provisions are confined to specific areas within the Strathfield Town Centre and the Homebush TOD Precinct.

Given recent changes brought about by the NSW Government in relation to low and mid-rise residential development it is likely that there will be increased instances of higher density development occurring in key locations across Strathfield. It is therefore appropriate that design excellence criteria also be applied during the assessment of those development proposals.

It is proposed to amend the design excellence and design review provisions to increase the spatial coverage of the policy and consideration of the types of development to which the policy will apply. Typically, a design excellence clause will only apply to development three storeys or above, but further consideration of applicable development typologies will be undertaken in the preparation of the draft LEP amendments for the planning proposal.

Council's support and resolution will facilitate amendments to SLEP 2012 to enhance existing design excellence clauses to enable application to more development types and more land throughout Strathfield LGA consistently. In conjunction with the proposed amendments to SLEP 2012, the appointment of experts to a joint Design Review Panel will create a design excellence framework to progressively and consistently improve design outcomes for development in Strathfield LGA.

Presently, it is not clear how the achievement of design excellence is to be demonstrated. There is an inconsistent approach between the application of the design excellence clause within the Homebush TOD Precinct compared to the Strathfield Town Centre.

The typical approach is for an application to be referred to a design excellence panel comprising a mix of experts in architecture, urban design and landscape architecture. It is proposed that as part of the review, appropriate policy be put in place to establish a clear and consistent process for a design excellence review to occur.

Other Councils undertake varying approaches to the application of design excellence. An assessment and analysis of existing best practice, the application of clauses and controls and the processes and mechanisms used to achieve design excellence will be used to form the basis of the necessary draft Planning Proposal.

Establishment of a Joint Design Review Panel and Engagement with City of Canada Bay

Linked to the review of design excellence provisions, it is considered necessary that a Design Review Panel be established. Historically, this has been undertaken as a shared arrangement with the City of Canada Bay. Given the shared relationship with the Homebush TOD and taking into account the likely workload for a design review panel, it is considered appropriate that this arrangement continue.

Both Councils are seeking to refresh the panel, and this would include recruitment of experts with a broader skills set, particularly in the fields of architecture, urban design and landscape architecture. An Expression of Interest (EOI) and Terms of Reference (TOR), in consultation with City of Canada Bay, will be used to establish and appoint expert panel members to a joint Design Review Panel (DRP). Through the combination of proposed amendments to SLEP 2012 requiring referral of development proposals to a design review to assess compliance with design excellence requirements and the establishment of a joint DRP Council will have created the framework for requiring and assessing design excellence outcomes for development in Strathfield LGA.

Council officers will continue to liaise with City of Canada Bay to coordinate the release of the EOI and TOR and evaluate the response received from prospective expert panel members.

A further report will be submitted to Council proposing suitably qualified and experienced panel members and seeking approval for their appointment.

FINANCIAL IMPLICATIONS

There are no financial implications with respect to the preparation of the planning proposal.

A future report will outline the financial implications and commitments related to the operation of the joint Design Review Panel. However, existing budget allocation remains for the Design Review Panel.

ATTACHMENTS

There are no attachments for this report.

PE3 REAL ESTATE POINTER SIGN REVIEW
AUTHOR: Paul Reid, Manager, Resilience, Compliance and Commercial
APPROVER: Dylan Porter, Acting Director Planning and Environment

RECOMMENDATION

That:

1. Council adopt and communicate a zero-tolerance policy for all real estate pointer signs on public land.
2. Council staff engage with the local real estate sector to promote understanding and compliance
3. Council regularly patrol and enforce removal, taking possession, and penalty procedures in accordance with legislation.
4. Council review and update council DCP and policies to ensure they reflect current legislation and enforcement powers.

PURPOSE OF REPORT

This report outlines the steps required to implement a total ban on the display of real estate pointer signs on Council-owned or managed land, including but not limited to nature strips, roundabouts, and council fences.

This report does not deal with real estate signs on private or commercial property eg: For Sale or Lease signs.

1. Council Resolution

10.4 Banning of Real Estate Pointer Signs (**SUBMITTED BY COUNCILLOR BALADI**)

That Council prepare a report outlining the steps required to implement a total ban on the display of real estate advertising signs on Council-owned or managed land, including but not limited to nature strips, roundabouts, and council fences.

The report should include:

- *A review of Council's current signage and advertising policies.*
- *Any legal implications and enforcement powers available under the Local Government Act 1993 (NSW), and the role of compliance and rangers in enforcing such a ban.*
- *A communications strategy for informing local real estate agents and the public of any forthcoming changes.*
- *A timeline and recommendations for implementing the ban.*

2. Background

Real estate pointer signs (directional signs advertising property inspections or sales) are widely used by agents in NSW. However, their placement on public spaces—such as roads, footpaths, and nature strips—presents issues for safety, amenity, and legality. This report sets out the regulatory framework governing these signs,

focusing on the *Roads Act 1993 (NSW)*, the *Local Government Act 1993 (NSW)*, and the *Public Spaces (Unattended Property) Act 2021 (NSW)*, and provides best practice guidance for councils on management and enforcement.

3. Legislative Framework

There are a number of pieces of legislation which would allow Council to enforce a prohibition on items being placed within a roadway and this includes powers to issue impound items and / or issue fines.

3.1 Roads Act 1993 (NSW)

- **Section 138:**
Prohibits any person from erecting a structure (including pointer signs) on, in, or over a public road without consent of the relevant roads authority (generally, the local council).
- **Implication:**
Placement of pointer signs on public roads, footpaths, nature strips, or medians is unlawful unless council approval is granted.
- **Enforcement:**
Section 143 allows councils to remove and take possession of any unauthorised structure on public roads and recover costs for removal.

3.2 Local Government Act 1993 (NSW)

- Empowers councils to regulate and manage public spaces, issue orders for removal of unauthorised items, and recover costs for compliance actions.
- Provides the foundation for council policies regarding signage and enforcement.

3.3 Public Spaces (Unattended Property) Act 2021 (NSW)

- Commenced 1 November 2022, replacing the Impounding Act 1993.
- Real estate signs fall under a Class 1 item (s 6(1))
- Grants councils and public authorities' clear powers to deal with unattended property (including real estate signs) in public spaces.
- Authorised officers may take possession of unattended property where it presents a risk, obstructs public access, interferes with public amenity, or remains unclaimed for the prescribed timeframes (7 days or more).

- Before taking possession of the sign, the authorised officer must have given notice 3 hours prior (if sign obstructs access or poses a risk), or 7 days prior (if sign interferes with public amenity or has been in the same place for 7 days).
- Officer may arrange for the sign to be destroyed if they believe the sign is less than \$200.
- Before disposal, authorised officers must have taken all reasonable steps to identify and notify the owner that the sign is in their possession and that the period stated in the notice has ended.
- Provides for increased penalties and improved cost recovery, especially for commercial activities.
- If the sign is unattended for 7 days or more, Council can issue a PIN at the time of confiscation, and within 6 months of the offence.

4. Penalty Notices and Fines

Councils have authority to issue **penalty infringement notices (PINs)** (on-the-spot fines) for offences relating to unauthorised real estate signs, including pointer signs:

- **Roads Act 1993 (s 138):**
Placing a structure (such as a pointer sign) on a public road without approval is a fineable offence.
Example fine: ~\$447 per offence for persons and incorporated bodies.
- **Public Spaces (Unattended Property) Act 2021:**
Natural persons can be fined \$330, Incorporated Bodies can be fined \$660.
- **Local Government Act 1993:**
Further fines may apply for non-compliance with council orders or signage policies. A person who, in a public place within the area of a council, fails to comply with the terms of a notice erected by the council is guilty of an offence, with a maximum penalty—10 penalty units. (s 632)

In practice, many NSW councils regularly issue fines to real estate agencies for repeated breaches, as part of their compliance and deterrence efforts.

5. Council Management of Pointer Signs

5.1 Policy Position

- Pointer signs must not be placed on public roads, footpaths, nature strips, or medians without council approval under s138 of the Roads Act.
- Signs are only permitted on private property with the owner's consent and in compliance with State codes and council Development Control Plans (DCPs).
- Unauthorised signs on public land are subject to removal, impoundment, fines, and cost recovery.

5.2 Enforcement Procedures

As a general procedure for the consistent application of enforcement power, it is proposed that the following steps will be deployed.

1. **Inspection:**

Council officers patrol public spaces and respond to complaints regarding unauthorised pointer signs.

2. **Removal & Taking Possession:**

- Signs on public land are removed using powers under the Roads Act s143 and the PSUP Act.
- Items are logged, photographed, and stored at council facilities.

3. **Notice & Holding:**

- Written notice is provided to the responsible party where possible.
- Signs are held for a prescribed period (e.g., 7–14 days).

4. **Disposal:**

- If unclaimed and costs unpaid after notice and holding, signs may be disposed of or destroyed in accordance with the PSUP Act.

5. **Cost Recovery & Fines:**

- Council recovers costs for removal, storage, and disposal.
- Fines are issued under the relevant legislation (see above).

5.3 Communication and Education

As part of the implementation of the policy, it is fair and reasonable that early engagement and warning be given in relation to imposed ban on real estate pointer signage. To this end, the following steps will be taken:

- Council staff will inform local agents and the public of requirements, penalties, and council expectations regarding real estate pointer signs.
- Council to issue letters to all real estate agents across the region – as undertaken for the recent real estate sale and lease signs.
- Council will allow a 2 week grace period after all agents have been sent letters.
- Guidance will also be available via council websites and social media channels.

7. Project Delivery Timeline

1. Week commencing 4th August 2025: Communication letters to all local Real Estate Agents notifying them of the change
2. Week commencing 18th August 2025: Grace period for agents to update their processes and procedures.
3. Week commencing 1st September 2025: Ban on Real Estate Pointer signs commences and Council enforcement starts

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report.

PE4 CONSUMER PROTECTION FOR ILLEGAL BUILDING WORKS
AUTHOR: George Andonoski, Landuse Planning & Operations Coordinator
APPROVER: Dylan Porter, Acting Director Planning and Environment

RECOMMENDATION

That Council resolve to:

1. Add a note to ALL s10.7 part (5) planning certificates containing the following words or to that effect;
“Potential purchasers of any property of land within the Strathfield LGA should do their due diligence ensuring that this dwelling is consistent with approved plans for the property and there have been no unauthorised building works carried out on the subject lot.”
2. That approved plans for Construction Certificate and Complying Development Certificates be made available for the public to view and access via Council's DA Tracker, which is available on the website.
3. Introduce a marketing campaign promoting Council's existing content on its website addressing Unauthorised Building Works through all social media channels.

PURPOSE OF REPORT

To provide Councillors with options to best address the Notice of Motion “Consumer Protection for Illegal Building Works”.

REPORT

At the 29 April 2025 Ordinary Council Meeting, Council resolved:

That a report be prepared to the July 2025 Ordinary Council Meeting in relation to the following:

1. *The possibility of including the most recent plans of a property within the 10.7 Certificate for residential dwellings that were constructed after the introduction of private certification.*
2. *If the above is not feasibly possible, the potential of creating awareness of the potential risks of not doing due diligence within the 10.7 Certificate when ordered e.g. Very Visible Public Warnings written into the document.*
3. *Any other awareness that could assist in protecting consumers from the potential risks associated with purchasing a property which has illegal building works.*
4. *Any financial implications.*

BACKGROUND

Planning Certificates are legislated through Section 10.7 of the *Environmental Planning and Assessment Act 1979* (EPA Act). The Planning Certificate comprises two (2) parts under the EPA Act, known as a s10.7(2) or s10.7(5) Certificate.

A s10.7(2) Certificate content is prescribed by the *Environment Planning and Assessment Regulation 2021* (EPA Regulation) (Schedule 2), whereas the s10.7(5) component is where Council may include any advice on such relevant matters affecting the land of which it may be aware.

- A **Section 10.7(2) certificate** shows the zoning of the property, its relevant state, regional and local planning controls and other property constraints such as land contamination, level of flooding and bushfire prone land.
- A **Section 10.7(2) and 10.7(5) certificate** provides the same information as above. It also includes advice from *other authorities* and certain information a Council holds on a property that is relevant to the land but is not disclosed in a Section 10.7(2) certificate. This might include relevant planning policies applicable to a site, for example affordable housing, or planning policy currently under exhibition.

Applicants can apply to Council for a s10.7(2) Certificate or a s10.7(2) and (5) Certificate, they cannot simply apply for a s10.7(5) Certificate. Council processes over 1500 planning certificates per year.

PROPOSAL

The Planning Certificates are processed from Council's Property Information System (Authority) which extracts the property attributes allocated to that lot and imports them into a defined template. It cannot include information outside the property information or attribute linked to that parcel of land. There is no functionality that will allow you to add or link plans to this certificate.

Given that the content of a s10.7(2) certificate is legislated through the EPA Regulation and Schedule 2, Council cannot include any additional information, awareness or notes relating to unauthorised building works. The s10.7(2) component of the Certificate is not to include information outside of what is set out in the prescribed form and manner.

Recommendation 1:

Whilst the Planning Certificates main purposes is providing planning attributes that affect that parcel of land and should not be considered a one-stop shop for anything relating to that parcel of land, should Council decide, a note could be added to the s10.7(5) Certificate advising that ***"Potential purchasers of any property of land within the Strathfield LGA should do their due diligence ensuring that this dwelling is consistent with approved plans for the property and there have been no unauthorized building works carried out on the subject lot" (or words to that effect).***

The other mechanisms available to purchases of a property would be to apply for an Outstanding Notices Application under Schedule 5 of the EPA Act or a Building Information Certificate, both of which are

processed by Council. The purchasers Solicitor or Conveyancer will be best to advise their client of the most appropriate option or pathway.

Recommendation 2:

Council provides the public access to its DA tracker, which also serves as Council's Development Consent Register. In addition to Development Applications, the tracker also provides access to Construction Certificates and Complying Development Certificates issued by Private Certifiers.

At present, only documents related to a development application are made available for the public to view.

Council does not make any documents associated a Complying Development Certificates or Construction Certificate approval available to view via the DA Tracker.

To provide the public with better and easier access to the plans that have been approved for any property, Council can make the approved plans associated with the approval of a CDC or Construction Certificate available to the public via this platform. There are no additional costs associated with this option other than

It is a platform that the public and residents of Strathfield are already accustomed to and easily accessible and to navigate.

Recommendation 3:

In addition to this, Council's website already contains information around unauthorised building works, the difficulty and costs associated with this and the options to resolve these matters. A marketing campaign can be introduced to better highlight this content through all social media platforms.

FINANCIAL IMPLICATIONS

There are no financial implications other than the use of existing staff resources.

ATTACHMENTS

There are no attachments for this report.

PE5 CENTENARY PARK COMPLEX - COMMERCIAL ENTITIES
AUTHOR: Dylan Porter, Acting Director, Planning and Environment
APPROVER: Michael Mamo, General Manager

RECOMMENDATION

That Council endorses the following:

1. That an investigation be carried out to increase the permissibility of commercial uses, including cafes and restaurants, within the R3 Medium Density Residential Zone with the additional objective of increasing the accessibility of such services for the residents of the Centenary Park Complex and surrounds.
2. That a further report be presented to a future Council meeting recommending appropriate amendments to the Strathfield LEP 2012 or other relevant planning policy.

PURPOSE OF REPORT

This report provides overview and response to the Notice of Motion received at the April 2024 Council Meeting. The resolution required:

That Council prepare a report to be brought back to the June Council Meeting, investigating the feasibility of allowing more commercial entities — including restaurants — within the Centenary Park complex.

This report provides an assessment of the opportunities to include additional uses within the R3 – Medium Density Residential Zone generally and specifically within the Centenary Park Complex.

REPORT

The Centenary Park Complex is located within the R3 – Medium Density Residential Zone. Presently the list of permitted uses within the R3 – Medium Density zone of the Strathfield LEP 2012 are limited to those listed below:

Attached dwellings; Bed and breakfast accommodation; Boarding houses; Building identification signs; Business identification signs; Centre-based child care facilities; Community facilities; Dual occupancies; Dwelling houses; Environmental protection works; Group homes; Home businesses; Multi dwelling housing; **Neighbourhood shops (SIC)**; Oyster aquaculture; Places of public worship; Recreation areas; Residential care facilities; Residential flat buildings; Respite day care centres; Roads; Secondary dwellings; Semi-detached dwellings; Seniors housing; Tank-based aquaculture; Water recycling facilities

The main commercial use that might provide a local residential service would be a Neighbourhood Shop. This is intended to be a small convenience retail shop for immediate local resident needs and would be akin to a

traditional milk bar style news agency store. It would not permit a stand alone restaurant, café or similar venue.

Presently, most existing Medium Density Residential zones within Strathfield are clustered around existing centres at Homebush, Homebush West or along Liverpool and Punchbowl Road. This would place residents within convenient walking distance of goods and services within those centres so the need to allow commercial uses in those areas is less pressing.

The Centenary Park Complex and residents along Courallie Avenue, more generally, are physically separated by existing road and rail corridors. This means they have to travel significantly further to access a local centre, or simply do not have convenient access to cafés, restaurants or other such services.

Given the focus on low and mid-rise forms of development, there is potential for additional amenity to be provided by allowing small venue cafes and restaurants within the Medium Density Residential Zone. This may help with activation of areas of open space, improving place amenity, and providing better access to goods and services. The location of such uses within the R3 zone would need to be carefully considered to ensure that the commercial uses permitted are not of a scale that could undermine the viability and trade of existing centres.

Consideration might also extend to existing or former corner stores or other commercial premises which exist in residential areas to allow them to transition to become a café or similar use to improve urban amenity.

It is also important to recognise that while Council can implement planning changes to increase the permissibility of any particular land use, Council is reliant upon a private business entity to act upon those changes and make the decision to invest in a new business or open a new venue. In the case of the area around the Centenary Park Complex, there could possibly be a lack of suitable venues capable of supporting a café or restaurant.

However, it is recommended that an analysis be conducted to support amendments to the Strathfield LEP 2012, allowing specific commercial uses—primarily food and drink establishments - within the R3 Medium Density Residential Zone, and to explore similar opportunities in other residential areas.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report.

PE6 LOFTUS LANE CLOSURE AND ENHANCEMENTS - PROJECT APPROACH

AUTHOR: Paul Bu, Planning Place Coordinator

APPROVER: Dylan Porter, Acting Director Planning and Environment

RECOMMENDATION

That:

1. Council endorses the proposed project approach, next steps and deliverables in terms of consideration of options to enhance Loftus Lane between Loftus Crescent and Crane Street,
2. That a concept design be brought to the September Council meeting for consideration and endorsement, and
3. That Council continue to seek funding opportunities for the delivery of the project, including grant fund applications

PURPOSE OF REPORT

This report is to provide Council with the project approach and outline the expected deliverables and the next steps in response to the following Council resolution (87/25):

That Council prepares a report for consideration of the closure of Loftus Laneway between Crane Street and Loftus Crescent.

The report includes the following:

Options to close, which ensures access to the driveway at 43-45 Loftus Crescent, Homebush:

- *Cost of beautification works to allow a passive outdoor area including seating areas with minimal ongoing maintenance cost to Council.*
- *The increase in parking on Crane Street due to the closure.*
- *Any possible grant funding opportunities or development contributions that can be used to fund the project.*

REPORT

Introduction

In response to Council's resolution, an investigation will be undertaken to assess the feasibility of transforming Loftus Lane, between Crane Street and Loftus Crescent, in Homebush into an improved public space that supports increased amenity, recreation, safety and pedestrian connectivity in the area.

The proposed project approach was presented to the Councillors at the Councillor Workshop on Tuesday 8 July 2025, which outlined further details including existing site conditions, surrounding land uses, key opportunities for public domain improvements and site-specific constraints to inform further decision-making.

Loftus Lane is located near the southern edge of the Homebush Transit Oriented Development (TOD) Precinct and is within the 'High Rise Living' character area outlined in the Homebush TOD Masterplan (see Figure 1). The extent of the investigation area is illustrated in Figure 2 below.



Figure 1. Location of subject laneway (highlighted in red)



Figure 2. Extent of Investigation area (highlighted in red)

Preliminary findings

After conducting a site inspection on Thursday 19 July 2025, Council staff were able to provide preliminary findings as follows:

- A passive outdoor area is appropriate for the context.
- An additional passive open space up to 350 sqm may be achievable.
- Any passive outdoor area will add value to the local amenity, given the high-density living nature of the local area and the perceived barriers that reduce users' accessibility to open space in other parts of Homebush.
- Vehicular access via the existing driveway at No.43-45 Loftus Crescent, Homebush can be retained. As such it is not considered possible to fully close Loftus Crescent, however other options still exist.
- The future treatment of the laneway would need to be in the form of a 'shared space' or similar arrangement. This would allow for the through movement of traffic albeit at very low speeds.
- The investigation area is currently marked as either 'no parking' or 'no stopping' zones; therefore, the impact on on-street parking in Crane Street is minimal as no parking space will be lost as a result of the laneway closure.
- Some additional site constraints were identified, which will require further investigation with internal stakeholders, including:
 - Two existing stormwater pits at the northeastern corner.
 - Two pedestrian entries to private properties at No. 43-45 Loftus Crescent
 - Manoeuvring requirements for heavy rigid vehicles in particular refuse vehicles.

The concept of creating enhanced laneways very much aligns with the options put forward for the Homebush TOD precinct within the Masterplan document. It shows a series of through site links and pedestrian links within key sites. This includes enhancements to Loftus Lane to create a shared space and pedestrian link which would ultimately link to the Homebush Station.

This site, being smaller, offers the opportunity to bring forward a small project early to demonstrate the outcomes achievable for laneways and similar shared spaces. There is also the prospect that a project of this nature would attract grant funding.

More broadly, and as part of the Getting Ready for Homebush initiative, concept design work is being undertaken for new and existing open space within the Homebush TOD precinct. This is to ensure Council is ready when key sites which include open space come online.

The Loftus Lane project will be prioritised as part of this early concept design work.

Next steps

For the Homebush TOD Precinct, Council staff will:

- Continue current work under the 'Getting Ready for Homebush' Initiative.
- Develop a concept design for laneway improvements, including Loftus Lane (investigation area).
- Monitor grants opportunities to identify appropriate funding sources.

As for the investigation area, Council staff will:

- Review DA approval for No. 43 Loftus Crescent to understand the approved access arrangements and land ownership.
- Consult internally with relevant business units, including:
 - Stormwater management implications on stormwater pits, if any changes proposed.
 - Traffic and Transport Engineering on local traffic impact post-closure.
 - Landscape Architecture on potential public domain treatments.
 - Capital Works on probable cost of works.

The results of the investigation will be presented to Council in September 2025.

FINANCIAL IMPLICATIONS

Funding has not been provided in the current budget for any public domain improvements to the laneway.

Should Council approve the proposed changes, the cost of works will need to be estimated, and the source of funding will need to be identified in the budget or external funding opportunities will need to be sought.

ATTACHMENTS

There are no attachments for this report

PE7 **MASON PARK BIRD HIDE FEASIBILITY STUDY**
AUTHOR: Branko Jaric, Urban Designer
APPROVER: Dylan Porter, Acting Director Planning and Environment

RECOMMENDATION

That:

1. Council notes the findings and recommendations of this report;
2. Progresses the installation of Community Feature Project with consideration of design modifications to reduce the height or scale of the structures and repositioning to improve views across the wetland shelters;
3. The Mason Park Wetland Improvement Project continues to be a key priority for FY 25/26; and
4. Following the completion of the Mason Park Wetland Improvement Project, monitoring of bird activities continues and Council engages with wetland users groups to determine if a suitable location for a wetland can be identified and further report be brought back to future Council Meeting with a further recommendation.

PURPOSE OF REPORT

This report was prepared in response to the Council Resolution (140/25) as follows:

That Council conducts a feasibility study on installing shelters and seating at the birdwatching area in Mason Park Wetlands.

This report provides evidence that it is feasible to install shelters and seating and present detailed designs for a proposed bird hide structure within Mason Park Wetlands.

REPORT

Background – Mason Park Wetland Management Plan and Plan of Management

The Mason Park Plan of Management (2008) and Mason Park Wetland Management Plan (2021) both identify the desire and need to provide a bird hide structure to support the enjoyment and monitoring of bird populations within the Mason Park wetlands.

This would provide for ecological monitoring and management of the wetland but also provide opportunities for residents to access and enjoy Mason Park and understand the significance of the wetlands.

Environmental users groups of the park, including Friends of Mason Park provide excellent stakeholder feedback to Council. They have long advocated for the improvement of tidal flows within the wetland as a primary objectives, with a secondary desire to have a bird hide structure within the wetland to assist with environmental monitoring.

So, to this regard, there is a long-established need and community desire for a bird hide at Mason Park.

Mason Park Wetland Improvement Project

As part of the \$1.8m grant fund, Council is preparing to implement a key project which will significantly improve the environmental attributes for the wetland. Presently, tidal flows in and out of the wetland do not provide sufficient variation in water depth. This has led to a reduction in habitat and feed ground for migratory wadding birds. In addition to this, mangroves have expanded across the wetland reducing the availability of open water.

Based on environmental assessment and tidal water analysis of the wetland, the received grant fund will also for the installation of a second tidal gate and implementation of automatic gate controls which will improve tidal flows across the wetland. Additional, selective clearance of mangroves will occur.

The ultimate objective of this project is to improvement the environmental quality and habitat in the wetlands to increase bird life using the wetlands.

The project is currently underway, with hydrology studies expected to be completed by next month (August 2025). This will be followed by the development of the estuarine management plan. On-ground works are scheduled to late 2026, contingent upon securing all necessary permits and receiving approval from the Federal Minister for the Environment and Water.

Community Partnerships Program

In addition, Strathfield Council has been successful in securing a grant from the NSW Government 'Community Building Partnerships Program 2023 for \$44,000.

This is to be spent on projects that support environmental, social and recreational outcomes with the objective of promoting community participation, inclusion and cohesion.

Given the ongoing importance of the Mason Park wetlands a balanced approach has been undertaken which seeks to deliver a project that engages with the broad community, provides access to educational material and encourages respect and appreciation for the wetlands.

Concept Design – Community Feature Project

In terms of bird hide structures, in the more basic form can be very utilitarian structures. They are often and purposefully designed to blend into the landscape and surrounding vegetation so not to disturb the wildlife that is intended to be observed. Also, a bird hide is only able to be used for one purpose, which is to observe birds, would not necessarily facilitate or attract broader community access.

Given the prominence of the site selected for the bird hide, and opportunity to provide a structure that would offer several user outcomes, it was determined that a traditional bird hide structure would not be appropriate.



Figure 1 Tradition bird hide structure

As an alternative approach, a more sculptural design has been advanced which would offer landmark opportunity, a destination for wild play and provide a focal point within the wetlands for community to gather. The design would also support a more inclusive outcome, in that it can be used by both bird watchers and the community at large, increasing visitation and interest in the on-going story of the wetland and the efforts to preserve its critical ecological role



Figure 2 Early Concept Design

Mason Park User Group Consultation

A design workshop was held on the 29th of April 2025 at the Strathfield Council Chambers with a member of Friends of Mason Park and members of Birdlife Australia Southern NSW office were in attendance. Council's project team presentation and discussed the following with the attendees:

- the original design previously tabled,
- an amended design (pictured below) that introduces overhead weather protection, and
- an option that used off-the-shelf barbeque shelters.

Key feedback on the concept design included:

- need to provide some shade and shelter,
- request to provide seating,
- general agreement that the amended option provide a good destination feature and opportunity for bird observation, and
- the locations proposed in the Management Plan are ideal, however understanding access and buildability are large challenges.

There was general agreement with users groups that this design and approach of the project provided an appropriate opportunity to improve community engagement with the wetland and saw merit in the project.

A desire to have a true bird hide within the wetlands remains, but this should be considered after the installation of the tidal gates and clearance of mangrove vegetation. This would allow bird behaviour to be monitored



Figure 3 Amended design

On Site Meeting – 15 July 2025

A further on site meeting was held with representatives of Friends of Mason Park and Birdlife Australia, Council Team and Cllr Kim. During a tour of the wetlands, some of the environmental issues associated with the poor tidal flows and increased growth of mangroves across the wetland.

The groups confirmed previous points regarding:

1. That the first priority should be the resolution of the tidal flows of the wetland and improvement to the habitat values
2. Following this and monitoring of bird behaviour to allow a bird hide location could be selected to assist with ecological monitoring and wildlife observations. This would not be possible until after completion of the current Mason Park wetland improvement project

3. The intent of the current bird hide design was acknowledged. It would not likely to be used for 'serious' wildlife observation, however, represents an acceptable design and appropriate way to engage with community and increase respect for the wetlands
4. Consideration should be given to steps to prevent access to the wetlands by animals (primary dogs) and litter – suggested a low environmental fence
5. It was commented that a shade sail or similar structure would not be appropriate for this location, given the likely visual intrusion of the structure

Next Steps

Given the nature of the feedback from user groups, availability of current grant funding and broader improvements that will take place at the wetlands. There are three recommended next steps

1. Current Community Feature Project

It is recommended that the current project continue but be re-focus on community engagement and provide a place of amenity and appreciation of the wetlands. As part of the final design confirmation consideration be given to reducing the scale of the structure and / or positioning of the blades to enhance views of the wetland from the vantage point, combined with options for additional formal or informal seating.

2. Mason Park Wetland Improvement Project

This remains to be a significant and high value project for Council and will offer multiple environmental and habitat opportunities for the wetland. This project will remain a high priority and be a key delivery project for FY25/26.

3. Future Bird Hide Project

Following implementation of the Mason Park Wetland Improvement Project, continued consultation with Mason Park users group should be undertaken to identify infrastructure, including a bird hide, which will provide a place for meaningful wildlife observations and ecological monitoring.

Current Community Feature Project Timeframes

The project is approaching point of construction and in line with the conditions of grant funding, expenditure on the project needs to be substantially committed by August 2025. Next steps include:

- Completion of detail design and specification
- Review of Environmental Factors
- Procurement and request for quotation period during July
- Award project to chosen entity and start fabrication early August
- Provide proof to grant authority that construction largely complete by 31st of August 2025
- Final report to grant authority due 31st September 2025

FINANCIAL IMPLICATIONS

The total capital cost of the project is estimated to be \$100,000.

The project will be funded via a combination of grant funding and allocation Section 7.11 contributions to fund the balance of the project.

Strathfield Council has been successful in securing a grant from the NSW Government 'Community Building Partnerships Program 2023 for \$44,000. This is to be spent on projects that support environmental, social and recreational outcomes with the objective of promoting community participation, inclusion and cohesion.

The overall costing for the project includes:

- Site testing and geotechnical investigation
- Environmental Assessment and Approval
- Structure fabrication and installation
- Landscaping

ATTACHMENTS

1. [Bird Hide detailed design_for quotation](#)



Mason Park Wetlands bird hide

For quotation

Revision A

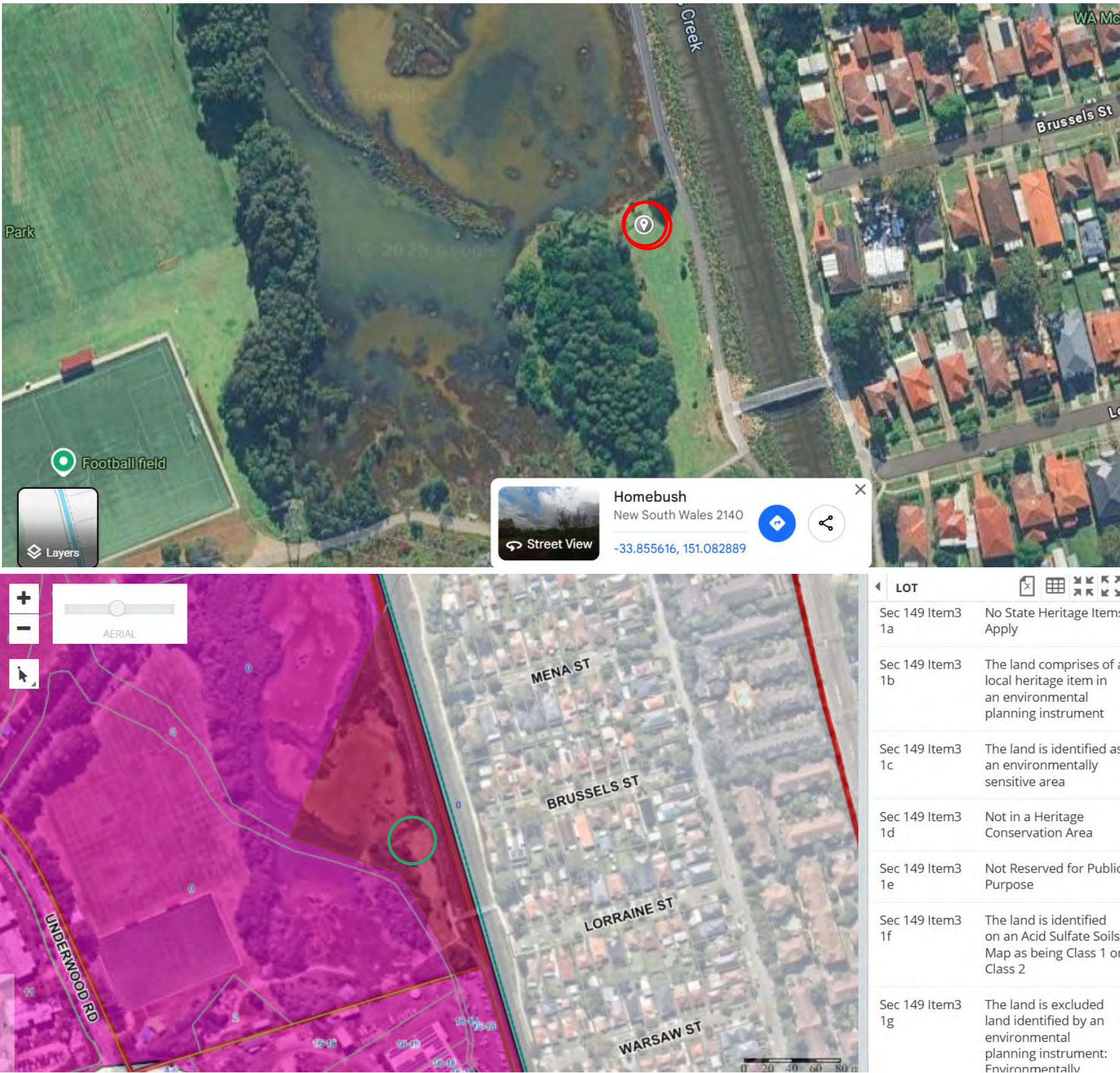
13.05.25

DRAWING A100



TABLE OF CONTENTS

A100	COVER PAGE
A101	CONTENTS AND LOCATION PLANS
A200	SITE PLAN
A201	SETOUT PLAN
A300	ELEVATION AND SECTION
A301	BLADE DETAILS
A302	NORTH ELEVATION
A400	AXONOMETRIC



Mason Park Wetlands bird hide

For quotation

Revision A

13.05.25

DRAWING A101





LOCATION PLAN
NTS

Mason Park Wetlands bird hide

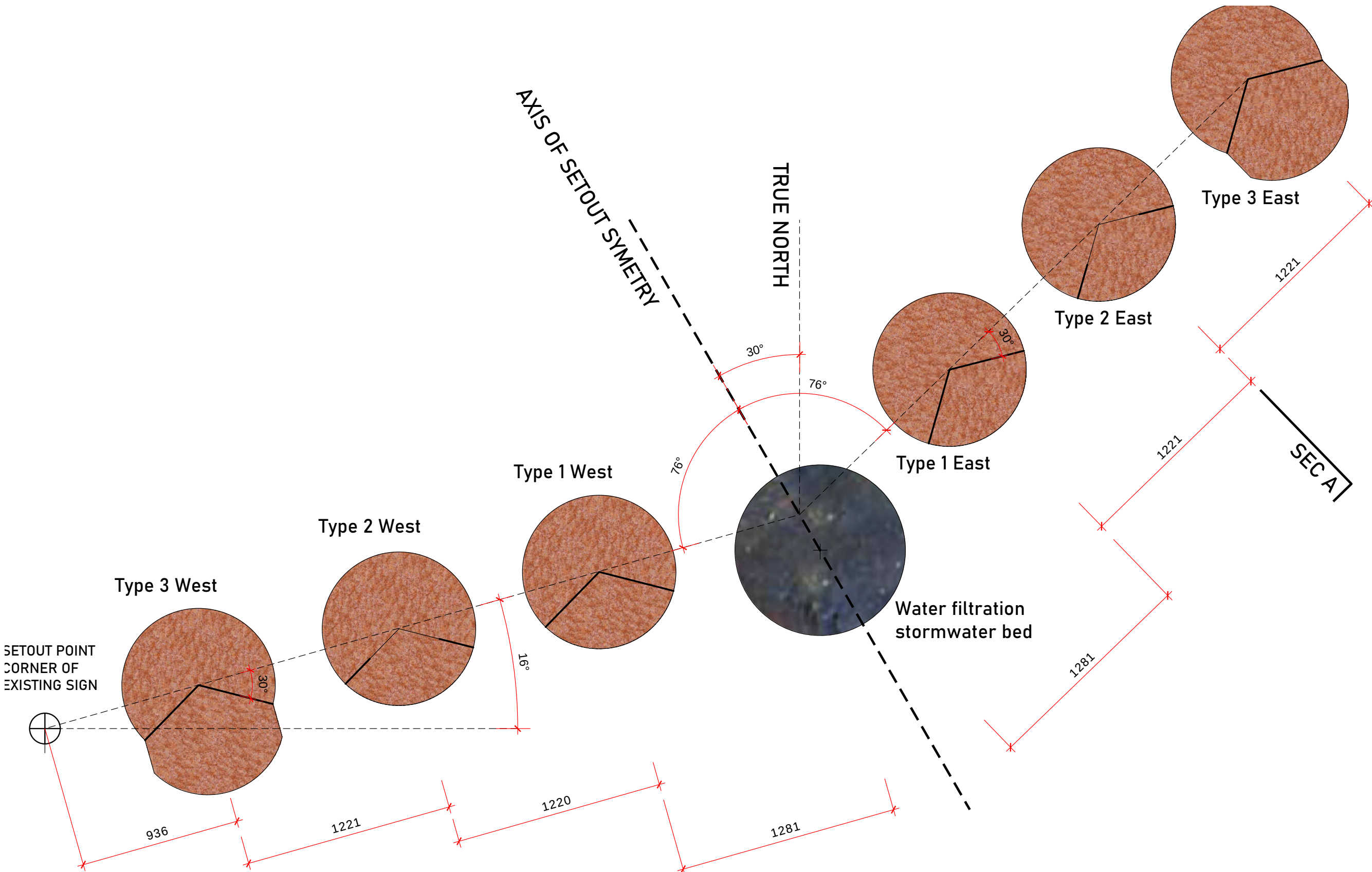
For quotation

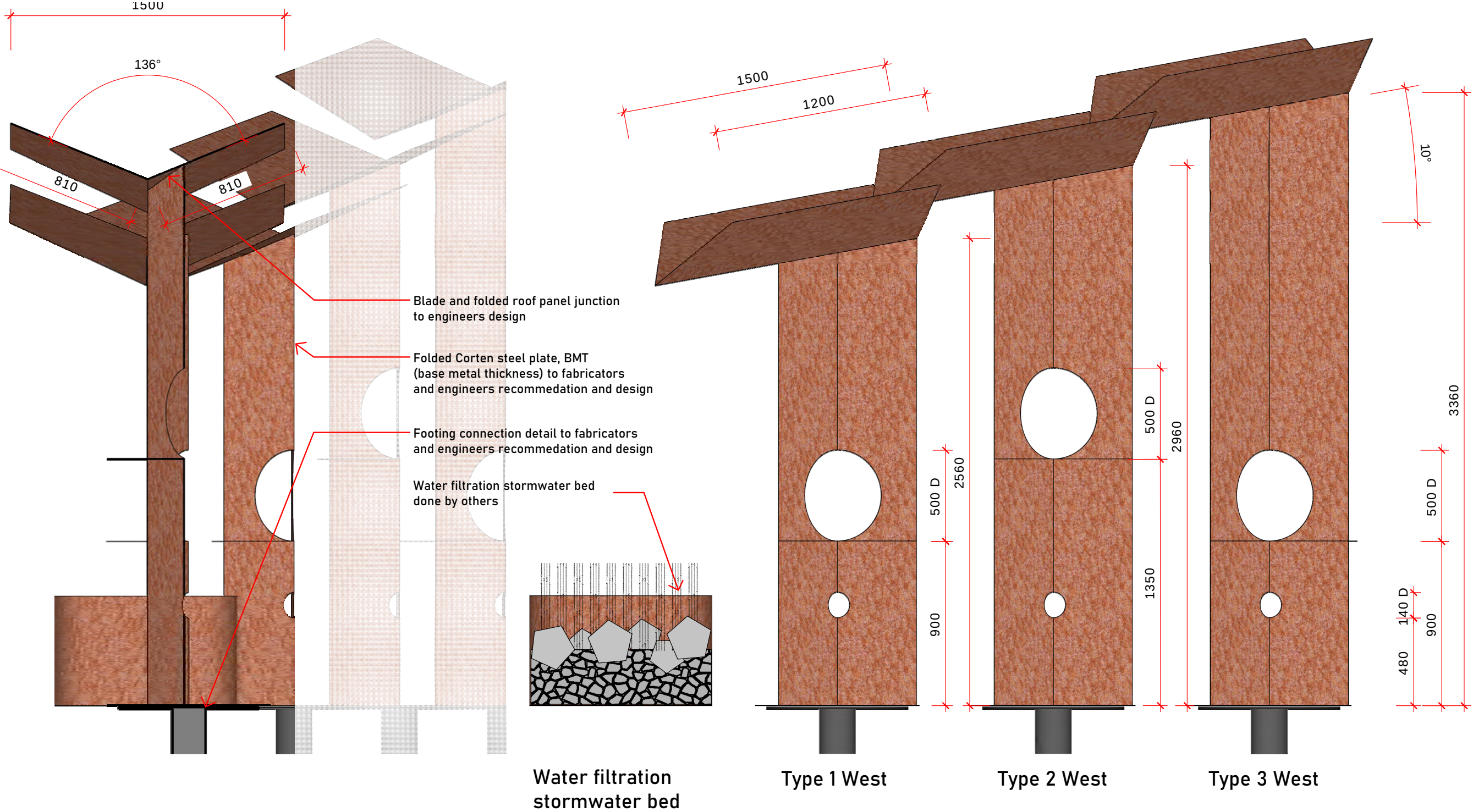
Revision A

13.05.25

DRAWING A200







SECTION A
1:20 @A3

PART SOUTH ELEVATION
1:20 @A3

Mason Park Wetlands bird hide

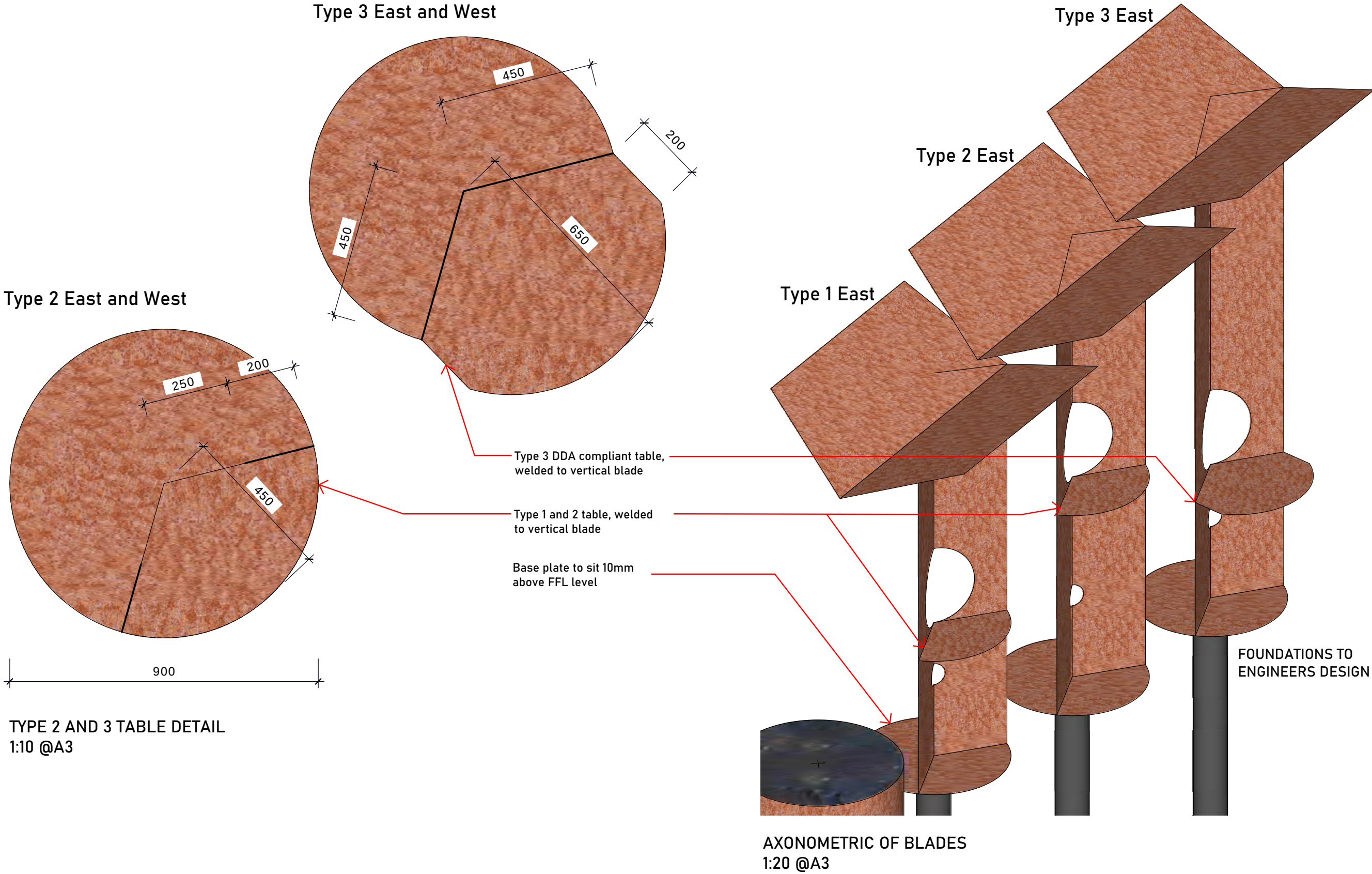
For quotation

Revision A

13.05.25

DRAWING A300





Mason Park Wetlands bird hide

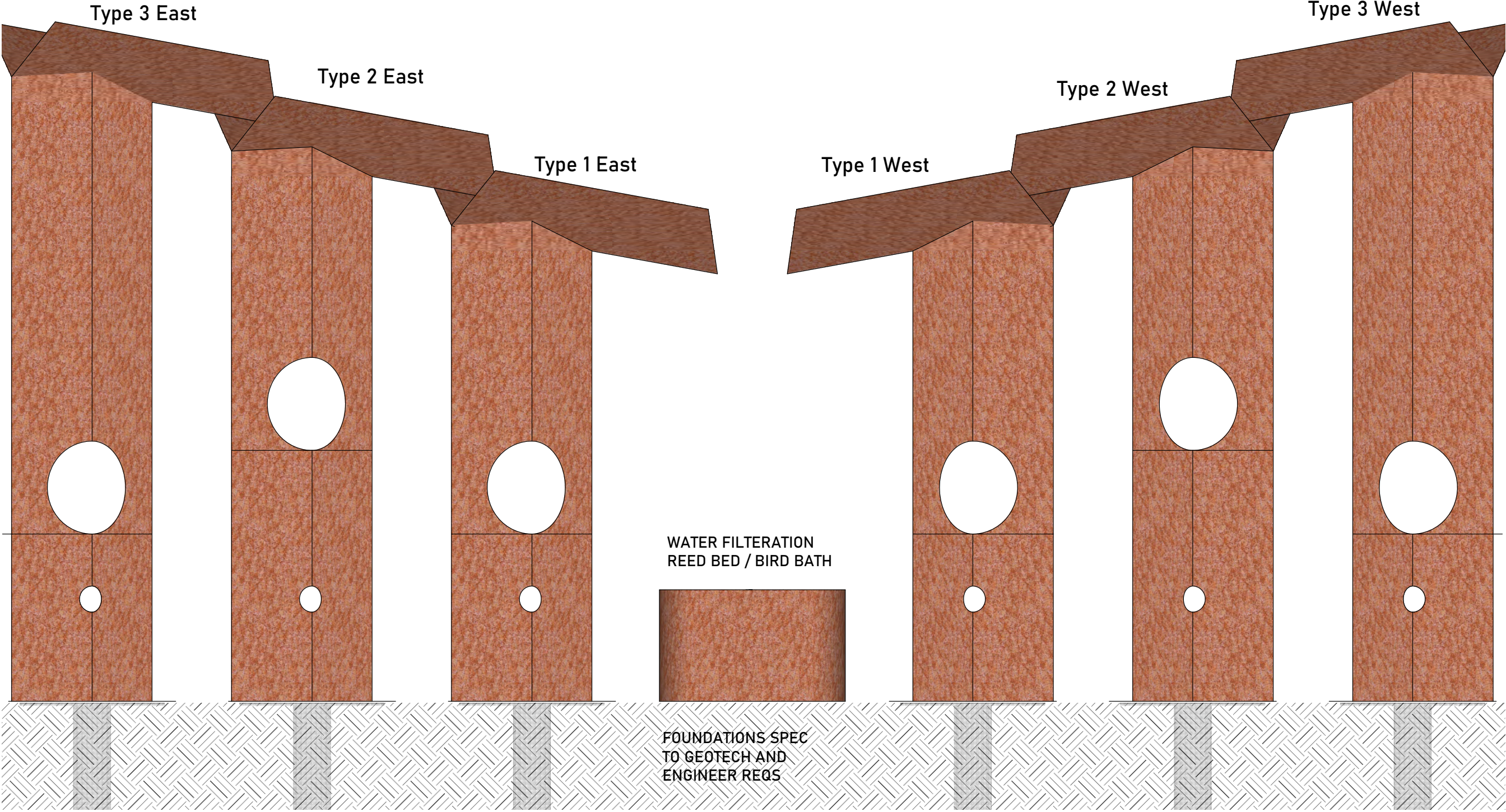
For quotation

Revision A

13.05.25

DRAWING A301





NORTH ELEVATION
1:20 @A3

Mason Park Wetlands bird hide

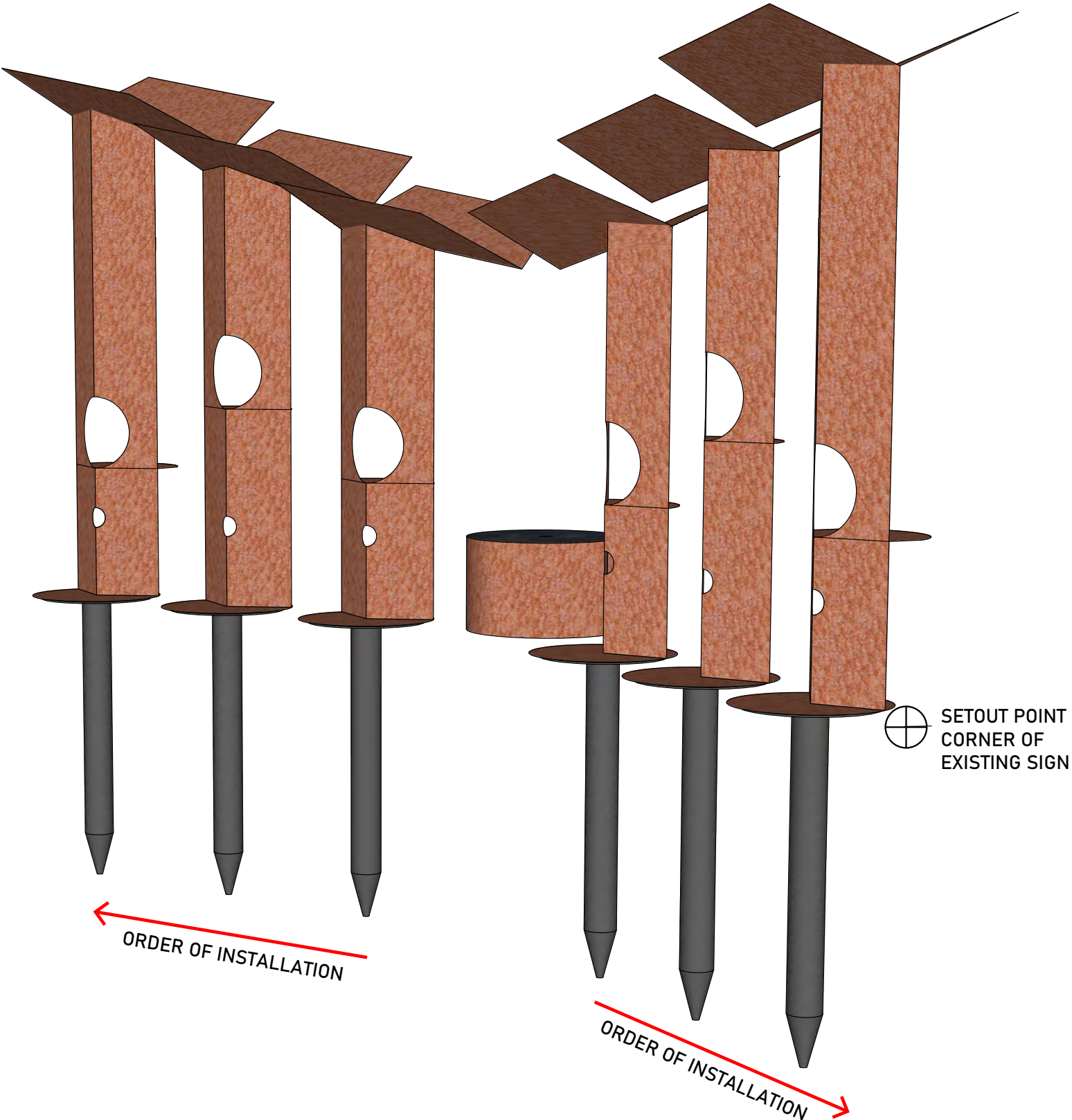
For quotation

Revision A

13.05.25

DRAWING A302





Mason Park Wetlands bird hide

For quotation

Revision A

13.05.25

DRAWING A400



PE8 BASEMENT PARKING FOR RESIDENTIAL DWELLINGS
AUTHOR: Joseph Gillies, Senior Planner
APPROVER: Dylan Porter, Acting Director Planning and Environment

RECOMMENDATION

1. That the report be received and noted.
2. That as part of the comprehensive review of the Strathfield Development Control Plan, Council refine basement parking controls and objectives to simplify applications and assessment of applications incorporating residential basement parking.
3. That these modifications be included in the public exhibition of Part A Dwelling Houses for the Strathfield Development Control Plan.

PURPOSE OF REPORT

The purpose of this report is to respond to Mayoral Minute 05/25 which required a *Report on Increasing Maximum Allowable Underground Car Parking for Residential Developments*.

REPORT

Background

Council, at its meeting on 29 April 2025 considered a Notice of Motion (NOM) requesting consideration of planning options and mechanisms available to facilitate an increase in the maximum permissible number of underground car parking spaces in development applications for residential dwellings. The following specific matters for consideration were included in the NOM:

- *A review of Clause 4.6 and Schedule 1 of the Strathfield Local Environmental Plan 2012 (NSW) and any applicable Development Control Plans that may regulate underground car parking or driveway widths.*
- *Consideration of planning pathways (e.g. LEP or DCP amendments) to enable larger basement car parking areas for single dwellings or dual occupancies.*
- *Advice on any constraints under State Environmental Planning Policies (e.g. SEPP (Transport and Infrastructure) 2021), local planning instruments, or engineering standards that may restrict such increases.*
- *Recommendations on how increased underground parking may reduce on-street parking congestion and improve residential amenity.*

- *Consider whether incentive-based mechanisms could be developed to encourage underground parking instead of above-ground garages or carports, particularly in heritage conservation or low-density zones.*

Planning Controls

Local Council's primarily manage off-street parking numbers through Development Control Plans (DCP), which typically set a minimum off-street parking requirement. These minimums are referred to in higher order Environmental Planning Instruments (EPIs) such as the Strathfield Local Environmental Plan (SLEP) and various State Environmental Planning Policies. These EPI's include important checks and balances on environmental impacts from excavation. Notwithstanding, EPI's do not restrict the number of parking spaces that can be provided for within the basement garage. That is the role of the DCP.

Another consideration is the control of gross floor area via floor space ratios stated in the SLEP. Presently the LEP controls permitted gross floor areas (GFA) via a floor space ratio, which nominates permitted GFA as a ratio of the site area.

The definition of GFA contain in the SLEP definitions how this is measured and excludes certain things from that measurement. Relevant to the consideration of this matter is the 'exclusion of car parking necessary to meet the requirements of the consent authority'. For the purposes of a dwelling house, this allows two parking spaces to be excluded from the calculation of GFA but any additional parking is included as GFA. This is standard definition and is the same definition that all Councils within NSW work with.

The unintended consequence of simply increasing parking requirements would be that the bulk and scale of dwellings increase, to accommodate the additional car parking requirement. Subsequently this could have adverse impact upon streetscape, local character, neighbourhood amenity.

Car Ownership and Parking Considerations

The majority of households across Sydney have two or less cars. Strathfield is no exception, with:

- 68.7% of households owning 2 or less vehicles (2021 Census), and
- 11.6% own 3 or more vehicles (2021 Census).
- 11.4% of households do not own a vehicle

Car ownership and parking habits are reflected in the car parking rates established by Councils in their Development Control Plans (DCPs), which generally require no more than 2 (off-street) parking spaces for a dwelling house. As a reference, Local Government Area's adjoining Strathfield have the following minimum parking requirements for a freestanding residential dwelling:

- Canterbury Bankstown – 1 spot for 1-2 bedrooms and 2 spots for 3 beds+,
- Paramatta - 2 spots,
- Burwood - 1 spot, and
- Canada Bay - 1.5 spots for 3 beds, 2 spots for 4 bedrooms+.

Transport for NSW's Guide to Traffic Generating Developments provides guidance on parking numbers, as well as methods for calculating traffic generation. This guide can be used by Council's to consider requested variations to DCP parking minimums, especially for larger developments. It is noted that this Guide recommends dwelling houses should have a minimum of one (1) or two (2) parking spaces, providing a state wide benchmark.

There is no identified precedent whereby there is a car parking standard more than two spaces for a typical dwelling house.

Planning and Development Implications

Urban design impacts for at grade parking developments

- A garage would have to be big enough to accommodate 3 or more car spaces – this area is excluded from gross floor area, meaning the size of the house increases and bulk and scale impacts on the public domain and neighbours increase (including overshadowing),
- At-grade garages would become more dominant in the streetscape, something that is typically minimised in good design outcomes,
- Loss of landscaping and deep soil due to increase hard standing and driveways, and
- Additional or wider driveway crossovers may be required – further reducing on-street parking.

Cost of Construction

- Mandating an increased number of parking spaces would place an additional construction cost on those who do not wish to have more than 1 or two parking spaces.

Landscape impacts

- Increasing the minimum number of parking spaces will decrease opportunities for landscaping and tree planting, eroding the character which makes Strathfield an appealing place to live.

Dilapidation of adjoining dwellings

- Due to increased extent and size of excavation close to or on the boundary there is an increased risk of property damage due to vibration and subsidence associated with construction.
- Larger basement construction also requires more expensive and expansive foundation systems. In some instances this may include underpinning and underground anchors on adjoining properties.

Recommended Planning Response

As outlined above, increasing the size of basements and/or allowing for additional parking spaces beyond two (2) spaces per dwelling may result in urban design, cost and environmental impacts across development sites and importantly for any neighbouring dwellings, as well as the public domain.

However, a landowner wishing to develop a basement with more than two parking spaces is permitted to do so through the use of part of the overall permitted gross floor area for the development. Council has approved many developments of this nature, where above ground amenity is not compromised by a loss of circa 15m² of floor area for an additional parking space within a basement.

This provides a balanced way forward whereby a merit based assessment of additional car parking can be undertaken and a mutually acceptable outcome achieved. To achieve this, it is recommended that the DCP controls related to basement design be clarified to assist with interpretation and assessment.

Council is currently undertaking a comprehensive review of the Strathfield Development Control Plan 2005. As part of this process, Council is aiming to simplify and clarify planning controls to assist landowners in preparing their designs and reduce assessment timeframes through an elimination of ambiguity. For residential dwellings, the revised DCP will seek to clarify basement design controls based on the following principles:

- Retaining a minimum of two (2) parking spaces for residential dwelling houses,
- Permit distribution of permitted GFA into the basement subject to design controls, to allow additional car parking
- Requirement to clearly identify all areas allocations within a basement to allow proper assessment of GFA
- Clarify basement excavation allowances through clear requirements for containment within a building footprint and being outside of any building setback or deep soil area,
- Clarifying design requirements for any basement on a flood affected allotment, and
- Providing controls relating to storage area sizes and habitable uses within a basement.

Following public exhibition of the draft Residential DCP, council will consider any submissions, including any made with regard to parking provisions.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report.

PE9 POST EXHIBITION REPORT - PLANNING PROPOSAL - HOUSEKEEPING AMENDMENT
2024 (PP-2024-2781)

AUTHOR: Rita Vella, Executive Planner, Strategic Planning

APPROVER: Dylan Porter, Acting Director Planning and Environment

RECOMMENDATION

1. That Council note the submissions received from the public authorities during the public exhibition of the Planning Proposal PP-2024-2781 for the housekeeping amendment to the Strathfield Local Environmental Plan 2012.
2. That Council adopt the proposed amendments included in the Planning Proposal PP-2024-2781, as exhibited.
3. That Council forward the Planning Proposal for gazettal to the Department of Planning, Housing and Infrastructure (DPHI) in accordance with Section 3.36 of the Environmental Planning and Assessment Act 1979.

PURPOSE OF REPORT

The purpose of this report is to advise the outcome of the public exhibition of a Planning Proposal (PP-2024-2781) that seeks to amend the Strathfield Local Environmental Plan 2012 (SLEP 2012) to respond to a range of administrative and housekeeping issues to the instrument and accompanying mapping.

There are no recommended changes to the Planning Proposal, as exhibited because of the submissions received. It is recommended that the Planning Proposal now be forwarded to the Department of Planning, Housing and Infrastructure (DPHI) for gazettal.

REPORT

Background

Council, at its meeting on 26 November 2024 considered a report on the draft Planning Proposal for a Housekeeping Amendment to SLEP 2012.

The Planning Proposal seeks to amend the SLEP 2012 to respond to a range of administrative and housekeeping issues to the instrument and accompanying mapping which were identified as part of a previous Planning Proposal, which was subsequently withdrawn by Council.

The objective of the Planning Proposal is to amend SLEP 2012, as follows:

- Amend *Clause 4.1 – Minimum subdivision lot size* to include a sub-clause that clarifies the exclusion of the calculation of the access handle for a battle axe block for the purposes of subdivision
- Amend *Clause 4.1A Minimum lot size for dual occupancies, multi dwelling housing and residential flat buildings* to include a sub-clause that clarifies the exclusion of the calculation of the access handle for a battle axe block for the purposes of subdivision (so as to ensure consistency)

- Amend *Schedule 2 Exempt development* to remove the signage provisions
- Amend *Clause 6.11 Terrestrial biodiversity* by deleting subclause (2) that references land at 38–50 Weeroona Road, Strathfield, being Lot 1, DP 803688, and introduce a Terrestrial Biodiversity Map that identifies the key biodiversity areas identified in the *Strathfield Biodiversity Conservation Strategy and Action Plan 2020-2030*
- Amend *Schedule 5 Environmental Heritage – Part 1 Heritage items* to:
 - update the item name from Australian Catholic University, Strathfield Campus (includes former “Mount Royal”)—various buildings and landscape to Mount St Mary Campus of the Australian Catholic University and significance from local to State
- Amend *Schedule 5 – Environmental Heritage – Part 2 Heritage Conservation Areas* to:
 - Expand the HCA C3 to include Nos 57-59 and 61 Burlington Road, Homebush and rename HCA C3 from *Pair of Federation Queen Anne style houses* to *Burlington Road Conservation Area*. The Heritage Conservation Area Map is to be updated to reflect the change
- Rezone in accordance with the request from Sydney Water land in its ownership and control from R2 Low Density Residential to SP2 Infrastructure.
- Amend the Land Use Table to the E4 General Industrial zone to include *recreation facility (indoor)* as a permitted use

The Planning Proposal was considered by the Strathfield Local Planning Panel (LPP) at its meeting on 10 October 2024. The LPP supported the Planning Proposal to be forwarded to the DPHI for a Gateway Determination.

Council, at its meeting on 26 November 2024, resolved the following:

1. That Council notes the advice provided by the Strathfield Local Planning Panel on 10 October 2024 regarding the draft Planning Proposal for a housekeeping amendment to the Strathfield Local Environmental Plan 2012.
2. That Council forward the Planning Proposal – Housekeeping Amendment 2024 included at **Attachment 1** to the Department of Planning, Housing and Infrastructure under Section 3.34 of the Environmental Planning and Assessment Act 1979 for Gateway determination.
3. That Council delegates authority to the General Manager to make necessary amendments to the Planning Proposal and supporting documents arising from a Gateway Determination and prior to public exhibition.
4. That Council endorse public exhibition of the Planning Proposal in accordance with the terms of the Gateway Determination issued by the Department of Planning, Housing and Infrastructure.
5. That a further report be brought back to Council following the exhibition of the Planning Proposal.

Timeline of Planning Proposal to date

Table 1 below provides a timeline of the Planning Proposal process, following Council's resolution to proceed to submit to DPHI for a Gateway Determination:

Table 1 – Timeline of Planning Proposal to date

Date	Milestone
3 December 2024	Planning Proposal forwarded via the Planning Portal to DPHI for a Gateway Determination
17 March 2025	Conditioned Gateway Determination issued by DPHI (summary of conditions provided below)
25 March 2025	Council wrote to Sydney Water seeking confirmation that they support the proposed rezoning of their land (in accordance with DPHI condition)
7 April 2025	Sydney Water responds stating it supports proposed rezoning
7 April 2025	Amended Planning Proposal satisfying Gateway Determination conditions resubmitted to DPHI for sign off and approval to proceed to exhibition
28 April 2025	DPHI provides approval to proceed to exhibition
9 May 2025	Commencement of exhibition of the Planning Proposal
6 June 2025	Exhibition period ends

Gateway Determination

A conditioned Gateway Determination was issued by DPHI on 17 March 2025.

The Gateway Determination required that a number of amendments be made to the Planning Proposal prior to community consultation. The Gateway Determination also required the following:

- exhibition for a minimum of 20 working days;
- consultation with Transport for NSW, Crown Lands, Sydney Water and the NSW Department of Climate Change, Energy, the Environment and Water – Biodiversity, Conservation and Science Group (BCS).

The conditions relating to the Planning Proposal, and Council's response are summarised below:

Condition 1

- Remove all proposed amendments associated with the expansion of HCA "C3" including:
 - i. Proposed text amendments within Schedule 5 Part 2 of the SLEP; and
 - ii. Proposed map amendments to the Heritage Map.

Council's Comment:

The Council endorsed Planning Proposal proposed to amend Schedule 5 – Environmental Heritage – Part 2

Heritage Conservation Areas to expand HCA C3 to include Nos 57-59 and 61 Burlington Road, Homebush, rename HCA C3 from *Pair of Federation Queen Anne style houses* to *Burlington Road Conservation Area* and update the Heritage Conservation Area Map to reflect the changes.

The Gateway Determination Report prepared by DPHI provides the following justification for not supporting the expansion of HCA C3:

While the subject site has a connection to the Underwood Estate, the Department does not consider the justification provided adequately explains why this connection is of particular significance.

A local heritage review conducted in 2020 noted that there are over sixty examples of Queen Anne style buildings contained within the LGA's heritage conservation areas.....

Whilst the Department acknowledges the remnant historic fabric of the property, further investigation indicates significant modifications have been made to the property, detracting from the original character of the site.

In addition to the 2024 heritage study, the Department acknowledges that a heritage study was conducted in 2020 to supplement Council's heritage review. The Department notes the conclusions of the 2020 heritage study included the recommended removal of the existing C3 conservation area, stating that the houses included within the current HCA '...do not significantly add to the streetscape.'

This proposed amendment was removed from the Planning Proposal. It will be reconsidered as part of a comprehensive heritage review, which is currently being undertaken in stages and will be reported to Council in due course

Table 2 below summarises the remaining conditions and Council's response to these conditions.

Table 2 – Summary of Gateway Determination Conditions

Condition	Council Comment
Obtain a letter from Sydney Water dated no earlier than 2025 to demonstrate its support of proposed rezoning of their land. This letter must be obtained prior to exhibition.	Letter supporting the proposed changes were received from Sydney Water on 7 April 2025
Update proposed mapping associated with the rezonings to ensure that the legend and labels are clear and legible, in the instance that the rezoning amendments are supported by Sydney Water.	Updated
Amend proposed mapping associated with the Terrestrial Biodiversity Map to correct the title of the map tiles from "Terresrtial Biodiversity Map" to "Terrestrial Biodiversity Map.	Updated
Update Part 6 of the planning proposal to provide a project timeline that is consistent with the requirements stipulated under the LEP Making Guideline	Updated

The revised Planning Proposal was submitted to DPHI on 7 April 2025.

Approval to exhibit the Planning Proposal was provided by DPHI on 28 April 2025.

Public Exhibition of the Planning Proposal

The Planning Proposal was publicly exhibited for a period exceeding 29 days (21 working days), from 9 May 2025 to 6 June 2025.

The notification for the public exhibition included the following:

- (a) Letters sent to affected heritage landowners and government authorities advising of the Planning Proposal being placed on public exhibition;
- (b) Dedicated page on Council's Your Say website;
- (c) Information in Council's Customer Service Centres and Library including Planning Proposal and supporting documentation; and
- (d) Availability of telephone and face to face contact with planning officers.

During the exhibition, four (4) public authority submissions were received. Copies of these submissions are included at Attachment 2

No submissions were received from the community.

Table 3 below provides an overview of the comments raised in the submissions.

Table 3 – Summary of submissions from Public Authorities

Public Authority	Summary
TfNSW	No objection
Department of Climate Change, Energy, the Environment and Water	CPHR supports the proposed changes to clause 6.11 Terrestrial Biodiversity of SLEP 2012 to refer to a Terrestrial Biodiversity map instead of one specific site. This will result in increased protections for local biodiversity as additional areas will be covered.
Crown Lands	No objection
Sydney Water	Sydney Water supports the proposed rezoning of the above lots to better reflect their operational purposes and unlock better opportunities for licence agreements with Council for passive recreational space

The submissions are noted and no changes to the Planning Proposal are required as a result of the public authority submissions.

Conclusion and Next Steps

The report to the July Council meeting will be recommending that Council adopt the proposed amendments to the Strathfield LEP 2012 as exhibited and forward the Planning Proposal for gazettal to the DPHI in accordance with Section 3.36 of the *Environmental Planning and Assessment Act 1979*.

Indicative Project Timeline

Subject to Council's endorsement of the Planning Proposal at the July Council Meeting, the anticipated next steps are outlined in Table 4 below.

Table 4 – Indicative Project Timeline – Completion of Planning Proposal

Stage	Timeframe/ date
Report to Council on the results of the community consultation and seeking endorsement to proceed to finalisation of the Planning Proposal	23 July 2025
Submission to the DPHI for finalisation	August 2025
Gazettal of amendment to Strathfield LEP 2012 to finalise Housekeeping Amendment	September 2025

Risk Implications

If the changes are not adopted, the identified minor inconsistencies and operational issues proposed for amendment will remain throughout the LEP and no operational benefits will be obtained for the LEP.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

- [1. Planning Proposal - Housekeeping Amendment - Exhibition Version](#)
- [2. Public Authority Submissions - Housekeeping Amendment Planning Proposal](#)

STRATHFIELD COUNCIL

Planning Proposal Report

Strathfield Local Environmental Plan 2012 –
Housekeeping Amendments 2024
(PP2024/02)

October 2024



Strathfield Council respectfully acknowledges the Wangal people who are the traditional custodians of the land on which we live, work and play. We pay respect to Elders past, present and emerging.

Contents

1. Introduction	4
2. Background	5
3. Objectives and Intended Outcomes	7
4. Part 2 – Explanation of Provisions	8
5. Part 3 – Justification of Strategic and Site-Specific Merit	20
6. Maps	32
7. Community Consultation	33

Amendment #	Amendment
Amendment #1	Amended in April 2025 to address Gateway Determination Conditions. Gateway Determination – 17 March 2025
Amendment #2	Amended 30 April 2025 to address DPHI letter dated 24 April 2025

1. Introduction

This Planning Proposal has been prepared in accordance with Section 3.33 of the Environmental Planning & Assessment Act 1979 (EP&A Act), its Regulation 2021 and the Local Environmental Plan Making Guideline (August 2023) released by the NSW Department of Planning, Housing and Infrastructure (DPHI).

The purpose of this Planning Proposal is to amend the Strathfield Local Environmental Plan 2012 (SLEP 2012) to respond to a range of administrative and housekeeping issues to the instrument and accompanying mapping which were identified as part of a previous Planning Proposal, which was subsequently withdrawn by Council.

2. Background

In 2021, Council lodged a draft Planning Proposal with the Department of Planning and Environment (DPE) for the preparation of a new Strathfield Local Environmental Plan (Strathfield LEP 2021). The draft Planning Proposal included a long list of items for consideration.

On 29 April 2022, DPE issued a Gateway Determination which identified an extensive list of matters that should not be progressed, or required significant, additional work.

On 4 April 2023, Council resolved to withdraw the Comprehensive LEP 2021 Planning Proposal (PP-2021-3803). Council also resolved that it:

Be provided with a briefing, at a Councillor Workshop, to confirm next steps for progressing key components contained within the draft Local Environmental Plan 2021, in a new Planning Proposal to amend the Strathfield Local Environmental Plan 2012.

On 6 April 2023, a letter was sent to the DPE requesting the formal withdrawal of the Planning Proposal. The reasons for withdrawal can be broadly summarised as follows:

1. More evidence base needed
2. Non-compliances with Ministerial Direction requirements

On 24 October 2023, a Councillor Workshop was held to brief the Councillors on a way forward to progress several amendments to the Strathfield LEP.

On 14 November 2023, Council considered a report that outlined several amendments to the Strathfield LEP 2012 that could be progressed as a Housekeeping Amendment following the withdrawal of the Comprehensive LEP 2021 Planning Proposal (PP-2021-3803).

In this regard, Council resolved in part the following (289/23):

That:

1. *In accordance with the provisions of the Environmental Planning and Assessment Act 1979, Council endorse the preparation of a draft Planning Proposal to amend the Strathfield Local Environmental Plan 2012 in relation to the following eight (8) items:*
 - a) *Exclusion of access handles when calculating site area for battle-axe lot or any lot with an access handle for the purposes of minimum subdivision lot size*
 - b) *Introduction of 'Creative Industries' as Permitted with Consent in E4 General Industrial Zone. (N.B. Creative Industries are a type of Light Industry)*
 - c) *Removal of signage from Schedule 2 – Exempt Development*
 - d) *Terrestrial Biodiversity – remove specific land mentioned in LEP Clause and reference new Terrestrial Biodiversity Map/s*
 - e) *Amend Schedule 5 as follows:*
 - Part 1 – Add existing State Heritage Items*
 - Part 2 – Expand the Burlington Road Heritage Conservation Areas*

- f) Rezoning selected Sydney Water lands from R2 Low Density Residential to SP2 Infrastructure and RE1 Public Recreation*
 - g) Introduction of 'Recreation Facility (indoor)' as Permitted with Consent in the E4 General Industrial zones*
 - h) Editorial and mapping updates to remove / update references to old legislation and update all mapping*
2. *The draft Planning Proposal be reported to a future Council Meeting to obtain approval to lodge it with the Department of Planning and Environment to seek a Gateway Determination.*

A copy of the Council report is included at Appendix 1.

3. Objectives and Intended Outcomes

Objective

The objective of the Planning Proposal is to amend Strathfield Local Environmental Plan 2012 to improve its operation and accuracy by correcting identified anomalies and inconsistencies to existing provisions and maps, updating property descriptions and expanding permissibility

Specifically, the Planning Proposal seeks to

- improve SLEP 2012 operation and accuracy by correcting identified anomalies and inconsistencies to existing provisions and maps,
- implement the outcomes of Council's endorsed Biodiversity Conservation Strategy and Action Plan 2020-2030,
- respond to a request by Sydney Water to rezone existing Sydney Water infrastructure from R2 Low Density Residential to SP2 to better reflect their current and future use of the land.
- expand the permitted uses in the E4 General Industrial zone to enable limited non-industrial land uses that provide facilities and services to meet the needs of businesses and workers, consistent with the objectives of the zone
- ensure that heritage items and significant properties are correctly identified and protected.

Intended Outcomes

- (i) Amend *Clause 4.1 – Minimum subdivision lot size* to include a sub-clause that clarifies the exclusion of the calculation of the access handle for a battle axe block for the purposes of subdivision
- (ii) Amend *Clause 4.1A Minimum lot size for dual occupancies, multi dwelling housing and residential flat buildings* to include a sub-clause that clarifies the exclusion of the calculation of the access handle for a battle axe block for the purposes of subdivision (so as to ensure consistency)
- (iii) Amend *Schedule 2 Exempt development* to remove the signage provisions
- (iv) Amend *Clause 6.11 Terrestrial biodiversity* by deleting subclause (2) that references land at 38–50 Weeroona Road, Strathfield, being Lot 1, DP 803688, and introduce a Terrestrial Biodiversity Map that identifies the key biodiversity areas identified in the *Strathfield Biodiversity Conservation Strategy and Action Plan 2020-2030*
- (v) Amend *Schedule 5 Environmental Heritage – Part 1 Heritage items* to:
 - o update the item name from Australian Catholic University, Strathfield Campus (includes former “Mount Royal”)—various buildings and landscape to Mount St Mary Campus of the Australian Catholic University and significance from local to State
- (vi) Rezone in accordance with the request from Sydney Water land in its ownership and control from R2 Low Density Residential to SP2 Infrastructure.
- (vii) Amend the Land Use Table to the E4 General Industrial zone to include *recreation facility (indoor)* as a permitted use

4. Part 2 – Explanation of Provisions

To achieve the objectives and intended outcomes, the PP proposes to amend the SLEP 2012 via a number of instrument and mapping amendments as explained in the following sections.

Explanatory Note: The drafting of the instrument is subject to the legal drafting process by Parliamentary Counsel.

Instrument only amendments

Items 1–4 are amendments to the SLEP 2012 affecting the written instrument only, and do not affect any of the SLEP map sheets. The proposed housekeeping amendments are explained below with proposed changes identified in red.

Item 1 – Amendment to the Land Use Table to the E4 General Industrial zone to include recreation facility (indoor) as a permitted use. (refer to Intended Outcome (viii) above)

Proposed Amendment – Land Use Table – E4 General Industrial

3 Permitted with consent

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; Goods repair and reuse premises; Hardware and building supplies; Industrial retail outlets; Industrial training facilities; Kiosks; Landscaping material supplies; Light industries; Local distribution premises; Neighbourhood shops; Oyster aquaculture; Places of public worship; Plant nurseries; Recreation areas; Recreation facility (indoor); Research stations; 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

Justification

The Greater Sydney Commission's A Metropolis That Works defines urban services as a wide range of industries that enable the city to develop and its businesses and residents to operate. This encompasses an eclectic landscape of panel beaters, home renovation services, glass makers, small-scale manufacturing companies, redistribution centres, kids indoor play zones, food preparation and catering facilities, repair workshops, gyms and the like.

The primary purpose of land in the E4 zone is to support industrial and warehousing land uses with non-industrial land uses such as retail being limited to meeting the daily needs of businesses and workers. An objective of the E4 zone in Strathfield LEP 2012 is *to enable limited non-industrial land uses that provide facilities and services to meet the needs of businesses and workers*. The amendment is consistent with this objective.

The *Toolkit – Employment Zones Reform (November 2021)* prepared by the then Department of Planning, Industry and Environment identified that indoor recreation, including gymnasiums and play

centres, in industrial areas may be suitable for the broader E4 General Industrial zone, if future applications can demonstrate compatibility with the dominant industrial character.

The inclusion of recreation facility It is noted that recreation facility (indoor) is a permitted use in E4 zone in adjoining councils' LEPs (Canada Bay LEP, Inner West LEP 2022 (E4) and IN2 Light Industrial Zone in Canterbury-Bankstown LEP 2023).

The inclusion of recreation facility (indoor):

- Is consistent with the Department's consideration for land uses within the E4 zone
- Meets the existing objectives of the E4 zone by *enabling limited non-industrial land uses that provide facilities and services to meet the needs of businesses and workers*; and
- Is consistent with the permitted land uses in the E4 zones of the adjoining councils

Additional controls will be incorporated into the DCP to ensure that this use does not become a dominant use in the E4 zone

Item 2- Amendment to Clause 4.1 Minimum subdivision lot size to include a sub-clause that requires the exclusion of the calculation of the access handle for a battle axe block for the purposes of subdivision. (refer to Intended Outcome (i) above)

4.1 Minimum subdivision lot size

(1) The objectives of this clause are as follows—

(a) to promote consistent subdivision and development patterns that reflect and reinforce the predominant subdivision pattern of the area,

(b) to ensure a variety of lot sizes are maintained of sufficient size and shape to accommodate a variety of development types,

(c) to preserve large industrial lots in order to provide a range of large-scale sites suitable for industrial activities that require integrated and large floorplates.

(2) This clause applies to a subdivision of any land shown on the [Lot Size Map](#) that requires development consent and that is carried out after the commencement of this Plan.

(3) The size of any lot resulting from a subdivision of land to which this clause applies is not to be less than the minimum size shown on the [Lot Size Map](#) in relation to that land.

(3A) If a lot is a battle-axe lot or other lot with an access handle, the area of the access handle and any right of carriageway is not to be included in calculating the lot size for the purposes of subclause (3).

(4) This clause does not apply in relation to the subdivision of any land—

(a) by the registration of a strata plan or strata plan of subdivision under the [Strata Schemes Development Act 2015](#), or

(b) by any kind of subdivision under the [Community Land Development Act 2021](#).

Justification

This will correct a current anomaly between the Strathfield Consolidated Development Control Plan (DCP) 2005, which excludes the access handle in the lot size calculations. It is currently silent in the LEP.

The proposed amendment does not propose any changes to the minimum allotment size and aims to ensure that the subdivision of land does not result in an allotment that does not allow for the orderly development of the land.

The proposed amendment is also consistent with our neighbouring Councils LEPs (Canterbury Bankstown and Canada Bay) which exclude the access handle in site area calculation for the purposes of subdivision.

Item 3- Amending Clause 4.1A Minimum lot sizes for dual occupancies, multi dwelling housing and residential flat buildings to include a sub-clause that requires the exclusion of the calculation of the access handle for a battle axe block for the purposes of subdivision. (refer to Intended Outcome (ii) above)

4.1A Minimum lot sizes for dual occupancies, multi dwelling housing and residential flat buildings

(1) The objective of this clause is to achieve planned residential density in certain zones.

(2) Development consent may be granted to development on a lot in a zone shown in Column 2 of the Table to this clause for a purpose shown in Column 1 of the Table opposite that zone, only if the area of the lot is equal to or greater than the area specified for that purpose and shown opposite in Column 3 of the Table.

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
<i>Dual occupancy</i>	<i>Zone R3 Medium Density Residential</i>	<i>560 square metres</i>
<i>Multi dwelling housing</i>	<i>Zone R3 Medium Density Residential or Zone R4 High Density Residential</i>	<i>1,000 square metres</i>
<i>Residential flat building</i>	<i>Zone R3 Medium Density Residential, Zone R4 High Density Residential, Zone E1 Local Centre, Zone E2 Commercial Centre or Zone MUI Mixed Use</i>	<i>1,000 square metres</i>

(3) If a lot is a battle-axe lot or other lot with an access handle, the area of the access handle and any right of carriageway is not to be included in calculating the lot size for the purposes of subclause (2).

Justification

This will correct a current anomaly between the Strathfield Consolidated Development Control Plan (DCP) 2005, which excludes the access handle in the lot size calculations. It is currently silent in the LEP and will be consistent with Clause 4.1

The proposed amendment does not propose any changes to the minimum allotment size for the relevant development types and aims to ensure that the minimum lots size for dual occupancy, multi-dwelling housing and residential flat buildings does not result in an allotment that does not allow for

the orderly development of the land.

Item 4 - Amend Schedule 2 Exempt development to remove the signage provisions (refer to Intended Outcome (iii) above)

Schedule 2 Exempt development

(Clause 3.1)

Note 1—

[State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#) specifies exempt development under that Policy. The Policy has State-wide application. This Schedule contains additional exempt development not specified in that Policy.

Note 2—

Exempt development may be carried out without the need for development consent under the Act. Such development is not exempt from any approval, licence, permit or authority that is required under any other Act and adjoining owners' property rights and the common law still apply.

~~Signage—general requirements~~

~~(1) Must not cover mechanical ventilation inlet or outlet vents.~~

~~(2) Must relate to an approved use carried out on the land.~~

~~(3) If containing red, amber, green or blue lighting—must not obstruct, or be able to be confused with, traffic control signals.~~

~~Signage—business identification signs in Zones E1, E2, E3 and MUI~~

~~(1) Must meet the general requirements for signage.~~

~~(2) Must not be on a heritage item or in a heritage conservation area.~~

~~(3) Maximum—1 sign per premises.~~

~~(4) Flush/painted wall signs~~

~~(a) Maximum area—2.5m².~~

~~(b) Must not project above the top of the wall to which it is attached.~~

~~(5) Premises with no awning~~

~~(a) Maximum height—3m above ground level on front or side walls.~~

~~(b) Maximum area of display—2.5m².~~

~~(6) Suspended under awning signs~~

~~(a) Maximum 2.5m in length and 1.5m² in area.~~

~~(b) If extending over a public footpath—must be suspended at least 2.6m above pavement level and at least 600mm from kerb edge.~~

~~(7) Top hamper signs~~

~~(a) Maximum area—2.5m².~~

~~(b) Must not extend below the level of the head of the doorway or window.~~

~~(c) Must not extend more than 3.7m above natural ground level.~~

~~(8) Vertical or horizontal projecting wall signs~~

~~(a) Maximum area—2.5m².~~

~~(b) If extending over a public footpath—must be suspended at least 2.6m above pavement level and at least 600mm from kerb edge.~~

~~Signage—business identification signs in Zone E4~~

~~(1) Must meet the general requirements for signage.~~

~~(2) Must not be on a heritage item or in a heritage conservation area.~~

~~(3) Maximum area for multiple and single occupancy premises—1m².~~

~~(4) Maximum—1 sign per premises.~~

~~Signage—business identification signs (residential zones)~~

~~(1) Must meet the general requirements for signage.~~

~~(2) Must not be on a heritage item or in a heritage conservation area.~~

~~(3) Must only contain the name and occupation of the resident.~~

~~(4) Maximum—1 sign per premises.~~

~~(5) Must be located on the premises to which the sign relates.~~

~~(6) Maximum area—0.75m².~~

~~Signage—business identification signs (Sydney Markets)~~

~~Must not be visible from external locations (eg surrounding streets and railway).~~

~~Signage—painted wall signs or flush wall signs~~

~~(1) Must meet the general requirements for signage.~~

~~(2) Must be located below the level of the awning.~~

~~(3) Maximum area—2.5m².~~

~~Signage—real estate signs (residential, employment and mixed use zones)~~

~~(1) Must advertise that the premises on which it is displayed is for sale, auction or lease.~~

~~(2) Must be wholly on the site or flush against the boundary.~~

~~(3) Maximum—1 sign per premises.~~

~~(4) Must be removed within 7 days of sale, lease or auction date.~~

~~(5) May be statically illuminated only by back projection by solar power.~~

~~(6) Maximum area for residential zones — 2.5m².~~

~~(7) Maximum area for business and industrial zones — 3.5m².~~

~~Signage—window signs~~

~~(1) Must be located behind, painted on or consisting of letters stuck on the front glass of a shop, business or industry that is ancillary to a use of the premises for which development consent is, or has been, granted if it is required.~~

~~(2) Must not occupy more than 25% of the area of the window.~~

Justification

The exempt provisions for signage were added to the Codes SEPP in February 2012, which is after the SLEP 2012 was drafted. As the same provisions are now included in the Codes SEPP and the provisions in the SEPP override the LEP, it is proposed to delete these provisions to ensure clarity and reduce inconsistency.

Instrument only amendments – Schedule 5 Environmental Heritage

Instrument only amendments – Schedule 5 Environmental Heritage are amendments to the SLEP 2012 affecting the written instrument only, and do not affect any of the SLEP map sheets.

Item 5 - Amending Schedule 5 Environmental Heritage – Part 1 Heritage items for Item I92 to update the item name from Australian Catholic University, Strathfield Campus (includes former “Mount Royal”)—various buildings and landscape to Mount St Mary Campus of the Australian Catholic University and significance from local to State (Item No I92) (refer to Intended Outcome (v) above)

Strathfield	Australian Catholic University, Strathfield Campus (includes former “Mount Royal”)—various buildings and landscape	25A Barker Road (formerly 179 Albert Road)	Lot 11, DP 869042	Local State	I92
	Mount St Mary Campus of the Australian Catholic University				

Justification

Item I92 in Schedule 5 Environmental Heritage – Part 1 is proposed to be updated to be consistent

with the State Heritage listing for the property. It is also proposed to amend the item's significance from 'local' to 'State' consistent with the State Heritage Register.

Instrument and map amendments.

Item 6 - Amend Clause 6.11 Terrestrial biodiversity by deleting subclause (2) that references land at 38–50 Weeroona Road, Strathfield, being Lot 1, DP 803688, and introduce a Terrestrial Biodiversity Map that identifies the key biodiversity areas identified in the Strathfield Biodiversity Conservation Strategy and Action Plan 2020-2030 (refer to Intended Outcome (iv) above)

6.11 Terrestrial biodiversity

(1) The objective of this clause is to maintain terrestrial biodiversity by—

- (a) protecting native fauna and flora, and
- (b) protecting the ecological processes necessary for their continued existence, and
- (c) encouraging the conservation and recovery of native fauna and flora and their habitats.

~~(2) This clause applies to land at 38–50 Weeroona Road, Strathfield, being Lot 1, DP 803688.~~

(2) This clause applies to land identified as "Biodiversity" on the [Terrestrial Biodiversity Map](#).

(3) In deciding whether to grant development consent for development on land to which this clause applies, the consent authority must consider—

- (a) whether the development is likely to have—
 - (i) any adverse impact on the condition, ecological value and significance of the fauna and flora on the land, and
 - (ii) any adverse impact on the importance of the vegetation on the land to the habitat and survival of native fauna, and
 - (iii) any potential to fragment, disturb or diminish the biodiversity structure, function and composition of the land, and
 - (iv) any adverse impact on the habitat elements providing connectivity on the land, and
- (b) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.

(4) Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that—

- (a) the development is designed, sited and will be managed to avoid any significant adverse environmental impact, or
- (b) if that impact cannot be reasonably avoided by adopting feasible alternatives—the development is designed, sited and will be managed to minimise that impact, or
- (c) if that impact cannot be minimised—the development will be managed to mitigate that impact.

Justification

The *Strathfield Biodiversity Conservation Strategy and Action Plan 2020-2030* (the Strategy) has been endorsed by Council and includes key biodiversity areas across the LGA. The Strategy ensures that Council prioritises its biodiversity management approach whilst remaining considerate of the environmental, social and economic outcomes for the community. Strathfield LEP should also reflect these outcomes. A copy of the Strategy is included at Appendix 2.

Currently, Clause 6.11(2) includes reference to one (1) property, being land at 38–50 Weeroona Road, Strathfield, being Lot 1, DP 803688.

The Strategy identifies additional properties, as identified in Figure 1 below.

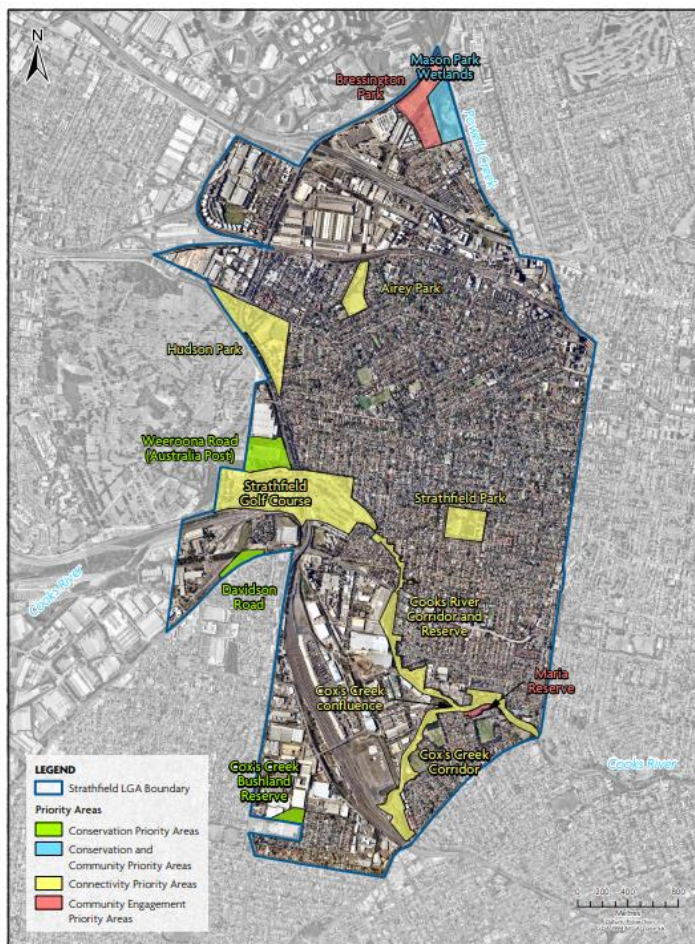


Figure 1: Priority biodiversity areas in Strathfield LGA (Source: Strathfield Biodiversity Conservation Strategy and Action Plan 2020-2030)

In order to ensure that this provision reflects the recommendations of the Council endorsed Strategy, it is proposed to amend Clause 6.11(2) to remove the specific reference to land at 38-50 Weeroona

Road, Strathfield and introduce a Terrestrial Biodiversity map, that maps the identified properties.

The proposed amendment to the Clause and the introduction of the Terrestrial Biodiversity map (refer to Figure 2 below) will ensure that high priority biodiversity areas in the LGA consistent with Council's Strategy are identified, preserved and protected

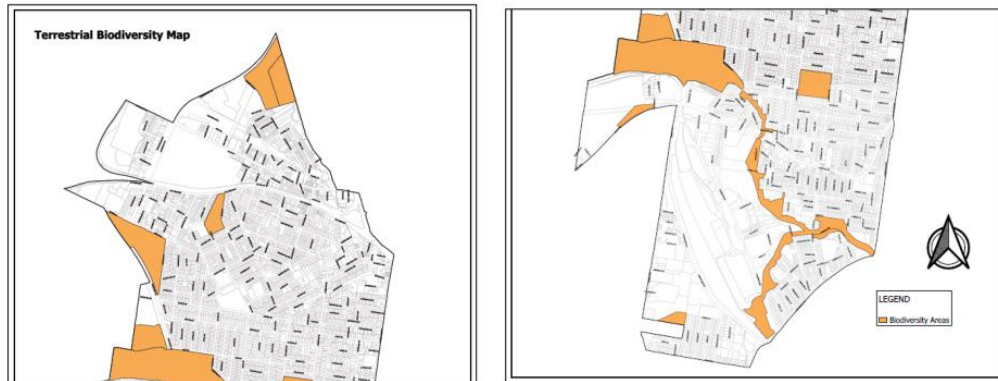


Figure 2: Proposed Terrestrial Biodiversity Map to be incorporated into Strathfield LEP 2012

Item 7 – Rezone identified Sydney Water sites to SP2 – Infrastructure to better recognise and reflect the existing and on-going permanent infrastructure use of the site (refer to Intended Outcome (vii))

During the exhibition of the Strathfield 2040 - Local Strategic Planning Statement, Sydney Water made a submission requesting that infrastructure land within their ownership within the Strathfield LGA be rezoned to SP2 to better reflect their current and future use of the land, which is for water infrastructure. A copy of the Sydney Water submission is included at Appendix 3.

Council subsequently prepared a Planning Proposal for a comprehensive review of the Strathfield LEP 2012 titled Strathfield LEP 2021. This Planning Proposal proposed to rezone:

- Coronation Parade (Lot 7 DP 30405) and 75 Churchill Avenue (Lot 1 DP 959595) from R2 Low Density Residential to SP2 Infrastructure to better recognise and reflect their existing and on-going permanent infrastructure use; and
- Homebush Road to Rickard Road (Lots 1 to 4 DP 127839) and Fitzgerald Crescent, Strathfield (Lot 1 DP 745077, Lot 2 DP 745077 & Lot 2 DP 635485) from R2 Low Density Residential to RE1 Public Recreation to open up this vacant area for public use and provide a key east-west link pedestrian access, whilst maintaining the site's primary use.

The Gateway Determination was issued by DPHI on 29 April 2022, however as outlined above the Planning Proposal was not progressed and was withdrawn.

Prior to the preparation of this Planning Proposal, a meeting was held with the property arm of Sydney Water on 24 January 2024 to discuss the rezoning of their sites. At this meeting Sydney Water indicated that their preferred option for their sites currently is to retain the existing R2 Low Density Residential zone for the subject sites. The reason for this is to retain the zone that will facilitate the highest and best use for these sites.

The current R2 zoning of the properties in Sydney Water ownership does not reflect the current and permanent use of the sites. It is proposed to rezone the sites identified in Table 1 below to SP2 – Infrastructure to better reflect the use of the land as water infrastructure as initially requested by Sydney Water.

The SP2 zone also clearly identifies that the land is used for infrastructure purposes, and this zoning provides transparency and clarity.

Consultation with Sydney Water (as owner of the land) will be required as part of any future public exhibition of the Planning Proposal and it is proposed that Sydney Water provide sufficient justification for an alternate rezoning of land that is currently used for water infrastructure.

Figures 3 -6 below identifies the Sydney Water sites and the existing zoning for each site under Strathfield LEP 2012:



Figure 3: Coronation Parade (Lot 7 DP 30405) – Existing Zoning (Strathfield LEP 2012)



Figure 4: 75 Churchill Avenue (Lot 1 DP 959595) – Existing Zoning (Strathfield LEP 2012)

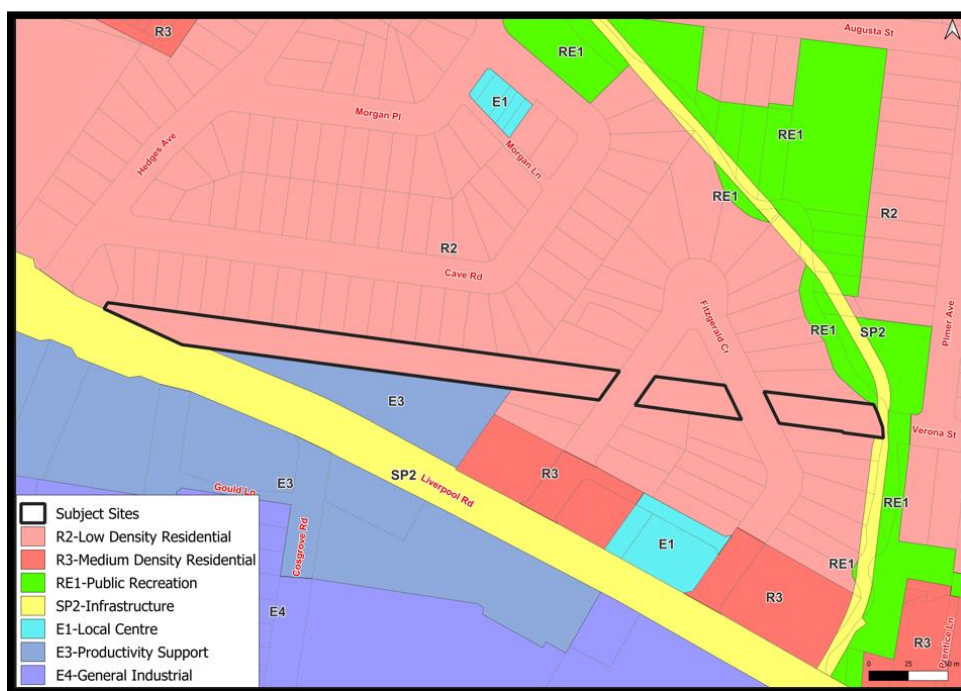


Figure 5: Fitzgerald Crescent, Strathfield (Lot 1 DP 745077, Lot 2 DP 745077 & Lot 2 DP 635485) – Existing Zoning (Strathfield LEP 2012)

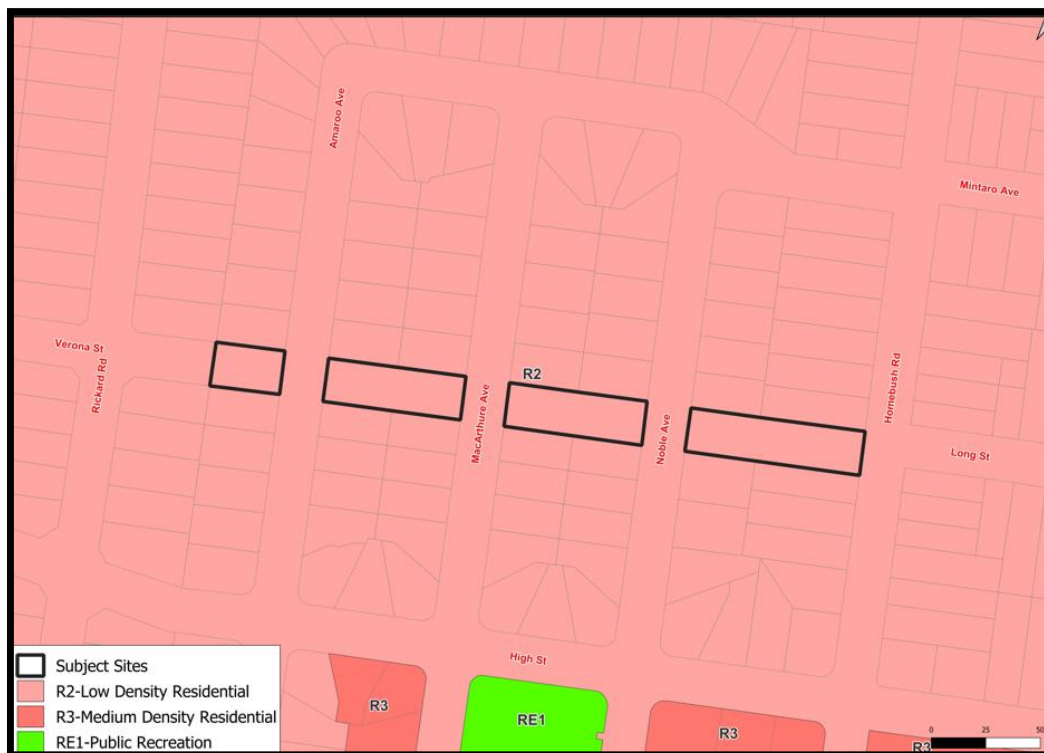


Figure 6: Homebush Road to Rickard Road (Lots 1 to 4 DP 127839) – Existing Zoning (Strathfield LEP 2012)

5. Part 3 – Justification of Strategic and Site-Specific Merit

Table 2: Section A – Need for the Planning Proposal

Question	Considerations
1. Is the planning proposal a result of an endorsed LSPS, strategic study or report?	The proposed amendments cover a range of instrument and mapping related matters which have been identified as administrative or housekeeping issues that need to be addressed to improve the operation of SLEP and to ensure that there is clarity with respect to the provisions The PP is consistent with the endorsed LSPS and other strategic studies which have been undertaken by Council.
2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?	Yes, the PP is the best and only means of addressing the administrative and housekeeping related matters that have been identified within the SLEP 2012.

Table 3: Section B – Relationship to the strategic planning framework

Question	Considerations
3. Will the planning proposal give effect to the objectives and actions of the applicable regional or district plan or strategy (including any exhibited draft plans or strategies)?	Yes. The PP gives effect to the following objectives within the Greater Sydney Region Plan – A Metropolis of Three Cities and planning priorities in the Eastern City District Plan: <i>Objective 1. Infrastructure supports the three cities.</i> <i>Planning Priority E1: Planning for a city supported by infrastructure.</i> Noting the recent discussions with Sydney Water and their verbal request to retain the zoning of the land as R2 Low Density Residential, the PP gives effect to this objective by zoning existing Sydney Water infrastructure SP2 to better reflect the current and future use of the land, which is water infrastructure. It also ensures that the land is retained for use as important infrastructure. Should the subject sites become redundant to Sydney Water's needs then a separate rezoning process can be undertaken. The SP2 zoning also provides certainty for the community that the land is currently being utilised for infrastructure purposes. <i>Objective 13. Environmental heritage is identified, conserved and enhanced.</i> <i>Planning Priority E6: Creating and renewing great places and local centres, and respecting the District's heritage</i>

Question	Considerations
	The PP gives effect to this objective by amending Schedule 5 Environmental Heritage within the SLEP 2012 so that all property descriptions, item names and maps are accurate for all local and State heritage items within the Strathfield LGA. <i>Objective 23: Industrial and urban services land is planned, retained and managed.</i> <i>Planning Priority E12: Retaining and managing industrial and urban services land</i> The PP gives effect to this objective by expanding permitted uses in the E4 General Industrial zone to allow for recreation facilities (indoor), which is consistent with the existing objectives of the E4 zone, namely, <i>to enable limited non-industrial land uses that provide facilities and services to meet the needs of businesses and workers</i>. The <i>Toolkit – Employment Zones Reform (November 2021)</i> prepared by the then Department of Planning, Industry and Environment identified that indoor recreation, including gymnasiums and play centres, in industrial areas may be suitable for the broader E4 General Industrial zone, if future applications can demonstrate compatibility with the dominant industrial character. The proposed use is consistent with adjoining Council's LEPs (Canada Bay LEP, Inner West LEP 2022 (E4) and IN2 Light Industrial Zone in Canterbury-Bankstown LEP 2023). <i>Objective 27. Biodiversity is protected, urban bushland and remnant vegetation is enhanced.</i> <i>Planning Priority E15: Protecting and enhancing bushland and biodiversity</i> The <i>Strathfield Biodiversity Conservation Strategy and Action Plan 2020-2030</i> has been endorsed by Council and includes key biodiversity areas across the LGA. The PP gives effect to this objective by amending the current Clause 6.11 Terrestrial Biodiversity to delete reference to a site-specific property and by broadening the application of the provision to land across the LGA that has biodiversity value via the mapping of these sites on a Terrestrial Biodiversity Map. This is consistent with the recommendations of the Strategy and Action Plan and the aims of Chapter 2 of the SEPP (Biodiversity and Conservation) 2021.
4. Is the planning proposal consistent with a council LSPS that has been	Yes. The PP is consistent with the endorsed Strathfield 2040 Local Strategic Planning Statement 2040 ('LSPS 2040'), specifically the following planning priorities:

Question	Considerations
endorsed by the Planning Secretary or GSC, or another endorsed local strategy or strategic plan?	P7. Quality urban design complements all heritage and neighbourhood character P10. Industrial land and precincts deliver District and local urban services and provide activated spaces with minimal impact on neighborhoods P13. Biodiversity and ecological health and resiliency is conserved, restored and enhanced Biodiversity Strategy prepared. The Planning Proposal identifies additional areas within Clause 6.11 Terrestrial Biodiversity to better reflect the extent of biodiversity areas within Strathfield. The mapping of these areas will assist in better conservation, protection and enhancement of these areas P18. Our community is involved in designing Strathfield's future Part 5 sets out the details of public exhibition and engagement which will include a range of mechanisms to ensure that landowners, stakeholders and the broader community are informed about the proposed changes and aware they can make a submission if they choose to.
5. Is the planning proposal consistent with any other applicable State and regional studies or strategies?	The PP is consistent with the recommendations of: - The <i>Toolkit – Employment Zones Reform (November 2021)</i> prepared by the then Department of Planning, Industry and Environment - The <i>Strathfield Biodiversity Conservation Strategy and Action Plan 2020-2030</i>
6. Is the planning proposal consistent with applicable SEPPs?	Refer to Table 4 below
7. Is the planning proposal consistent with applicable Ministerial Directions (section 9.1 Directions)?	Refer to Table 5 below

Is the planning proposal consistent with applicable SEPPs?

This Planning Proposal has been considered against the relevant SEPPs and is determined to be

consistent with the relevant provisions as set out in Table 4 below.

Table 4: Consistency with applicable SEPPs

SEPP	Consistency	Comment
State Environmental Planning Policy (Biodiversity and Conservation) 2021	Yes	The PP proposes to broaden the application of the biodiversity provision to land across the LGA that has biodiversity value via the mapping of these sites on a Terrestrial Biodiversity Map. This is consistent with the recommendations of the Strategy and Action Plan and the aims of Chapter 2 of the SEPP (Biodiversity and Conservation) 2021.
State Environmental Planning Policy (Exempt and Complying Development Codes) 2008	Yes	The PP proposes to delete the exempt provisions for signage which were added to the Codes SEPP in February 2012. To ensure that there is no confusion around the exempt provisions relating to signage, it is proposed to delete these provisions to ensure clarity and reduce inconsistency. Accordingly, the Planning Proposal is not inconsistent with this SEPP.
State Environmental Planning Policy (Housing) 2021	Yes	The Planning Proposal does not propose any changes which will contradict or hinder the application of this SEPP in relation to the provision of affordable housing and diverse housing. Accordingly, the Planning Proposal is consistent with this SEPP.
State Environmental Planning Policy (Industry and Employment) 2021	Yes	The Strathfield LGA is not located within the Western Sydney employment area. The Planning Proposal does not propose any changes which will contradict or hinder the application of this SEPP in relation to advertising and signage. Accordingly, the Planning Proposal is not inconsistent with the SEPP.
State Environmental Planning Policy (Planning Systems) 2021	Yes	The Planning Proposal is not inconsistent with the SEPP as it does not affect state infrastructure.
State Environmental Planning Policy	N/A	Not applicable, the Strathfield LGA is not located within the Central River City.

SEPP	Consistency	Comment
(Precincts—Central River City) 2021		
State Environmental Planning Policy (Precincts—Eastern Harbour City) 2021	Yes	The Strathfield LGA is located within the Central River City but does not contain any precincts or growth areas identified by this SEPP. Accordingly, the Planning Proposal is not inconsistent with the SEPP.
State Environmental Planning Policy (Precincts—Regional) 2021	N/A	Not applicable, the Strathfield LGA is not located within a regional area.
State Environmental Planning Policy (Precincts—Western Parkland City) 2021	N/A	Not applicable, the Strathfield LGA is not located within the Western Parkland City.
State Environmental Planning Policy (Primary Production) 2021	N/A	Not applicable, the Strathfield LGA does not contain land used for primary production
State Environmental Planning Policy (Resilience and Hazards) 2021	Yes	The Planning Proposal does not propose any hazardous and offensive development. The land that is proposed to be rezoned and uplifted under the Planning Proposal is currently zoned residential; and is long established, urban land with historical residential use. Therefore, the areas proposed for uplift are unlikely to be contaminated. Accordingly, the Planning Proposal is consistent with this SEPP.
State Environmental Planning Policy (Resources and Energy) 2021	Yes	The Planning Proposal does not contain any planning provisions relating to development of mineral, petroleum and extractive material resources. Accordingly, the Planning Proposal is not inconsistent with the SEPP.
State Environmental Planning Policy	Yes	The Planning Proposal does not contain any planning provisions which will contradict or hinder the

SEPP	Consistency	Comment
(Sustainable Buildings) 2022		application of this SEPP in relation to BASIX for residential development or the SEPP's requirements for non-residential development. Accordingly, the Planning Proposal is not inconsistent with the SEPP.
State Environmental Planning Policy (Transport and Infrastructure) 2021	Yes	The Planning Proposal does not contain any planning provisions which will affect or hinder the delivery of infrastructure, educational establishment and child care facilities or major infrastructure corridors. Accordingly, the Planning Proposal is not inconsistent with the SEPP.

Is the planning proposal consistent with applicable Ministerial Directions (section 9.1 Directions)?

Table 5: Consistency with Ministerial Directions

Section 9.1 Ministerial Directions Checklist		
No.	Direction	Consistency and Implications
Focus area 1: Planning Systems		
1.1	Implementation of Regional Plans	Consistent. The PP is consistent with: - A Metropolis of Three Cities – Greater Sydney Region Plan – see previous discussion under Part 5, Table 3 - Eastern City District Plan – see previous discussion under Part 5, Table 3
1.2	Development of Aboriginal Land Council land	Consistent – The PP does not affect land shown on the Land Application Map of State Environmental Planning Policy (Planning Systems) 2021.
1.3	Approval and Referral Requirements	Consistent – The PP does not seek to make any additional provisions that require the concurrence, consultation or referral of development applications to a Minister or public authority.
1.4	Site Specific Provisions	Consistent – The PP does not seek to include

Section 9.1 Ministerial Directions Checklist		
No.	Direction	Consistency and Implications
		any site specific provisions.
Focus area 1: Planning Systems – Place-based		
1.5	Parramatta Road Corridor Urban Transformation Strategy	Consistent - The proposed Housekeeping Amendment does not propose to make any changes to the zoning of land within the area identified within the Parramatta Road Corridor
1.6	Implementation of North West Priority Growth Area Land Use and Infrastructure Implementation Plan	N/A
1.7	Implementation of Greater Parramatta Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	N/A
1.8	Implementation of Wilton Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	N/A
1.9	Implementation of Glenfield to Macarthur Urban Renewal Corridor	N/A
1.10	Implementation of the Western Sydney Aerotropolis Plan	N/A
1.11	Implementation of Bayside West Precincts 2036 Plan	N/A
1.12	Implementation of Planning Principles for the Cooks Cove Precinct	N/A
1.13	Implementation of St Leonards and Crows Nest 2036 Plan	N/A
1.14	Implementation of Greater Macarthur 2040	N/A
1.15	Implementation of the Pyrmont Peninsula Place Strategy	N/A
1.16	North West Rail Link Corridor Strategy	N/A
1.17	Implementation of the Bays West Place Strategy	N/A
1.18	Implementation of the Macquarie Park Innovation Precinct	N/A
1.19	Implementation of the Westmead Place Strategy	N/A
1.20	Implementation of the Camellia-Rosehill Place Strategy	N/A
1.21	Implementation of the South West Growth Area Structure Plan	N/A

Section 9.1 Ministerial Directions Checklist		
No.	Direction	Consistency and Implications
1.22	Implementation of the Cherrybrook Station Place Strategy	N/A
Focus area 2: Design and Place		
Focus area 3: Biodiversity and Conservation		
3.1	Conservation Zones	Consistent – The PP does not affect land within a conservation zone or land otherwise identified for environment conservation/protection purposes in a LEP The PP is seeking to protect land that has been identified as having biodiversity via the introduction of the Biodiversity Terrestrial Map
3.2	Heritage Conservation	Consistent - The PP seeks to make minor administrative amendments to Schedule 5 Environmental Heritage within the SLEP 2012 to ensure property descriptions, item names and maps are accurate for all local and State heritage items within the Strathfield LGA.
3.3	Sydney Drinking Water Catchments	N/A
3.5	Recreation Vehicle Areas	Consistent – The PP does not enable land to be developed for the purpose of a recreation vehicle area (within the meaning of the Recreation Vehicles Act 1983)
3.6	Strategic Conservation Planning	N/A
3.7	Public Bushland	Consistent – The PP does not propose any changes to existing controls protecting bushland in urban areas.
3.8	Willandra Lakes Region	N/A
3.9	Sydney Harbour Foreshores and Waterways Area	Consistent
3.10	Water Catchment Protection	Does not apply to planning proposal. The land the subject of this planning proposal is not located within a regulated catchment within the meaning of State Environmental Planning Policy (Biodiversity and Conservation)

Section 9.1 Ministerial Directions Checklist		
No.	Direction	Consistency and Implications
		2021.
Focus Area 4: Resilience and Hazards		
4.1	Flooding	Consistent
4.2	Coastal Management	N/A – The PP does not propose any changes to controls that would impact on water catchments
4.3	Planning for Bushfire Protection	Consistent – The Strathfield LGA does not include land that is identified as bushfire prone land.
4.4	Remediation of Contaminated Land	Consistent – The PP does not affect any known contaminated land.
4.5	Acid Sulfate Soils	Consistent – The PP does not seek to introduce or change provisions relating to Acid Sulfate Soils.
4.6	Mine Subsidence and Unstable Land	Consistent – The PP does not permit development on land that: (a) is within a mine subsidence district, or (b) has been identified as unstable in a study, strategy or other assessment undertaken: (i) by or on behalf of the relevant planning authority, or (ii) on behalf of a public authority and provided to the relevant planning authority.
Focus Area 5: Transport and Infrastructure		
5.1	Integrated Land Use and Transport	Consistent – The PP does not propose any changes to provisions relating to urban land.
5.2	Reserving Land for Public Purposes	Consistent – The PP does not propose to include any additional land for a public purpose or remove an existing public purpose reservation.
5.3	Development near Regulated Airports and Defence Airfields	NA – The PP does not create, alter or remove a zone or a provision relating to land near a regulated airport which includes a defence airfield
5.4	Shooting Ranges	NA – The PP does not seek to affect, create, alter or remove a zone or a provision relating

Section 9.1 Ministerial Directions Checklist		
No.	Direction	Consistency and Implications
		to land adjacent to and/ or adjoining an existing shooting range
Focus area 6: Housing		
6.1	Residential Zones	Consistent - The PP does not propose any changes to any residential zone; it is consistent with the objectives of the Direction to encourage a variety of housing types to provide for existing and future housing needs, make efficient use of existing infrastructure and minimise the impact of residential development on the environment and resource lands.
6.2	Caravan Parks and Manufactured Home Estates	Consistent – The PP does not propose to permit development for the purposes of a caravan park or manufactured home estate
Focus area 7: Industry and Employment		
7.1	Employment Zones	Consistent - The PP proposes to amend the Land Use Table to the E4 General Industrial zone to include <i>recreation facility (indoor)</i> as a permitted use. The inclusion of recreation facility It is noted that recreation facility (indoor) is a permitted use in E4 zone in adjoining councils' LEPs (Canada Bay LEP, Inner West LEP 2022 (E4) and IN2 Light Industrial Zone in Canterbury-Bankstown LEP 2023). The inclusion of recreation facility (indoor): - Is consistent with the Department's consideration for land uses within the E4 zone - Meets the existing objectives of the E4 zone by <i>enabling limited non-industrial land uses that provide facilities and services to meet the needs of businesses and workers; and</i>

Section 9.1 Ministerial Directions Checklist		
No.	Direction	Consistency and Implications
		- Is consistent with the permitted land uses in the E4 zones of the adjoining councils Additional controls will be incorporated into the DCP to ensure that this use does not become a dominant use in the E4 zone. A separate report will be presented to Council in this regard.
7.2	Reduction in non-hosted short term rental accommodation period	NA – The PP does not cover the Byron Shire Council area or identify or reduce the number of days that non-hosted short-term rental accommodation may be carried out within the LGA.
7.3	Commercial and Retail Development along the Pacific Highway, North Coast	N/A
Focus area 8: Resources and Energy		
8.1	Mining, Petroleum Production and Extractive Industries	NA – The PP does not have the effect of: (a) prohibiting the mining of coal or other minerals, production of petroleum, or winning or obtaining of extractive materials, or (b) restricting the potential development of resources of coal, other minerals, petroleum or extractive materials which are of State or regional significance by permitting a land use that is likely to be incompatible with such development.
Focus area 9: Primary Production		
9.1	Rural Zones	N/A
9.2	Rural Lands	N/A
9.3	Oyster Aquaculture	N/A

Table 6: Section C – Environmental, social and economic impact

Question	Considerations
8. Is there any likelihood that critical habitat or threatened species,	No, the PP only proposes to make amendments to the LEP that are of a minor administrative or housekeeping nature so it is not expected that any critical habitat or threatened species,

populations or ecological communities, or their habitats, will be adversely affected because of the proposal?	populations or ecological communities, or their habitats, will be adversely affected because of the proposal. Clause 6.11 – Terrestrial Biodiversity of the Strathfield Local Environmental Plan 2012 is proposed to be amended to ensure that any significant biodiversity areas indicated in the Strathfield Biodiversity Conservation Strategy and Action Plan 2020 are captured and reflected in the relevant mapping. This will ensure that key biodiversity areas are preserved and protected.
9. Are there any other likely environmental effects of the planning proposal and how are they proposed to be managed?	Apart from the proposed changes to Clause 6.11 – Terrestrial Biodiversity, there are no other amendments that form part of this PP that will likely result in other environmental impacts. The following existing clauses and mapping, which are linked to environmental impacts, are proposed to remain unchanged: • Clause 5.11 – Bush Fire Hazard Reduction • Clause 6.1 – Acid Sulfate Soils • Clause 6.3 – Flood Planning
10. Has the planning proposal adequately addressed any social and economic effects?	Yes, the PP is likely to have positive social and economic effects due to the LEP operating in a more efficient and accurate manner which will better align the objectives of the instrument with appropriate development

Table 7: Section D – Infrastructure (Local, State and Commonwealth)

Question	Considerations
11. Is there adequate public infrastructure for the planning proposal?	The PP does not create additional requirements for public infrastructure.

Table 8: Section E – State and Commonwealth Interests

Question	Considerations
12. What are the views of state and federal public authorities and government agencies consulted in order to inform the Gateway Determination?	Council has not yet consulted with relevant State and/or Commonwealth public authorities but will do so in accordance with the conditions of the Gateway Determination

6. Maps

The Planning Proposal will result in an amendment to the following maps of the Strathfield LEP 2012:

- Land Zoning (LZN) map

The Planning Proposal also seeks the introduction of a Terrestrial Biodiversity Map.

The proposed amendments to existing maps and the proposed Terrestrial Biodiversity Map are shown in Part 4 – Explanation of Provisions.

7. Community Consultation

It is anticipated that this Planning Proposal will be exhibited for a minimum period of 28 days in accordance with the provisions of the EP&A Act 1979 and the Environmental Planning & Assessment Regulation 2021 and any requirements of the Gateway Determination.

Exhibition material, including plain English explanatory information, fact sheets, description of the objectives and intended outcomes, copy of the Planning Proposal and relevant maps will be available for viewing during the exhibition period on Council's website. Hard copies will also be available at Council offices and library for public viewing.

Notification of the public exhibition will be through:

- Exhibition notice on Council's website,
- Notices in Council offices and libraries,
- Community engagement project on Council's Have Your Say website,
- Council's social media platforms,
- Letters to landowners of properties directly affected by a proposed change in the planning controls and/or heritage affectation, and
- Letters to State and Commonwealth Government agencies identified in the Gateway Determination.

Consultation will also be undertaken with any relevant public authorities/organisations as conditioned by the Gateway Determination. It is also proposed to specifically consult with Sydney Water and Heritage NSW with respect to the provisions relevant to these authorities

The project timeframe responds to the Gateway Determination issued on 17 March 2025.

Table 8: Project Timeline

Stage	Timeframe/date
Consideration by the Strathfield Local Planning Panel	10 October 2024
Report to Council seeking endorsement to forward the PP for a Gateway Determination	22 October 2024
Gateway Determination	17 March 2025
Commencement and completion of public exhibition (minimum 20 working days). Commenced following April School holidays	April – May 2025
Consideration of submissions	June 2025
Post-exhibition review and additional studies	June 2025
Report to Council on the results of the community consultation and	July 2025

Stage	Timeframe/date
finalisation of the PP	
Submission to the Department for finalisation	August 2025
Gazettal of LEP amendment	By December 2025

Transport for NSW

21 May 2025

TfNSW Reference: SYD24-01537/01
Council Reference: PP-2024-2781



Mr Michael Mamo
General Manager
Strathfield Municipal Council
PO Box 120
Strathfield NSW 2135

Attention: Rita Vella

RE: STRATHFIELD LEP 2012 (2021) - HOUSEKEEPING AMENDMENTS 2024

Dear Ms Vella,

Transport for NSW (TfNSW) appreciates the opportunity to provide comment on the Planning Proposal for Housekeeping Amendments to the Strathfield Local Environment Plan 2012, referred to TfNSW through the Planning Portal on 30 April 2025.

TfNSW has reviewed the documents provided and notes that the objective of the Planning Proposal is to amend Strathfield Local Environmental Plan 2012 to improve its operation and accuracy by correcting identified anomalies and inconsistencies to existing provisions and maps, updating property descriptions and expanding permissibility.

TfNSW has reviewed the submitted documents and advises that TfNSW has no requirements as the planning proposal is unlikely to have a significant impact on the transport network.

Thank you for the opportunity to provide advice on the subject planning proposal. Should you have any questions or further enquiries in relation to this matter, Conor Magee would be pleased to respond via email to development.sydney@transport.nsw.gov.au

Yours sincerely,

A handwritten signature in black ink, appearing to read "Carina Gregory".

Carina Gregory
Senior Manager Strategic Land Use (Eastern)
Transport Planning, Planning, Integration and Passenger

OFFICIAL
4 Parramatta Square, Parramatta NSW 2150
PO Box 973 Parramatta CBD NSW 2124

W transport.nsw.gov.au



Department of Climate Change, Energy, the Environment and Water

Your ref: PP-2024-2781
Our ref: DOC25/380386

Rita Vella
Executive Planner, Strategic Planning
Strathfield Council
65 Homebush Road
STRATHFIELD NSW 2135

6 June 2025

Subject: Planning proposal – Strathfield Local environmental Plan 2012 – Housekeeping Amendments 2024 (PP-2024-2781)

Dear Rita,

Thank you for your referral received 1 May 2025, requesting advice from the Conservation Programs, Heritage and Regulation (CPHR) Group of the NSW Department of Climate Change, Energy the Environment and Water (DCCEEW) on the above planning proposal.

It is understood that the planning proposal seeks to amend the Strathfield Local Environmental Plan (SLEP) 2012 to introduce various housekeeping amendments and associated mapping.

CPHR has reviewed the exhibited information and provides its comments and recommendations at Attachment A. In summary:

- CPHR supports the proposed changes to clause 6.11 Terrestrial Biodiversity of SLEP 2012 to refer to a Terrestrial Biodiversity map instead of one specific site. This will result in increased protections for local biodiversity as additional areas will be covered.
- The proposal is consistent with Local Planning Direction 4.1 Flooding as it is proposed to rezone 4 sites currently zoned R2 Low Density Residential to SP2 Infrastructure and RE1 Public Recreation, which is considered acceptable from a flood risk management context and better reflects the current use of these sites.

Should you have any queries regarding this matter, please contact Rachel Walker, Senior Conservation Planning Officer via rachel.j.walker@environment.nsw.gov.au.

Yours sincerely,

A handwritten signature in black ink that reads 'S. Harrison'.

Susan Harrison
Senior Team Leader Planning
Regional Delivery – Greater Sydney Branch
Conservation Programs, Heritage and Regulation Group

Click or tap here to enter StreetAddress | Click or tap here to enter PostalAddress | dceew.nsw.gov.au

Fitzgerald Crescent, Strathfield	The planning proposal seeks the rezoning of the site from R2 Low Density Residential to RE1 Public Recreation. <u>Flooding conditions and conclusion</u> There is no change in flooding conditions for this rezoning proposal site. The proposed zone better reflects the use of the site as it is an open space and owned by Sydney Water.
Amaroo Avenue to Homebush Road, Strathfield	The planning proposal seeks the rezoning of the site from R2 Low Density Residential to RE1 Public Recreation. The site is located at Humphries Reserve and owned by Sydney Water. <u>Flooding conditions and conclusion</u> There is no change in flooding conditions for this rezoning proposal site. The proposed zone better reflects the use of the site as it is an open space and owned by Sydney Water.

End of Submission

Department of Planning, Housing and Infrastructure
Crown Lands



Our ref: 25/01688#40

Your ref: REF 3647 / PP-2024-2781

james.bellamy@dpie.nsw.gov.au

10 June 2025

Subject: Strathfield Local Environmental Plan 2012 - Housekeeping Amendments 2024

Dear Sir/Madam

The Department of Planning, Housing and Infrastructure – Crown Lands have reviewed the proposal.

As no Crown land, roads or waterways are affected by the proposal, Crown Lands has no comments at this time.

If the proponent requires further information, or has any questions, please contact Paul Harper, Natural Resource Management Project Officer in Crown Lands, on 0448 669 836 or at paul.harper@crownland.nsw.gov.au.

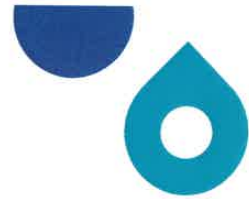
Yours sincerely,

A handwritten signature in blue ink, appearing to read 'P. Layt'.

Paul Layt

Group Leader, Property Management Sydney

Crown Lands



30 May 2025

Our reference: N/A

Rita Vella
Executive Strategic Planner
Strathfield Council
rita.vella@strathfield.nsw.gov.au

RE: Planning Proposal PP-2024-2781 – Strathfield LEP Housekeeping Amendments

Thank you for notifying Sydney Water of planning proposal PP-2024-2781, which seeks amendments to the Strathfield Local Environmental Plan 2012 to respond to a range of administrative and housekeeping issues. These include the rezoning of several Sydney Water sites from R2 Low Density Residential to SP2-Infrastructure or RE1 Public Recreation to better recognise and reflect the existing and ongoing permanent infrastructure use of the site.

Sydney Water has reviewed the application based on the information supplied and provides the following comments.

The Sydney Water sites included in this housekeeping amendment include:

- **Coronation Parade (Lot 7 DP 30405) and 75 Churchill Avenue (Lot 1 DP 959595)**
The proposal seeks to rezone the sites from R2 Low Density Residential to SP2 Infrastructure.
- **Homebush Road to Rickard Road (Lots 1 to 4 DP 127839) and Fitzgerald Crescent, Strathfield (Lot 1 DP 745077, Lot 2 DP 745077 & Lot 2 DP 635485)**
The proposal seeks to rezone the sites from R2 Low Density Residential to RE1 Public Recreation.

As per the communication to Strathfield Council from Sydney Water's Property Optimisation Manager on 7 April 2025, Sydney Water supports the proposed rezoning of the above lots to better reflect their operational purposes and unlock better opportunities for licence agreements with Council for passive recreational space.

Should Council require further information, please contact Fiona Feng from the Growth Analytics Team at urbangrowth@sydneywater.com.au.

Yours sincerely,

Kristine Leitch
Manager, Growth Analytics and Strategic Partnerships
Growth and Development
Water and Environment Services
Sydney Water, 1 Smith Street, Parramatta NSW 2150

Sydney Water Corporation ABN 49 776 225 038
2 Parramatta Square, 1 Smith Street, Parramatta, NSW 2150 | PO Box 399, Parramatta, NSW 2124
Telephone 13 20 92 sydneywater.com.au



EO1 RESPONSE TO REQUEST TO RESTRICT ACCESS TO SYNTHETIC FIELDS AT STRATHFIELD PARK

AUTHOR: Cathy Edwards-Davis, Director Engineering & Operations

APPROVER: Michael Mamo, General Manager

RECOMMENDATION

That the information be received and noted.

PURPOSE OF REPORT

At the Ordinary Council Meeting 29 April 2025, Council resolved:

83/25

RESOLVED: (Baladi / Reddy)

That Council:

- 1. Prepares a report on the feasibility and implications of restricting access to the synthetic fields at Strathfield Park from evening closure until 7:00am daily.*
- 2. That the report include consideration of the following:*
 - Current usage patterns of the synthetic fields, including bookings by seasonal hirers and unregulated casual use.*
 - Community feedback and complaints received, particularly from residents of Augusta Street and surrounding areas, regarding early morning noise and increased activity.*
 - Potential signage, gating, or enforcement measures to prevent use before 7:00am.*
 - The impact of such restrictions on regular hirers, maintenance schedules, and compliance with any existing licence agreements or permits.*
 - Comparisons with access times and usage regulations for synthetic sports fields in neighbouring Local Government Areas.*

This report addresses the Council resolution.

REPORT

Current Usage

The synthetic sporting grounds are currently available for hiring for 91.5 hours per week.

Typically, the fields are hired for around 45 hours per week in Winter, including 4:30pm to 9:30pm every weeknight, and all day on Saturdays and Sundays. Strathfield Park has two weekday morning bookings of 7:00am to 8:00am or 8:00am to 9:00am. Generally the schools use the fields 5-6 hours during the day across the week.

In Summer, usage drops off slightly to 35-40 hours per week.

Community Feedback and Complaints

Council has received complaints about noise associated with the hard courts.

Council's Records Management team have looked in the Council record management system and cannot locate any written community feedback or complaints received in relation to noise or activities associated with the use of the synthetic sporting grounds after hours. A resident addressed the Council and raised concerns about excessive noise in the early hours and night time at the Council meeting on 29 April 2025. Further, it is understood that the Councillors have received representations directly to them.

Signage

The existing fencing around the two synthetic sporting grounds has gates. There are existing regulatory signs on the fencing which state, "The Synthetic field is available to all members of the public during normal park hours. Teams with approved applications have priority for the times noted on their confirmation letter. If you wish to reserve a time for team play please call 9748 9999 to fill out a booking application."

A photo of the current signage is shown below:



Sporting Grounds Allocation Policy

The Council endorsed Sporting Grounds Allocation Policy outlines the “bookable” hours of use for the sporting ground, including regular hirers. The current hours of use for the synthetic fields at Strathfield Park are:

- Mondays to Fridays 7.00 am – 9.30 pm
- Saturday 8.00 am – 6.00 pm
- Sunday 8.00 am – 5.00 pm

Other natural turf fields are closed on Mondays for a rest period. The synthetic fields do not need to be rested.

The above hours of operation relate to formal usage of the grounds, where there are numerous players in uniform, a referee and whistles are used.

Council encourages the use of its parks by the community for active and passive recreation as a means to contribute to a healthier Strathfield. Council provides recreation infrastructure for the community and not just sporting clubs. The sporting grounds are available for casual and informal usage by a small family/friend group outside of the formal hours of operation. The Strathfield synthetic fields are used for numerous casual purposes, including walking, jogging, tai chi and casual ball games.

Other Councils

Other Sydney metropolitan Councils have the following hours of use for their sporting grounds:

Council	Hours of Use for Sporting Grounds
Bayside	8.00am – 9.30pm Monday to Friday 8.30am – 9.30pm Saturday 9.00am – 5.00pm Sunday
Canada Bay	7.00am – 9.30pm Tuesday to Friday 7.00am – sunset Saturday to Monday
Ryde	8.00am – 10.00pm Monday to Friday 8.00am – sunset Saturday 9.00am – sunset Sunday
City of Parramatta	8.00am – 10.00pm Monday to Sunday. Set-up from 7.00am
City of Sydney	7.00am – 10.00pm Monday to Friday 8.00am – 8.00pm Saturday and Sunday
Cumberland	7.00am – 10.00pm Monday to Friday 8.00am – 10.00pm Saturday and Sunday
Hunters Hill	7.00am to 10.00pm Monday to Sunday
Inner West	Closed Monday 9.00am – 9.00pm Tuesdays to Fridays 8.00am – 5.00pm Saturdays and Sundays
Waverley	7.00am – 9.00pm Monday to Sunday

The hours of operation for Strathfield's sporting grounds are therefore broadly consistent with other Sydney metro Councils.

Options For Restricting Access

There are two key options for restricting access to the synthetic fields: compliance enforcement by staff or physical barriers.

Council's Rangers monitor the site on a regular basis and enforce the hours of operation. However, they will generally only enforce the hours of operation in relation to formal organised sport. Small groups are permitted to use the grounds outside of these hours provided activities are not disruptive to the grounds and the surrounding neighbourhood. For more serious breaches or repeat offenders, Council Rangers may issue on-the-spot fines and provide reports for the consideration of Council's Bookings and Facilities Officer for future bookings.

Alternatively, Council could install 3.6m high fences around the synthetic sporting grounds. This would cost approximately \$195,000 for black powder coated chainmesh fences with six gates. I note that a fence would detract from the open nature of Strathfield Park and the amenity and enjoyment of the park. Further, from experience, even these tall fences would not prevent children and young people from entering the synthetic sporting grounds. Young people can see the fences as a "challenge" to climb over the fence and continue to utilise the grounds illicitly. Council has also previously experienced community members cutting open fences to gain access to hardcourt areas.

If Council were to install a fence, staff would then need to attend the site twice daily to open and lock the fence.

Potential Implications

A fence is not recommended by staff as Council encourages the use of its parks by the community for active and passive recreation as a means to contribute to a healthier Strathfield. Council provides recreation infrastructure for the community and not just sporting clubs. The sporting grounds are currently available for casual and informal usage by a small family/friend group outside of the formal hours of operation. The Strathfield synthetic fields are used for numerous casual purposes, including walking, jogging, tai chi and casual ball games.

Restricting access to the synthetic fields from evening closure until 7:00am, either through compliance enforcement or physical barriers, also has the potential for implications on the diversity of the community. This diversity includes community members who may not work standard hours during the day, therefore desiring access to the synthetic fields before 7:00am or after evening closure to facilitate their need for passive and active forms of recreation. Other diverse community needs include people who prefer to recreate outside of peak times, therefore avoiding crowds and busy periods, either out of preference or due to medical conditions. Cultural diversity should also be considered. Some cultures have a stronger nocturnal recreation pattern, where resting during the afternoon before resuming activities after sunset is commonplace. Seasonality and the weather conditions which come with it should also be considered. In the summer, many people prefer to recreate before or just after sunrise to avoid the strength of the sun.

Conversely, many people also prefer to exercise or engage in other forms of passive recreation after sunset for the same reason. In the summer, sunrise is at around 5:30am and sunset is at around 8:00pm.

Whilst noise from activities on the synthetic fields and the impact this has on the surrounding residents is not to be understated, the implications of closure between set times has the potential to exclude members of Strathfield's diverse community.

Should Council be of a mind to pursue the installation of a fence, it is suggested that this be placed on public exhibition for the community to comment on.

FINANCIAL IMPLICATIONS

If Council were to install fencing around the sporting grounds at Strathfield Park, this would cost approximately \$195,000 for black powder coated chainmesh fences with six gates. This is not funded in the current capital budget.

ATTACHMENTS

There are no attachments for this report.

EO2 NIPPER STREET AND COLUMBIA LANE - PEDESTRIAN ACCESS

AUTHOR: Cathy Edwards-Davis, Director Engineering & Operations

APPROVER: Michael Mamo, General Manager

RECOMMENDATION

That the report be received and noted.

PURPOSE OF REPORT

At the Ordinary Council Meeting 29 April 2025, Council resolved:

88/25

RESOLVED ON THE NOTICE OF MOTION BY COUNCILLOR MATTHEW BLACKMORE

Moved by: (Baladi / Reddy)

That a report be prepared to an upcoming Ordinary Council Meeting in relation to:

- *Opportunities to make safer pedestrian access from the Nipper Street and Columbia Lane, Homebush precinct to Homebush Station*
- *Grant funding opportunities for potential projects*

This report addresses the Council resolution.

REPORT

Currently pedestrians wishing to access Homebush Station from Nipper Street and Columbia Lane, must do so via Parramatta Road and Station Street.

In the future, it is proposed that pedestrians will be able to more directly access Homebush Station as per the diagram below:



In order to achieve this access, the following needs to occur:

- Installation of a new pedestrian bridge, across Powells Creek
- Upgrades to 20A Parramatta Road
- Open the pedestrian access at 14-16 Station Street

20A Parramatta Road

Council acquired 20A Parramatta Road, Homebush on the 14 May 2025. Council acquired this land for the purposes of recreation and to provide a through site link for pedestrians. 20A Parramatta Road is adjacent to 20 Parramatta Road, which is already a recreation area and forms part of Homebush Open Space (Ismay Reserve).

The Powells Creek Corridor Land Plan of Management currently considers 20 Parramatta Road. However, it does not currently include 20A Parramatta Road. The Powells Creek Corridor Land Plan of Management will need to be reviewed and updated to include this newly acquired property.

Council staff are in the process of preparing a masterplan for the site. The masterplan will be put on public exhibition, for feedback from the community.

Subject to the outcomes of the community engagement, Council has budgeted \$830,000 in 2025/2026 for embellishment of the new recreation space, including a playground, footpaths and lighting.

14-16 Station Street

14-16 Station Street, Homebush (SP67838) is a privately owned property. It contains a 1.6 metre wide Right of Footway on the northern side of the property, which links Station Street to 20A Parramatta Road.

This Right of Footway is currently locked to the public, as it leads only to 20A Parramatta Road, which is currently fenced. Prior to opening up 20A Parramatta Road as a park, it is proposed that staff will negotiate with the Strata body for 14-16 Station Street to arrange for the Right of Footway to be reopened for public use.

Photographs of the Right of Footway are below:



Bridge

It is proposed to install a new pedestrian bridge over Powells Creek, from Gramophone Lane to 20A Parramatta Road. This will complete the missing link for Nipper Street and Columbia Lane residents to reach Homebush Station.

Currently the new pedestrian bridge is proposed to be funded from s7.11 funds in 2026/2027. A new bridge will cost approximately \$600,000. The Direct Development Contributions Plan identifies funding for Powells Creek Embellishment under major open space facilities.

Grant Funding

At this stage, all proposed works have been funded.

However, Council staff will continue to investigate grant funding opportunities for possible future pedestrian access and safety works in Homebush.

FINANCIAL IMPLICATIONS

The funding implications are outlined in the report.

ATTACHMENTS

There are no attachments for this report.

EO3 **ALTERED RESIDENTIAL WASTE SERVICE - EXTRA WASTE SERVICES**

AUTHOR: Cathy Edwards-Davis, Director Engineering & Operations

APPROVER: Michael Mamo, General Manager

RECOMMENDATION

That the report be received and noted.

PURPOSE OF REPORT

At the Council meeting on the 23 June 2025, it was resolved:

161/25

RESOLVED: (Baladi)

- 1. That Council prepare a report investigating an amended Residential Waste Services Policy that includes the following considerations:*
 - o That Council waive the fee currently applied to a second 240L green-lidded Garden Organics Bin for residential properties*
 - o That the cost of other additional waste services be reviewed and adjusted accordingly to offset the financial impact of this change*
- 2. That Council defer pursuing the updated Residential Waste Services Policy—specifically, the collection of unpaid additional bin services—by one month, with a revised policy to be considered and adopted at the July Ordinary Council Meeting.*

The purpose of this report is to address the Council resolution.

REPORT

Council's standard domestic waste charge (DWM) for residential properties includes:

- 1 × 120L red general waste bin collected weekly.
- 1 × 240L yellow commingled recycling bin collected fortnightly.
- 1 × 240L green organics bin collected fortnightly on alternate weeks.
- 3 x clean up collections.

The current domestic waste levy including three cleanup services is \$615 per year.

Extra Waste Services

Council provides the option for residents to request and pay for extra waste services. As of 24 June 2025, Council provides the following extra waste services:

Bin	Paid Services	Total Services	Current Fee 25/26	Pricing Principles
120L Red Garbage Bin	247	725	\$893	Rate of Return
240L Yellow Recycling Bin	23	430	\$310	Zero Cost Recovery
240L Green Garden Bin	36	710	\$310	Zero Cost Recovery
Total	306	1,865		

Audit

As discussed at the Councillor Workshop on the 13 May 2025 and reported to the 27 May 2025, the Waste team has recently undertaken an internal bin count audit of residential single occupancy dwelling (SUD) properties. A plan was presented to address the significant number of unauthorised additional bins that are currently being serviced without appropriate payment.

Since the May Council Meeting, staff have received 100 applications for extra services including payment and 44 bins have been returned to Council. The published deadline for residents to give a response was 31 July.

As per the Council resolution from 23 June 2025, pursuing the collection of unpaid bin services has been temporarily suspended. Planned communications with the residents have also been temporarily suspended.

Stage 2 of the Audit will include the residential multi occupancy dwellings (MUD).

Amended Fees for Extra Residential Waste Services

As per the Council resolution from 23 June 2025, staff have modelled the option to waive the fee currently applied to extra 240L green garden bins and to offset this with an additional charge to the other extra waste services. There are two offset options available:

- The cost for the green garden bins can be entirely funded from the red garbage bins; or
- The cost for the green garden bins can be apportioned between the red garbage bins and the yellow recycling bins.

Bin	Existing		Option 1 – Red Bin		Option 2 – Red & Yellow Bins	
	Current Fee	Pricing Principle	New Fee	Pricing Principle	New Fee	Pricing Principle
120L Red Garbage Bin	\$893	Rate of Return	\$1,230	Rate of Return	\$1,050	Rate of Return
240L Yellow Recycling Bin	\$310	Zero Cost Recovery	\$310	Zero Cost Recovery	\$614	Rate of Return
240L Green Garden Bin	\$310	Zero Cost Recovery	\$0	Free Service	\$0	Free Service

The above assumes that 10% of residents, who are not currently paying for the red garbage and/or yellow recycling service, return their bins.

Sensitivity Analysis

If residents come to understand that the extra green garden bin service is offered for free, more residents may take up this option. These additional services would similarly have to be offset by the other waste services.

It is understood that some private gardeners, servicing private properties, have previously advised the residents that they could get a green garden bin for free. This saves the resident from paying the private gardener to dispose of the green waste offsite.

Assuming a further 10%, 20% and 50% uptake in extra green garden bin services, this would impact the other fees as follows:

Bin	Existing Current Fee	Option 1 – Red Bin			Option 2 – Red & Yellow Bins		
		New Fee 10% Increase Services	New Fee 20% Increase Services	New Fee 50% Increase Services	New Fee 10% Increase Services	New Fee 20% Increase Services	New Fee 50% Increase Services
120L Red Garbage Bin	\$893	\$1,264	\$1,297	\$1,399	\$1,075	\$1,100	\$1,175
240L Yellow Recycling Bin	\$310	\$310	\$310	\$310	\$629	\$643	\$688

If the uptake of the free extra green garden bin service starts to approach 50%, this will have significant impacts on the other fees. Council may be forced to provide all households with a fortnightly 2 x 240L green garden bin service and apply this expenditure to the broader domestic waste charge. That is all residential rate payers. This may be seen as inequitable as larger properties/household, likely with greater means will be subsidised by the smaller apartment properties who generate less green waste and are likely less affluent.

Discussion

There is a true cost to Council to provide the extra 240L green garden bin. This green waste still needs to be collected, transported and tipped. The extra 240L green garden bin service is currently offered at zero cost recovery and Council is not seeking to make a profit from the delivery of this service.

Council offers a green waste service to all SUD residential properties. Residents can choose to manage their extra green waste through other means, such as onsite composting or temporarily holding onto green waste and putting it into future green garden bin collections.

Council has recently successfully had a 93% SRV applied to its rates. The SRV application was driven by Council's pursuit of financial sustainability and the preservation of current levels of service. Given this, Council is not in a position to be providing services for free, including the extra green garden bin service. Staff therefore recommended that the existing zero cost recovery service fee of \$310 for extra green garden bins be retained.

Alternative Options for Green Waste Management

Council currently provides a composting option for residents, through Compost Revolution ([Strathfield Council's Compost Revolution | Home](#)). Any resident may purchase a compost bin, worm farm or bokashi

from Compost Resolution, and Council will currently provide a 50% subsidy. The compost bin is delivered to the property.

For residents managing larger amounts of green waste, an alternative to waiving the extra green garden bin fee may be that Council promotes the compost option and increases the subsidy to 100%. Council would therefore provide the compost bin for free to residents. This would cost Council up to \$110 per household (depending on which compost bin option is selected) as a once-off cost.

Council could also consider including additional green waste collections as part of every resident's 3 x clean up collection service.

A suggestion has been received that should a discount or subsidy be offered for extra green garden bins, then it should be limited to a smaller group of residents, for example pensioners or properties on corners with greater amounts (m²) of nature strips.

Next Steps

Notwithstanding the staff recommendation, should Council still wish to pursue offering the extra green garden waste service for free, the next step will be to place the new fees for the extra red waste and yellow recycling bins on exhibition for 28 days. Once the exhibition period has ended, the matter would need to be referred back to Council for determination.

Community Engagement

Regardless of the proposed fees moving forward, Council staff will undertake community engagement as follows:

- A 'Notice of Changes' letter to be sent out to affected properties.
- Physical notifications to be attached to the extra bins onsite.
- 'Authorised Additional Bin' stickers to be attached to additional bins which have been paid for.
- Council website.
- Council e-news.
- Printed Rates Notices.
- Printed Newsletters.
- Library and Customer Service Centre Screens.
- Community Centre Notice Boards.
- StrathfieldHub Service Request Platform.

The Customer Service & Waste Administration Teams are available to handle any queries or assistance to residents.

Residents wishing to continue using extra bins must complete the Residential Waste Bin Application Form and return it to Council by the specified date. Council will then process the application and apply appropriate fees. An Authorised Additional Bin sticker will be placed on the appropriate bins.

Residents who do not wish to continue using their extra bins must present them on the kerbside for collection by the specified date. The Waste Team will collect these bins on the zoned collection day.

FINANCIAL IMPLICATIONS

The financial implications are outlined in the report.

ATTACHMENTS

There are no attachments for this report.

12.1 **REPORT FROM MULTICULTURAL ADVISORY COMMITTEE MEETING ON 29 MAY 2025**

AUTHOR: **Bharvi Bhatt-Burgess, Community Development Coordinator**

APPROVER: **Kristy Watts, Director Corporate and Community**

RECOMMENDATION

That the Minutes of the Multicultural and Diversity Advisory Committee Meeting held on 29 May 2025 be noted and the recommendations be adopted.

ATTACHMENTS

1. [Download](#) 29 May 2025 Minutes - Multicultural Advisory Committee

STRATHFIELD COUNCIL

MULTICULTURAL ADVISORY COMMITTEE

MINUTES

29 May 2025

4:30pm

Ironbark Room, Strathfield Council

65-67 Rochester Street, Homebush





Multicultural and Diversity Advisory Committee – 09 August 2023

MINUTES

Minutes of the Multicultural and Diversity Advisory Committee of Strathfield Municipal Council held on Date at Ironbark Room, Strathfield Library, 65-67 Rochester Street, Homebush.

COMMENCING: 4:30pm

COUNCILLORS: Councillor Sandy Reddy (Chairperson)
Councillor Benjamin Cai (Deputy Chairperson)

MEMBERS: Akhil Verma, Community Representative
Santosh Neupane, Community Representative
Vandana Sarathy, Community Representative (online)
Karthigesu Ratnakumar, Community Representative
Yaoan (Eric) Chen, Community Representative
Agathia Ge, Community Representative

VISITORS: Councillor Esther Kim
Jack Britton, Manager, Library & Community Services
Bharvi Bhatt-Burgess, Community Development Officer (Minutes)

1. APOLOGIES

Susan Brown, Community Representative

2. DECLARATION OF INTEREST – PECUNIARY AND NON-PECUNIRARY

Nil.

3. CONFIRMATION OF RECORD OF PREVIOUS MEETING

(Reddy / Cai)

That the Record of Previous Meeting held on 14 August 2024, be taken as a true and correct record of that meeting.

Voting was unanimous.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

5. INTRODUCTIONS

Each member of the committee introduced themselves, sharing their own backgrounds and connections to the Strathfield Community.

Page 12



6. SETTING PRIORITIES

Councillor Reddy provided an outline to the members of the role of the Multicultural Advisory Committee which was followed by discussion of the committee to establish priorities.

Priorities established for the Committee:

- Wellness and Safety
- Night Economy
- Education - discrimination
- Event support and community participation

To help identify opportunities for engagement the Acting Manager Communications and Events will be invited to the next Multicultural Advisory Committee meeting.

Vandana Sarathy leaves meeting at 5:00pm

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

Councilor Reddy proposed to the Committee to change the Terms of Reference for the Multicultural Advisory Committee to allow for more members and more frequent meetings. This was agreed to by the committee unanimously.

Councilor Reddy proposed a WhatsApp Group be created for communication of committee members. Permission from each committee member to be sought and confirmed to be added to the group. This was agreed to by the committee unanimously.

8. DATE OF NEXT MEETING

Thursday 24 July 2025 at 4:30pm.

9. MEETING CLOSED: 5:33pm

12.2 REPORT FROM TRAFFIC COMMITTEE MEETING ON 15 JULY 2025

AUTHOR: John Inglese, Traffic Engineer

APPROVER: Cathy Edwards-Davis, Director Engineering and Operations

RECOMMENDATION

That the Minutes of the Traffic Committee Meeting held on 15 July 2025 be noted and the recommendations be adopted.

ATTACHMENTS

1. [1](#) Traffic Committee Meeting Minutes - 15 July 2025

STRATHFIELD COUNCIL

TRAFFIC COMMITTEE MEETING

MINUTES

Tuesday 15 July 2025

11am - 12:30pm

Main Building Meeting Room

65 Homebush Road, Strathfield





TRAFFIC COMMITTEE MEETING - 15 JULY 2025

MINUTES

Minutes of the Traffic Committee Meeting of Strathfield Municipal Council held on 15 July 2025, in the Main Building Meeting Room, 65 Homebush Road, Strathfield.

COMMENCING: 11:00AM

PRESENT: Matthew Blackmore
Julian Alley
Andy Hyunh

Chairperson
Representative of the Member for Strathfield
Transport for NSW

ALSO IN ATTENDANCE:

Mr John Inglese
Mr Jack Griffiths

Manager, Traffic, Strathfield Council
Traffic Engineer, Strathfield Council

1. WELCOME AND INTRODUCTION**2. APOLOGIES**

Raymond Yeung Auburn Traffic Police

3. DECLARATIONS OF INTEREST

NIL

4. CONFIRMATION OF MINUTES

MATTHEW BLACKMORE MOVED
JOHN INGLESE SECONDED

RECOMMENDATION

That the minutes of the Traffic Committee Meeting meeting held on 17 June 2025, 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

5. DEFERRED/OUTSTANDING ITEMS

Nil

6. REPORTS

6.1 Strathfield Town Centre – Review of Taxi Stand and Loading Zone Operation.

Background

At the 17 June 2025 Local traffic Committee Meeting, The Chairman Requested that Council Staff investigate the option of consolidating the Taxi Stand adjacent to Strathfield Square with the view of making this area more efficient for Kiss and Ride (i.e. No Parking) as well as maintaining a serviceable Taxi Rank. One possible option suggested at the meeting would be to convert part of the Taxi Stand to No Parking Taxis Excepted.

Also, it was requested that Council staff look at consolidating the Loading Zone in front of Strathfield Plaza so that the area can be more efficient. One possible option suggested may be conversion from Loading Zone to P15 Minute Parking.

Report

Based on the above, Council staff undertook parking occupancy surveys of both the Taxi Rank and the Loading Zone.

At the moment the Taxi Rank Holds 6 Taxis, the configuration is as follows. 4 taxis before the crossing and 2 after the crossing. See Figure 1.



Figure 1. Taxi Rank Holds 6 Taxis

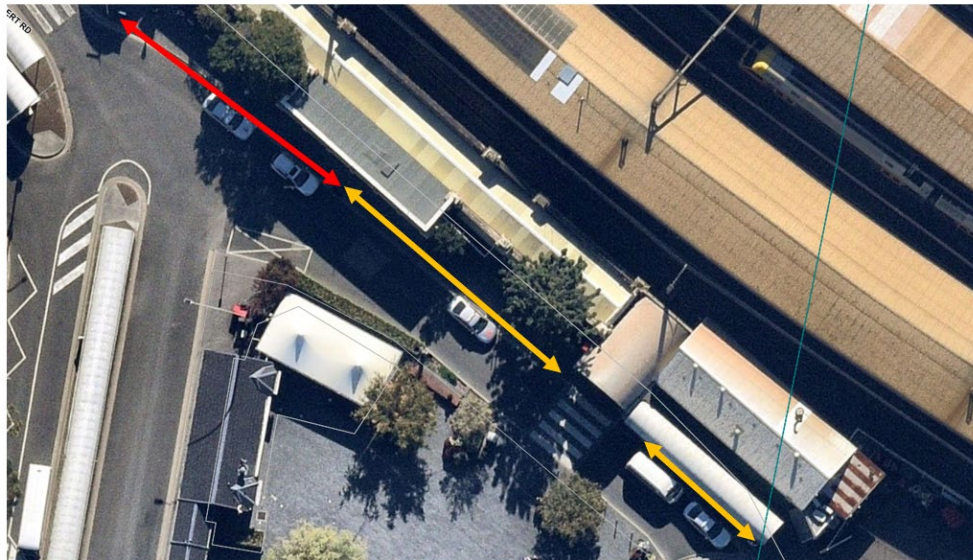


Figure 2. Aerial view of Taxi rank and No Stopping Zone.

Based on the results of the Parking Occupancy Survey the Taxi Rank was over 85% full on most of the day see below Table 1.

Location	No. of Spaces	Time & Date	No. of space occupied	Percentage of spaces occupied
Strathfield TC Taxi Rank	6	24/06/2025 - 9:30AM	6	100%
Strathfield TC Taxi Rank	6	24/07/2025 - 4:40PM	5	83%
Strathfield TC Taxi Rank	6	30/06/2025 - 9:30AM	5	83%
Strathfield TC Taxi Rank	6	30/06/2025 - 10:45AM	6	100%
Strathfield TC Taxi Rank	6	30/06/2025 - 3:40PM	4	67%
Strathfield TC Taxi Rank	6	01/07/2025 - 9:30AM	6	100%
Strathfield TC Taxi Rank	6	01/07/2025 - 10:45AM	5	83%
Strathfield TC Taxi Rank	6	01/07/2025 - 5:00PM	6	100%
Strathfield TC Taxi Rank	6	02/07/2025 - 9:40 AM	6	100%
Strathfield TC Taxi Rank	6	02/07/2025 - 10:30AM	6	100%
Strathfield TC Taxi Rank	6	02/07/2025 - 12:30PM	6	100%
Strathfield TC Taxi Rank	6	02/07/2025 - 1:30PM	3	50%
Strathfield TC Taxi Rank	6	03/07/2025 - 10:30AM	3	50%
Strathfield TC Taxi Rank	6	30/07/2025 12:15PM	4	67%
Strathfield TC Taxi Rank	6	03.07/2025 2:00PM	5	83%
Average occupancy				85%

Table 1. Average Occupancy 85%

Proposal

It was observed that immediately behind the Taxi Rank there is a section of No Stopping approximately 25 Meters long that could be better utilised.

Proposed solution would be to shorten the length of No Stopping to allow three No Parking spaces to be installed. This No Stopping would be shortened by 18 Meters and allow No Parking with Kiss and Ride Signage installed this would accommodate 3-4 vehicles. See figure 3.



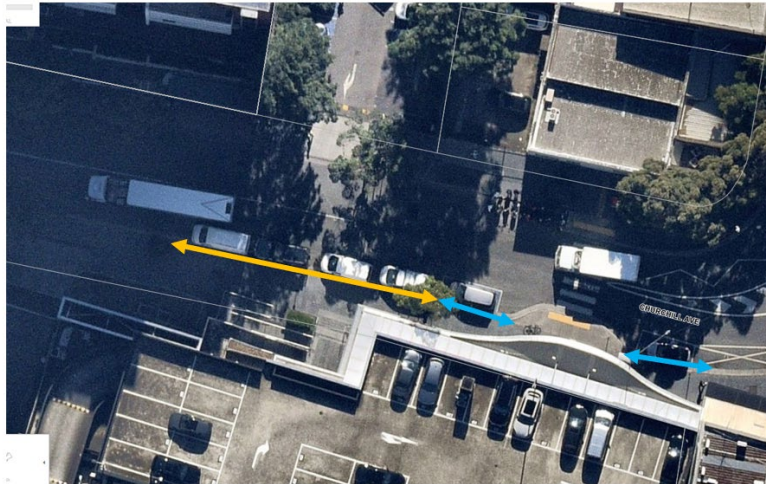
Figure 3. Install a Full time 18.0m long No Parking Zone for Kiss and Ride.

In terms of the Loading Zone in front of the Plaza, Council staff carried out a Parking Occupancy Survey and the results are as follows - see Table 2.

Location	No. of Spaces	Time & Date	No. of space occupied	Percentage of spaces occupied
Strathfield TC Loading Zone	4	24/06/2025 - 9:30AM	2	50%
Strathfield TC Loading Zone	4	24/0/2025 - 4:40PM	2	50%
Strathfield TC Loading Zone	4	30/06/2025 - 9:30AM	4	100%
Strathfield TC Loading Zone	4	30/06/2025 - 10:45AM	3	75%
Strathfield TC Loading Zone	4	30/06/2025 - 3:40Pm	2	50%
Strathfield TC Loading Zone	4	01/07/2025 - 9:30AM	4	100%
Strathfield TC Loading Zone	4	01/07/2025 - 10:45AM	4	100%
Strathfield TC Loading Zone	4	01/07/2025 - 5:00PM	2	50%
Strathfield TC Loading Zone	4	02/07/2025 - 9:40 AM	2	50%
Strathfield TC Loading Zone	4	02/07/2025 - 10:30AM	2	50%
Strathfield TC Loading Zone	4	02/07/2025 - 12:30PM	4	100%
Strathfield TC Loading Zone	4	02/07/2025 - 1:30PM	2	50%
Strathfield TC Loading Zone	4	03/07/2025 - 10:30AM	3	75%
Strathfield TC Loading Zone	4	30/07/2025 12:15PM	2	50%
Strathfield TC Loading Zone	4	03.07/2025 2:00PM	3	75%
Average occupancy				69%

Table 2 Average Occupancy 69%

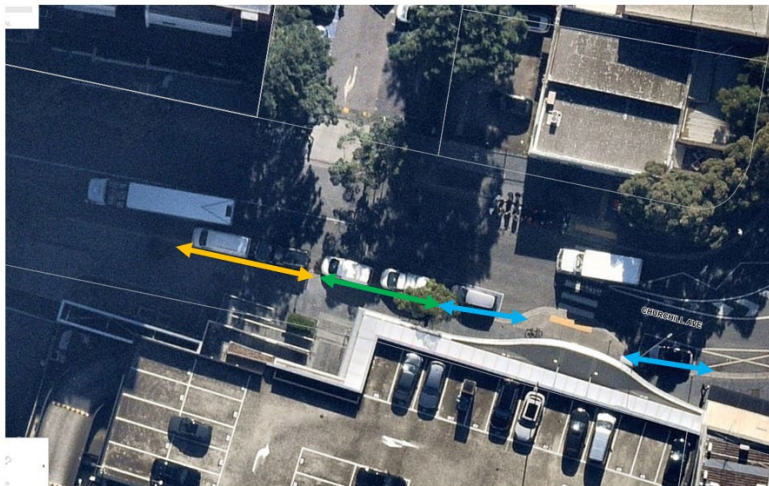
Most of the time the Loading Zone was Occupied by Vans, however on some occasions Utility vehicles were in the Loading Zone, this is still legal however no deliveries were being undertaken by the drivers.



Existing Loading Zone 
 Disable Parking 

Figure 4. existing Landing Zone 26.0m in length.

Based on the occupancy rate of the loading Zone it is recommended to convert two of the 4 spaces in the Loading Zone to P15 Min Parking. This will better suit the parking demands of the area. See Figure 5.



Proposed Loading Zone 
 Disable Parking 
 15 Min Parking 

Figure 5. Retain 2 loading Zone Spaces and create 2 X P15 Minute Parking spaces.



Figure 6. Photos of Loading Zone

RECOMMENDATION

1. That based on the result of the parking occupancy survey for the Taxis Rank that the exiting 6 Spaces remain in their current arrangement and that the No Stopping Zone immediately behind the Taxi Rank be shortened by 18.0 Meters and converted to No Parking Kiss and Ride.
2. Further that, based on the result of the parking occupancy survey for the Loading Zone that it be time limited 8:00AM – 4:00PM Mon -Sat and that it be shortened by 12.0 meters to allow for P15 minute 8:30AM – 6:00PM Mon to Sat to accommodate parking for two vehicles.
3. That the Loading Zone in Albert Road near the Russian Club be timed 7:00AM – 2:00PM
4. That the loading Zone in Churchill Street (south side) in front of the apartments be Timed 7:00AM – 2:00PM

(Voting on this item was unanimous)

6.2 Pedestrian Barriers on the Boulevard.

Introduction

At the Council meeting on the 23 June 2025, the following Resolution was adopted;

1. *That Council prepare a report examining the feasibility of installing pedestrian safety barriers or fencing along The Boulevard, between Torrington Road and Margaret Street, with the objective of:*
 - o *Improving pedestrian safety,*
 - o *Directing pedestrian flow toward the existing pedestrian footbridge, and*
 - o *Reducing mid-block or informal road crossings by school students and other pedestrians.*
2. *That Council formally write to Burwood Council, requesting that they consider the installation of matching or complementary pedestrian boundary fencing along their section of The Boulevard, particularly adjacent to the pedestrian footbridge, to support a consistent cross-boundary approach to pedestrian safety and encourage the use of the footbridge by students.*
3. *That the report also consider the long-term removal of either the existing pedestrian crossing on The Boulevard (at-grade) in favour of increased footbridge utilisation, or vice versa, subject to safety assessments and stakeholder consultation.*

Background

There is already a Pedestrian Safety Fence adjacent to the Pedestrian Overbridge on both sides of the Boulevard (see Figure 1 below).



Figure 1 existing fencing on both sides of the Boulevard



The pedestrian bridge was constructed in the early 2000's to provide a safe pedestrian link over the Boulevard for general pedestrian movement as well as providing a safe link from the Sanat Sabina Delmonte Junior School over to Santa Sabina's Main Campus for students.

Transport for NSW were consulted on the provision of extending the existing pedestrian safety fencing; the following was their response.

For pedestrian fencing and barriers to be effective, they should be installed at continuous lengths where feasible. As you are aware, we continually face challenges along both sides of The Boulevard with the number of driveways, utilities and trees so close to one another and to the kerbside. As such, there will be short lengths of fencing which will not perform as intended and pedestrians may choose to cross between gaps at undesignated locations where the fencing cannot be provided. For this reason, Transport would be less inclined to accede to the extension of the fencing to Torrington Road/Margaret Street at this stage.

Notwithstanding the above Council staff will investigate the option of extending the existing fencing on the western side of the Boulevard. There is the option to extend this by an additional 38.0m to the north as shown below. See Figure 2 and an additional 8.0m to the South as shown below Figure 3.



Figure 2 potential extension of 38.0m to the north as shown.



Figure 3. potential extension of 8.0m to the south as shown.

Additional comments from TfNSW in relation the *long-term removal of either the existing pedestrian crossing on The Boulevard (at-grade) in favour of increased footbridge utilisation, or vice versa.*

*The Council resolution indicates consideration for the removal of either the pedestrian footbridge **or** the at-grade signalised midblock crossing. This suggests that both facilities provide pedestrians with a safe means of crossing The Boulevard. If there are also any issues or scheduled maintenance which prevents the footbridge elevator from operating, the signalised midblock crossing will provide accessible or mobility impaired users with a safe alternative to cross the road within close proximity.*

From a safety perspective and being mindful of the funds available, both these pedestrian facilities have been in place for over two decades and have had no reported crash history involvement in the last finalised five-year period to presently justify a removal.

Strathfield Council has contacted Burwood Council, and they will look into the option to extend the existing pedestrian fencing on the eastern side of the Boulevard subject to driveway locations.

RECOMMENDATION

1. That Council consider the approval of the extension of the existing pedestrian fencing on the western side of The Boulevard for a length of 38.0m to the north and 8.0m to the south of the existing fencing. Total Length 46.0m @ \$500/lineal metre at a total cost of approximately \$23,000. This can be funded from the Traffic Facilities Budget. Only on the proviso that Burwood Council extend the fencing on the eastern side of The Boulevard as well.
2. Further that based on the comments from TfNSW in relation to the servicing of the elevators on the pedestrian over bridge, that the removal of the at grade traffic signals should **NOT** be considered any further as it is a TfNSW asset to begin with and that it plays an integral part of the pedestrian management in the section of the Boulevard.

(Voting on this item was unanimous)



6.3 Loftus Lane Between Crane Street and Loftus Crescent – Results of Investigation into a Shared Zone.

PURPOSE

To propose a shared zone treatment for Loftus Lane between Crane Street and Loftus Crescent and the conversion of the laneway to 1-way.

BACKGROUND

As requested at the April 2025 Ordinary Meeting of Council:

Resolution: 87/25

Loftus Crescent Laneway – Possible Closure

That Council prepares a report for consideration of the closure of Loftus Laneway between Crane Street and Loftus Crescent.

The report includes the following:

Options to close which ensures access to the driveway at 43-45 Loftus Crescent, Homebush:

- *Cost of beautification works to allow a passive outdoor area with seating areas with minimal ongoing maintenance cost to Council*
- *The increase in parking on Crane Street due to the closure*
- *Any possible grant funding opportunities or development contributions that can be used to fund the project*

Council have investigated the site to determine the feasibility of the proposal and any possible treatments here. The site is shown in Figure 1.

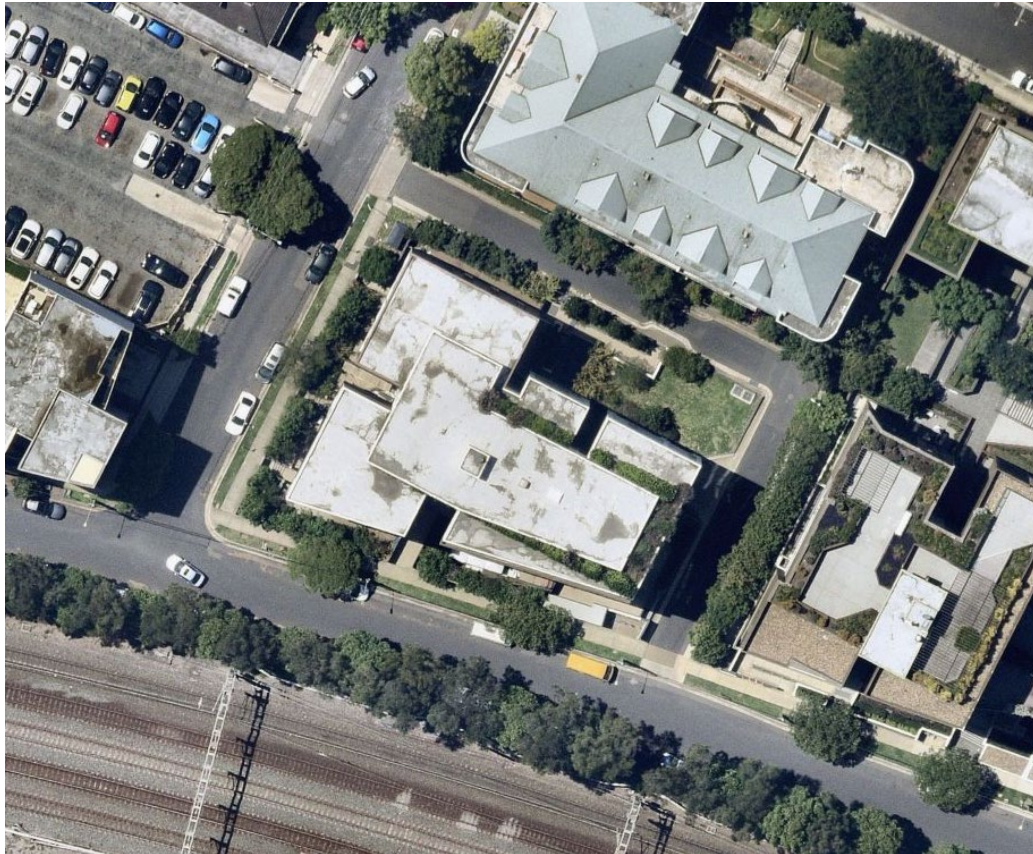


Figure 1 – Loftus Lane between Crane Street and Loftus Crescent

PROPOSAL

The proposal aims to emulate the existing Crane Street Park shown in Figure 2 that provides a lineal green space with seating.

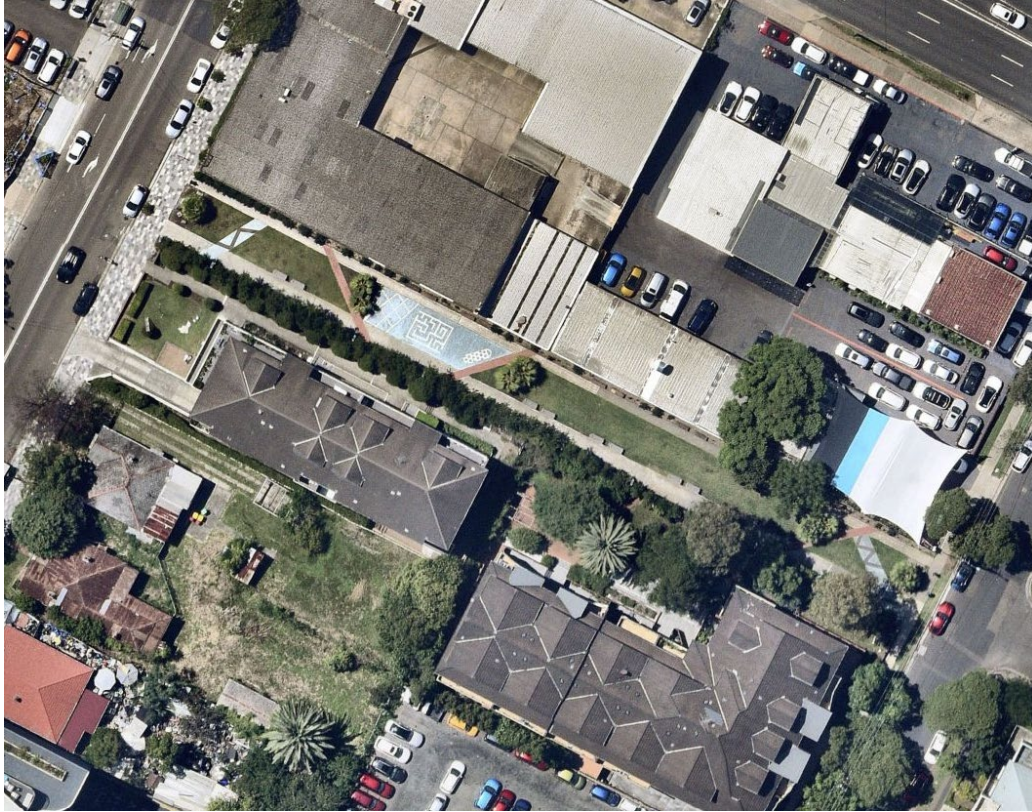


Figure 2 – existing Crane Street Park

While Council supports proposals such as this to activate more open space for use by the public, this site is unsuitable for this proposal for the following reasons:

- Should a full road closure be implemented, this would need to be at the Crane Street end of the laneway such that waste vehicles can still access the development via Loftus Crescent as they cannot navigate around the bend. The width of the road is such that it does not allow for 2-way traffic flow via the Loftus Crescent entry to the laneway and as such all traffic cannot be directed to come and go via Loftus Crescent, requiring the laneway at Crane Street to remain open.
- The geometry of the road requires the bend to be kept clear of all obstructions to ensure vehicles can turn.
- The above considerations results in the east-west section of the laneway between Crane Street and the kerb extension being the only section that could have any treatment, where the need to maintain vehicle access would result in minimal benefit that does not justify the cost of any treatment.

As such, it is not proposed to implement a road closure, planting, seating, or any other treatment in this section of Loftus Lane and funding would be better used in areas that would have a greater impact.

However, a surface treatment in the laneway may be possible to positively impact the streetscape here, where the treatment may be achieved either using paint or coloured texture finishes, e.g. cobblestones. Surface treatments may also be applied to vertical surfaces like fences and similar, but this would require consent from the relevant property owners. Please note that Place Planning Co-ordinator is investigating possible public domain improvements for this and other laneways.

Examples of surface treatments have been provided by Council's Planning & Place team in Figure 3 below.



Figure 3 – examples of surface treatments in laneways.

It should be noted that any surface treatment with paint will require ongoing maintenance and a cost-benefit analysis of any such treatment should be considered.

RECOMMENDATION

1. That based on the above report no road closure, planting, seating, or similar be implemented in Loftus Lane between Crane Street and Loftus Crescent.
2. That Council and the Planning & Place team consider surface treatments of the pavement in Loftus Lane for public activation.

(Voting on this item was unanimous)

6.4 Proposed Extension of Resident Parking Scheme Area 30 – Results of Community Consultation.**PURPOSE**

To present the reports of the community consultation on the extension of the Area 30 Resident Parking Scheme and propose parking restrictions in the Area 30 extension.

BACKGROUND

As per item 6.7 of the November 2024 Local Traffic Committee meeting, 'Underwood Road Precinct, Homebush – Consultation Extension of Resident Parking Scheme Area 30', Council conducted consultation of extension of the existing Area 30 Resident Parking Scheme shown in blue in Figure 1 with the proposed extension to the area shown in orange in Figure 1.



Figure 1 – existing (blue) and proposed (orange) Area 30 Resident Parking Scheme.



CONSULTATION

187 properties were consulted, with the following results:

- 37 responses received (19.8% response rate) – a 10% response rate is typically considered to be the minimum representative response of a consulted area.
- 2 results received were from residences out of the area and hence were not considered.
- 1 result did not provide an exact address and so was omitted to prevent possible double-up of results.
- 3 results were duplicates of other results from the same address and so 1 response from each address was considered.
- 1 result was from within the existing RPS and objected to the extension where those within the existing RPS were consulted only to determine if they wanted different hours of effect of the existing restrictions and not on the extension, so the result was omitted.
- As such, 30 responses were considered in the results presented below.

	Support for the RPS Area 30 extension	Objection to the RPS Area 30 extension
Number of responses	18 (60%)	12 (40%)

As such, there is a majority support for the extension of the Area 30 RPS.

In reviewing the results further, 7 of the 12 objections to the extension were from residences in Wentworth Road South.

Considering the length of time for parking restrictions to apply and the hours of effect of the restrictions, the most common response including the average of responses with suggested times longer or shorter than the below was:

2P 8AM-6PM Monday-Friday 10AM-6PM Saturday-Sunday

This restriction covers standard business hours during the week to address street parking used by vehicles from the Homebush Business Village and covers the opening hours of the Homebush DFO on weekends to prevent vehicles parking in local streets to access the DFO.

BACKGROUND

Considering the split of results, streets that support and object to the extension, and suggested hours and times of effect, it is proposed to install '2P 8AM-6PM Monday-Friday 10AM-6PM Saturday-Sunday Permit Holders Excepted Area 30' parking restrictions in the following streets and as shown in red in Figure 2:

- Underwood Road between Pomeroy Street and Bellona Avenue
- Cartwright Avenue
- Coleman Avenue
- Verley Drive
- Bellona Avenue

Given the objection to the extension from residences in Wentworth Road South, it is proposed to leave street parking as it is here and monitor any changes in on-street parking due to the implementation of the parking restrictions.

Wentworth Road North was not considered in the extension as this directly fronts several industrial complexes.

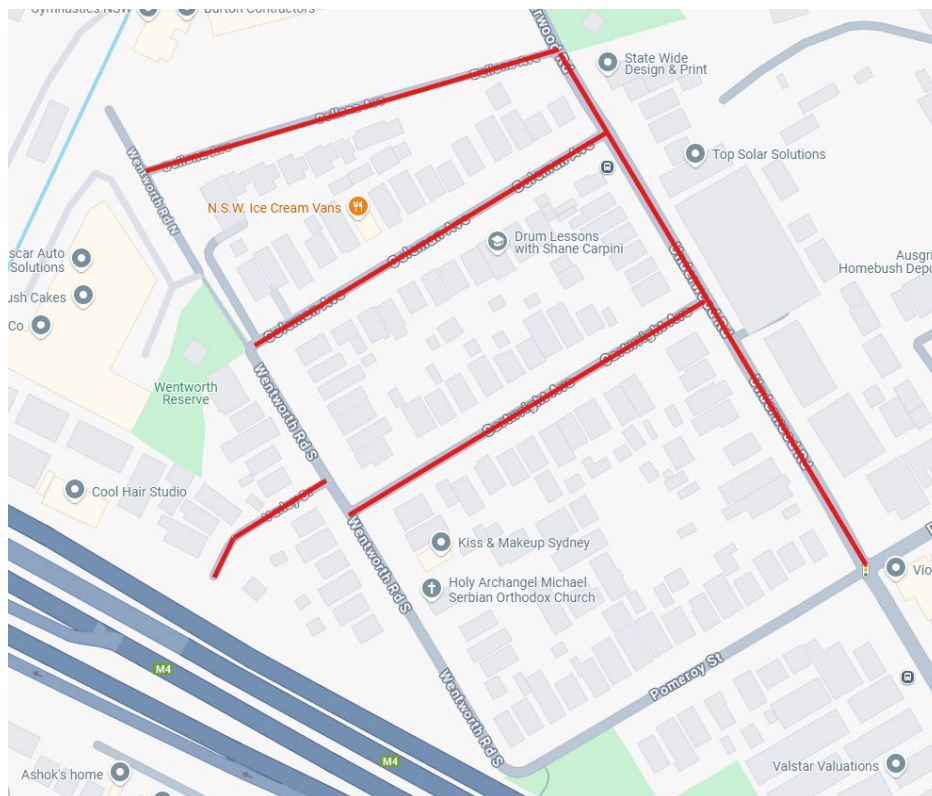


Figure 2 – proposed streets for extension of the Area 30 Resident Parking Scheme

Additionally, as per recommendation 3 of item 6.7 of the November 2024 Local Traffic Committee meeting, '3P 8:30AM-6PM Saturday-Sunday' parking restrictions will be implemented on the east side of Underwood Road with frontage to Mason Park (shown in red in Figure 3) to match the restrictions for the Mason Park and Bressington Park car parks such that this encourages use of the parking for access to weekend sports and not to the Homebush DFO. This has already been approved by the Local Traffic Committee and Council and will be implemented with the additional Area 30 parking restrictions.

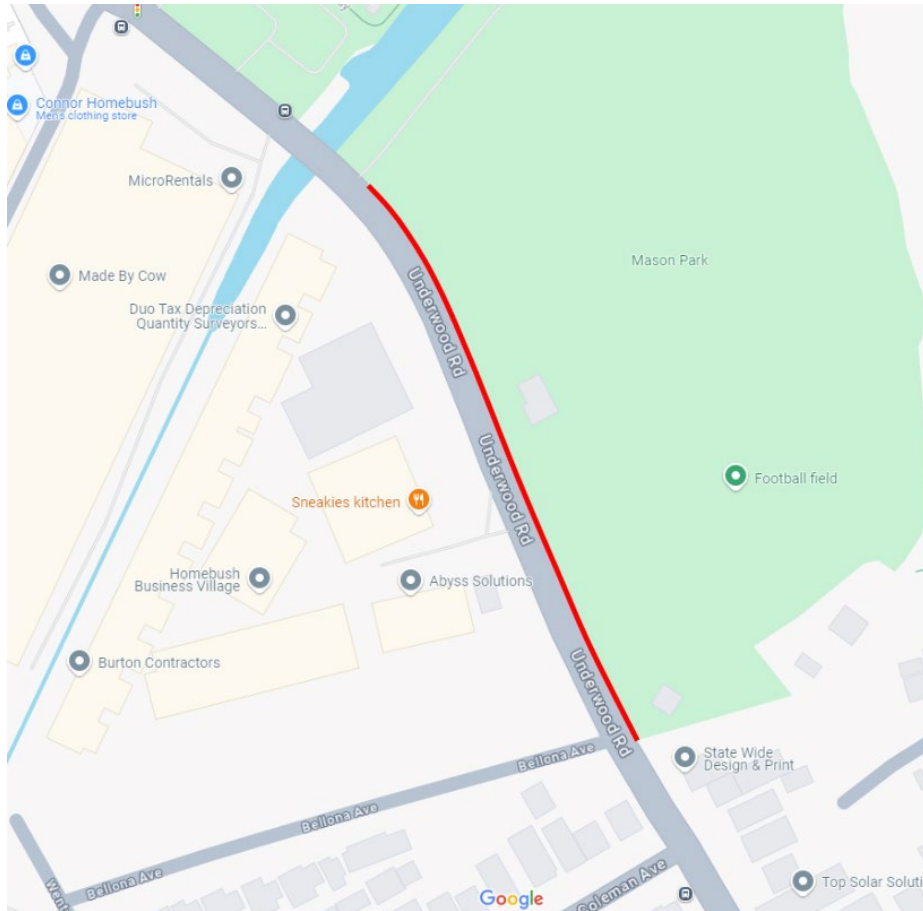


Figure 3 – proposed area for implementation of 3-hour parking on weekends.

CONSULTATION

Notification of all parking changes in the area will be provided to residences consulted within the original consultation, i.e. those in orange in Figure 1.

RECOMMENDATION

1. That Council install '2P 8AM-6PM Monday-Friday 10AM-6PM Saturday-Sunday Permit Holders Excluded Area 30' parking restrictions in the streets outlined in this report and shown in red in Figure 2.
2. That Council notify all residences from the original consultation of the parking changes.

(Voting on this item was unanimous)



6.5 Excelsior Avenue, Strathfield South – Request for Existing 'No Parking' Extension to Sunday.

PURPOSE

To propose 'No Parking 9AM-3PM Saturday-Sunday' parking restrictions on the north side of Excelsior Avenue in Strathfield South.

BACKGROUND

Excelsior Avenue is approximately 6.2m wide kerb-to-kerb and currently has an informal parking system where residents park on the south side of the street with no signs formalising parking; vehicles occasionally park on the north side of the street. On weekends when traffic increases, vehicles park on the north side of the street as well such that the street is typically parked out along both sides, resulting in congestion when conflicting vehicle movements occur in Excelsior Avenue and access issues due to the narrow width of the road remaining.

According to Australian Standard 2890 Part 5: *On-Street Parking*, on-road parallel parking in an area with a speed limit of 50 km/hr or less requires a minimum space width of 2m. By applying this standard to the aforementioned parking situation, vehicles parked along both sides of the street leaves a 2.2m travel lane in one direction, therefore violating NSW road rule 208: 'If the road does not have a continuous dividing line or a dividing strip, the driver must position the vehicle so there is at least 3.0m of the road alongside the vehicle that is clear for other vehicles to pass, unless otherwise indicated by information on or with a parking control sign' (2014).

Item 6.2 of the March 2023 Local Traffic Committee meeting '*Excelsior Avenue, Strathfield South - Request for 'No Parking' along one side of the Street*' proposed consultation on implementing 'No Parking Saturday-Sunday' parking restrictions on one side of Excelsior Avenue to prevent parked vehicles on both sides of the road during weekend sports causing congestion and access issues. The item was approved for consultation and the results were reported back to the May Local Traffic Committee meeting.

Item 6.3 of the May 2023 Local Traffic Committee meeting '*Strathfield South – Results of the Narrow Street Consultation Process for Excelsior Avenue, Chatfield Avenue, Birriwa Avenue, Cross Street and Robinson Street No Parking' Zones*' reported the results on consultation of parking restrictions in several streets including Excelsior Avenue.

Excelsior Avenue had a total of 6 submissions responding to the consultation, where 5 individual submissions supported the parking restrictions and the sixth submission was made on behalf of 6 residences objecting to the parking restrictions. Reasons for the objection included:

- Excelsior Avenue is a quiet residential street and as such residents should be able to park their vehicles outside their house with unrestricted parking,
- Residents generally use common sense and don't park across from another vehicle such that the road width is narrow,
- Residents will need to move their vehicles on Friday evenings so as to not be fined,
- Such a restriction would negatively impact house values,
- Such a restriction would cause difficulties for tradespersons and deliveries to be conducted in the street,



- Such a restriction would reduce the number of available on-street parking spaces, where many households have 2-3 vehicles (**NOTE: except for 3 residences, all residences have at least 3 Off-street parking spaces or more, where the excepted 3 have 2 off-street parking spaces**), and
- Specifically for the south side of the street:
 - o Residents predominantly park on the south side of the street where most vehicles enter Excelsior Avenue off Water Street and there are more houses along the south side,
 - o More off-street parking spaces for houses on the north side of Excelsior Avenue than the south side, and
 - o For vehicles to park on the north side of the street, it is anticipated that vehicles would enter Excelsior Avenue from Water Street and execute a U-turn at the intersection of Excelsior Avenue and Chisholm Street.

Due to the split of results in Excelsior Avenue, '*No Parking 9AM-3PM Saturday*' parking restrictions were implemented on the north side of the road to balance the needs of the residents while addressing the parking issues here.

Council has received further representation from the original representative requesting that the parking restrictions be extended to Sunday as the same issues associated with vehicles parking on both sides of the street are experienced on Sundays.

PROPOSAL

It is proposed to extend the existing parking restriction '*No Parking 9AM-3PM Saturday*' to Sundays for the same time to prevent vehicles accessing Cooke Park for sport and recreation from parking in Excelsior Avenue.

The proposed restrictions are shown in Figure 1 below.



Figure 1 – proposed 'No Parking 9AM-3PM Saturday-Sunday' restrictions to be implemented on the north side of Excelsior Avenue

CONSULTATION

As the proposal is to ensure safe access for vehicles in and around Excelsior Avenue, it is proposed to only notify residents of Excelsior Avenue of the change of parking restrictions.

RECOMMENDATION

1. That Council change the existing 'No Parking 9AM-3PM Saturday' parking restrictions on the north side of Excelsior Avenue to 'No Parking 9AM-3PM Saturday-Sunday' as outlined in the report.
2. Further, that Council notify all residences in Excelsior Avenue of the parking changes.

(Voting on this item was unanimous)



6.6 Eve Street, Strathfield – Request for Accessible Parking Space

PURPOSE

To propose the implementation of an accessible parking space outside 35 Eve Street in Strathfield.

BACKGROUND

Council received representation requesting the installation of an accessible parking space outside 35 Eve Street to assist the resident and visitors in accessing and leaving the property.

Reasons for the request are as follows:

- Vehicles frequently park across the driveway, making it difficult for the resident to enter and exit the driveway.
- Parents and teachers accessing Strathfield South Public School in Telopea Avenue frequently park out the front of the residence, preventing the resident and visitors to use nearby on-street parking.
- The resident has several medical issues such that they cannot walk long distances if unable to park in their driveway due to vehicles blocking the driveway or if unable to park outside their residence.

The resident's disability parking permit has been provided to Council staff.

Eve Street has a high demand for on-street parking due to both residential use and use by teachers and visitors to Strathfield South Public School, where the school grounds at Telopea Avenue only have parking on 1 side of the street that is '*No Parking*' during school pick-up and drop-off hours.

PROPOSAL

It is proposed to implement an accessible parking space outside 35 Eve Street as shown in Figure 1, where the utility pole on the far side of the driveway will be utilised for the signage installation to reduce the number of stems installed in the nature strip.



Figure 1 – proposed accessible space to be implemented outside 35 Eve Street

Following implementation, the parking space will be reviewed every 12 months to ensure it is still used by the property, otherwise it will be removed.

CONSULTATION

As the proposal affects parking in the area, Council will notify surrounding residences of the parking change to be implemented.

RECOMMENDATION

1. That Council implement an accessible parking space outside 35 Eve Street as shown in Figure 1 in the report.
2. That Council notify surrounding residences of the parking changes.

(Voting on this item was unanimous)



TRAFFIC COMMITTEE MEETING - 15 JULY 2025

MINUTES

7. SPECIAL EVENTS

Nil

8. ROAD SAFETY

Nil

Meeting Closed: 11:50AM

Next Meeting: 19 August 2025

13.1 QUESTION WITH NOTICE SUBMITTED BY COUNCILLOR PENSABENE
SUBJECT: COSTS OF RECENT TRIPS (KOREA AND CANBERRA)

To the General Manager:

Could the Council provide a detailed breakdown of the total costs associated with the recent trips to Korea and Canberra?

ATTACHMENTS

There are no attachments for this report.

13.2 QUESTION WITH NOTICE SUBMITTED BY COUNCILLOR PENSABENE
SUBJECT: INTERNATIONAL OR INTERSTATE TRAVEL PLANS (NEXT SIX MONTHS)

To the General Manager:

What international or interstate travel plans on behalf of Council, if any, do the Mayor or other Councillors have scheduled for the next six months?

ATTACHMENTS

There are no attachments for this report.

13.3 QUESTION WITH NOTICE SUBMITTED BY COUNCILLOR NOSWORTHY
SUBJECT: PROPOSED PLAN TO CLOSE ROCHESTER STREET BETWEEN THE TWO SECTIONS OF
DAVEY SQUARE

To the General Manager:

1. Could you provide an explanation of why you have put forward this plan?
2. Could you update councillors on the progress of the consultation thus far?

ATTACHMENTS

There are no attachments for this report.