

COUNCIL MEETING AGENDA

Strathfield Municipal Council

Tuesday 4 September 2018

6.30PM

Council Chambers

65 Homebush Road, Strathfield

OPEN FORUM

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

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

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

All comments made in Open Forum are recorded.

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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.

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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.

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Nil

HENRY T WONG
GENERAL MANAGER

MINUTES

Council Meeting

7 August 2018

Minutes of the Council Meeting of Strathfield Municipal Council held on 7 August 2018, in the Council Chambers, 65 Homebush Road, Strathfield.

COMMENCING: 6.30pm

PRESENT: Councillor Matthew Blackmore
Councillor Antoine Doueihi
Councillor Maryanne Duggan
Councillor Nella Hall
Councillor Stephanie Kokkolis
Councillor Karen Pensabene
Councillor Gulian Vaccari

STAFF: Henry Wong, General Manager
Stephen Clements, Director Infrastructure, Development & Environment
Anthony Hewton, Director Corporate & Human Services
James Ng, Manager Administration
Kathie John, Acting Governance Coordinator

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

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

3. **APOLOGIES**

Nil

4. **OPEN FORUM**

Teresa Le Strange addressed the meeting concerning Pilgrim Park and Item 5.1 Senior Staff Matter – Notice of Rescission signed by Councillors Vaccari, Kokkolis and Blackmore dealt with at Council's Extraordinary Meeting held on 9 July 2018.

Sue McDonald addressed the meeting discussing the budget regarding Council's live music in Strathfield Square event held during the summer months.

5. **PECUNIARY INTEREST /CONFLICT OF INTEREST**

Nil

6. **CONFIRMATION OF MINUTES**

158/18

RESOLVED: (Kokkolis / Doueihi)

That the minutes of the Ordinary Council Meeting meeting held on 3 July 2018, 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.

For the Motion: Councillors Blackmore, Doueihi, Hall, Kokkolis and Vaccari

Against the Motion: Councillors Duggan and Pensabene

159/18

RESOLVED: (Kokkolis / Vaccari)

That the minutes of the Extraordinary Council Meeting meeting held on 9 July 2018, 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.

For the Motion: Councillors Blackmore, Doueihi, Hall, Kokkolis and Vaccari

Against the Motion: Councillors Duggan and Pensabene

7. ACKNOWLEDGEMENTS

7.1 Father Paul Ryan

That Council acknowledge the passing of Father Paul Ryan.

Councillor Vaccari advised that he attended the funeral of Father Paul on 7 August 2018.

Councillor Pensabene also acknowledged Father Paul.

7.2 107th Birthday - Ms Johanna Zirkzee

Cr Gulian Vaccari attended Ms Zirkzee's 107th Birthday on 4 August 2018 and presented her with flowers on behalf of Council.

8. DEFERRED/OUTSTANDING MATTERS AWAITING REPORT

Nil

9. PLANNING AND DEVELOPMENT MATTERS

Nil

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

10.1 Mayoral Minute No. 16/18 - Chess Board Strathfield Square

I MOVE:

1. That a Giant Chess Board be installed in Strathfield Square before 1 December 2018:
 - a. The preferred location of the Chess Board being the western side boundary behind the bus shelter, but Council officers to provide advice if this is not appropriate.
 - b. The chess pieces to be left in Strathfield Square between 8am till 4:30pm Monday to Friday and during the appropriate daytime hours on the weekends depending on Council staff working hours.

160/18

RESOLVED: (Vaccari)

THAT:

1. That a Giant Chess Board be installed in Strathfield Square before 1 December 2018:
 - a. The preferred location of the Chess Board being the western side boundary behind the bus shelter, but Council officers to provide advice if this is not appropriate.
 - b. The chess pieces to be left in Strathfield Square between 8am till 4:30pm Monday to Friday and during the appropriate daytime hours on the weekends depending on Council staff working hours.
2. That this initiative be funded at the next Budget Quarterly Review.

For the Motion: Councillors Blackmore, Doueihi, Kokkolis and Vaccari

Against the Motion: Councillors Duggan, Hall and Pensabene

The Mayor declared the Motion Carried.

10.2 Mayoral Minute No. 17/18 - Graffiti Initiatives

I MOVE:

1. That with immediate effect Strathfield Council move to a policy of addressing high risk, public facing graffiti prone areas with the application of an appropriate mural.
2. That using its extensive archives and resident knowledge base, Council ensures that all murals which are commissioned reflect the history of the immediate area.
3. That this initiative addresses not only problem Council property, but also property owned by other government organisations (for example, railways, schools etc.) and also private property.
4. That an appropriate protocol be developed so that the permission of non-Council land owners can be sought and gained.
5. That given their successful and ongoing mural initiative, the Inner West Council be

consulted in the setting up of this project.

6. That this initiative be funded at the next Budget Quarterly Review.

161/18

RESOLVED: (Vaccari)

1. That with immediate effect Strathfield Council move to a policy of addressing high risk, public facing graffiti prone areas with the application of an appropriate mural.
2. That using its extensive archives and resident knowledge base, Council ensures that all murals which are commissioned reflect the history and heritage of the immediate area.
3. That this initiative addresses not only problem Council property, but also property owned by other government organisations (for example, railways, schools etc.) and also private property.
4. That an appropriate protocol be developed so that the permission of non-Council land owners can be sought and gained.
5. That this initiative be funded at the next Budget Quarterly Review.

For the Motion: Councillors Blackmore, Doueihi, Kokkolis and Vaccari

Against the Motion: Councillors Duggan, Hall and Pensabene

The Mayor declared the Motion Carried.

10.3 Mayoral Minute No. 18/18 - Smoke Free Laws

I MOVE:

That Council provide:

1. A report to an upcoming workshop on the number of fines:
 - a. Issued to people for smoking within four (4) metres of a pedestrian entrance/exit to any licensed premises or restaurant in the Strathfield local government area.
 - b. Issued to people smoking in outdoor public places including within 10 metres of children's playgrounds, spectator areas at sports ground/recreation facilities, public transport stops and platforms and within four (4) metres of any entrance to any public building within Strathfield local government area.
2. A report to the October 2018 Council meeting including, but not limited to, the revenue raised, the number of fines issued, campaigns conducted to educate people about the legislation concerning where they can't smoke, and future plans for increased enforcement in Strathfield local government area.

162/18

RESOLVED: (Vaccari)

That Council provide:

1. A report to an upcoming workshop on the number of fines:
 - a. Issued to people for smoking within four (4) metres of a pedestrian entrance/exit to any licensed premises or restaurant in the Strathfield local government area.
 - b. Issued to people smoking in outdoor public places including within 10 metres of children's playgrounds, spectator areas at sports ground/recreation facilities, public transport stops and platforms and within four (4) metres of any entrance to any public building within Strathfield local government area.
2. A report to the October 2018 Council meeting including, but not limited to, the revenue raised, the number of fines issued, campaigns conducted to educate people about the legislation concerning where they can't smoke, and future plans for increased enforcement in Strathfield local government area.

For the Motion: Councillors Blackmore, Doueih, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

10.4 Mayoral Minute No. 19/18 - Synthetic Sports Pitches and Improved Basketball/Netball Facilities

I MOVE:

1. That the construction of two (2) of the synthetic sports pitches foreseen by Council's recently adopted Community Strategic Plan be fast-tracked and be completed by the end of this financial year.
2. That the opportunity for a complex of outdoor basketball or netball courts be investigated.
3. That Council officers recommend by way of report the best location for these facilities to be constructed but take into account:
 - a. The fact that Council's existing synthetic sports pitches are in the centre and north of the LGA, and that there is a lack of such facilities in other areas.
 - b. That Council desires a net increase in formal sports grounds if possible, not just the replacement of existing sports grounds with synthetic sports pitches.
 - c. The opportunities which the reassignment of Hudson Park Golf Course might present.

163/18

RESOLVED: (Vaccari)

1. That the construction of two (2) of the synthetic sports pitches foreseen by Council's recently adopted Community Strategic Plan be fast-tracked and be completed by the end of this financial year.

2. That the opportunity for a complex of outdoor basketball or netball courts be investigated.
3. That Council officers recommend by way of report the best location for these facilities to be constructed but take into account:
 - a. The fact that Council's existing synthetic sports pitches are in the centre and north of the LGA, and that there is a lack of such facilities in other areas.
 - b. That Council desires a net increase in formal sports grounds if possible, not just the replacement of existing sports grounds with synthetic sports pitches.
 - c. The opportunities which the reassignment of Hudson Park Golf Course might present.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

10.5 Mayoral Minute No. 20/18 - Solar Panels on Council Building

This Motion was Withdrawn.

10.6 Mayoral Minute No. 21/18 - Heritage Properties and Conservation Zones

I MOVE THAT:

1. Council ensures that its policy on turning individual properties into heritage items takes into strong account the attitudes of the current owner of the property, to the extent that listing should not proceed if the current property owner is not in favour.
2. Council ensures that its policy on the creation of conservation zones takes into account the need for the overwhelming number (80%) of potentially affected residents to be supportive of any proposal to create the said conservation zone.

164/18

RESOLVED: (Vaccari)

That:

1. Council ensures that its policy on turning individual properties into heritage items takes into strong account the attitudes of the current owner of the property, to the extent that listing should not proceed if the current property owner is not in favour.
2. Council ensures that its policy on the creation of conservation zones takes into account the need for the overwhelming number (80%) of potentially affected residents to be supportive of any proposal to create the said conservation zone.

For the Motion: Councillors Blackmore, Doueihi, Hall, Kokkolis and Vaccari

Against the Motion: Councillors Duggan and Pensabene

The Mayor declared the Motion Carried.

10.7 Mayoral Minute No. 22/18 - Return and Earn Scheme

I MOVE:

That Council write to the Minister for the Environment, the Hon. Gabrielle Upton to:

1. Congratulate her on the overwhelming success of the Return and Earn Scheme, which has so far collected more than 460 million drink containers from 632 collection points across NSW since its introduction on 1 December 2017;
2. Thank the Minister for installing a two-bay Return and Earn collection station at Strathfield Town Centre, which processes on average more than 120,000 containers each week; and
3. Request the Minister to introduce legislation as a matter of urgency banning single-use plastic shopping bags in all NSW retail businesses. Further that the government legislate a compulsory charge of 50 cents per 'reusable bag' retailers might wish to distribute.

165/18

RESOLVED: (Vaccari)

That Council write to the Minister for the Environment, the Hon. Gabrielle Upton to:

1. Congratulate her on the overwhelming success of the Return and Earn Scheme, which has so far collected more than 460 million drink containers from 632 collection points across NSW since its introduction on 1 December 2017;
2. Thank the Minister for installing a two-bay Return and Earn collection station at Strathfield Town Centre, which processes on average more than 120,000 containers each week; and
3. Request the Minister to introduce legislation as a matter of urgency banning single-use plastic shopping bags in all NSW retail businesses. Further that the government legislate a compulsory charge of 50 cents per 'reusable bag' retailers might wish to distribute.

For the Motion: Councillors Blackmore, Doueihi, Kokkolis and Vaccari

Against the Motion: Councillors Duggan, Hall and Pensabene

The Mayor declared the Motion Carried.

Cr Nella Hall left the meeting, the time being 07:09 PM

10.8 Mayoral Minute No. 23/18 - Solar My School

I MOVE:

That Council engage with 'Solar My Schools' to introduce the program into schools within the Strathfield LGA, commencing with a pilot program at Strathfield Girls High School, and then potentially to other educational institutions within the LGA.

166/18

RESOLVED: (Vaccari)

That Council engage with 'Solar My Schools' to introduce the program into schools within the Strathfield LGA, commencing with a pilot program at Strathfield Girls High School, and then potentially to other educational institutions within the LGA.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

10.9 Mayoral Minute No. 24/18 - Traffic Lights Cnr Flemington and Parramatta Roads, Homebush West

I MOVE:

That Council write to the Minister for Transport, The Hon. Andrew Constance, MP to request a set of traffic lights at the corner of Flemington and Parramatta Roads, Homebush West. The letter should provide brief details of resident concerns, a need to improve pedestrian access to local transport links, growing population and previous unsuccessful discussions with the Roads and Maritime Services.

167/18

RESOLVED: (Vaccari)

That Council write to the Minister for Transport, The Hon. Andrew Constance, MP to request a set of traffic lights at the corner of Flemington and Parramatta Roads, Homebush West. The letter should provide brief details of resident concerns, a need to improve pedestrian access to local transport links, growing population and previous unsuccessful discussions with the Roads and Maritime Services.

Cr Nella Hall returned to the meeting, the time being 07:11 PM

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

10.10 Mayoral Minute No. 25/18 - Women's Shelter Working Group

I MOVE:

1. That Council write to The Hon. Pru Goward MP, Minister for Family and Community Services, Minister for Social Housing, and Minister for the Prevention of Domestic Violence and Sexual Assault inquiring as to the level of funding which is available from the state government for women's shelters, and more generally what initiatives and support the state government has in place to reduce the rates of domestic violence in our community.
2. That Council play an increased role in advocating for increased funding for the

sector.

3. That Council in association with its local businesses host an annual Mayoral local toy drive at Christmas open to residents, ratepayers and Council staff, the proceeds of which to be distributed to needy local residents, including those subject to domestic violence.
4. That Council create a directory of services available to the victims of domestic violence and have it available on Council's website.
5. That relevant organisations, including local schools, be invited to participate in Strathfield Council's White Ribbon Day events.
6. That Council contact the Hills Shire Council to obtain information about and then investigate that councils Transitional Housing Policy and the basis on which The Sanctuary-Hills Women's Shelter was established and the governance and financial models under which it operates.
7. That the Strathfield Council Women's Shelter Working Group be abandoned with immediate effect in favour investigation of the above mentioned Transitional Housing Policy.

168/18

RESOLVED: (Vaccari)

1. That Council write to The Hon. Pru Goward MP, Minister for Family and Community Services, Minister for Social Housing, and Minister for the Prevention of Domestic Violence and Sexual Assault inquiring as to the level of funding which is available from the state government for women's shelters, and more generally what initiatives and support the state government has in place to reduce the rates of domestic violence in our community.
2. That Council play an increased role in advocating for increased funding for the sector.
3. That Council in association with its local businesses host an annual Mayoral local toy drive at Christmas open to residents, ratepayers and Council staff, the proceeds of which to be distributed to needy local residents, including those subject to domestic violence.
4. That Council create a directory of services available to the victims of domestic violence and have it available on Council's website.
5. That relevant organisations, including local schools, be invited to participate in Strathfield Council's White Ribbon Day events.
6. That Council contact the Hills Shire Council to obtain information about and then investigate that councils Transitional Housing Policy and the basis on which The Sanctuary-Hills Women's Shelter was established and the governance and financial models under which it operates.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

169/18

RESOLVED: (Vaccari)

That:

That the following will be discussed at a Councillor Workshop:

7. That the Strathfield Council Women's Shelter Working Group be abandoned with immediate effect in favour investigation of the above mentioned Transitional Housing Policy.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

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

Nil

12. QUESTIONS WITH NOTICE

Nil

13. REPORTS FROM COMMITTEES

13.1 Report from Strathfield Women's Shelter Working Group meeting held on 25 June 2018

RECOMMENDATION

That the minutes of the Strathfield Women's Shelter Working Group meeting held on 25 June 2018 be noted and the recommendations (if any) be adopted.

170/18

RESOLVED: (Pensabene / Duggan)

That the matter be Deferred.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

13.2 Report from Traffic Committee meeting held on 17 July 2018

171/18

RESOLVED:

That the minutes of the Traffic Committee Meeting held on 17 July 2018 be noted and the recommendations (if any) be adopted.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

14. MOTIONS PURSUANT TO NOTICE

14.1 Park Exercise Equipment at Cosgrove Park – Cr Pensabene

I MOVE:

That Council investigate and report on the cost of installing 'park exercise equipment' at Cosgrove Park.

172/18

RESOLVED: (Pensabene / Hall)

That Council investigate and report on the cost of installing 'park exercise equipment' or other alternative improvements at Cosgrove Park.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

14.2 Offensive Noises – Cr Hall

I MOVE:

That council prepare a report which includes a compliance policy for Council's management of offensive noise incidences including noise arising from Industrial, commercial, residential, animals or pet noises.

173/18

RESOLVED: (Hall / Blackmore)

That council prepare a report which includes a compliance policy for Council's management of offensive noise incidences including noise arising from Industrial, commercial, residential, animals or pet noises.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

14.3 Increasing Access to Greenspace for Junior Sports – Cr Blackmore

I MOVE:

That:

1. A report be provided to the September, 2018 council meeting on the feasibility of using the green space associated with the Dutton Centre for organised junior sporting groups to train on. The report include details of any other group currently using the outdoor facilities.
2. The report include how appropriate lighting could be made available considering mid winter use, and also if any area within the perimeter would be more suitable than any other area within the perimeter so as to minimise affectation on local residents.

174/18

RESOLVED: (Blackmore / Doueihi)

That:

1. A report be provided to the September, 2018 council meeting on the feasibility of using the green space associated with the Dutton Centre for organised junior sporting groups to train on. The report include details of any other group currently using the outdoor facilities.
2. The report include how appropriate lighting could be made available considering mid winter use, and also if any area within the perimeter would be more suitable than any other area within the perimeter so as to minimise affectation on local residents.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis and Vaccari

Against the Motion: Councillor Pensabene

14.4 Reimbursement from State Government of Amalgamation Court Proceeding Costs – Cr Pensabene

I MOVE:

That Council report on the status of the court proceedings with the State Government regarding the court costs to be paid back to Strathfield Council after the decision of Amalgamation was not going to proceed.

175/18

RESOLVED: (Pensabene / Duggan)

That concerning proceedings commenced by Council in the Land and Environment Court of New South Wales against the Government of the State of New South Wales and the costs incurred in relation to the prosecution of that action, that Council report at the next workshop:

1. The current status of each proceeding commenced.
2. Steps taken by way of demand or in respect of cost assessment or otherwise to recover the costs of those proceedings from the State.
3. That Council's report be taken to the October Council Meeting.

For the purposes of the above motion, a reference to the proceedings is a reference to:

Strathfield Municipal Council v Minister for Local Government [2016] NSWLEC 124
Strathfield Municipal Council v Minister for Local Government [2017] NSWCA 188

For the Motion: Councillors Blackmore, Duggan, Hall and Pensabene

Against the Motion: Councillors Doueihi, Kokkolis and Vaccari

The Mayor declared the Motion Carried.

14.5 Community Facility Regular Hirer Fees and Charges Policy for Senior and Religious Groups – Cr Pensabene

MOTION: (Pensabene / Hall)

I MOVE:

That Council administers the following policy for General Fees and Charges for Senior and Religious groups.

REGULAR HIRE GROUPS using the Community facilities for 350 hours or less per year, pay \$500 per year inclusive of cleaning and utility costs.

The policy will exclude premium spaces e.g. Town Hall, but applicable to General Community Centres across the LGA.

For the Motion: Councillors Duggan, Hall and Pensabene

Against the Motion: Councillors Blackmore, Doueihi, Kokkolis and Vaccari

The Mayor declared the Motion Lost.

14.6 Residential Strata Waste Services Report - Cr Blackmore

I MOVE:

That Council prepare a report to the October ordinary council meeting investigating the current services provided to residential Strata properties within our LGA.

The report to include but not limited to:

- * Educational information, signage and other resources we could provide to residents, strata managers, body corporate and real estate agents in relation to available waste services including bin repairs, rules in relation to waste services and availability of council clean ups to owners and tenants.

- * Feasibility of auditing Residential Strata properties in relation to their waste services including but not limited to appropriate services and bin repair or replacement.

- * Potential programs that could be established in relation to Residential Strata Blocks reducing their waste.

* The possibility of a welcome package to new residents to include waste calendar, available waste services, street sweeping calendars and councils relevant contacts.

The report to include budgetary implications, funding source and expected timeframe.

That Council invite the chair of the owners corporation of each strata block to an appropriate Council forum.

Cr Nella Hall left the meeting, the time being 08:13 PM

Cr Nella Hall returned to the meeting, the time being 08:15 PM

176/18

RESOLVED: (Blackmore / Kokkolis)

That Council prepare a report to the October ordinary council meeting investigating the current services provided to residential Strata properties within our LGA.

The report to include but not limited to:

* Educational information, signage and other resources we could provide to residents, strata managers, body corporate and real estate agents in relation to available waste services including bin repairs, rules in relation to waste services and availability of council clean ups to owners and tenants.

* Feasibility of auditing Residential Strata properties in relation to their waste services including but not limited to appropriate services and bin repair or replacement.

* Potential programs that could be established in relation to Residential Strata Blocks reducing their waste.

* The possibility of a welcome package to new residents to include waste calendar, available waste services, street sweeping calendars and councils relevant contacts.

The report to include budgetary implications, funding source and expected timeframe.

That Council invite the chair of the owners corporation of each strata block to an appropriate Council forum.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

14.7 Feasibility of Joining the Climate Council's Cities Power Partnership (CPP) – Cr Duggan

MOTION: (Duggan/Pensabene)

I MOVE:

That a report be prepared for the September 2018 Ordinary Council Meeting on the feasibility of joining the Climate Council's Cities Power Partnership (CPP).

The report to include information on the following:

- 1) Details of the CPP including broad aims and objectives
- 2) Potential benefits of membership
- 3) 5 possible key actions which Council could nominate for the Strathfield Local Government Area which would improve the uptake of renewable energy, reduce carbon emissions, enhance energy efficiency and increase the use of sustainable transport.

For the Motion: Councillors Duggan and Pensabene

Against the Motion: Councillors Blackmore, Doueihi, Hall, Kokkolis and Vaccari

The Mayor declared the Motion Lost.

14.8 Feasibility of Strathfield Council Joining the “Renew our Libraries” Campaign – Cr Duggan

MOTION: (Duggan/Pensabene)

I MOVE:

That a report be prepared for the September 2018 Ordinary Council Meeting on the feasibility of Strathfield Council joining the “Renew our Libraries” campaign initiated by the NSW Public Libraries Association and Local Government NSW. The campaign has been initiated in response to successive NSW State Government’s reduction in public library funding and further budget cuts in the 2018/2019 NSW State Budget.

The report to include information on the following:

- 1) Details of NSW Government funding cuts to public libraries
- 2) Aims and objectives of the “Renew our Libraries” campaign
- 3) The steps council could take to support the campaign.

For the Motion: Councillors Duggan and Pensabene

Against the Motion: Councillors Blackmore, Doueihi, Hall, Kokkolis and Vaccari

The Mayor declared the Motion Lost.

14.9 Drought Assistance Drive – Cr Duggan

I MOVE:

That Strathfield Council conduct a drought assistance fundraising drive for a registered charity involved in helping farmers during the worsening drought crisis.

It is recommended that council convene a project group with interested councillors to arrange:

- a) Selection of an appropriate registered charity,(e.g. Aussie Helpers, Rural Aid, Buy a Bale, Drought Angels, or the Lions Club’s Need for Feed), and

- b) Development of a project plan, including marketing/communication, fundraising administration, potential collection avenues (e.g. councils, residents, businesses, Spring Fair), liaison with the registered charity and any other related issue.

Cr Karen Pensabene left the meeting, the time being 08:27 PM

Cr Karen Pensabene returned to the meeting, the time being 08:28 PM

177/18

RESOLVED: (Duggan / Kokkolis)

That Strathfield Council conduct a drought assistance fundraising drive for a registered charity involved in helping farmers during the worsening drought crisis.

It is recommended that council convene a project group with interested Councillors to arrange:

- a) Selection of an appropriate registered charity,(e.g. Aussie Helpers, Rural Aid, Buy a Bale, Drought Angels, or the Lions Club's Need for Feed), and
- b) Development of a project plan, including marketing/communication, fundraising administration, potential collection avenues (e.g. councils, residents, businesses, Spring Fair), liaison with the registered charity and any other related issue.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

14.10 Bankstown/Marrickville Corridor and Inner West Council Planned Precinct – Cr Pensabene

This Motion was Withdrawn.

15. GENERAL BUSINESS

GM1 Draft Councillors Expenses and Facilities Policy

RECOMMENDATION:

That as required under Section 253(1) of the *Local Government Act, 1993*, (the Act), the draft 'Strathfield Councillors Expenses and Facilities Policy' be placed on public exhibition for 28 days with any submissions received reported back to Council.

178/18

RESOLVED: (Vaccari / Kokkolis)

That as required under Section 253(1) of the *Local Government Act, 1993*, (the Act), the draft 'Strathfield Councillors Expenses and Facilities Policy' be placed on public exhibition for 28 days with any submissions received reported back to Council.

That the following clauses in the policy are amended as shown:

- 6.5. In relation to all Sister City visitations, Councillors will self-fund airfares.
- 6.9 Any Council-funded airfares will be funded to economy level only.
- 6.23. No alcohol will be provided at any Council function apart from when external dignitaries are invited.

For the Motion: Councillors Blackmore, Doueihi, Hall, Kokkolis and Vaccari

Against the Motion: Councillors Duggan and Pensabene

GM2 Marketing and Communications Plans for Council Run Events

179/18

RESOLVED: (Blackmore / Kokkolis)

That the report be received and noted.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

GM3 Council's Reachout Program

RECOMMENDATION:

I MOVE:

That Council investigate and prepare a report for the following resident reach out programs including an Outdoor Entertainment Program of:

1. Live music in Strathfield Square during the summer months
2. Homebush Village Fair
3. BBQ's in the park incorporating council information stand and Meet Your Councillor

180/18

RESOLVED: (Hall / Blackmore)

That Council investigate and prepare a report for the following resident reach out programs including an Outdoor Entertainment Program of:

1. Live music in Strathfield Square during the summer months
2. Homebush Village Fair
3. That the budget for the music in Strathfield Square be limited to \$20,000 and the budget for the Homebush Village Fair be limited to \$25,000.
4. The location of the Homebush Village Fair only be on Rochester Street between The

Crescent and Burlington Road.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis and Vaccari

Against the Motion: Councillor Pensabene

The Mayor declared the Motion Carried.

CS1 Investments Report as at 30 June 2018

181/18

RESOLVED: (Hall / Vaccari)

That the record of cash investments as at 30 June 2018 noted.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

CS2 Renaming Parts of Belfield

182/18

RESOLVED: (Hall / Blackmore)

That Council consult with residents who would be affected by the proposal to rename parts of Belfield to Strathfield South and then submit the proposal to the Geographical Names Board of New South Wales for consideration.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

CS3 Easy to do Business - Service NSW

183/18

RESOLVED: (Vaccari / Hall)

That Council enter into an agreement with Service NSW to participate in the *Easy to do Business* program.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

CS4 Current Status of Council Resolutions

184/18

RESOLVED: (Kokkolis / Hall)

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

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

ID1 Identifying Leash Free Areas

185/18

RESOLVED: (Blackmore / Kokkolis)

1. That Council note the community response and do not proceed with Leash Free Areas at Pilgrim Park, Boden Reserve and Wallis Reserve.
2. That Council does not investigate additional leash areas in the Local Government Area (LGA) as the existing leash free areas are sufficient to accommodate the residents.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

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

17. CLOSED SESSION

Nil

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.00pm.

The foregoing Minutes were confirmed at the meeting of the Council of the Municipality of Strathfield on 4 September 2018.

Chairman_____

General Manager_____

**7.1 AWARD OF INNER WEST SENIOR VOLUNTEER OF THE YEAR AND
VOLUNTEER OF THE YEAR FOR INNER WEST REGION TO MR PETER
SMITH**

AUTHOR: Yvonne Yun, Manager Community Services

APPROVER: Anthony Hewton, Director Corporate and Human Services

RECOMMENDATION

That Council recognises the awards for service made to Mr Peter Smith.

PURPOSE OF REPORT

To advise Council of the outcome of the Senior Volunteer of the Year Award for our local region.

REPORT

Recently, Council submitted an application for the Senior Volunteer of the Year Award for our local region for volunteers. The candidate selected was Peter Smith, former Mayor of Strathfield Council and continuing volunteer and supporter for several local initiatives. A short resume of his achievements and works is attached for the information of Council.

The review panel has opted not only to make the award of Senior Volunteer of the Year Award for our region, but has also awarded Peter Smith as Volunteer of the Year for our region, meaning that Peter Smith is now advanced to the finals for NSW at the end of 2018.

BACKGROUND INFORMATION FOR PETER SMITH

Peter was recognised primarily for his volunteer work with the Rotary Club of Strathfield and the Salvation Army.

Some of Peter's volunteering achievements include:

- Rotary Club of Strathfield fundraising such as BBQs and raffles at Council events. Pivotal in many of Rotary's initiatives such as The Police Officer of the Year Awards, The Pride of Workmanship Awards, the Rotary Youth Leadership Awards and the Rotary Youth Program of Enrichment
- Zone President for Strathfield Red Shield Appeal Salvation Army organising the Door Knock Appeal with local high school students, fundraising collection, BBQ and banners.
- Homebush Boys High Rotary Interact organiser and present work including organising the Interact members to volunteer at Concord Farmers Market. Also established the Rotary Rotaract Club in the local area.
- Graffiti Removal Team as Graffiti Removal Project Co-ordinator in the Strathfield LGA

Peter has been involved with many other local community organisations including Meals on Wheels, Chalmers Road School, Carnarvon Golf Club and Santa Sabina College.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report.

**13.1 REPORT FROM STRATHFIELD WOMEN'S SHELTER WORKING GROUP
MEETING HELD ON 25 JUNE 2018 AND 30 JULY 2018**

AUTHOR: Yvonne Yun, Manager Community Services

APPROVER: Anthony Hewton, Director Corporate and Human Services

RECOMMENDATION

That the minutes of the Strathfield Women's Shelter Working Group meeting held on 25 June 2018 and 30 July 2018 be noted and the recommendations (if any) be adopted.

ATTACHMENTS

1. [↓](#) Strathfield Women's Shelter Working Group Meeting Minutes of 25 June 2018
2. [↓](#) Strathfield Women's Shelter Working Group Meeting Minutes of 30 July 2018

ATTACHMENT 1



MINUTES

**Strathfield Women's
Community Shelter Working
Group Meeting**

25 June 2018

**STRATHFIELD WOMEN'S SHELTER WORKING GROUP
- 25 JUNE 2018****MINUTES**

Minutes of the Strathfield Safe House Working Group Meeting of Strathfield Municipal Council held on Monday, 25 June 2018, in the Council offices, 65 Homebush Road, Strathfield.

COMMENCING: 10.00am

PRESENT: Cr Maryanne Duggan
Cr Karen Pensabene
Cr Nella Hall – partial attendance
Feda Rifai – Muslim Women Association
Miam Nahas – Muslim Women Association
Mary Haiek – Barnardos Australia
Pilar Lopez – House to Grow
Rachna Malik – NSW Police, Auburn PAC – called away early

STAFF: Yvonne Yun, Manager Community Services (Convenor)
Mary Rawlings, Manager Business and Economic Development
Alyssa Guttridge, Community Safety and Youth Officer

1. WELCOME AND INTRODUCTION

2. PECUNIARY INTEREST /CONFLICT OF INTEREST

Nil

3. APOLOGIES

Nil

4. INTRODUCTION OF WORKING PARTY MEMBERS AND EACH PROVIDES A BRIEF CV OF THEIR INTEREST IN THIS AREA

Refer to the attendance list above.

5. ADOPTION OF TERMS OF REFERENCE

Terms of Reference to be adopted pending:

- An invitation be extended to DV NSW to attend this working group
- For the purposes of this working group, the below definitions be adopted:

NOTE:

Given the nature of this working group a degree of confidentiality is considered important. Given this the minutes will be circulated

i) To all working party members

ii) Separately to Councillors to allow for their adoption in Council

Minutes will not be circulated to the General Public.

STRATHFIELD WOMEN'S SHELTER WORKING GROUP
- 25 JUNE 2018

MINUTES

'Homelessness' be defined as women and children who are victims of domestic violence and as a direct result have nowhere to live.

'Children' be defined as individuals under the age 18.

- That the name of the group is altered from Strathfield Women's Shelter Working Group to Strathfield Women's Safehouse Working Group

6. REVIEW OF SERVICES LIST AND MAP

- No currently standing safe homes in the Strathfield LGA.
- Current domestic violence statistics and hotspot map for Strathfield LGA in comparison to neighboring Burwood and Cumberland LGAs as per Bureau of Crime Statistics and Research (see attachment one)

ACTION: Rachna Malik and Feda Rifai to provide statistics on domestic violence and mental health from their respective organisations

- Perception that Strathfield is only a rich LGA and that the domestic violence does not occur in this LGA

Discussion around how domestic violence is all encompassing and does not discriminate. It is present and affects all communities, races, religions, genders, ages and socio-economic statuses.

- Discussion of addressing domestic violence discreetly and indirectly in an environment where the victim feels safe and supported with access to services has better results than with programs and initiatives that are labelled as 'domestic violence'.
- Key points in addressing domestic violence:
 - a) Prevention through education
 - b) Servicing victims who are suffering from the results of domestic violence
 - c) The aftermath of domestic violence and getting people back on their feet
- The importance of 24/7 help for victims of domestic violence was discussed as well as the positive influence of women supporting women in this space can have

7. IDENTIFY TARGET GROUP FOR THIS PROJECT

- The target sector for this group is women and children (under the age of 18) who have been victims of domestic violence. The Safe House would cater for women and their children from all locations, not just Strathfield residents.

NOTE:

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ii) Separately to Councillors to allow for their adoption in Council

Minutes will not be circulated to the General Public.

STRATHFIELD WOMEN'S SHELTER WORKING GROUP
- 25 JUNE 2018

MINUTES

8. SCOPE SERVICE MODELS THAT COULD BE IMPLEMENTED

- Three main priorities that the group identified include:
 - a) Education
 - b) Support/services
 - c) Bricks and mortar (facility)

RECOMMENDATION:

It is recommended to Council any business case options developed by staff for safehouse / women's shelter services for Council's consideration include an analysis of:

- A suitable organisation would then be selected by Expression of Interest to service these clients.
- Funding support would be sourced by state, federal and community grants to help support the purchasing of this property.
- Council staff research prices of suitable properties available on the market for business case
- Council playing a role in advocating for increased funding in this sector.
- Council hosting an annual local toy drive at Christmas time open to residents and staff of Strathfield LGA
- Council creating a simplified directory of services for women (based on existing models currently available)
- Council inviting organisations attached to working group participate in Strathfield Councils White Ribbon Day event in Strathfield Town Square if they wish to be involved

RESOLVED:

That Council staff work to develop business case and distribute draft to the working group as practicable for the working group to review. Work in progress to be presented to the next meeting.

9. GENERAL BUSINESS

Nil

NOTE:

Given the nature of this working group a degree of confidentiality is considered important. Given this the minutes will be circulated

- i) To all working party members
 - ii) Separately to Councillors to allow for their adoption in Council
- Minutes will not be circulated to the General Public.



STRATHFIELD WOMEN'S SHELTER WORKING GROUP
- 25 JUNE 2018

MINUTES

10. CLOSE OF MEETING

11. DATE OF NEXT MEETING

30 July 2018, 10am – 12pm, Strathfield Council

DRAFT

NOTE:

Given the nature of this working group a degree of confidentiality is considered important. Given this the minutes will be circulated

- i) To all working party members
 - ii) Separately to Councillors to allow for their adoption in Council
- Minutes will not be circulated to the General Public.

ATTACHMENT 2



MINUTES

**Strathfield Women's
Community Shelter Working
Group Meeting**

30 July 2018

STRATHFIELD WOMEN'S SHELTER WORKING GROUP
- 30 JULY 2018

MINUTES

Minutes of the Strathfield Safe House Working Group Meeting of Strathfield Municipal Council held on Monday, 30 July 2018, in the Council offices, 65 Homebush Road, Strathfield.

COMMENCING: 10.00am

PRESENT: Cr Maryanne Duggan
Cr Karen Pensabene
Mary Haiek – Barnardos Australia
Pilar Lopez – House to Grow
Hong Ong – NSW Police, Auburn PAC

STAFF: Yvonne Yun, Manager Community Services (Convenor)
Mary Rawlings, Manager Business and Economic Development
Alyssa Guttridge, Community Safety and Youth Officer

1. WELCOME AND INTRODUCTION

2. PECUNIARY INTEREST /CONFLICT OF INTEREST

Nil

3. APOLOGIES

Moo Baulch – CEO DV NSW
Feda Rifai – Muslim Women's Association

4. RECEIVE AND DISCUSS LOCAL AREA DV STATISTICS FROM NSW POLICE AND LINKING HEARTS

Statistics provided by NSW Police (Hong to provide more specific statistics and give permission to publish)

- Domestic Violence statistics for Strathfield Local Government Area (LGA) July 2017 – June 2018
- 226 unique cases involving female victims aged between 11 – 85 years of age. Of these 226 cases:
 - Approximately 165 of these cases involved people aged 18-65
 - Approximately 30 of these cases are for people aged 0- 18
 - Approximately 5% of the 226 cases are aged 65+

NOTE:

Given the nature of this working group a degree of confidentiality is considered important. Given this the minutes will be circulated

- i) To all working party members
 - ii) Separately to Councillors to allow for their adoption in Council
- Minutes will not be circulated to the General Public.

STRATHFIELD WOMEN'S SHELTER WORKING GROUP
- 30 JULY 2018

MINUTES

Discussion around the reasons why women do not leave domestic violent situations:

- Influences such as language, culture, fear of authority figures such as the police and not understanding how agencies can help.
- Discussion in regard to the objective of most DV reports being to have the violence cease; most victims do not see leaving the abusive relationship as an option as do not want to break up the family.
- Generally, it takes 7- 9 reports for a women to leave the abusive relationship.
- There are a number of factors or triggers which influence the women's decision to leave including, family/friends opinions as well as threats of the forcible removal of children by the Department of Family and Community Services (FACS) if they return to the DV relationship
- In the Strathfield Local Government Area (LGA), domestic violent situations are usually financial and often involve non-citizens from non-English speaking backgrounds who are not eligible to receive access to services
- Abuse is not always physical and some women are willing to run the risk of remaining in the same area after leaving a violent relationship if it means keeping their children in school (particularly in the Strathfield LGA which is an elite educational hub).
- Discussion around the number of different services a victim of DV is passed through in order to successfully make the transition. Such agencies include Legal Aid, Counselling, housing, school, employer, family/friends, religious leaders, doctors etc.
- The situation of a woman leaving a relationship and being forced to return because of lack of support becoming a further empowerment for the offender was discussed.
- The actual statistics of the number of Strathfield residents receiving DV support from Linking Hands was not available and will be placed on the next agenda.

5. RECEIVE PROGRESS REPORT ON ESTIMATES OF COST TO PURCHASE SUITABLE LOCAL PROPERTY – MARY RAWLINGS

- Council is currently exploring a number of possible options for appropriate housing.

RECOMMENDATION:

That the working group creates three milestones for itself. These are:

1. By October 2018 to have a prepared draft for the final Council report in November 2018. This report will contain the recommendations of the Working Group.

Assuming that the outcome of this is endorsement to continue from Council,

NOTE:

Given the nature of this working group a degree of confidentiality is considered important. Given this the minutes will be circulated

- i) To all working party members
 - ii) Separately to Councillors to allow for their adoption in Council
- Minutes will not be circulated to the General Public.

STRATHFIELD WOMEN'S SHELTER WORKING GROUP
- 30 JULY 2018

MINUTES

2. A second report to Council on the methodology and timeline for the recruitment of a service provider to coordinate and deliver the necessary support services for potential housing.
3. A final report in regard to available properties considered suitable for this initiative and a full costing for same.

6. DISCUSS EXPRESSIONS OF INTEREST AND SCOPE SPECIFICATIONS FOR SERVICE DELIVERY

- It is envisaged Service delivery will be through independent services providers (not Council) and the successful provider will need to seek operational funding from other sources.
- The housing provided would be transitional accommodation for a period of up to three months. Options for funding the housing still need to be scoped and explored.

RECOMMENDATION:

In the event that the proposal of this working group is approved by Council, State Government funding will be sort to support staff to assist people into the next stage of settlement.

7. RECEIVE ANY INFORMATION ABOUT POTENTIAL FUNDING

Nil

8. GENERAL BUSINESS

- The CEO of Domestic Violence Australia is unable to attend Monday meetings.

RECOMMENDATION:

The working group meetings are rescheduled to a Thursday in order to allow the CEO of Domestic Violence Australia to attend and also accommodate the majority of other working group members.

NOTE:

Given the nature of this working group a degree of confidentiality is considered important. Given this the minutes will be circulated

- i) To all working party members
 - ii) Separately to Councillors to allow for their adoption in Council
- Minutes will not be circulated to the General Public.



STRATHFIELD WOMEN'S SHELTER WORKING GROUP
- 30 JULY 2018

MINUTES

9. **CLOSE OF MEETING**
11:30am

10. **DATE OF NEXT MEETING**

Thursday, 23rd August, 10am – 12pm, Strathfield Council

DRAFT

NOTE:

Given the nature of this working group a degree of confidentiality is considered important. Given this the minutes will be circulated

- i) To all working party members
 - ii) Separately to Councillors to allow for their adoption in Council
- Minutes will not be circulated to the General Public.

**13.2 REPORT FROM YOUTH ENGAGEMENT ADVISORY COMMITTEE MEETING
HELD ON 16 MAY 2018**

AUTHOR: Yvonne Yun, Manager Community Services

APPROVER: Anthony Hewton, Director Corporate and Human Services

RECOMMENDATION

That the minutes of the Youth Engagement Advisory Committee meeting held on 16 May 2018 be noted and the recommendations (if any) be adopted.

ATTACHMENTS

1. [↓](#) Youth Engagement Advisory Committee Meeting Minutes of 16 May 2018

ATTACHMENT 1



MINUTES

Strathfield Youth Engagement
Advisory Committee Meeting

15th August, 2018

At 5.30pm

**STRATHFIELD YOUTH ENGAGEMENT ADVISORY
COMMITTEE MEETING
DATE: 16TH May, 2018****MINUTES**

Minutes of the Strathfield Youth Engagement Advisory Committee Meeting of Strathfield Municipal Council held on Wednesday, 16th May, 2018 in the Council Offices, 65 Homebush Road, Strathfield.

COMMENCING: 5.30pm

PRESENT: Nathan Williams
Alicia Lieng
Lawrence De Pellegrin
Bassam Maaliki
Shahi Uddin
Leon Rettie
Dorinda Ampofo
Zain Ousmand
Regina Bao
Josie Seeto

STAFF: Yvonne Yun Manager, Community Services (Chair)

APOLOGIES: Cr. Stephanie Kokkolis
Cr. Karen Pensabene
Cr. Nella Hall
Wafa Wazir
Jenna Ross
Shivane Gopal
Dharshini Sathyanarayanan
Jeremy Ellis
Jamuna Sundaram
Thanvi Gunti

1. WELCOME AND INTRODUCTION

**2. DECLARATION OF PECUNIARY OR CONFLICT OF INTEREST
(nature of to be disclosed)**

Nil

3. APOLOGIES

Apologies were tabled.

4. UPDATE ON FITZGERALD PARK PROJECT

Council staff provided an overview of the results on this project and noted that as the project had been committed the lack of Youth volunteers had necessitated completion of the work by passing volunteers and staff in

STRATHFIELD YOUTH ENGAGEMENT ADVISORY
COMMITTEE MEETING
DATE: 16TH May, 2018**MINUTES**

attendance.

5. UPDATE ON WHITE RIBBON DAY WORKING GROUP PROGRESS

Minutes of meetings on 11th July, 2018 and 24th July, 2018 were tabled and discussed.

RECOMMENDATION:

That planning for this event needs to intensify in order to meet the event deadline. The planning group has been increased in size and will meet every two weeks commencing 29th August, 2018.

6. STATUS OF NATHAN WILLIAMS FROM YOUTH OFF THE STREETS ON THE COMMITTEE

Matter discussed.

RECOMMENDATION:

That Nathan Williams from Youth Off the Streets be asked to join the Committee as a community organisation representative.

7. CLOSE OF MEETING

Meeting closed at 6.40pm

13.3 REPORT FROM TRAFFIC COMMITTEE MEETING HELD ON 21 AUGUST 2018

AUTHOR: Satwinder Saini, Principal Engineer - Traffic and Transport

APPROVER: Stephen Clements, Director Infrastructure, Development and Environment

RECOMMENDATION

That the minutes of the Traffic Committee Meeting held on 21 August 2018 be noted and the recommendations (if any) be adopted.

ATTACHMENTS

1. [!\[\]\(0f48f43ebd21f231a458c96216dbf4d1_img.jpg\)](#) Traffic Committee Meeting Minutes of 21 August 2018

ATTACHMENT 1



MINUTES

Traffic Committee Meeting

21 August 2018



TRAFFIC COMMITTEE MEETING - 21 AUGUST 2018

MINUTES

Minutes of the Traffic Committee Meeting of Strathfield Municipal Council held on 21 August 2018, in the Main Building Meeting Room, 65 Homebush Road, Strathfield.

COMMENCING: 11.00am

PRESENT: Clr Gulian Vaccari Chair Traffic Committee
Clr Maryanne Duggan Councillor

ALSO IN ATTENDANCE:

Mr Gordon Malesevic	Manager Infrastructure Planning
Mr Rabih Bekdache	Transit Systems
Mr Kristian Calcagno	RMS
Mr Michael Dwinger	NSW Police/Auburn LAC
Ms Reema Faljoun	NSW Police/Auburn LAC
Ms Usha Arvind	Road Safety Officer

1. WELCOME AND INTRODUCTION**2. APOLOGIES**

Clr Karen Pensabene	Councillor
Clr Nella Hall	Councillor
Clr Mathew Blackmore	Councillor
Clr Antoine Doueihy	Councillor
Ms Satwinder Saini	Principal Engineer Traffic Management

3. DECLARATIONS OF INTEREST

Clr Gulian Vaccari acknowledged knowing Mr. Steve Russell as a member of liberal party and former Mayor at Hornsby.

4. CONFIRMATION OF MINUTES**RECOMMENDATION**

That the minutes of the Traffic Committee Meeting held on 17 July 2018, be deferred to the next Traffic Committee meeting to allow for more voting members to review and comment.

Voting on this item was unanimous

5. DEFERRED/OUTSTANDING ITEMS

Nil

6. REPORTS**6.1 Albyn Road and Homebush Road - Intersection Upgrade**

Council has received many concerns from the community regarding the safety issues at the



intersection of Albyn Road and Homebush Road. Council officers investigated the location to assess the complaints.

The crash history between the year 2012 and 2017 indicates 6 cross traffic crashes and 1 Head-on crash at the intersection of Albyn Road and Homebush Road. Thus a total of 7 crashes were recorded during the 5 year period, out of which 5 crashes were casualty crashes. Other than these crashes, various near misses were reported by the road users which are not indicated on the records. The traffic counts were conducted on Albyn Road on Wednesday, 9 May 2018 and following recordings were made:

Approach	Albyn Rd					
Direction	Westbound			Eastbound		
Time Period	Lights	Heavies	Total	Lights	Heavies	Total
8:00 to 9:00	419	10	429	267	5	272
8:15 to 9:15	395	8	403	261	4	265
8:30 to 9:30	333	6	339	243	3	246
8:45 to 9:45	260	10	270	213	4	217
9:00 to 10:00	222	11	233	215	6	221
AM Totals	641	21	662	482	11	493
15:00 to 16:00	329	7	336	214	6	220
15:15 to 16:15	330	9	339	215	10	225
15:30 to 16:30	319	8	327	207	10	217
15:45 to 16:45	300	9	309	217	7	224
16:00 to 17:00	320	9	329	234	6	240
PM Totals	649	16	665	448	12	460



Approach	Homebush Rd					
Direction	Southbound			Northbound		
Time Period	Lights	Heavies	Total	Lights	Heavies	Total
8:00 to 9:00	616	22	638	579	23	602
8:15 to 9:15	579	23	602	553	20	573
8:30 to 9:30	572	27	599	541	19	560
8:45 to 9:45	517	22	539	469	15	484
9:00 to 10:00	501	24	525	438	18	456
AM Totals	2785	118	2903	2580	95	2675
15:00 to 16:00	566	16	582	588	16	604
15:15 to 16:15	596	17	613	635	15	650
15:30 to 16:30	621	14	635	653	12	665
15:45 to 16:45	652	13	665	680	11	691
16:00 to 17:00	671	13	684	693	10	703
PM Totals	3106	73	3179	3249	64	3313

The traffic surveys indicate vehicle volume of more than 200 vehicles/hour on minor road (Albyn Road) and more than 600 vehicles/hour on major road (Homebush Road) in each direction for most of the times.

The concerns received from the community includes near missess almost everyday, difficulty for kids to cross the busy road during school hours and use of road/refuge by blind.

Given the above results for the traffic counts and the concerns and requests received from the community, it is recommended that community consultation be carried for the installation of traffic lights at the intersection..

RECOMMENDATION

1. That In principle approval be sought from RMS for the installation of traffic signals and detailed counts be conducted over the period of more hours to arrive at conclusion.
2. That the matter be brought back to the Traffic Committee Meeting of October 2018.



(Voting on this item was unanimous)

6.2 Newton Road between Wallis Avenue and South Street - Staggered Parking Arrangements

Newton Road stretches from Chalmers Road to Pemberton Road. The section of Newton Road between South Street and Wallis Avenue is typically narrow, ranging from 6.8m to 8m in width. The street has unrestricted parking along its northern and southern kerb alignment.

Council has received multiple complaints from the residents regarding the near misses and incident occurrences on the street due to narrow width.

It has been noted that vehicles are parked along both kerb alignments throughout the day. This leaves only around 3-3.5m road width to accommodate two-way traffic.

It is therefore proposed to introduce staggered parking arrangement on the street to cater for two-way traffic. This will address the existing issue while putting a control on speed of the vehicles traversing through this street.

There were some requests to consider one way arrangement on this portion of the street, however the street upgrade for Newton Road between South Street and Pemberton Street is proposed under the Blackspot funding arrangements for 2018 and one way would not complement the existing treatments.

RECOMMENDATION

1. That in-principle approval be given to conduct consultation on the proposed staggered parking arrangement on Newton Road between South Street and Wallis Avenue.
2. That residents who will be affected by changes be notified.

(Voting on this item was unanimous)

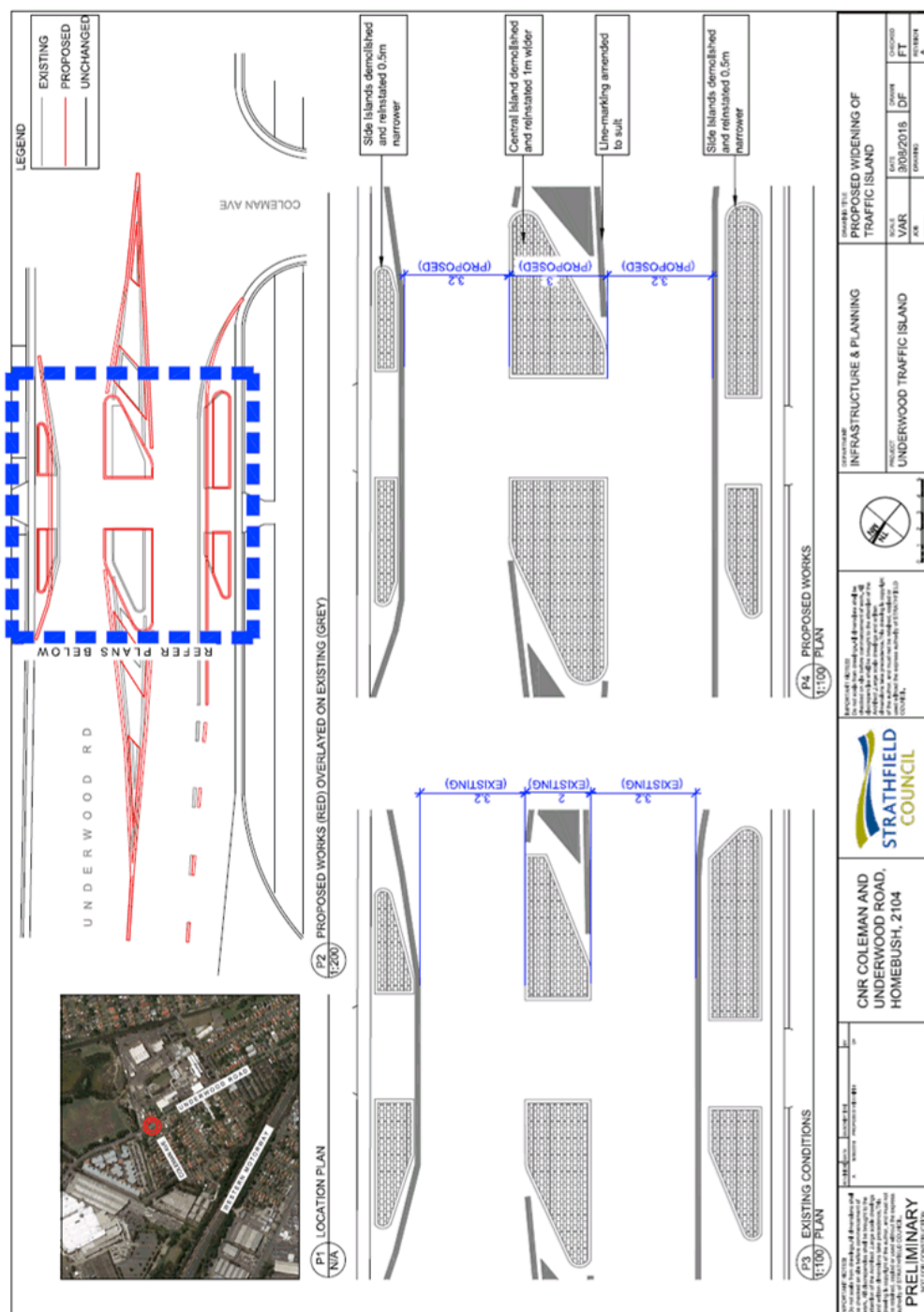
6.3 Underwood Road - Refuge Island Upgrade

The safety issue with regards to the pedestrian and cyclists at the refuge island on Underwood Road to the north of Coleman Avenue was discussed in the Traffic Committee Meeting of June 2018.

The report sort traffic committee approvals to proceed with the pedestrian crossing at the location, but given the results of traffic counts, warrants were not met. RMS later advised to rather standardize the existing refuge island to current requirements as Underwood Road traffic and pedestrian counts don't align with the current warrants and providing a pedestrian crossing could result into collisions.

The current standards require refuge to be 3m wide in order to accommodate the bikes and inclusive users. Accordingly, it is proposed to widen the existing refuge from 2m to 3m and provide advance warning signs for this refuge island.

The details of the proposal are as indicated in the drawing below.

**RECOMMENDATION**

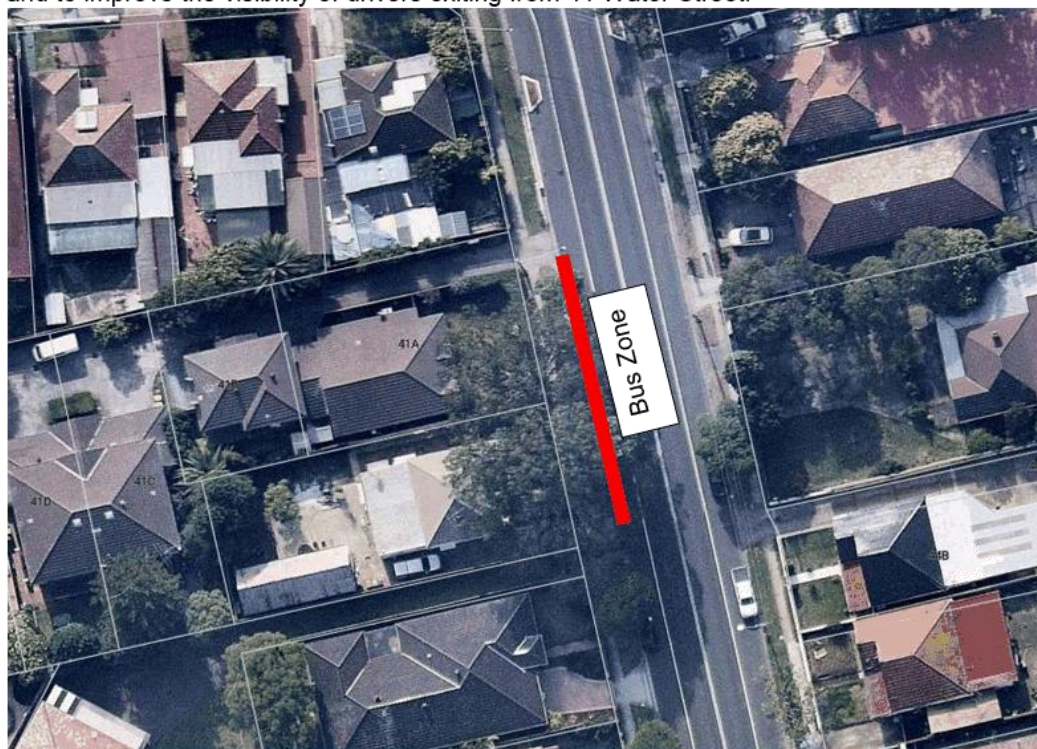
1. That the refuge at Underwood Road to the north of Coleman Avenue be widened to current RMS guidelines.

(Voting on this item was unanimous)

6.4 Water Street - Traffic Safety Issue

Council has received complaints from the residents at 6 Chisholm Street / 41 Water Street with regards to the safety issues involved at driveway exit on Water Street due to vehicles parked in the parking lane. Council's officer investigated the location and identified that the vehicles park adjacent to the driveway exit of 41 Water Street, obscuring the vision of the driver exiting from the driveway.

It can be noted that there is a bus stop 12 m south of the driveway of 41 Water Street. According to NSW Road Rule 195, "A driver (except the driver of a public bus) must not stop at a bus stop, or on the road, within 20 metres before a sign on the road that indicates the bus stop, and 10 metres after the sign, unless the driver stops at a place on a length of road, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under these Rules". Accordingly, vehicles are not allowed to park next to this driveway as per NSW legislation. It is therefore appropriate to provide Bus Zone at this location in order to formalise the existing bus stop and to improve the visibility of drivers exiting from 41 Water Street.



RECOMMENDATION

1. That the Bus Zone sign (L) be installed next to the driveway of 41 Water Street
2. That the Bus Zone sign (R) be installed at a distance of 20 m before the existing bus stop

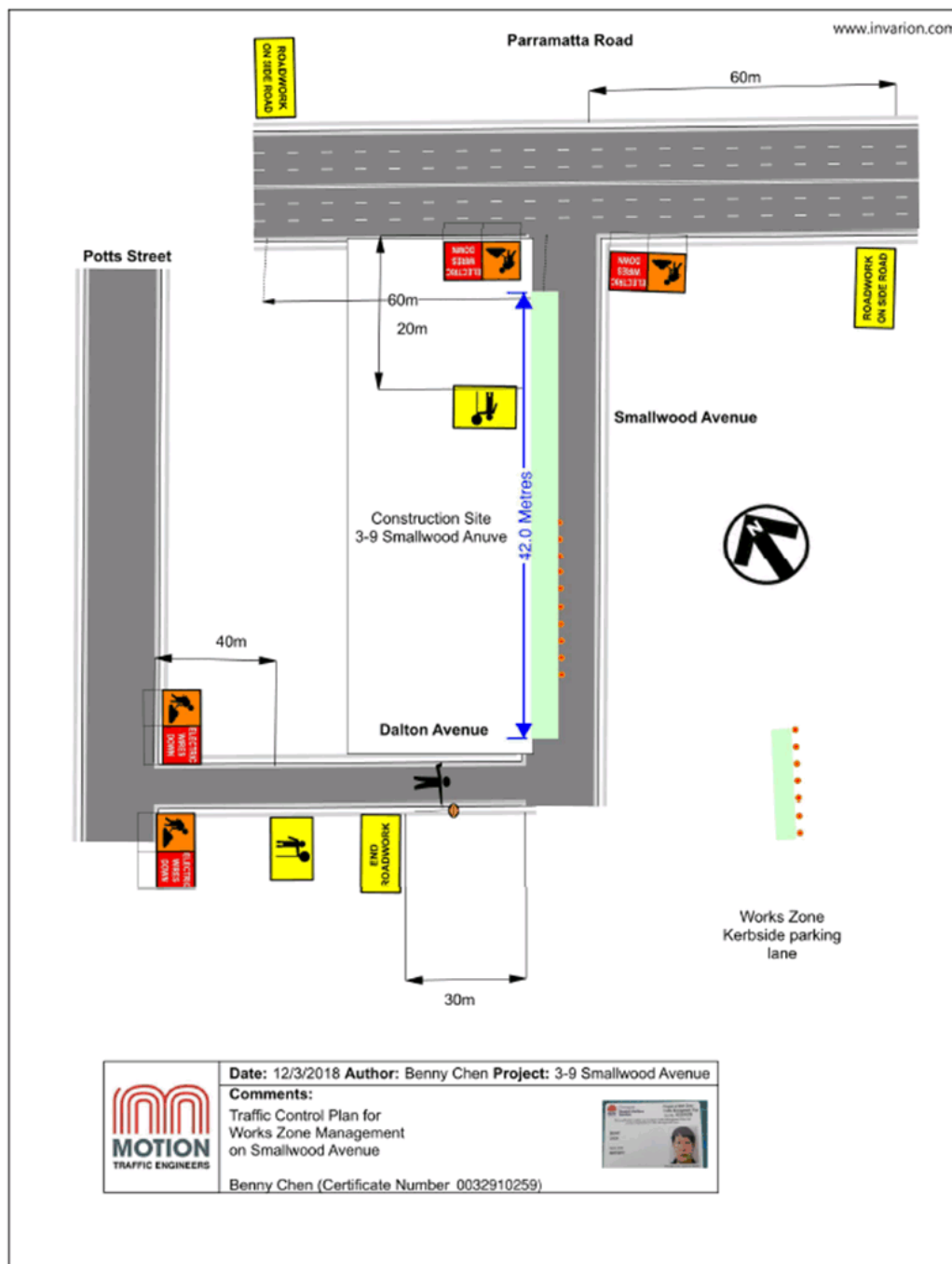


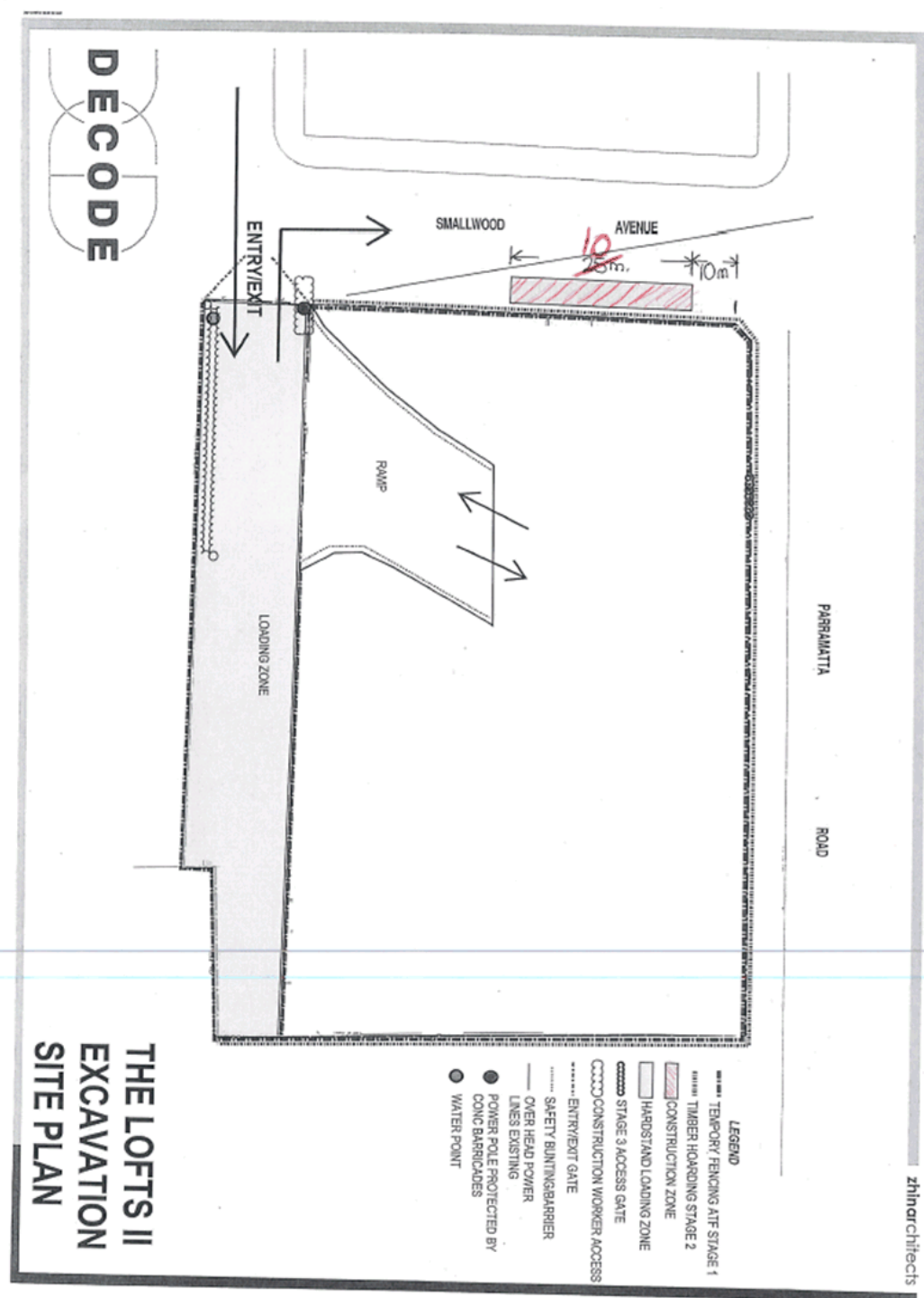
- on Water Street south of 41 Water Street.
3. That the Bus Zone sign (L) be installed next to the driveway of 36 Water Street
 4. That the Bus Zone sign (R) be installed at a distance of 20 m before the existing bus stop on Water Street south of 38 Water Street.
 5. That residents be notified of new arrangements.

(Voting on this item was unanimous)

6.5 Work Zone - Smallwood Avenue

Council has received a request from construction group, "Decode" to grant approval for the Work Zone at Smallwood Avenue. As a part of construction being carried out by Decode at 3-9 Smallwood Avenue and 208-214 Parramatta Road, Homebush, they have requested two work zones one along the western kerb alignment (42m length) of Smallwood Avenue and other one along the eastern kerb alignment of Smallwood Avenue(10 m length). However considering the varying width of road along this section of Smallwood Avenue, it will be difficult for the trucks to manoeuvre while accommodating vehicles waiting along both kerb alignments. It is therefore preferred to have this arrangement discussed at the meeting.





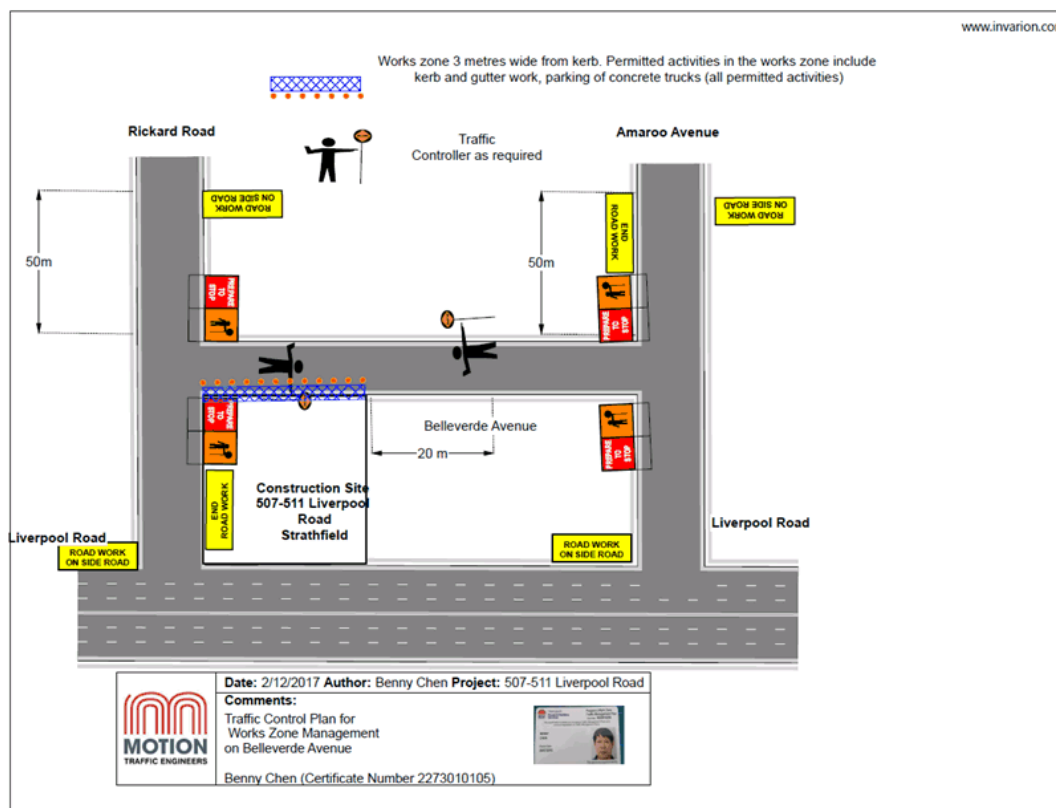
RECOMMENDATION

1. That staggered work zones be implemented with forty percent of the kerb length on each side and twenty per cent in the middle left available to allow traffic to move for a trial period until end of the year.
3. That left in left out signage be installed at the intersection of Parramatta Road
4. That residents be notified of proposed changes.
5. That this matter be reviewed at the first Traffic Committee meeting in 2019.

(Voting on this item was unanimous)

6.6 Work Zone - 507-511 Liverpool Road

Council has received a request from Double Gold Stone Pty Ltd with regards to having a work zone for their construction at 507-511 Liverpool Road. They have requested a work zone on Belvedere Avenue for a distance of 30.0m in the frontage of the site. Council officers noted that work zone will not have any major impact on the traffic and is required to carry out construction activities and should hence be recommended.

**RECOMMENDATION**

That work zone along the southern kerb alignment of Belvedere Avenue for the length of 30.0m along the frontage of the site be approved.

(Voting on this item was unanimous)

**7. SPECIAL EVENTS**

Nil

8. ROAD SAFETY

Nil

9. GENERAL BUSINESS**9.1 Maria Street and Dean Street - Intersection Safety**

Council has received concerns with regards to the intersection at Maria Street and Dean Street with regards to the traffic calming arrangements.

RECOMMENDATION

1. That this matter be brought back to the Traffic committee meeting of October 2018.

(Voting on this item was unanimous)

9.2 Wentworth Street - Parking Restrictions

Council has received a request to introduce 2-4 hour parking restriction at Wentworth Street.

RECOMMENDATION

1. That the request be brought back to the Traffic Committee Meeting of October 2018.

(Voting on this item was unanimous)

9.3 Parramatta Road near Knight Street - Lane Mergers

Council has received concerns with regards to the change in lane arrangements that have occurred on Parramatta Road following the Westconnex construction. The changes have caused chaotic conditions for the road users

RECOMMENDATION

1. That RMS investigate the concerns with the recent changes made to the lane arrangements at Parramatta Road and matter brought back to Traffic Committee meeting in October 2018.

(Voting on this item was unanimous)

**9.4 Hedges Avenue and Morgan Place - Speeding Issues**

Council has received concerns with regards to the speeding vehicles travelling northbound on Hedges Avenue while making the right hand turn on Morgan Place. It is recommended to investigate the location to identify the engineering controls that can be put in place at the intersection to control the speed.

RECOMMENDATION

1. That the speeding issues at the intersection of Hedges Avenue and Morgan Place be investigated through appropriate traffic counts and realignment of kerb studies.
2. That report be brought back to Traffic Committee of October 2018.

(Voting on this item was unanimous)

9.5 Boden Avenue and Ada Avenue - Kerb Extensions

Council has received concerns with regards to kerb extensions at the intersection of Boden Avenue and Ada Avenue. The abovementioned upgrades were discussed in the Traffic Committee Meeting of February 2017. The arrangements were proposed to improvise on the pedestrian access while taking care of speed and line of sights.

However, given the concerns raised by the residents post-construction, the treatments will be re-investigated for the shortfalls, if any.

RECOMMENDATION

That no further action be taken on the matter.

(Voting on this item was unanimous)

9.6 Kessel Ave & Fraser St Intersection – Intersection modifications

Council has received concerns with regards to the intersection at Kessel Avenue and Fraser St, where there have been a number of near misses.

RECOMMENDATION

1. That the matter be investigated and brought back to the Traffic Committee Meeting of October 2018.

(Voting on this item was unanimous)

Meeting Closed: 1.00PM

Next Meeting: 18 September 2018

14.1 NOTICE OF MOTION SUBMITTED BY COUNCILLOR BLACKMORE
SUBJECT: MARIA STREET, STRATHFIELD SOUTH IMPROVEMENTS

I MOVE:

That a report be provided to the October 2018 Ordinary Council Meeting in relation to the following upgrades.

- The continuation of footpaths between Chiswick Street, Strathfield South and Elliot Street, Belfield
- The widening of the pedestrian walkway and pedestrian safety improvements on the bridge over the Cooks River.
- The possibility of installing lighting at the Ford Park entrance on Maria Street, Strathfield South.

The report to include, but not limited to, budgetary impacts and consultation with the Cooks River Alliance.

RECOMMENDATION

That a report be provided to the October 2018 Ordinary Council Meeting in relation to the following upgrades.

- The continuation of footpaths between Chiswick Street, Strathfield South and Elliot Street, Belfield
- The widening of the pedestrian walkway and pedestrian safety improvements on the bridge over the Cooks River.
- The possibility of installing lighting at the Ford Park entrance on Maria Street, Strathfield South.

The report to include, but not limited to, budgetary impacts and consultation with the Cooks River Alliance.

ATTACHMENTS

There are no attachments for this report.

14.2 NOTICE OF MOTION SUBMITTED BY COUNCILLOR BLACKMORE
SUBJECT: IMPROVING NOTIFICATION OF NEIGHBOURS FOR DEVELOPMENT APPLICATIONS

I MOVE:

That a report be prepared for the October 2018 Ordinary Council Meeting in relation to increasing the amount of neighbourhood notification required in our DCP for all Development Applications within Strathfield LGA.

The report to include, but not limited to, timeframe, budgetary implications and feasibility of notifying all property owners and residents within a radius of 100metres of all boundary fences.

RECOMMENDATION

That a report be prepared for the October 2018 Ordinary Council Meeting in relation to increasing the amount of neighbourhood notification required in our DCP for all Development Applications within Strathfield LGA.

The report to include, but not limited to, timeframe, budgetary implications and feasibility of notifying all property owners and residents within a radius of 100metres of all boundary fences.

ATTACHMENTS

There are no attachments for this report.

14.3 NOTICE OF MOTION SUBMITTED BY COUNCILLOR DUGGAN
SUBJECT: SHARE THE DIGNITY CHRISTMAS CAMPAIGN

I MOVE THAT:

1. Council support the Share the Dignity “It’s in the bag” Christmas Campaign by becoming a collection point for the donation of handbags with items useful for women in need.
2. Council conduct appropriate marketing of the campaign.
3. Council host a (Town Hall located) morning tea in November and invite attendees to bring handbags filled with appropriate products to donate to the campaign.

RECOMMENDATION

That:

1. Council support the Share the Dignity “It’s in the bag” Christmas Campaign by becoming a collection point for the donation of handbags with items useful for women in need.
2. Council conduct appropriate marketing of the campaign.
3. Council host a (Town Hall located) morning tea in November and invite attendees to bring handbags filled with appropriate products to donate to the campaign.

ATTACHMENTS

There are no attachments for this report.

GM1 REVIEW OF COUNCIL'S CODE OF CONDUCT

AUTHOR: Melinda Aitkenhead, Manager Governance and Internal Affairs

APPROVER: Henry T Wong, General Manager

RECOMMENDATION

1. That Council adopt the draft Strathfield Code of Conduct, August 2018 and the Draft Procedures for the Administration of the Code of Conduct, August 2018.
2. That any previous version of the Strathfield Code of Conduct be revoked.

PURPOSE OF REPORT

Section 440(7) of the *Local Government Act, 1993* requires councils to review their Code of Conduct within 12 months after each ordinary election. This report seeks to fulfil this requirement.

REPORT

Council's Code of Conduct is the centerpiece of Council's governance framework. It is the foundation for ensuring the integrity of our organisation and building a strong ethical culture.

Section 440(7) of the Local Government Act, 1993 states that:

'A council must, within 12 months after each ordinary election, review its adopted code and make such adjustments as it considers appropriate and as are consistent with this section.'

A review of Council's Code of Conduct has been conducted. A draft based on the Office of Local Government's Model Code of Conduct for Local Councils in NSW and provisions relevant to this Council have been developed for Council's consideration.

Attachment 1 contains the draft Code of Conduct with the proposed amendments highlighted in bold text.

The Code of Conduct is supported by the Procedures for the Administration of the Code of Conduct for Local Councils in NSW (March 2013), as published by the Office of Local Government. There are no proposed changes the Model Procedures, a copy of these Procedures for the Administration of the Code of Conduct is contained in attachment 2.

Once adopted the Code of Conduct and the Procedures for the Administration of the Code will be available on Council's website and provided to all Council officials.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

1. [Draft Strathfield Council Code of Conduct](#)
2. [Draft Strathfield Council Procedures for the Administration of the Code of Conduct](#)

ATTACHMENT 1




Code of Conduct

August 2018

STRATHFIELD COUNCIL CODE OF CONDUCT

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	CODE OF CONDUCT		
RESPONSIBILITY	Manager Corporate Governance & Internal Affairs		
DATE ADOPTED	Draft TBC	MINUTE	
REVISED		REVIEW	Within 12 months of the ordinary election of Council
ECM No	1352094		
ASSOCIATED POLICIES	<ul style="list-style-type: none"> • Strathfield Council Code of Meeting Practice • Privacy Management Plan • Access to Information Policy 		
ASSOCIATED LEGISLATION	<ul style="list-style-type: none"> • Local Government Act 1993 • Local Government (General) Regulations 2005 		
ASSOCIATED GUIDELINES	<ul style="list-style-type: none"> • Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 		

FORWARD – 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.

The Code of Conduct is the centerpiece of Council's governance framework. It is the foundation for ensuring the integrity of our organisation and building a strong ethical culture. This 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.

The 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.

PART 1 INTRODUCTION

This Model Code of Conduct for Local Councils in NSW ("the Model Code of Conduct") is made for the purposes of section 440 of the *Local Government Act 1993* ("the Act"). Section 440 of the Act requires every council to adopt a code of conduct that incorporates the provisions of the Model

Code. For the purposes of section 440 of the Act, the Model Code of Conduct comprises all parts of this document.

Councillors, administrators, members of staff of council, independent conduct reviewers, volunteers, members of council committees including the conduct review committee and delegates of the council must comply with the applicable provisions of council's code of conduct in carrying out their functions as council officials. It is the personal responsibility of council officials to comply with the standards in the code and regularly review their personal circumstances 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 Act. The Act provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office.

Failure by a member of staff to comply with council's code of conduct may give rise to disciplinary action. Investigations into staff misconduct will be carried out in accordance with the provisions of the NSW Local Government (State) Award 2017.

COUNCIL'S VALUES

Strathfield Council is committed to following our Corporate Values which guides the conduct of officials and guides the way Council carries out our business and delivers activities and services for our Community. Council's Code of Conduct provides guidelines to ensure that behaviour and decisions reflect our Corporate Values, which are:

Teamwork

We are constructive, we contribute positively to the team and the organization and provide good customer service to others in a timely fashion.

Integrity

We communicate in an open and genuine manner, do what we say and treat everyone equally, with fairness and respect.

Accountability

We deliver, do what we say we will, take responsibility for the part we play in this organization and we are clear and transparent in all that we do.

Wellbeing & Safety

We ensure that everyone gets home at night safely, raise safety concerns immediately and ask 'are you ok' if we notice that someone might be struggling.

PART 2 PURPOSE OF THE CODE OF CONDUCT

The Model Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation.

The Model Code of Conduct has been developed to assist council officials to:

- understand 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 the integrity of local government.

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in carrying out your functions in a manner that is likely to bring the council or holders of civic office into disrepute. Specifically, you must not act in a way that:
- a) contravenes the Act, associated regulations, council's relevant administrative requirements and policies
 - b) is detrimental to the pursuit of the charter of a council
 - c) is improper or unethical
 - d) is an abuse of power or otherwise amounts to misconduct
 - e) causes, comprises or involves intimidation, harassment or verbal abuse
 - f) causes, comprises or involves discrimination, disadvantage or adverse treatment in relation to employment
 - g) causes, comprises or involves prejudice in the provision of a service to the community. (Schedule 6A)
- 3.2 You must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the Act or any other Act. (section 439)
- 3.3 You must treat others with respect at all times.

Fairness and equity

- 3.4 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.5 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.
- 3.6 **An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.4 or 3.5.**

Harassment and discrimination

- 3.7 You must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination on the grounds of sex, pregnancy, age, race, responsibilities as a carer, marital status, disability, homosexuality, transgender grounds or if a person has an infectious disease.

Bullying

- 3.8 You must not engage in behaviour which constitutes workplace bullying.
- 3.9 Bullying is defined as repeated behaviour directed towards another person which is unreasonable and/or unfair. Bullying comprises behaviours that a reasonable person, having regard for the circumstances, would see as victimising, harassing, humiliating, offensive, intimidating, belittling, demeaning, undermining or threatening and which creates a risk to a person's health (physical or mental), safety or welfare.

Development decisions

- 3.9 You must ensure that development decisions are properly made and that parties involved in the development process are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the development assessment process.
- 3.10 In determining development applications, you must ensure that no action, statement or communication between yourself and applicants or objectors conveys any suggestion of willingness to provide improper concessions or preferential treatment.

Consideration of Development Applications and reports

- 3.10A Councillors are advised to refrain from giving commitment of support or otherwise to applicants or objectors for proposed development prior to full details of a proposal being available, for instance at public exhibition stage or following a briefing to all Councillors.

There may be exceptions such as in matters of wide public interest or where individual Councillors or Council's position is well known. Examples might include proposals with the potential to inflame or divide community opinion or which may be perceived to have community wide impacts for instance schools in residential areas, brothels, traffic generating or hazardous developments.

Care and discretion must also be exercised when Councillors are requested to advocate and or intervene on behalf of applicants who are aggrieved by Council's development application or inspection processes particularly with respect to allegations of delay, obstruction, unreasonable demands or officer's behaviour. In these circumstances it is advised that Councillors should defer the issue to the General Manager or Directors.

Binding caucus votes

- 3.11 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 3.12 For the purposes of clause 3.11, 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.
- 3.13 Clause 3.11 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.
- 3.14 Clause 3.11 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.

Electronic and other communication

- 3.15 You must not use any means of communication, whether at work or otherwise, including but not limited to face-to-face, telephone, mobile phone, email, instant messaging, text messaging, and social media to engage in any conduct that contravenes this Code.

PART 4 CONFLICT OF INTERESTS

- 4.1 A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.
- 4.2 You must avoid or appropriately manage any conflict of interests. The onus is on you to identify a conflict of interests and take the appropriate action to manage the conflict in favour of your public duty.
- 4.3 Any conflict of interests must be managed to uphold the probity of council decision-making. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.
- 4.4 Private interests can be of two types: pecuniary or non-pecuniary.

What is a pecuniary interest?

- 4.5 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. (*section 442*)
- 4.6 A person will also be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter. (*section 443*)
- 4.7 Pecuniary interests are regulated by Chapter 14, Part 2 of the Act. The Act requires that:
 - a) councillors and designated persons lodge an initial and an annual written disclosure of interests that could potentially be in conflict with their public or professional duties (*section 449*)
 - b) councillors and members of council committees disclose an interest and the nature of that interest at a meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter (*section 451*)
 - c) designated persons immediately declare, in writing, any pecuniary interest. (*section 459*)
- 4.8 Designated persons are defined at section 441 of the Act, and include, but are not limited to, the general manager and other senior staff of the council.
- 4.9 Where you are a member of staff of council, other than a designated person (as defined by section 441), you must disclose in writing to your supervisor or the general manager, the nature of any pecuniary interest you have in a matter you are dealing with as soon as practicable.

What are non-pecuniary interests?

- 4.10 Non-pecuniary interests are private or personal interests the council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

- 4.11 The political views of a councillor do not constitute a private interest.

Managing non-pecuniary conflict of interests

- 4.12 Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.
- 4.13 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. This disclosure constitutes disclosure in writing for the purposes of clause 4.12.
- 4.14 How you manage a non-pecuniary conflict of interests will depend on whether or not it is significant.
- 4.15 As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:
- a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
 - b) other relationships 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, sporting body, club, corporation or association that is particularly strong.
- 4.16 If you are a council official, other than a member of staff of council, and you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:
- a) remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another council official;
 - b) have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply.
- 4.17 If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.
- 4.18 If you are a member of staff of council, the decision on which option should be taken to manage a non-pecuniary conflict of interests must be made in consultation with your manager.
- 4.19 Despite clause 4.16(b), a councillor who has disclosed that a significant non-pecuniary conflict of interests exists may participate in a decision to delegate council's decision-making role to council staff through the general manager, or appoint another person or body to make the decision in accordance with the law. This applies whether or not council would be deprived of a quorum if one or more councillors were to manage their conflict of interests by not voting on a matter in accordance with clause 4.16(b) above.

Reportable political donations

- 4.20 Councillors should note that matters before council involving political or campaign donors may give rise to a non-pecuniary conflict of interests.
- 4.21 Where a councillor has received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
 - b) where the major political donor has a matter before council,
- then the councillor must declare a non-pecuniary conflict of interests, disclose the nature of the interest, and manage the conflict of interests in accordance with clause 4.16(b).
- 4.22 For the purposes of this Part:
- a) a "reportable political donation" is a "reportable political donation" for the purposes of section 86 of the *Election Funding, Expenditure and Disclosures Act 1981*,
 - b) a "major political donor" is a "major political donor" for the purposes of section 84 of the *Election Funding, Expenditure and Disclosures Act 1981*.
- 4.23 Councillors should note that political donations below \$1,000, 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 interests. Councillors should determine whether or not such conflicts are significant and take the appropriate action to manage them.
- 4.24 If a councillor has received or knowingly benefitted from a reportable political donation of the kind referred to in clause 4.21, that councillor is not prevented from participating in a decision to delegate council's decision-making role to council staff through the general manager or appointing another person or body to make the decision in accordance with the law (see clause 4.19 above).

Loss of quorum as a result of compliance with this Part

- 4.25 Where a majority of councillors are precluded under this Part from consideration of a matter the council or committee must resolve to delegate consideration of the matter in question to another person.
- 4.26 Where a majority of councillors are precluded under this Part from consideration of a matter and the matter in question concerns the exercise of a function that may not be delegated under section 377 of the Act, the councillors may apply in writing to the Chief Executive to be exempted from complying with a requirement under this Part relating to the management of a non-pecuniary conflict of interests.
- 4.27 The Chief Executive will only exempt a councillor from complying with a requirement under this Part where:
- a) compliance by councillors with a requirement under the Part in relation to a matter will result in the loss of a quorum, and

- b) the matter relates to the exercise of a function of the council that may not be delegated under section 377 of the Act.
- 4.28 Where the Chief Executive exempts a councillor from complying with a requirement under this Part, the councillor must still disclose any interests they have in the matter the exemption applies to in accordance with the requirements of this Part.
- 4.29 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 interests 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 part 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 part of the council's area, and
 - b) the non-pecuniary conflict of interests arises only because of an interest that a person has in that person's principal place of residence, and
 - c) the councillor declares any interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part.

Other business or employment

- 4.30 If you are a member of staff of Council, **on any employment basis**, considering outside employment or contract work, **whether remunerated or not**, that relates to the business of the council or that might conflict with your council duties, you must notify and seek the approval of the general manager in writing. (section 353)
- 4.31 As a member of staff, you must ensure that any outside employment or business you engage in will not:
- a) conflict with your official duties
 - b) involve using confidential information or council resources obtained through your work with the council
 - c) require you to work while on council duty
 - d) discredit or disadvantage the council.

Personal dealings with council

- 4.32 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 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.

PART 5 PERSONAL BENEFIT

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

Gifts and benefits

- 5.1 You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.
- 5.2 You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

Token gifts and benefits

- 5.3 Generally speaking, token gifts and benefits include:
- a) free or subsidised meals, beverages or refreshments provided in conjunction with:
 - i) the discussion of official business
 - ii) council work related events such as training, education sessions, workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations
 - b) invitations to and attendance at local social, cultural or sporting events
 - c) gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
 - d) ties, scarves, coasters, tie pins, diaries, chocolates or flowers
 - e) prizes of token value.

5.4 To be considered as a token gift or benefit, the item must not exceed \$50 in value.

Gifts and benefits of value

- 5.5 Notwithstanding clause 5.3, gifts and benefits that have more than a token value include, but are not limited to, tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes (including the NRL, AFL, FFA, NBL)), corporate hospitality at a corporate facility at major sporting events, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel.

How are offers of gifts and benefits to be dealt with?

- 5.6 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) accept any gift or benefit of more than token value
 - e) accept an offer of cash or a cash-like gift, regardless of the amount.
- 5.7 For the purposes of clause 5.5(e), a "cash-like gift" includes but is not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.
- 5.8 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, this must be disclosed promptly to your supervisor, the Mayor or the general manager. The recipient, supervisor, Mayor or general manager must ensure that any gifts or benefits of more than token value that are received are recorded in a Gifts Register. The gift or benefit must be surrendered to council, unless the nature of the gift or benefit makes this impractical.

Improper and undue influence

- 5.8 You must not use your position to influence other council officials in the performance of their public or professional duties 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 appropriate exercise of their representative functions.
- 5.9 You must not take advantage (or seek to take advantage) of your status or position with or of functions you perform for council in order to obtain a private benefit for yourself or for any other person or body.

PART 5A: FRAUD PREVENTION**Fraud prevention**

- 5A.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, insofar as practical.
- 5A.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

- 5A.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.
- 5A.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

- 5A.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

- 5A.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 Corporate Governance & Internal Affairs).

Reporting fraud and corruption

5A.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.)

PART 6 RELATIONSHIP BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

- 6.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. The governing body has the responsibility of directing and controlling the affairs of the council in accordance with the Act and is responsible for policy determinations, for example, those relating to workforce policy.
- 6.2 Councillors or administrators must not:
- a) direct council staff other than by giving appropriate direction to the general manager in the performance of council's functions by way of council or committee resolution, or by the Mayor or administrator exercising their power under section 226 of the Act (*section 352*)
 - 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 member or delegate (*Schedule 6A of the Act*)
 - 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 council's contractors or tenderers, including council's legal advisers, unless by the Mayor or administrator exercising their power under section 226 of the Act. This does not apply to council's external auditors or the Chair of council's audit committee who may be provided with any information by individual councillors reasonably necessary for the external auditor or audit committee to effectively perform their functions.

Obligations of staff

- 6.3 The general manager is responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation of the decisions of the council without delay.
- 6.4 Members of staff of council must:
- a) give their attention to the business of council while on duty
 - b) ensure that their work is carried out efficiently, economically and effectively
 - c) carry out 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 conflict with the performance of their official duties.

Obligations during meetings

- 6.5 You must act in accordance with council's Code of Meeting Practice, if council has adopted one, and the *Local Government (General) Regulation 2005* during council and committee meetings.
- 6.6 You must show respect to the chair, other council officials and any members of the public present during council and committee meetings or other formal proceedings of the council.

Inappropriate interactions

- 6.7 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 broader workforce policy issues.
 - b) Council staff approaching councillors and administrators to discuss individual or operational staff matters other than broader workforce policy issues.
 - c) Council staff refusing to give information that is available to other councillors to a particular councillor.
 - d) Councillors and administrators who have lodged a development application with council, discussing the matter with council staff in staff-only areas of the council.
 - e) Councillors and administrators being overbearing or threatening to council staff.
 - f) Councillors and administrators making personal attacks on council staff in a public forum.
 - g) Councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make.
 - h) 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.
 - i) Council staff meeting with applicants or objectors alone AND outside office hours to discuss applications or proposals.
 - j) Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by council associated with current or proposed legal proceedings unless permitted to do so by council's general manager or, in the case of the Mayor or administrator, exercising their power under section 226 of the Act.

PART 7 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 7.1 The general manager and public officer are responsible for ensuring that members of the public, councillors and administrators can gain access to the documents available under the *Government Information (Public Access) Act 2009*.
- 7.2 The general manager must provide councillors and administrators with information sufficient to enable them to carry out their civic office functions.
- 7.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to carry out their civic office functions and in accordance with council procedures.
- 7.4 Members of staff of council who provide any information to a particular councillor in the performance of their civic duties must also make it available to any other councillor who requests it and in accordance with council procedures.
- 7.5 Councillors and administrators who have a private (as distinct from civic) interest in a document of council have the same rights of access as any member of the public.

Councillors and administrators to properly examine and consider information

- 7.6 Councillors and administrators must properly examine and consider all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter in accordance with council's charter.

Refusal of access to documents

- 7.7 Where the general manager and public officer determine to refuse access to a document sought by a councillor or administrator they must act reasonably. In reaching this decision they must take into account whether or not the document sought is required for the councillor or administrator to perform their civic duty (see clause 7.2). The general manager or public officer must state the reasons for the decision if access is refused.

Use of certain council information

- 7.8 In regard to information obtained in your capacity as a council official, you must:
- a) 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 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

- 7.9 You must maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible.
- 7.10 In addition to your general obligations relating to the use of council information, you must:
- a) protect confidential information
 - b) only release confidential information if you have authority to do so
 - c) only use confidential information for the purpose it is intended to be used
 - d) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
 - e) not use confidential information with the intention to cause harm or detriment to your council or any other person or body
 - f) not disclose any information discussed during a confidential session of a council meeting.

Personal information

- 7.11 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) council's privacy management plan
 - e) the Privacy Code of Practice for Local Government

Use of council resources

- 7.12 You must use council resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.
- 7.13 Union delegates and consultative committee members may have reasonable access to council resources 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.
- 7.14 You must be scrupulous in your use of council property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.
- 7.15 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.

- 7.16 You must not use council resources, property or facilities for the purpose of assisting your election campaign or the election campaign 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.
- 7.17 You must not use council letterhead, council crests and other information that could give the appearance it is official council material for:
- a) the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 7.18 You must not convert any property of the council to your own use unless properly authorised.
- 7.19 You must not use council's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

Councillor access to council buildings

- 7.20 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.
- 7.21 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or delegate) or as provided in the procedures governing the interaction of councillors and council staff.
- 7.22 Councillors and administrators must ensure that when they are within a staff area they avoid giving rise to the appearance that they may improperly influence council staff decisions.

PART 8 MAINTAINING THE INTEGRITY OF THIS CODE

- 8.1 You must not conduct yourself in a manner that is likely to undermine confidence in the integrity of this code or its administration.

Complaints made for an improper purpose

- 8.2 You must not make a complaint or cause a complaint to be made under this code for an improper purpose.
- 8.3 For the purposes of clause 8.2, 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 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 this code
 - g) to take reprisal action against a person for making a complaint under this code except as may be otherwise specifically permitted under this code
 - h) to take reprisal action against a person for exercising a function prescribed under the procedures for the administration of this code except as may be otherwise specifically permitted under this code
 - i) to prevent or disrupt the effective administration of this code.

Detrimental action

- 8.4 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 under this code except as may be otherwise specifically permitted under this code.
- 8.5 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 this code except as may be otherwise specifically permitted under this code.
- 8.6 For the purposes of clauses 8.4 and 8.5 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 this code

- 8.7 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under this code.
- 8.8 You must comply with a reasonable and lawful request made by a person exercising a function under this code.
- 8.9 You must comply with a practice ruling made by the Office of Local Government.
- 8.10 Where you are a councillor or the general manager, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

Disclosure of information about the consideration of a matter under this code

- 8.11 You must report breaches of this code in accordance with the reporting requirements under this code.
- 8.12 You must not make allegations of suspected breaches of this code at council meetings or in other public forums.
- 8.13 You must not disclose information about the consideration of a matter under this code except for the purposes of seeking legal advice unless the disclosure is otherwise permitted under this code.

Complaints alleging a breach of this part

- 8.14 Complaints alleging a breach of this Part (Part 8) by a councillor, the general manager or an administrator are to be made to the Office of Local Government.
- 8.15 Complaints alleging a breach of this Part by other council officials are to be made to the general manager.

PART 9 DEFINITIONS

In the Model Code of Conduct the following definitions apply:

The Act	the <i>Local Government Act 1993</i>
Act of disorder	see the definition in clause 256 of the <i>Local Government (General) Regulation 2005</i>
Administrator	an administrator of a council appointed under the Act other than an administrator appointed under section 66
Chief Executive	Chief Executive of the Office of Local Government
Code	means the Model Code of Conduct for Local Councils in NSW
Committee	a council committee
Conflict of interests	a conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty council
Committee	a committee established by resolution of council other than a wholly advisory 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
Council official	includes councillors, members of staff of council, administrators, council committee, members, volunteers, conduct reviewers and delegates of council
Councillor	a person elected or appointed to civic office and includes a Mayor 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
Conduct	includes acts and omissions
Designated person	see the definition in section 441 of the Act
Election campaign	includes council, State and Federal election campaigns
Personal information	information or an opinion about a person whose identity is apparent, or can be ascertained from the information or opinion
The Regulation	the <i>Local Government (General) Regulation 2005</i> .

The term “you” used in the Model Code of Conduct refers to council officials.

The phrase, “this code” used in the Model Code of Conduct refers also to the procedures for the administration of the Model Code of Conduct prescribed under the *Local Government (General) Regulation 2005*.

PART 10 VERSION CONTROL

Version #	Date	Details	Council Meeting Date
DRAFT	August 2018	Draft Strathfield Code of Conduct created	

ATTACHMENT 2



Procedures for the Administration of the Code Of Conduct


August 2018

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Appendix 1: Procedure Flowchart. 38

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	PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT		
RESPONSIBILITY	Manager Corporate Governance & Internal Affairs		
DATE ADOPTED	Draft TBC	MINUTE	
REVISED		REVIEW	Within 12 months of the ordinary election of Council
ECM No	645844		
ASSOCIATED POLICIES	<ul style="list-style-type: none"> • Strathfield Council Code of Conduct - August 2018 • Strathfield Council Code of Meeting Practice • Privacy Management Plan • Access to Information Policy 		
ASSOCIATED LEGISLATION	<ul style="list-style-type: none"> • Local Government Act 1993 • Local Government (General) Regulations 2005 		
ASSOCIATED GUIDELINES			

FORWARD – 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 centerpiece 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 supported by these Procedures for the Administration of the Code Of Conduct which are based on the Office of Local Government's Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW (March 2013).

The 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.

COUNCIL'S VALUES

Strathfield Council is committed to following our Corporate Values which guides the conduct of officials and guides the way Council carries out our business and delivers activities and services

for our Community. Council's Code of Conduct provides guidelines to ensure that behaviour and decisions reflect our Corporate Values, which are:

Teamwork

We are constructive, we contribute positively to the team and the organization and provide good customer service to others in a timely fashion.

Integrity

We communicate in an open and genuine manner, do what we say and treat everyone equally, with fairness and respect.

Accountability

We deliver, do what we say we will, take responsibility for the part we play in this organization and we are clear and transparent in all that we do.

Wellbeing & Safety

We ensure that everyone gets home at night safely, raise safety concerns immediately and ask 'are you ok' if we notice that someone might be struggling.

PART 1 INTRODUCTION

These procedures ("the Model Code Procedures") are prescribed for the purposes of the administration of the Model Code of Conduct for Local Councils in NSW ("the Model Code"). The Model Code and Model Code Procedures are made under sections 440 and 440AA respectively of the *Local Government Act 1993* ("the Act") and the *Local Government (General) Regulation 2005* ("the Regulation").

Sections 440 and 440AA of the Act require every council to adopt a code of conduct and procedures for the administration of the code of conduct that incorporate the provisions of the Model Code and Model Code Procedures respectively.

Provisions of a council's adopted procedures that are not consistent with those prescribed under the Model Code Procedures will have no effect.

This version replaces all former Procedures for the Administration of the Code Of Conduct adopted by Council.

PART 2 DEFINITIONS

For the purposes of the procedures, the following definitions apply:

The Act	the <i>Local Government Act 1993</i>
Administrator	an administrator of a council appointed under the Act other than an administrator appointed under section 66
Chief Executive	Chief Executive of the Office of Local Government
Code of conduct	a code of conduct adopted under section 440 of the Act
Code of conduct complaint	a complaint that alleges conduct on the part of a council official acting in their official capacity that on its face, if proven, would constitute a breach of the standards of conduct prescribed under the council's code of conduct
Complainant	a person who makes a code of conduct complaint
Complainant councillor	a councillor who makes a code of conduct complaint
Complaints Coordinator	a person appointed by the General Manager under these procedures as a Complaints Coordinator
Conduct reviewer	a person appointed under these procedures to review allegations of breaches of the code of conduct by councillors or the General Manager
Council committee	a committee established by resolution of council other than a wholly advisory 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
Council official	includes councillors, members of staff of council, administrators, council committee members, conduct reviewers and delegates of council
Councillor	a person elected or appointed to civic office and includes a Mayor
Conduct	includes acts and omissions
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

Investigator	a conduct reviewer or conduct review committee
The Office	the Office of Local Government, Department of Premier and Cabinet
The Regulation	the <i>Local Government (General) Regulation 2005</i>
Subject person	a person whose conduct is the subject of investigation by a conduct reviewer or conduct review committee under these procedures

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PART 3 ADMINISTRATIVE FRAMEWORK

The establishment of a panel of conduct reviewers

- 3.1 The council must by resolution establish a panel of conduct reviewers.
- 3.2 The council may by resolution enter into an arrangement with one or more other councils to share a panel of conduct reviewers.
- 3.3 The panel of conduct reviewers is to be established following a public expression of interest process.
- 3.4 An expression of interest for members of the council's panel of conduct reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.
- 3.5 To be eligible to be a member of a panel of conduct reviewers, a person must, at a minimum, meet the following requirements:
- a) an understanding of local government, and
 - b) knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the Public Interest Disclosures Act 1994, and
 - c) knowledge and experience of one or more of the following:
 - i. investigations, or
 - ii. law, or
 - iii. public administration, or
 - iv. public sector ethics, or
 - v. alternative dispute resolution, and
 - d) meet the eligibility requirements for membership of a panel of conduct reviewers under clause 3.6.
- 3.6 A person is not be eligible to be a member of the panel of conduct reviewers if they are
- a) a councillor, or
 - b) a nominee for election as a councillor, or
 - c) an administrator, or
 - d) an employee of a council, or
 - e) a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
 - f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
 - g) a person who has a conviction for an indictable offence that is not an expired conviction.

- 3.7 A person is not precluded from being a member of the council's panel of conduct reviewers if they are a member of another council's panel of conduct reviewers.
- 3.8 A panel of conduct reviewers established under this Part is to have a term of up to four years.
- 3.9 The council may terminate the panel of conduct reviewers at any time by resolution.
- 3.10 When the term of the conduct reviewers concludes or is terminated, the council must establish a new panel of conduct reviewers in accordance with the requirements of this Part.
- 3.11 A person who was a member of a previous panel of conduct reviewers established by the council may be a member of subsequent panels of conduct reviewers established by the council.

The appointment of Complaints Coordinators

- 3.12 The General Manager must appoint a member of staff of the council to act as a Complaints Coordinator. Where practicable, the Complaints Coordinator should be a senior and suitably qualified member of staff.
- 3.13 The General Manager may appoint other members of staff to act as alternates to the Complaints Coordinator.
- 3.14 The General Manager must not undertake the role of Complaints Coordinator.
- 3.15 The person appointed as Complaints Coordinator or alternate Complaints Coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the *Public Interest Disclosures Act 1994*.
- 3.16 The role of the Complaints Coordinator is to:
- a) coordinate the management of complaints made under the council's code of conduct,
 - b) liaise with and provide administrative support to a conduct reviewer or conduct review committee,
 - c) liaise with the Office of Local Government, and
 - d) arrange the annual reporting of code of conduct complaints statistics.

PART 4 HOW MAY CODE OF CONDUCT COMPLAINTS BE MADE?

What is a “code of conduct complaint”?

- 4.1 For the purpose of these procedures, a code of conduct complaint is a complaint that alleges conduct on the part of a council official acting in their official capacity that on its face, if proven, would constitute a breach of the standards of conduct prescribed under the council's code of conduct.
- 4.2 Only code of conduct complaints are to be dealt with under these procedures. Complaints that do not satisfy the definition of a “code of conduct complaint” are to be dealt with under council's routine complaints management processes.

When must a code of conduct complaint be made?

- 4.3 A code of conduct complaint must be made within three months of the alleged conduct occurring or within three months of the complainant becoming aware of the alleged conduct.
- 4.4 A complaint made after 3 months may only be accepted if the General Manager, or, in the case of a complaint about the General Manager, the Mayor, is satisfied that there are compelling grounds for the matter to be dealt with under the code of conduct.

How may a code of conduct complaint about a council official other than the General Manager be made?

- 4.5 All code of conduct complaints other than those relating to the General Manager are to be made to the General Manager in writing.
- 4.6 Where a code of conduct complaint about a council official other than the General Manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.7 In making a code of conduct complaint about a council official other than the General Manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.8 The General Manager or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.9 Notwithstanding clauses 4.5 and 4.6, where the General Manager becomes aware of a possible breach of the council's code of conduct, he or she may initiate the process for the consideration of the matter under these procedures without a written complaint.

How may a code of conduct complaint about the General Manager be made?

- 4.10 Code of conduct complaints about the General Manager are to be made to the Mayor in writing.

- 4.11 Where a code of conduct complaint about the General Manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.12 In making a code of conduct complaint about the General Manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.13 The Mayor or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.14 Notwithstanding clauses 4.10 and 4.11, where the Mayor becomes aware of a possible breach of the council's code of conduct by the General Manager, he or she may initiate the process for the consideration of the matter under these procedures without a written complaint.

PART 5 HOW ARE CODE OF CONDUCT COMPLAINTS TO BE MANAGED?**How are code of conduct complaints about staff (other than the General Manager) to be dealt with?**

- 5.1 The General Manager is responsible for making enquiries or causing enquiries to be made into code of conduct complaints about members of staff of council and for determining the outcome of such complaints.
- 5.2 Where the General Manager decides not to make enquiries into a code of conduct complaint about a member of staff, the General Manager must give the complainant reasons in writing for their decision.
- 5.3 Without limiting clause 5.2, the General Manager may decide not to enquire into the matter on grounds that the complaint is trivial, frivolous, vexatious or not made in good faith.
- 5.4 Enquiries made into staff conduct that might give rise to disciplinary action must occur in accordance with the relevant industrial instrument or employment contract and make provision for procedural fairness including the right of an employee to be represented by their union.
- 5.5 Sanctions for staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.

How are code of conduct complaints about delegates of council and council committee members to be dealt with?

- 5.6 The General Manager is responsible for making enquiries or causing enquiries to be made into code of conduct complaints about delegates of council and council committee members and for determining the outcome of such complaints.
- 5.7 Where the General Manager decides not to make enquiries into a code of conduct complaint about a delegate of council or a council committee member, the General Manager must give the complainant reasons in writing for their decision.
- 5.8 Without limiting clause 5.7, the General Manager may decide not to enquire into the matter on grounds that the complaint is trivial, frivolous, vexatious or not made in good faith.
- 5.9 Sanctions for delegates of council and/or members of council committees depend on the severity, scale and importance of the breach and may include one or more of the following:
 - a) censure,
 - b) requiring the person to apologise to any person or organisation adversely affected by the breach,
 - c) prosecution for any breach of the law,
 - d) removing or restricting the person's delegation, or
 - e) removing the person from membership of the relevant council committee.

- 5.10 Prior to imposing a sanction against a delegate of council or a council committee member under clause 5.9, the General Manager or any person making enquiries on behalf of the General Manager must comply with the requirements of procedural fairness. In particular:
- a) the substance of the allegation (including the relevant provision/s of council's code of conduct that the alleged conduct is in breach of) must be put to the person the subject of the allegation, and
 - b) the person must be given an opportunity to respond to the allegation, and
 - c) the General Manager must consider the person's response in deciding whether to impose a sanction under clause

How are code of conduct complaints about conduct reviewers to be dealt with?

- 5.11 The General Manager must refer all code of conduct complaints about conduct reviewers to the Office for its consideration.
- 5.12 The General Manager must notify the complainant of the referral of their complaint in writing.
- 5.13 The General Manager must implement any recommendation made by the Office as a result of its consideration of a code of conduct complaint about a conduct reviewer.

How are code of conduct complaints about administrators to be dealt with?

- 5.14 The General Manager must refer all code of conduct complaints about administrators to the Office for its consideration.
- 5.15 The General Manager must notify the complainant of the referral of their complaint in writing.

How are code of conduct complaints about councillors to be dealt with?

- 5.16 The General Manager must refer the following code of conduct complaints about councillors to the Office:
- a) complaints alleging a breach of the pecuniary interest provisions of the Act,
 - b) complaints alleging a failure to comply with a requirement under the code of conduct to disclose and appropriately manage conflicts of interests arising from reportable political donations (see section 328B),
 - c) complaints alleging a breach of Part 8 of the code of conduct relating to the maintenance of the integrity of the code, and
 - d) complaints the subject of a special complaints management arrangement with the Office under clause 5.40.
- 5.17 Where the General Manager refers a complaint to the Office under clause 5.16, the General Manager must notify the complainant of the referral in writing.
- 5.18 Where the General Manager considers it to be practicable and appropriate to do so, the General Manager may seek to resolve code of conduct complaints about councillors, other

than those requiring referral to the Office under clause 5.16, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation or apology instead of referring them to the Complaints Coordinator under clause 5.20.

- 5.19 Where the General Manager resolves a code of conduct complaint under clause 5.18 to the General Manager's satisfaction, the General Manager must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.20 The General Manager must refer all code of conduct complaints about councillors other than those referred to the Office under clause 5.16 or resolved under clause 5.18 to the Complaints Coordinator.

How are code of conduct complaints about the General Manager to be dealt with?

- 5.21 The Mayor must refer the following code of conduct complaints about the General Manager to the Office:
- a) complaints alleging a breach of the pecuniary interest provisions of the Act,
 - b) complaints alleging a breach of Part 8 of the code of conduct relating to the maintenance of the integrity of the code, and
 - c) complaints the subject of a special complaints management arrangement with the Office under clause 5.40.
- 5.22 Where the Mayor refers a complaint to the Office under clause 5.21, the Mayor must notify the complainant of the referral in writing.
- 5.23 Where the Mayor considers it to be practicable and appropriate to do so, he or she may seek to resolve code of conduct complaints about the General Manager, other than those requiring referral to the Office under clause 5.21, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation or apology instead of referring them to the Complaints Coordinator under clause 5.25.
- 5.24 Where the Mayor resolves a code of conduct complaint under clause 5.23 to the Mayor's satisfaction, the Mayor must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.25 The Mayor must refer all code of conduct complaints about the General Manager other than those referred to the Office under clause 5.21 or resolved under clause 5.23 to the Complaints Coordinator.

Referral of code of conduct complaints to external agencies

- 5.26 The General Manager, Mayor or a conduct reviewer or conduct review committee may, at any time, refer a code of conduct complaint to an external agency or body such as, but not limited to, the Office, the Independent Commission Against Corruption, the NSW Ombudsman or the Police for its consideration, where they consider such a referral is warranted.

- 5.27 Where the General Manager, Mayor, conduct reviewer or conduct review committee refers a complaint to an external agency or body under clause 5.26, they must notify the complainant of the referral in writing where it is appropriate for them to do so.
- 5.28 Referral of a matter to an external agency or body shall finalise consideration of the matter under the code of conduct unless the council is subsequently advised otherwise by the referral agency or body.

Disclosure of the identity of complainants

- 5.29 In dealing with matters under these procedures, information that identifies or tends to identify complainants is not to be disclosed unless:
- a) the complainant consents in writing to the disclosure, or
 - b) it is generally known that the complainant has made the complaint as a result of the complainant having voluntarily identified themselves as the person who made the complaint, or
 - c) it is essential, having regard to procedural fairness requirements, that the identifying information be disclosed, or
 - d) a conduct reviewer or conduct review committee is of the opinion that disclosure of the information is necessary to investigate the matter effectively, or
 - e) it is otherwise in the public interest to do so.
- 5.30 Clause 5.29 does not apply to code of conduct complaints made by councillors about other councillors or the General Manager.
- 5.31 Where a councillor makes a code of conduct complaint about another councillor or the General Manager and the complainant councillor considers that compelling grounds exist that would warrant information that identifies or tends to identify them as the complainant not to be disclosed, they may request in writing that such information not be disclosed.
- 5.32 A request made by a complainant councillor under clause 5.31 must be made at the time they make a code of conduct complaint and must state the grounds upon which the request is made.
- 5.33 The General Manager or Mayor or, where the matter is referred, a conduct reviewer or conduct review committee must consider a request made under clause 5.31 before disclosing information that identifies or tends to identify the complainant councillor but are not obliged to comply with the request.
- 5.34 Where a complainant councillor makes a request under clause 5.31, the General Manager or Mayor or, where the matter is referred, a conduct reviewer or conduct review committee shall notify the councillor in writing of their intention to disclose information that identifies or tends to identify them prior to disclosing the information.

Code of conduct complaints made as public interest disclosures

- 5.35 Code of conduct complaints that are made as public interest disclosures under the *Public Interest Disclosures Act 1994* are to be managed in accordance with the requirements of

that Act, the council's internal reporting policy and any guidelines issued by the NSW Ombudsman that relate to the management of public interest disclosures.

- 5.36 For a code of conduct complaint to be dealt with as a public interest disclosure, the complainant must state at the outset and in writing at the time of making the complaint that it is made as a public interest disclosure.
- 5.37 Where a councillor makes a code of conduct complaint about another councillor or the General Manager as a public interest disclosure, before the matter may be dealt with under these procedures, the complainant councillor must consent in writing to the disclosure of their identity as the complainant.
- 5.38 Where a complainant councillor declines to consent to the disclosure of their identity as the complainant under clause 5.37, the General Manager or the Mayor must refer the complaint to the Office for consideration. Such a referral must be made under section 26 of the *Public Interest Disclosures Act 1994*.

Special complaints management arrangements

- 5.39 The General Manager may request in writing that the Office enter into a special complaints management arrangement with the council in relation to code of conduct complaints made by or about a person or persons.
- 5.40 Where the Office receives a request under clause 5.39, it may agree to enter into a special complaints management arrangement where it is satisfied that the number or nature of code of conduct complaints made by or about a person or persons has:
- a) imposed an undue and disproportionate cost burden on the council's administration of its code of conduct, or
 - b) impeded or disrupted the effective administration by the council of its code of conduct, or
 - c) impeded or disrupted the effective functioning of the council.
- 5.41 A special complaints management arrangement must be in writing and must specify the following:
- a) the code of conduct complaints the arrangement relates to, and
 - b) the period that the arrangement will be in force.
- 5.42 The Office may by notice in writing, amend or terminate a special complaints management arrangement at any time.
- 5.43 While a special complaints management arrangement is in force, an officer of the Office (the assessing Office officer) must undertake the preliminary assessment of the code of conduct complaints specified in the arrangement in accordance with the requirements of these procedures except as provided by clause 5.44 below.
- 5.44 Where, following a preliminary assessment, the assessing Office officer determines that a code of conduct complaint warrants investigation by a conduct reviewer or a conduct review committee, the assessing Office officer shall notify the Complaints Coordinator in writing of

their determination and the reasons for their determination. The Complaints Coordinator must comply with the recommendation of the assessing Office officer.

- 5.45 Prior to the expiry of a special complaints management arrangement, the Office shall, in consultation with the General Manager, review the arrangement to determine whether it should be renewed or amended.
- 5.46 A special complaints management arrangement shall expire on the date specified in the arrangement unless renewed under clause 5.45.

PART 6 PRELIMINARY ASSESSMENT**Referral of code of conduct complaints to conduct reviewers**

- 6.1 The Complaints Coordinator must refer all code of conduct complaints about councillors or the General Manager submitted to the Complaints Coordinator within 21 days of receipt of a complaint by the General Manager or the Mayor.
- 6.2 For the purposes of clause 6.1, the Complaints Coordinator will refer a complaint to a conduct reviewer selected from:
- a) a panel of conduct reviewers established by the council, or
 - b) a panel of conduct reviewers established by an organisation approved by the Chief Executive of the Office.
- 6.3 In selecting a suitable conduct reviewer, the Complaints Coordinator may have regard to the qualifications and experience of members of the panel of conduct reviewers.
- 6.4 A conduct reviewer must not accept the referral of a code of conduct complaint where:
- a) they have a conflict of interests in relation to the matter referred to them, or
 - b) a reasonable apprehension of bias arises in relation to their consideration of the matter, or
 - c) they or their employer has entered into one or more contracts with the council in the 2 years preceding the referral and they or their employer have received or expect to receive payments under the contract or contracts of a cumulative value that exceeds \$100K, or
 - d) at the time of the referral, they or their employer are the council's legal service providers or are a member of a panel of legal service providers appointed by the council.
- 6.5 For the purposes of clause 6.4(a), a conduct reviewer will have a conflict of interests in a matter where a reasonable and informed person would perceive that they could be influenced by a private interest when carrying out their public duty (see clause 4.1 of the Model Code of Conduct).
- 6.6 For the purposes of clause 6.4 (b), a reasonable apprehension of bias arises where a fair-minded observer might reasonably apprehend that the conduct reviewer might not bring an impartial and unprejudiced mind to the matter referred to the conduct reviewer.
- 6.7 Where the Complaints Coordinator refers a matter to a conduct reviewer, they will provide the conduct reviewer with a copy of the code of conduct complaint and any other information relevant to the matter held by the council.
- 6.8 The Complaints Coordinator must notify the complainant in writing that the matter has been referred to a conduct reviewer and advise which conduct reviewer the matter has been referred to.

Preliminary assessment by a conduct reviewer

- 6.9 The conduct reviewer is to undertake a preliminary assessment of a complaint referred to them by the Complaints Coordinator for the purposes of determining how the complaint is to be managed.
- 6.10 The conduct reviewer may determine to do one or more of the following in relation to a complaint referred to them by the Complaints Coordinator:
- a) to take no action, or
 - b) to resolve the complaint by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation or apology, or
 - c) to refer the matter back to the General Manager or, in the case of a complaint about the General Manager, the Mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, or apology, or
 - d) to refer the matter to another agency or body such as, but not limited to, the ICAC, the NSW Ombudsman, the Office or the Police, or
 - e) to investigate the matter, or
 - f) to recommend that the Complaints Coordinator convene a conduct review committee to investigate the matter.
- 6.11 In determining how to deal with a matter under clause 6.10, the conduct reviewer must have regard to the complaint assessment criteria prescribed under clause 6.27.
- 6.12 The conduct reviewer may make such enquiries the conduct reviewer considers to be reasonably necessary to determine what option to exercise under clause 6.10.
- 6.13 The conduct reviewer may request the Complaints Coordinator to provide such additional information the conduct reviewer considers to be reasonably necessary to determine what option to exercise in relation to the matter under clause 6.10. The Complaints Coordinator will, as far as is reasonably practicable, supply any information requested by the conduct reviewer.
- 6.14 The conduct reviewer must refer to the Office any complaints referred to him or her that should have been referred to the Office under clauses 5.16 and 5.21.
- 6.15 The conduct reviewer must determine to take no action on a complaint that is not a code of conduct complaint for the purposes of these procedures.
- 6.16 Where the conduct reviewer completes their preliminary assessment of a complaint by determining to exercise an option under clause 6.10, paragraphs (a), (b) or (c), they must provide the complainant with written notice of their determination and provide reasons for it and this will finalise consideration of the matter under these procedures.
- 6.17 Where the conduct reviewer refers a complaint to another agency or body, they must notify the complainant of the referral in writing where it is appropriate for them to do so.

- 6.18 The conduct reviewer may only determine to investigate a matter or to recommend that a conduct review committee be convened to investigate a matter where they are satisfied as to the following:
- a) that the complaint is a "code of conduct complaint" for the purposes of these procedures, and
 - b) that the alleged conduct, on its face, is sufficiently serious to warrant investigation, and
 - c) that the matter is one that could not or should not be resolved by alternative means.
- 6.19 The conduct reviewer may only determine to recommend that a conduct review committee be convened to investigate a matter after consulting with the Complaints Coordinator and where they are satisfied that it would not be practicable or appropriate for the matter to be investigated by a sole conduct reviewer.
- 6.20 The conduct reviewer must complete their preliminary assessment of the complaint within 28 days of referral of the matter to them by the Complaints Coordinator.
- 6.21 The conduct reviewer is not obliged to give prior notice to or to consult with any person before making a determination in relation to their preliminary assessment of a complaint except as may be specifically required under these procedures.

Referral back to the General Manager or Mayor for resolution

- 6.22 Where the conduct reviewer determines to refer a matter back to the General Manager or to the Mayor to be resolved by alternative and appropriate means, they must write to the General Manager or, in the case of a complaint about the General Manager, to the Mayor, recommending the means by which the complaint may be resolved.
- 6.23 The conduct reviewer must consult with the General Manager or Mayor prior to referring a matter back to them under clause 6.22.
- 6.24 The General Manager or Mayor may decline to accept the conduct reviewer's recommendation. Where the General Manager or Mayor declines to do so, the conduct reviewer may determine to deal with the complaint by other means under clause 6.10.
- 6.25 Where the conduct reviewer refers a matter back to the General Manager or Mayor under clause 6.22, the General Manager or, in the case of a complaint about the General Manager, the Mayor, is responsible for implementing or overseeing the implementation of the conduct reviewer's recommendation.
- 6.26 Where the conduct reviewer refers a matter back to the General Manager or Mayor under clause 6.22, the General Manager, or, in the case of a complaint about the General Manager, the Mayor, must advise the complainant in writing of the steps taken to implement the conduct reviewer's recommendation once these steps have been completed.

Complaints assessment criteria

- 6.27 In undertaking the preliminary assessment of a complaint, the conduct reviewer may have regard to the following considerations:

- a) whether the complaint is a "code of conduct complaint",
- b) whether the complaint is trivial, frivolous, vexatious or not made in good faith,
- c) whether the complaint discloses prima facie evidence of a breach of the code,
- d) whether the complaint raises issues that would be more appropriately dealt with by another agency or body,
- e) whether there is or was an alternative and satisfactory means of redress available to the complainant in relation to the conduct complained of,
- f) whether the complaint is one that can be resolved by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, informal discussion, negotiation or apology,
- g) whether the issue/s giving rise to the complaint have previously been addressed or resolved,
- h) whether the conduct complained of forms part of a pattern of conduct,
- i) whether there were mitigating circumstances giving rise to the conduct complained of,
- j) the seriousness of the alleged conduct,
- k) the significance of the conduct or the impact of the conduct for the council,
- l) how much time has passed since the alleged conduct occurred, or
- m) such other considerations that the conduct reviewer considers may be relevant to the assessment of the complaint.

PART 7 OPERATIONS OF CONDUCT REVIEW COMMITTEES

- 7.1 Where a conduct reviewer recommends that the Complaints Coordinator convene a conduct review committee to investigate a matter, the conduct reviewer must notify the Complaints Coordinator of their recommendation and the reasons for their recommendation in writing.
- 7.2 The Complaints Coordinator must convene a conduct review committee comprising three conduct reviewers selected from:
- a) a panel of conduct reviewers established by the council, or
 - b) a panel of conduct reviewers established by an organisation approved by the Chief Executive of the Office.
- 7.3 In selecting suitable conduct reviewers for membership of a conduct review committee convened under clause 7.2, the Complaints Coordinator may have regard to the following:
- a) the qualifications and experience of members of the panel of conduct reviewers, and
 - b) any recommendation made by the conduct reviewer about the membership of the committee.
- 7.4 The conduct reviewer who made the preliminary assessment of the complaint must not be a member of a conduct review committee convened under clause 7.2.
- 7.5 A member of a panel of conduct reviewers may not be appointed to a conduct review committee where they would otherwise be precluded from accepting a referral of the matter to be considered by the committee under clause 6.4.
- 7.6 Where the Complaints Coordinator convenes a conduct review committee, they will advise the complainant in writing that the committee has been convened and the membership of the committee.
- 7.7 Where, after a conduct review committee has been convened, a member of the committee becomes unavailable to participate in further consideration of the matter, the Complaints Coordinator may appoint another person from a panel of conduct reviewers to replace them.
- 7.8 Meetings of a conduct review committee may be conducted in person or by teleconference.
- 7.9 The members of the conduct review committee must elect a chairperson of the committee.
- 7.10 A quorum for a meeting of the conduct review committee is two members.
- 7.11 Business is not to be conducted at any meeting of the conduct review committee unless a quorum is present.
- 7.12 If a quorum is not present at a meeting of the conduct review committee, it must be adjourned to a time and date that is specified.

- 7.13 Each member of the conduct review committee is entitled to one vote in relation to a matter. In the event of an equality of votes being cast, the chairperson will have a casting vote.
- 7.14 If the vote on a matter is not unanimous, then this should be noted in the report of the conduct review committee in which it makes its determination in relation to the matter.
- 7.15 The chairperson may make a ruling on questions of procedure and the chairperson's ruling is to be final.
- 7.16 The conduct review committee may only conduct business in the absence of the public.
- 7.17 The conduct review committee must maintain proper records of its proceedings.
- 7.18 The Complaints Coordinator shall undertake the following functions in support of a conduct review committee:
- a) provide procedural advice where required,
 - b) ensure adequate resources are provided including secretarial support,
 - c) attend meetings of the conduct review committee in an advisory capacity, and
 - d) provide advice about council's processes where requested.
- 7.19 The Complaints Coordinator must not be present at, or in sight of a meeting of, the conduct review committee where it makes its final determination in relation to the matter.
- 7.20 The conduct review committee may adopt procedures governing the conduct of its meetings that supplement these procedures. However any procedures adopted by the committee must not be inconsistent with these procedures.

PART 8 INVESTIGATIONS

What matters may a conduct reviewer or conduct review committee investigate?

- 8.1 A conduct reviewer or conduct review committee (hereafter referred to as an "investigator") may investigate a code of conduct complaint that has been referred to them by the Complaints Coordinator and any matters related to or arising from that complaint.
- 8.2 Where an investigator identifies further separate possible breaches of the code of conduct that are not related to or arise from the code of conduct complaint that has been referred to them, they are to report the matters separately in writing to the General Manager, or, in the case of alleged conduct on the part of the General Manager, to the Mayor.
- 8.3 The General Manager or the Mayor is to deal with a matter reported to them by an investigator under clause 8.2 as if it were a new code of conduct complaint in accordance with these procedures.

How are investigations to be commenced?

- 8.4 The investigator must at the outset of their investigation provide a written notice of investigation to the subject person. The notice of investigation must:
- a) disclose the substance of the allegations against the subject person, and
 - b) advise of the relevant provisions of the code of conduct that apply to the alleged conduct, and
 - c) advise of the process to be followed in investigating the matter, and
 - d) invite the subject person to make a written submission in relation to the matter within 28 days or such other reasonable period specified by the investigator in the notice, and
 - e) provide the subject person the opportunity to address the investigator on the matter within such reasonable time specified in the notice.
- 8.5 The subject person may within 14 days of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the subject person to identify the substance of the allegation against them.
- 8.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the subject person in relation to the matter referred to them.
- 8.7 Where an investigator issues an amended notice of investigation, they will provide the subject person with a further opportunity to make a written submission in response to the amended notice of investigation within 28 days or such other reasonable period specified by the investigator in the amended notice.

- 8.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the Complaints Coordinator and the General Manager, or in the case of a complaint about the General Manager, to the Mayor. The notice must:
- a) advise them of the matter the investigator is investigating, and
 - b) in the case of the notice to the complainant, invite them to make a written submission in relation to the matter within 28 days or such other reasonable period specified by the investigator in the notice.

Written and oral submissions

- 8.9 Where the subject person or the complainant fails to make a written submission in relation to the matter within the period specified by the investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.
- 8.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.
- 8.11 Prior to preparing a draft report, the investigator must give the subject person an opportunity to address the investigator on the matter being investigated. The subject person may do so in person or by telephone.
- 8.12 Where the subject person fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of investigation, the investigator may proceed to prepare a draft report without hearing from the subject person.
- 8.13 Where the subject person accepts the opportunity to address the investigator in person, they may have a support person or legal advisor in attendance. The support person or legal advisor will act in an advisory or support role to the subject person only. They must not speak on behalf of the subject person or otherwise interfere with or disrupt proceedings.
- 8.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

How are investigations to be conducted?

- 8.15 Investigations are to be undertaken without undue delay.
- 8.16 Investigations are to be undertaken in the absence of the public and in confidence.
- 8.17 Investigators must make any such enquiries that may be reasonably necessary to establish the facts of the matter.
- 8.18 Investigators may seek such advice or expert guidance that may be reasonably necessary to assist them with their investigation or the conduct of their investigation.
- 8.19 An investigator may request that the Complaints Coordinator provide such further information that the investigator considers may be reasonably necessary for them to

establish the facts of the matter. The Complaints Coordinator will, as far as is reasonably practicable, provide the information requested by the investigator.

Referral or resolution of a matter after the commencement of an investigation

- 8.20 At any time after an investigator has issued a notice of investigation and before they have issued a draft report, an investigator may determine to:
- a) resolve the matter by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation or apology, or
 - b) refer the matter to the General Manager, or, in the case of a complaint about the General Manager, to the Mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation or apology, or
 - c) refer the matter to another agency or body such as, but not limited to, the ICAC, the NSW Ombudsman, the Office or the Police.
- 8.21 Where an investigator determines to exercise any of the options under clause 8.20 after the commencement of an investigation, they must do so in accordance with the requirements of Part 6 of these procedures relating to the exercise of these options at the preliminary assessment stage.
- 8.22 Where an investigator determines to exercise any of the options under clause 8.20 after the commencement of an investigation, they may by written notice to the subject person, the complainant, the Complaints Coordinator and the General Manager, or in the case of a complaint about the General Manager, the Mayor, discontinue their investigation of the matter.
- 8.23 Where the investigator discontinues their investigation of a matter under clause 8.22, this shall finalise the consideration of the matter under these procedures.
- 8.24 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under clause 8.20 or to discontinue their investigation except as may be specifically required under these procedures.

Draft investigation reports

- 8.25 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.
- 8.26 The investigator must provide their draft report to the subject person and invite them to make a written submission in relation to it within 28 days or such other reasonable period specified by the investigator.
- 8.27 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to

make a written submission in relation to it within 28 days or such other reasonable period specified by the investigator.

- 8.28 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.
- 8.29 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. Where as a result of making further enquiries, the investigator makes any material change to their proposed report that makes new adverse comment about the subject person or an affected person, they must provide the subject person or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.
- 8.30 Where the subject person or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.
- 8.31 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.

Final investigation reports

- 8.32 Where an investigator issues a notice of investigation they must prepare a final report in relation to the matter unless the investigation is discontinued under clause 8.22.
- 8.33 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.
- 8.34 The investigator's final report must:
- a) make findings of fact in relation to the matter investigated, and,
 - b) make a determination that the conduct investigated either,
 - i. constitutes a breach of the code of conduct, or
 - ii. does not constitute a breach of the code of conduct, and
 - c) provide reasons for the determination.
- 8.35 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may make one or more of the following recommendations:
- a) that the council revise any of its policies or procedures,
 - b) that the subject person undertake any training or other education relevant to the conduct giving rise to the breach,
 - c) that the subject person be counselled for their conduct,
 - d) that the subject person apologise to any person or organisation affected by the breach in such a time and form specified by the recommendation,
 - e) that findings of inappropriate conduct be made public,

- f) in the case of a breach by the General Manager, that action be taken under the General Manager's contract for the breach,
 - g) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Act,
 - h) in the case of a breach by a councillor, that the council resolves as follows:
 - i. that the councillor be formally censured for the breach under section 440G of the Act, and
 - ii. that the matter be referred to the Office for further action under the misconduct provisions of the Act.
- 8.36 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may make one or more of the following recommendations:
- a) that the council revise any of its policies or procedures,
 - b) that a person or persons undertake any training or other education.
- 8.37 In making a recommendation under clause 8.35, the investigator may have regard to the following:
- a) the seriousness of the breach,
 - b) whether the breach can be easily remedied or rectified,
 - c) whether the subject person has remedied or rectified their conduct,
 - d) whether the subject person has expressed contrition,
 - e) whether there were any mitigating circumstances,
 - f) the age, physical or mental health or special infirmity of the subject person,
 - g) whether the breach is technical or trivial only,
 - h) any previous breaches,
 - i) whether the breach forms part of a pattern of conduct,
 - j) the degree of reckless intention or negligence of the subject person,
 - k) the extent to which the breach has affected other parties or the council as a whole,
 - l) the harm or potential harm to the reputation of the council or local government arising from the conduct,
 - m) whether the findings and recommendations can be justified in terms of the public interest and would withstand public scrutiny,
 - n) whether an educative approach would be more appropriate than a punitive one,
 - o) the relative costs and benefits of taking formal enforcement action as opposed to taking no action or taking informal action,
 - p) what action or remedy would be in the public interest.
- 8.38 At a minimum, the investigator's final report must contain the following information:
- a) a description of the allegations against the subject person,
 - b) the relevant provisions of the code of conduct that apply to the alleged conduct investigated,

- c) a statement of reasons as to why the conduct reviewer considered that the matter warranted investigation,
 - d) a statement of reasons as to why the conduct reviewer considered that the matter was one that could not or should not be resolved by alternative means,
 - e) where the matter is investigated by a conduct review committee, a statement as to why the matter was one that warranted investigation by a conduct review committee instead of a sole conduct reviewer,
 - f) a description of any attempts made to resolve the matter by use of alternative means,
 - g) the steps taken to investigate the matter,
 - h) the facts of the matter,
 - i) the investigator's findings in relation to the facts of the matter and the reasons for those findings,
 - j) the investigator's determination and the reasons for that determination,
 - k) any recommendations.
- 8.39 The investigator must provide a copy of their report to the Complaints Coordinator, the subject person and the complainant.
- 8.40 Where the investigator has determined that there has not been a breach of the code of conduct, the Complaints Coordinator must provide a copy of the investigator's report to the General Manager or, where the report relates to the General Manager's conduct, to the Mayor and this will finalise consideration of the matter under these procedures.
- 8.41 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 8.35, paragraph (a), the Complaints Coordinator must provide a copy of the investigator's report to the General Manager. Where the General Manager agrees with the recommendation/s, the General Manager is responsible for implementing the recommendation/s.
- 8.42 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 8.35, paragraphs (b) or (c), the Complaints Coordinator must provide a copy of the investigator's report to the General Manager or, where the report relates to the General Manager's conduct, to the Mayor. The General Manager is responsible for arranging the implementation of the recommendation/s where the report relates to a councillor's conduct. The Mayor is responsible for arranging the implementation of the recommendation/s where the report relates to the General Manager's conduct.
- 8.43 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 8.35, paragraphs (d) to (h), the Complaints Coordinator must, where practicable, arrange for the investigator's report to be reported to the next ordinary council meeting for the council's consideration unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary council meeting following the election.

Consideration of the final investigation report by council

- 8.44 The role of the council in relation to a final investigation report is to impose a sanction where an investigator determines that there has been a breach of the code of conduct and makes a recommendation in their final report under clause 8.35, paragraphs (d) to (h).
- 8.45 The council is to close its meeting to the public to consider the final investigation report where it is permitted to do so under section 10A of the Act.
- 8.46 Where the complainant is a councillor, they must absent themselves from the meeting and take no part in any discussion or voting on the matter. The complainant councillor may absent themselves without making any disclosure of interests in relation to the matter unless otherwise required to do so under the Act or the Model Code.
- 8.47 Prior to imposing a sanction, the council must provide the subject person with an opportunity to make an oral submission to the council. The subject person is to confine their submission to addressing the investigator's recommendation/s.
- 8.48 Once the subject person has completed their oral submission they must absent themselves from the meeting and, where they are a councillor, take no part in any discussion or voting on the matter.
- 8.49 The council must not invite oral submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.
- 8.50 Prior to imposing a sanction, the council may by resolution:
- a) request that the investigator make additional enquiries and/or provide additional information to it in a supplementary report, or
 - b) seek an opinion by the Office in relation to the report.
- 8.51 The council may, by resolution, defer further consideration of the matter pending the receipt of a supplementary report from the investigator or an opinion from the Office.
- 8.52 The investigator may make additional enquiries for the purpose of preparing a supplementary report.
- 8.53 Where the investigator prepares a supplementary report, they must provide copies to the Complaints Coordinator who shall provide a copy each to the council, the subject person and the complainant.
- 8.54 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the Complaints Coordinator.
- 8.55 The council is only required to provide the subject person a further opportunity to address it on a supplementary report where the supplementary report contains new information that is adverse to them.
- 8.56 A council may by resolution impose one or more of the following sanctions on a subject person:

- a) that the subject person apologise to any person or organisation affected by the breach in such a time and form specified by the resolution,
- b) that findings of inappropriate conduct be made public,
- c) in the case of a breach by the General Manager, that action be taken under the General Manager's contract for the breach,
- d) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Act,
- e) in the case of a breach by a councillor:
 - i. that the councillor be formally censured for the breach under section 440G of the Act, and
 - ii. that the matter be referred to the Office for further action under the misconduct provisions of the Act.

8.57 The council is not obliged to adopt the investigator's recommendation/s. Where the council does not adopt the investigator's recommendation/s, the council must resolve not to adopt the recommendation and state in its resolution the reasons for its decision.

8.58 The council may, by resolution, impose a sanction on the subject person under clause 8.56 different to the sanction recommended by the investigator in their final report.

8.59 Where the council resolves not to adopt the investigator's recommendation/s, the Complaints Coordinator must notify the Office of the council's decision and the reasons for it.

PART 9 RIGHTS OF REVIEW

Failure to comply with a requirement under these procedures

- 9.1 Where any person believes that a person has failed to comply with a requirement prescribed under these procedures, they may, at any time prior to the council's consideration of an investigator's final report, raise their concerns in writing with the Office.

Practice rulings

- 9.2 Where a subject person and an investigator are in dispute over a requirement under these procedures, either person may make a request in writing to the Office to make a ruling on a question of procedure (a practice ruling).
- 9.3 Where the Office receives a request in writing for a practice ruling, the Office may provide notice in writing of its ruling and the reasons for it to the person who requested it and to the investigator, where that person is different.
- 9.4 Where the Office makes a practice ruling, all parties are to comply with it.
- 9.5 The Office may decline to make a practice ruling. Where the Office declines to make a practice ruling, it will provide notice in writing of its decision and the reasons for it to the person who requested it and to the investigator, where that person is different.

Requests for review

- 9.6 A person the subject of a sanction imposed under Part 8 of these procedures other than one imposed under clause 8.56, paragraph (e), may, within 28 days of the sanction being imposed, seek a review of the investigator's determination and recommendation by the Office.
- 9.7 A review under clause 9.6 may be sought on the following grounds:
- a) that the investigator has failed to comply with a requirement under these procedures, or
 - b) that the investigator has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct, or
 - c) that the council has failed to comply with a requirement under these procedures in imposing a sanction.
- 9.8 A request for a review made under clause 9.6 must be made in writing and must specify the grounds upon which the person believes the investigator or the council has erred.
- 9.9 The Office may decline to conduct a review, where the grounds upon which the review is sought are not sufficiently specified.
- 9.10 The Office may undertake a review of a matter without receiving a request under clause 9.6.

- 9.11 The Office will undertake a review of the matter on the papers. However, the Office may request that the Complaints Coordinator provide such further information that the Office considers reasonably necessary for it to review the matter. The Complaints Coordinator must, as far as is reasonably practicable, provide the information requested by the Office.
- 9.12 Where a person requests a review under clause 9.6, the Office may direct the council to defer any action to implement a sanction. The council must comply with a direction to defer action by the Office.
- 9.13 The Office must notify the person who requested the review and the Complaints Coordinator of the outcome of the Office's review in writing and the reasons for its decision. In doing so, the Office may comment on any other matters the Office considers to be relevant.
- 9.14 Where the Office considers that the investigator or the council has erred, the Office may recommend that a decision to impose a sanction under these procedures be reviewed.
- 9.15 In the case of a sanction implemented by the General Manager or Mayor under clause 8.42, where the Office recommends that the decision to impose a sanction be reviewed:
- a) the Complaints Coordinator must provide a copy of the Office's determination in relation to the matter to the General Manager or the Mayor, and
 - b) the General Manager or Mayor must review any action taken by them to implement the sanction, and
 - c) the General Manager or Mayor must consider the Office's recommendation in doing so.
- 9.16 In the case of a sanction imposed by the council by resolution under clause 8.56, where the Office recommends that the decision to impose a sanction be reviewed:
- a) the Complaints Coordinator must, where practicable, arrange for the Office's determination to be tabled at the next ordinary council meeting unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case it must be tabled at the first ordinary council meeting following the election, and
 - b) the council must:
 - i. review its decision to impose the sanction, and
 - ii. consider the Office's recommendation in doing so, and
 - iii. resolve to either rescind or reaffirm its previous resolution in relation to the matter.
- 9.17 Where having reviewed its previous decision in relation to a matter under clause 9.16 the council resolves to reaffirm its previous decision, the council must state in its resolution its reasons for doing so.

PART 10 PROCEDURAL IRREGULARITIES

- 10.1 A failure to comply with these procedures does not, on its own, constitute a breach of the code of conduct except as may be otherwise specifically provided under the code of conduct.
- 10.2 A failure to comply with these procedures will not render a decision made in relation to a matter invalid where:
- a) the non-compliance is isolated and/or minor in nature, or
 - b) reasonable steps are taken to correct the non-compliance, or
 - c) reasonable steps are taken to address the consequences of the non-compliance.

PART 11 PRACTICE DIRECTIONS

- 11.1 The Office may at any time issue a practice direction in relation to the application of these procedures.
- 11.2 The Office will issue practice directions in writing, by circular to all councils.
- 11.3 All persons performing a function prescribed under these procedures must consider the Office's practice directions when performing the function.

PART 12 REPORTING ON COMPLAINTS STATISTICS

12.1 The Complaints Coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:

- a) the total number of code of conduct complaints made about councillors and the General Manager under the code of conduct in the year to September,
- b) the number of code of conduct complaints referred to a conduct reviewer,
- c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage and the outcome of those complaints,
- d) the number of code of conduct complaints investigated by a conduct reviewer,
- e) the number of code of conduct complaints investigated by a conduct review committee,
- f) without identifying particular matters, the outcome of code of conduct complaints investigated by a conduct reviewer or conduct review committee under these procedures,
- g) the number of matter reviewed by the Office and, without identifying particular matters, the outcome of the reviews, and
- h) The total cost of dealing with code of conduct complaints made about councillors and the General Manager in the year to September, including staff costs.

12.2 The council is to provide the Office with a report containing the statistics referred to in clause 12.1 within 3 months of the end of September of each year.

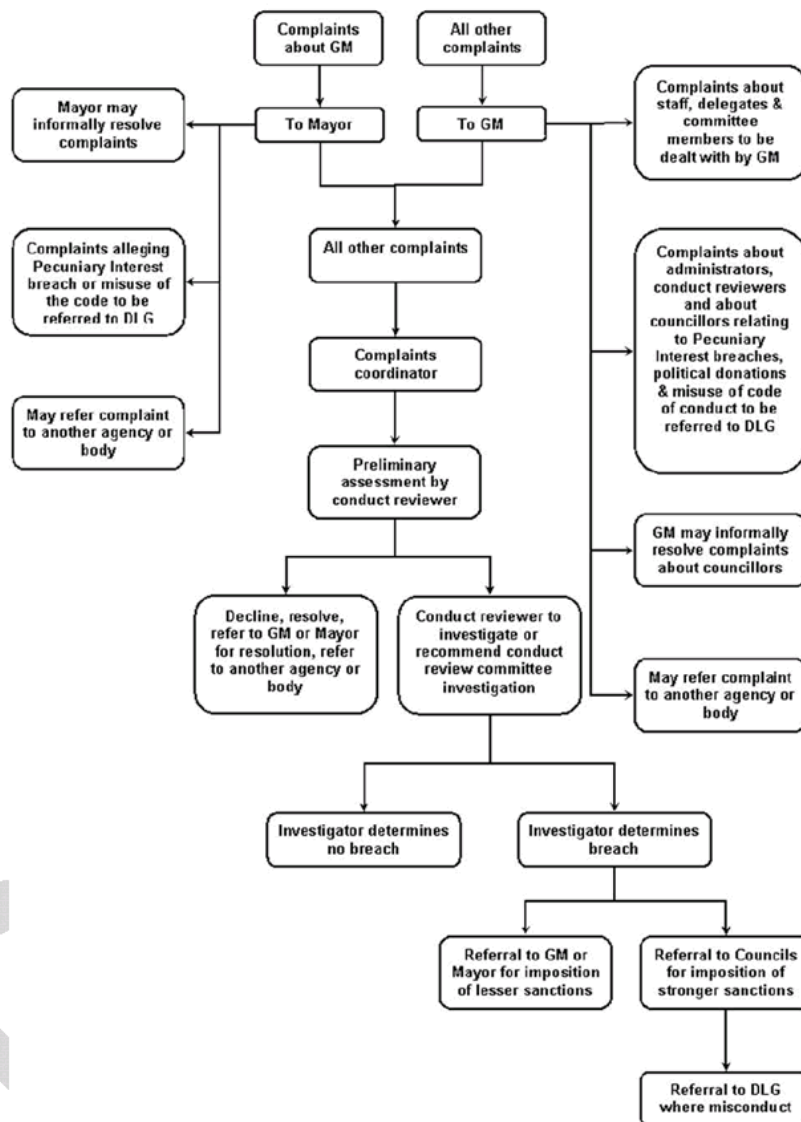
PART 13 CONFIDENTIALITY

- 13.1 Information about code of conduct complaints and the management and investigation of code of conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.

PART 14 VERSION CONTROL

Version #	Date	Details	Council Meeting Date
DRAFT	August 2018	Draft created	

Appendix 1: Procedure Flowchart.



GM2 DELIVERY PROGRAM SIX MONTH REPORT - JANUARY TO JUNE 2018

AUTHOR: Cathy Jones, Principal Analyst, Corporate Strategy and Performance

APPROVER: Henry T Wong, General Manager

RECOMMENDATION

That the Delivery Program six-monthly progress report for January to June 2018 be noted.

PURPOSE OF REPORT

To report to Council the progress of the Council Delivery Program 2014-2018 and the Operational Plan 2017-2018.

REPORT

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

The Delivery Program 2014-2018 and Operational Plan 2017-2018 was operational from 1 July 2017 to 30 June 2018. These programs and plans reflect the goals and strategies set out in the Strathfield Community Strategic Plan 'Strathfield 2025' under the five principal activities of Connectivity, Community Wellbeing, Prosperity and Opportunities, Liveable Neighbourhoods and Responsible Leadership.

The Delivery Program 2014-2018 contained four (4) year objectives against each of the five principal themes. The Operational Plan 2017-2018 conveyed yearly actions and key performance indicators to detail what Council intends on doing and how to measure its progress.

The attached report provides a progress report of actions and capital works for the period January to June 2018 and is the final progress report under the Strathfield 2025 plan.

The new Community Strategic Plan Strathfield 2030 was adopted in June 2018 and was operational from 1 July 2018.

The report indicates that Council completed the majority of its activities and works for the 2017-2018 financial year. Council's Annual Report will be published in late November 2018 and will contain extensive reporting of Council's performance over the 2017-2018 financial year.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

1. [Delivery Program - January to June 2018](#)

ATTACHMENT 1

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Connectivity	Work with State Government and relevant parties to improve and integrate transport	Respond to State Government and regional transport proposals impacting on the Strathfield Council area	Strathfield interchange is on the Light Rail network by 2025	Completed	The location of the light rail network has not been finalised by the State Government. Council has continued to liaise with the State Government on this matter.	Infrastructure Planning
Connectivity	Promote use of public transport	Implement priority actions connecting with public transport from Council's Active Transport Plan.	Completion of active transport network to public hubs by 2019	Completed	The Pedestrian and Mobility Plan (PAMP) is being prepared and will cover the whole local government area.	Infrastructure Planning
Connectivity	Improve major transport interchanges	Progress development of the Strathfield Town Centre Strategy	Masterplan finalised by 2021	Completed	The Strathfield Town Centre Strategy will be incorporated into the new LEP Process. The new LEP process has commenced and will continue into 2018-2019.	Planning & Development
Connectivity	Improve major transport interchanges	Lobby and respond to proposals concerning major transport interchanges in Strathfield LGA	Redevelopment of Strathfield Interchange by 2020	Completed	Discussions are still taking place regarding Metro Rail.	Planning & Development
Connectivity	Monitor and improve identified areas of traffic congestion	Undertake traffic study of Strathfield Council area and prioritise actions to address traffic congestion.	Completion of an Integrated Transport Plan by 2018	Completed	Traffic congestion areas were assessed and reports presented to the Traffic Committee as required and ongoing basis. Many intersections and RMS black spots have been addressed with supportive crash data and best practice traffic management devices are designed and implemented. An integrated transport plan was not completed.	Infrastructure Planning
Connectivity	Improve connectivity of local transport network	Implement upgrade of Cooks River Cycleway as prioritised in Council's Active Transport Plan	Completion of upgrade works	Part completed	Assessment of the Cooks River Cycleway has commenced for night time accessibility, lighting along the full length of the track in the form of solar and energy efficient LED lights.	Infrastructure Planning

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Connectivity	Ensure management of parking and traffic controls	Identify areas that require technology based parking controls to achieve improvements and efficiencies in parking and traffic management	Promote the use of transport and traffic apps. Ongoing	Completed	Parking meters were established in the Mason Park parking area to encourage better turnover of car parking spaces. An extra 55 car spaces at Strathfield Square have been identified and will be publicly available online with a paperless 2 hour parking metre free parking.	Infrastructure Planning
Connectivity	Ensure management of parking and traffic controls	Undertake regular parking patrols and enforce compliance with traffic controls and parking schemes	Increase enforcement to modify user behavior in 2017	Completed	Compliance and enforcement has been implemented. Patrols are undertaken on a daily basis. Parking schedules, school weekly rosters and parking zones 1 and 2 have been enforced.	Environmental Services
Connectivity	Secure RMS and Federal Government grant funding for upgrade of traffic facilities	Apply for grant for upgrades of traffic facilities	Ongoing	Completed	Ongoing RMS Black Spot funding was applied for to ensure safety for the community. A roundabout was constructed at Wallis Ave and High Street Strathfield.	Infrastructure Planning
Connectivity	Maintain and improve local transport facilities and infrastructure	Undertake audit program of all traffic signs, road markings and facilities. Develop and implement program of maintenance works.	Ongoing	Completed	Road line markings and crossings have been upgraded in the high traffic areas. All of Cosgrove Road was upgraded and a program of works was developed.	Infrastructure Planning
Connectivity	Maintain and improve local transport facilities and infrastructure	Undertake improvements to local roads and footpaths in accordance with adopted works program.	Increase allocation to achieve asset condition better than condition 3	Completed	All roads have been condition rated, all condition 4 and 5's have been repaired and condition of assets improved. Footpaths have all been assessed and condition rated.	Infrastructure Planning

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Connectivity	Maintain and improve local transport facilities and infrastructure	Undertake improvements to bridges at Pomeroy Street, Allen Street and Cave Road.	Completion of works	Completed	All bridges have been externally assessed and Allen and Cave Road bridges are deemed satisfactory. New Cave Road bridge was installed. Pomeroy Street is shared with Canada Bay Council and a report regarding condition and actions to be completed by end of July 2018.	Infrastructure Planning
Connectivity	Review and consider impact of local, state and regional strategies for growth on infrastructure and services	Respond to State Government strategies and plans regarding infrastructure and services to support growing population and housing density	Apply State initiated s94 levies on developments for regional infrastructural assets	Completed	Council has made submissions on all strategies. Waiting for new Section 94 legislation to be announced.	Planning & Development
Connectivity	Review and consider impact of growth strategies on local infrastructure and services	Review s.94 strategy to align and prioritise implementation of new or embellished works with development.	Review completed by December 2017	Completed	Existing plan will be reviewed when the new legislation is adopted	Planning & Development
Connectivity	Participate in regional alliances and partnerships to improve urban ecosystems	Participate in multi-council and regional partnerships to improve urban ecosystems across regional or catchment areas.	Complete Urban Design Handbook and Guidelines to deliver Quadruple Bottom Line	Completed	Participated in partnerships with the Cooks River Alliance, Parramatta River Catchment Group, Sydney Water and EPA.	Environmental Services
Connectivity	Provide and promote computer literacy and access in the community	Provide support for and promote availability of public access internet services	Public access points at Strathfield and local centres by 2018	Completed	During the period of January 2018 – June 2018, library patrons logged into a total of 44380 Wi-Fi sessions; 42,768 at Strathfield Main Library and 1612 at the High Street Library. During the period of January 2018 – June 2018, library patrons logged into a total of 16,844 computer sessions. 15,896 at Strathfield Main Library and 948 at the High Street Library.	Library & Information Services

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Connectivity	Provide quality library and information services to Strathfield community	Provide Library and Information Services, including loans, reference services, target group collections, inter-library and digital resources.	Increase printed and e-Collections for 24x7 access	Completed	<p>During the period of January 2018 – June 2018 the library held 67,074 items across all collections.</p> <p>Total of 119,332 items were borrowed. 115,434 from Strathfield Main Library and 3,898 from the High Street Library.</p> <p>During the period of January 2018 – June 2018, the library service provided access to online resources. 641 e-books and e-audiobooks loans out. 1038 e-magazines loaned, 24 IELTS Sessions, 104 Britannica queries and 51,427 EBSCO searches.</p>	Library & Information Services
Connectivity	Improve efficiency of library services	Review delivery of Strathfield's library and information services	Create a self-managed Reading Room and kiosk @ High Street	Completed	<p>During the period of January 2018 – June 2018, Strathfield Main Library has a total of 121,472 visitors and the High Street Library had a total of 5,049 visitors. Total for both libraries 126,521.</p> <p>Report on usage of High Street Library to be delivered to Council in March 2018. Further information and costing to be investigated for the implementation of a self-serve kiosk and reduce library services at the High Street Library.</p>	Library & Information Services
Connectivity	Utilise a range of printed materials, publications and digital media to provide general Council information to broad community	Report regularly to the community on Council's activities and achievements utilising range of digital and print formats	Increase the availability of digital full text services to readers via personal devices	Completed	Community activities are promoted in local media, council website, social media and weekly Council eNews. Stories and advertisements sent to Inner West Courier on a regular basis. Events have been consolidated into the Strathfield Events website to provide one place for all events information. SMS alerts were recently introduced.	General Manager Unit

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Connectivity	Improve access & availability of Council and community information	Maintain and monitor Council website, and social media ensuring information is available and up-to-date	Ongoing	Completed	During the reporting period, there were 383,107 website page views. 79.5% were new users. 39.06% of the views were from a mobile device. Strathfield Council Facebook page currently has 1595 followers, Council Events page 1620, Library 305, Cooks River Fun Run 835. Twitter followers 412, Instagram 319. Council recently closed the Cooks River Fun Run and Strathfield Events twitter accounts to consolidate Twitter following and streamline social media campaigns.	General Manager Unit
Connectivity	Improve access & availability of Council and community information	Review community noticeboards and public notifications to improve accessibility to Council information	Ongoing	Completed	All community noticeboards have been removed.	General Manager Unit
Community Wellbeing	Improved police services in Strathfield	Work in partnership with Police on community safety and crime prevention projects	Self-regulation through the existing Liquor Accord and public education	Completed	Attended the Liquor Accord meeting. Will be submitting a request for funding to next meeting for DV drink coasters for local licensed premises.	Community Services
Community Wellbeing	Improve community safety and reduce crime in Strathfield	Implement CCTV programs in Homebush Town Centre and Homebush West Town Centre	Completed by 2017	Completed	CCTV was installed in Homebush Town Centre and Homebush West Town Centre.	Infrastructure Planning
Community Wellbeing	Improve community safety and reduce crime in Strathfield	Implement actions prioritised in Council's Community Safety Strategy	Ongoing monitoring and refinement	Completed	Film on fraud to be launched July 2018 and distribution/media plan prepared. The Homebush West Community Safety audit was completed in May 2018. Based on NSW Police recommendations, a new grant application lodged with Attorney General to improve lighting in precinct. 5 NSW Police requests for CCTV footage were finalised. Attended 2 CPCS meetings and 2 LGSCSN meetings during this reporting period	Community Services

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Community Wellbeing	Provide safe environments and minimise hazards	Develop and implement maintenance and inspection program for Council managed public infrastructure	Safety by Design inspection – completed audit by 2018	Completed	Maintenance program requirements were met. Regular audits were undertaken.	Service Delivery
Community Wellbeing	Provide safe environments and minimise hazards	Develop and implement public health and pollution control program	Increase compliance action on polluters	Completed	Rangers undertook regular inspections and blitz, through the year. Council participated in the "Get the Site Right" with NSW EPA, Department of Planning & Environment. Council took part in a one-day blitz, where dozens of compliance officers were out in force, targeting repeat offenders and issued fines where appropriate.	Environmental Services
Community Wellbeing	Participate and support local emergency services	Participate in the Strathfield, Burwood and Canada Bay Council's Emergency Management Committee and implement actions as required.	Ongoing funding	Completed	Attended all meetings of the Local Emergency Management Committee. Attended State wide resilience on infrastructure workshop and updated DISPLAN.	Service Delivery
Community Wellbeing	Administer and enforce policy and regulations of keeping of companion animals	Develop and implement responsible animal management program	Public education and working with the RSPCA and Office of Local Government	Completed	4 dog attacks were reported. Continued education program for f dogs registered in the area to ensure compliance with Companion Animal Act.	Environmental Services

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Community Wellbeing	Manage, monitor and upgrade open space, parks and facilities	Utilise capital funds or available grant funding to improve or replace community and parks infrastructure and facilities. Develop projects in line with community and recreational needs and asset management principles.	Number of works approved	Part Completed	Majority of parks have been either renovated and or completely rebuilt including Bark Huts Reserve, Cooke Park, Begnell Field and Bressington Park. Works to be completed in 2018-2019.	Infrastructure Planning
Community Wellbeing	Manage, monitor and upgrade open space, parks and facilities	Construct stage 1 of Australian Korean Memorial Garden and Cultural Centre project	Stage 1 completed	Not completed	Project ceased via resolution of Council.	Infrastructure Planning; Service Delivery
Community Wellbeing	Manage, monitor and upgrade open space, parks and facilities	Construct Belfield Community Hub and Melville Reserve Community Hall	Construction completed	Part Completed	Structural steel has been signed off for Melville Reserve Hall in December 2017. The onsite works are focusing on bringing the building out of the ground. A s96 application has required all trees to be retained and alterations to car parking layout being developed. Works to be completed in 2018-2019.	Infrastructure Planning
Community Wellbeing	Manage, monitor and upgrade open space, parks and facilities	Upgrade amenities facilities in parks and sportsgrounds	Construction completed	Completed	Building of new Amenities buildings in Bressington Park and Bark Huts Reserve are substantially commenced. Both projects will be completed in 2018-2019.	Service Delivery
Community Wellbeing	Manage, monitor and upgrade open space, parks and facilities	Maintain and service all playgrounds to Australian Standard. Replace playgrounds in accordance with s.94 funding and plan.	Compliance rate with safety standards as verified by audit. Upgrades and maintenance completed to schedule and budget.	Completed	23 new playgrounds were completed. 5 are remaining with 3 underway with expected completion prior to 30 June 2018.	Service Delivery

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Community Wellbeing	Manage, monitor and upgrade open space, parks and facilities	Manage events approvals, community facilities bookings, sportsgrounds bookings and filming approvals.	Number of bookings taken per type of facility; filming approvals granted each year.	Completed	Approvals of use of Council facilities, events and filming actioned within timeframes.	Infrastructure Planning; General Manager Unit; Customer Services
Community Wellbeing	Work with stakeholders and community members to deliver local sport and recreational activities	Deliver sporting and recreation programs and events that promote health and social wellbeing for general community and specific target groups	Number of programs and activities provided	Completed	<p>4 Holiday activity programs were delivered in January including internal activities. All programs were transitioned to physical activity in April 2018.</p> <p>The AFL Women's Program did not proceed, despite intensive promotion, due to lack of community interest. Option to re-schedule remains.</p> <p>Council promoted the two Heart Foundation walking groups that averaged 8 walkers weekly. .</p> <p>20 registered participants in Boot Camp averaged 16 attending weekly.</p> <p>Weekly strength and balance program was delivered weekly to average of 45 participants through Council's Aged Day Care Program.</p> <p>Two programs of Go4Fun this period. The first had a registration of 19 children and the second 20 children, exceeding the normal limits of 12. Two Munch n Move delivered and fully supported</p>	Community Services

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Community Wellbeing	Work with stakeholders and community members to deliver local sport and recreational activities	Administer community grants for community, cultural and recreation clubs and organisations	Number of grants awarded	Completed.	<p>2018 Community Grants and Community Events Grants launched for Applications.</p> <p>Draft plan developed for Strathfield Small Community Organisation Network and are due to be presented to Executive for approval and rollout.</p> <p>A review of program rollout has been conducted and the number of classes reduced due to lack of sustainable numbers to make program viable.</p> <p>Planning commenced for a replacement program for working residents to study English at night. Many residents are compelled to work in less skilled occupations in order to survive and lack the opportunity to improve communication and therefore improve job prospects. Planning advanced and program outline to be presented to Executive for approval.</p> <p>Conversation Club averages 19 participants weekly. Chatterbox Café program that remains averages 9 participants weekly.</p>	Community Services
Community Wellbeing	Manage facilities, parks and open spaces in an efficient manner	Review fee structures and manage the use of public spaces and facilities including casual and regular hires, licences and leases.	Fees reviewed by December 2017	Completed	Fees reviewed, draft budget prepared for 2018-2019 and hire and lease and licences reviewed as required.	General Manager's Unit

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Community Wellbeing	Facilitate programs that support needs of Culturally and Linguistically Diverse (CALD) communities	Delivery of programs for CALD community that celebrate cultural diversity and support integrated settlement.	Increase public events and targeted education campaigns	Completed	<p>Planning a twelve month calendar for new programs.</p> <p>Chinese Calligraphy and art program averaging 10 participants weekly at High Street Library.</p> <p>Women's Hub program launched and 15 participants registered. Average attendance 8.</p>	Community Services
Community Wellbeing	Support the needs of older residents, carers and people with a disability	Delivery of programs and events for seniors and people with disabilities which connect to broader community and provide access to health, social and information services	Continue to support seniors inclusive programs	Completed	<p>Library holds computers for Seniors Programs in Chinese and Korean 15 sessions with 81 participants.</p> <p>Home Library Service fortnightly delivery to 54 participants.</p> <p>Currently planning activities for International Day of Disability. Still in negotiation with Stratie Strikers regarding establishment of bicycle users group.</p> <p>Technology Tutors delivered weekly.</p> <p>848 separate units of service for Aged Day Care program.</p> <p>Dance Programs being delivered weekly and numbers tracking slightly down due to colder weather.</p> <p>Gentle Exercise program run weekly with 12-15 participants</p> <p>Two Twilight Tours delivered – attendance 12 and 23 participants.</p>	Community Services; Library & Information Services

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Community Wellbeing	Support the needs of children and youth and their families	Deliver programs, events and services that support children and their families including school holiday programs, Storytime and Baby Bounce, library services and resources etc	Working with Schools and supporting not- for-profit to increase access for families with school age children	Completed	Reading Buddies program run every week through School Term and attendance of between 10-15 children. Volunteer ratio generally 1 volunteer to two children. From High Street Library have launched and managed three art exhibitions – Harmony Day, The Art of Ageing and NAIDOC Week. Average Opening attendance 50 patrons with walk through access throughout exhibition period. Planning for Children's Week underway.	Community Services; Library & Information Services
Community Wellbeing	Support the needs of children and youth and their families	In consultation with the Youth Advisory Committee, develop and implement programs and events that meet needs of young people	Ongoing	Completed	Meetings held in February – 20 participants and May 15 participants. Fitzgerald Park graffiti remediation project Completed for 28 July 2018. White Ribbon Day Working group convened. Refugee Swimming Grant secured and twenty local students taught to swim.	Community Services
Community Wellbeing	Provide information on community activities and organisations	Provide information and referral services for community organisations and target groups	Ongoing	Completed	New program negotiated for commencement in July, 2018. Program will support the transition of young parents into the workforce and is being delivered by Metro Assist.	Community Services
Community Wellbeing	Provide programs that build community resilience and capacity	Develop and deliver programs that educate community and build resilience such as road and drive safety programs	Continue to support Road Safety Education and Programs particularly around schools	Completed	2431 children were engaged in this program in 2018. Ride Safe to School Day delivered by Road Safety Officer and Sustainability.	Community Services; Infrastructure Planning
Community Wellbeing	Develop and monitor plans addressing access and equity	Implement actions prioritised from community access audits and Community Access Plan	Include all abilities in all playground designs	Completed	Strathfield Town Centre Mobility Map has been placed on website. Works have been commenced for Mobility Maps for Homebush and Homebush West. Will commence with Homebush West as works around Railway Plaza have been completed. Planning commenced for the review of Strathfield Community Access Plan 2019.	Community Services

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Prosperity & Opportunities	Key demographic, housing, employment and industry data about Strathfield available to the public	Provide public access to demographic information on Strathfield Council area.	Support business in the development of business plans	Completed	Demographic information is available online. Council provides community, social and economic profiles. Information has been updated with Census 2016 and ABS releases.	General Manager's Unit
Prosperity & Opportunities	Support initiatives that improve employability for local residents	Encourage containment and employment of locals by businesses	Hold an annual local employment event	Completed	Forum cancelled due to lack of responses from participants.	General Manager's Unit
Prosperity & Opportunities	Support initiatives that improve growth prospects for local businesses	Undertake comprehensive studies of local centres to develop site/location planning controls	Undertake a local inventory study to establish local comparative advantage by 2018	Completed	Local centres study to commence in August 2018.	Planning & Development
Prosperity & Opportunities	Engage with state and federal agencies and local/regional representatives to implement metropolitan and sub-regional plans	Respond to proposals from state and federal agencies concerning commercial and industrial development in Strathfield Council area.	Develop a smart transport logistics precinct for urban and non-urban freight by 2020	Part completed	Industrial land use study is included in the preparation of the Local Environmental Plan.	Planning & Development
Prosperity & Opportunities	Ensure food premises are safe and healthy	Develop and implement Food Safety Surveillance Program and 'Scores on Doors' program	Increase compliance enforcement in 2017, then ongoing	Completed	All food shops were inspected in accordance with the program. As a result of inspections and subsequent follow ups, 67% of all food shops in Strathfield were rated 3 stars and above in the Scores on Doors program. 6 Food handling training programs were undertaken.	Environmental Services
Prosperity & Opportunities	Ensure business premises meet regulatory standards	Develop and implement Business Compliance and Monitoring Program	Implement a stringent compliance stance on industrial developments by 2018	Completed	Inspections of all sites completed resulting in a number of DA's being submitted. Also successful in securing EPA grant funding to deal with litter in the industrial areas.	Environmental Services

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Prosperity & Opportunities	Improve appearance of retail centres	Implement upgrade of Homebush and Homebush West Town Centres	Completion of works	Not Completed	Projects are on hold	Infrastructure Planning
Prosperity & Opportunities	Improve appearance of retail centres	Provide festive decorations at Strathfield Council Chambers, retail precincts and selected residential streets during Christmas/New Year season	Ongoing	Completed	Christmas trees and decorations on certain street trees were installed prior to Christmas 2017. Some park trees were also decorated for the festive season. Decorations removed in week 2 January 2018.	Communications
Prosperity & Opportunities	Celebrate and acknowledge civic and community achievements	Undertake recognition and celebrate civic and community achievements through awards and celebratory activities	Ongoing	Completed	The Strathfield Citizen and Young Citizen of the Year awards were held in January 2018.	General Manager Unit
Prosperity & Opportunities	Promote awareness of Strathfield area	Develop promotion and awareness of Strathfield program	e-News, events and working with schools	Completed	Strathfield's programs, events and services are promoted via e-News, social media, website, banners and posters, SMS alerts and signage in Customer Service and Libraries.	General Manager Unit
Prosperity & Opportunities	Promote Strathfield food outlets	Coordinate and deliver Strathfield Food, Wine and Jazz Festival	Event held	Completed	The Food and Jazz Festival will be held at Strathfield Square on 27 October 2018.	General Manager Unit
Prosperity & Opportunities	Promote Strathfield food outlets	Monitor leases and promote alfresco dining in town centres	Develop a Public Domain Management Strategy by 2018	Completed	Alfresco dining program restarted in 2017 with all eligible businesses. Agreements have been revised and approvals are in place.	Corporate Services
Prosperity & Opportunities	Involve business and community stakeholders in events promotions	Provide financial or in-kind assistance for eligible community and cultural events	Ongoing	Completed	Council is actively pursuing a philosophy of promotion within the community sector, by circulating any events information through the community network and contact list.	Community Services

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Prosperity & Opportunities	Provide information to businesses wishing to set up or expand in Strathfield LGA.	Provide information service to prospective businesses.	Work closely with the NSW Business Chamber by 2018	Not Completed	Forum cancelled due to lack of response from participants.	General Manager's Unit
Liveable Neighbourhoods	Ensure Council plans and controls meet statutory requirements and community values	Review and strengthen Strathfield's building and development plans to improve the quality of development outcomes	Heritage and Design DCP implemented by December 2017	Completed	Amendments to Heritage DCP completed. Will be presented to August 2018 Council meeting.	Planning & Development
Liveable Neighbourhoods	Ensure Council plans and controls meet statutory requirements and community values	Prepare background studies and develop statutory documents for implementation of Parramatta Road Urban Transformation Strategy. Undertake design excellence process for the Homebush precinct.	Parramatta Road Urban Design Guidelines implemented by 2018	Completed	New DCP has been prepared and will be presented to September 2018 Council meeting.	Planning & Development
Liveable Neighbourhoods	Heritage is valued, conserved and adapted	Review heritage planning provisions and manage programs to support owners of heritage properties	Heritage DCP implemented by December 2017	Completed	Heritage DCP was completed and implemented	Planning & Development
Liveable Neighbourhoods	Consider needs of people living in medium to high density units	Review urban planning controls and strategies including s.94 plan to deliver quality development outcomes and facilities that support needs of people living in higher densities	Apply SEPP 65 to all RFB and multi-unit developments by December 2017	Completed	Panel commenced in August 2018	Planning & Development

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Liveable Neighbourhoods	Consider needs of people living in medium to high density units	Implement program to build community capacity and resilience in the Centenary Park precinct	New multicultural program for ethnic Chinese started by 2018	Not Completed	Despite Council's best efforts, this program has not succeeded. Community Services are planning a new suite of activities to commence once the parklands precinct for this area has been developed.	Community Services
Liveable Neighbourhoods	Effective assessment and determination processes	Deliver high quality and timely development assessment and participate on the Sydney Central Planning Panel	IHAP started by September 2017	Completed	The new Panel has commenced.	Planning & Development
Liveable Neighbourhoods	Effective assessment and determination processes	Implement Strathfield Independent Hearing and Assessment Panel	Implemented in 2017	Completed	The Panel commenced in March 2017.	Planning & Development
Liveable Neighbourhoods	Effective assessment and determination processes	Establish Design Review Panel to provide independent expert advice on referred development applications	Implemented in 2017	Completed	Design Panel to be shared with Canada Bay Council. The first meeting is scheduled for 25 August 2018.	Planning & Development
Liveable Neighbourhoods	Provide access to quality information on development processes	Implement online lodgement and viewing of development applications and planning proposals	Gateway fully implemented by September 2017	Completed	Online lodgements and viewing of plans has been completed. All plans are submitted online.	Planning & Development
Liveable Neighbourhoods	Ensure building and land uses comply with approved consents and permits	Investigate and take action on non-compliances of consents and permits	No. of complaints investigated; No. of sites inspected	Completed	102 complaints were investigated and 89 sites were inspected during the reporting period.	Environmental Services

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Liveable Neighbourhoods	Maintain tree canopy coverage and biodiversity in Strathfield	Review actions from Strathfield's Fauna Study and develop biodiversity management program to protect native species, habitats and population	Initiate "Dig Strathfield – Live Greener" sustainability programs by 2018	Completed	An on ground assessment of gaps in the existing streetscape of Strathfield has been undertaken by internal staff. About 450 existing gaps have been identified. A program to fill these gaps is planned to occur in Autumn – Winter 2019.	Environmental Services
Liveable Neighbourhoods	Maintain tree canopy coverage and biodiversity in Strathfield	Review and implement Strathfield's Tree Management program	Develop a Significant Tree Policy by 2018	Completed	Preparation of a new street tree strategy commenced with implementation scheduled for 2018-2019.	Service Delivery
Liveable Neighbourhoods	Ensure that facilities, parks and open spaces are properly maintained	Develop and implement maintenance program for facilities, parks and open spaces	Increase sweeping frequency by 50% in 2017	Completed	Maintenance schedules for facilities, parks and open spaces and street sweeping delivered within timeframes.	Service Delivery
Liveable Neighbourhoods	Maintain clean and attractive streets and public spaces	Develop and implement maintenance program for streets and public spaces	Roll out action plan in 2017	Completed	Maintenance schedules for streets and public spaces were implemented within timeframes.	Service Delivery
Liveable Neighbourhoods	Improve waste management around medium to high density units	Implement waste management program to address waste issues specific to multi-unit dwellings eg illegal dumping	At least 2 compliance monitoring visits annually	Completed	The Waste DCP was prepared for public exhibition. Tailored solutions were provided to more than 10 unit blocks with more than 75 units. 100kgs of clothing was collected per week in a pilot project. Register was established to track relevant strata and cleaning companies.	Environmental Services
Liveable Neighbourhoods	Provide range of waste and recycling services	Provide general and green waste, recycling and on-call collection services to residential properties	In-house education and collection service by August 2017	Completed	All waste services were managed in-house. The service met 99% compliance with same day weekly collection of general, green waste, recycling and on-call collection. 7368.09 tonnes of general, green waste, recycling and clean up was collected. An average of 35% of all waste was diverted from landfill.	Environmental Services

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Liveable Neighbourhoods	Maintain clean and effective stormwater drainage network	Undertake catchment analysis for Strathfield Council area.	All modeling completed by 2018	Completed	Modelling of Cooks River and Powells Creek commenced. Water quality measures are underway and ongoing	Infrastructure Planning
Liveable Neighbourhoods	Maintain clean and effective stormwater drainage network	Undertake testing and monitoring of pollution and quality of local waterways	Establish a new water cycle team by 2018	Completed	There is ongoing testing of all sites in the Strathfield LGA. Pollution incidents were investigated and drainage cleared and pumped out in all areas of high risk.	Environmental Services
Liveable Neighbourhoods	Promote and protect natural environment	Implement restoration and revegetation of natural areas and undertake noxious weeds control	Ongoing	Completed	Potential habitat stag trees are being identified / created. In addition to this about 30 habitat boxes for a variety of species have been purchased. Installation should occur in the 2018-2019.	Environmental Services
Liveable Neighbourhoods	Provide information and participate in events that promote environment	Deliver events that promote natural environment eg Clean Up Australia, National Tree Day	Ongoing	Completed	Clean Up Australia Day – 1300 volunteers, 1400 Volunteer hours, 10 sites, 20000 litres Rubbish 170 Bins full. Cooks River Family Fun Ride – 200 people participated and 4km cycled. There were 5 environmental education stalls, bicycle mechanics and supported by Bicycle NSW	Environmental Services
Liveable Neighbourhoods	Educate and partner with community for protection and improvement of natural areas including waterways	Coordinate and deliver environmental programs that involve community education and participation eg Bushcare	Employ a dedicated volunteers coordinator in 2017	Completed	8 Bushcare sessions were run involving over 140 volunteer hours. Bushcare programs have been oriented towards plantings that create multi-level habitat as recommended in the Fauna Study.	Environmental Services
Responsible Leadership	Undertake regular consultation and engagement with the community on matters which affect them	Undertake community consultation and engagement processes in Council decision making and the delivery of projects.	Annually	Completed	Community engagement was undertaken in preparation for the new CSP. This involved 2 community surveys, focus groups, interviews, youth summit and seniors network meetings. Presentations on findings were made to Councillors and Staff and incorporated into the preparation of the new draft plan.	General Manager Unit

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Responsible Leadership	Undertake regular consultation and engagement with the community on matters which affect them	Undertake Community Survey	Annually	Completed	Annual Performance Survey was completed and results notified to Councillors and Staff and reported in Annual Report.	General Manager Unit
Responsible Leadership	Community 'has a say' at Council meetings	Provide opportunities for community participation in council meetings	Ongoing	Completed	Open Forum is conducted with Council meetings to permit members of the public to directly address Council on issues of their choice. Opportunities are provided to the public to address items on the meeting agenda. 5 requests were received to address Council in Open Forum from January to June 2018.	Corporate Services
Responsible Leadership	Proposals and decisions are notified and accessible to the community	Review communications strategies to improve public notification and input into Council events, projects and proposals	Introduce a new Notification DCP for developments and increase use of e-News in 2017	Completed	Public notifications are made in eNews, special announcement emails, on the website, social media and local newspapers. eNews subscribers are 20,245 and continued to increase over the reporting period.	General Manager Unit
Responsible Leadership	Ensure Councillors receive training, information and support to effectively serve the Strathfield community	Provide timely and accurate information to Councillors and facilitate access to councillor training and development	Ongoing	Completed	Councillors are provided with regular information updates and briefings. Induction and training programs run for councillors elected in September 2017. Ongoing training is available for councillors who wish to attend specific courses.	General Manager Unit
Responsible Leadership	Provide opportunities for Councillors to interact with the community and raise awareness of Councillors roles	Encourage attendance by the Mayor and/or Councillors at community events and meetings.	Improve participation by 50% in 2017	Completed	Invitations are issued to events and meetings for the Mayor and Councillors. Councillors are encouraged to attend. During this period, 6 events were held with Councillors attending 25 times.	General Manager Unit
Responsible Leadership	Ensure Councillors are accountable for decisions	Maintain and provide access to registers of pecuniary interests, voting, conflict of interests and meeting attendance.	6 monthly review of returns and publish attendances in Annual Report	Completed	Statutory requirements met including maintaining registers and providing access to information as required. Attendance will be published in the Annual Report when published later in the year.	General Manager Unit

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Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Responsible Leadership	Respond to State Government initiatives affecting local government	Respond and implement State Government's Local Government Reform Program and review of the Local Government Act.	Ongoing	Completed	State Government withdrew its merger proposal in July 2017. Council has responded to government actions where required.	General Manager Office
Responsible Leadership	Maintain integrity of Council administration	Ensure Councillors and staff are aware of responsibilities and obligations. Review and implement Governance compliance program.	Code of Conduct Training Annually	Completed	Code of Conduct training provided bi-monthly with additional session scheduled as required. 3 sessions held during period.	General Manager Unit
Responsible Leadership	Ensure Council has organisational capacity to deliver Community Strategic Plan	Review, monitor and implement the Workforce Management Plan and EEO Management Plan and implement actions on a priority basis.	Regular corporate training on EEO, WHS and Code of Conduct for all new within 6 months of commencement and existing staff every 2 years	Completed	Training was provided to staff which included 6 sessions covering Equal Employment Opportunity, 2 sessions covering Customer Service, 1 session covering Fire Warden training, 2 sessions covering Mental Health Awareness and 150 staff participated in Safehold, Council's WHS reporting system training.	General Manager Unit
Responsible Leadership	Ensure Council maintains transparent and integrated planning and reporting framework that is legislatively compliant and facilitates effective decision making	Ensure that Council complies with legislative and policy requirements for the integrated planning and reporting system.	Functional and services reviews annually	Completed	The Annual Report was completed and published in November 2017 and notified within the timeframe. The Council Performance survey was completed. Review and community engagement for the Community Strategic Plan (CSP) was completed by March 2018. The draft CSP was presented to Council and publicly exhibited. The new CSP was adopted in June 2018.	General Manager Unit

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Responsible Leadership	Provide a safe & healthy work environment	Implement Work Health & Safety audit program of Council's workplaces.	WHS Committee and planned & conduct planned & unplanned workplace risk assessments 4 quarterly in 2017	Completed	A new WHS Coordinator position was created and a new person was appointed in May 2018. A new WHS Committee was reinstated and since January two meetings have taken place and an audit schedule of workplace inspections has been developed. Members of the committee have been assigned a location to conduct WHS inspections via a schedule.	Corporate Services
Responsible Leadership	Provide a safe & healthy work environment	Effectively and efficiently manage and monitor the rehabilitation of injured workers	Towards achieving zero lost time workplace injuries by 2019	Completed	There were 9 lost time injuries between January to June 2018. All workers were rehabilitated and returned to work. Council has engaged State Cover to conduct a gap analysis on return to work practices towards the end of 2018.	Corporate Services
Responsible Leadership	Provide effective and efficient customer service	Provide best practice customer services in a timely and professional manner.	Customer service training for all staff by 2018	Completed	Customer Service training was provided to 30 May 2018. The next training session is scheduled for 29 August 2018. The training focuses on providing effective and efficient customer service both to internal and external customers. At this stage training has been provided to all new staff and all regulatory services staff.	Corporate Services
Responsible Leadership	Maintain an effective and transparent customer complaint handling process	Review Council's complaint management processes. Manage complaints in accordance with policy requirements	Review Complaints Management Policy against best practice by 2018	Part Completed	Council's complaint management framework is under review.	Corporate Services
Responsible Leadership	Ensure records management is effective and compliant to support service delivery	Maintain effective records and information management system in ECM including providing ongoing support and training.	Full compliance with the State Records Act	Completed	Training in ECM (Records systems) and ongoing support is provided to all new and existing staff.	Corporate Services

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Responsible Leadership	Improve Council's efficiency utilising Information Technology	Implement upgrades of the security of Council's networks, improvements in efficiency of Council's administration and service delivery and assist and/or facilitate implementation of Council projects.	Full compliance with international standards for mitigating and preventing network and internet risk and data security	Completed	Continuously improvement to the Council network through implementation and change to the site connection into a new contract. Server upgrades implemented to improve performance. Designed and implemented new Council intranet which features business policy, forms, shortcuts to applications and room bookings. Replaced new office printers in a new contract Migrate the council file server into new server and redesign the file server structure Implemented and published council live meeting stream technology Replaced another 30 desktops to let end user hardware in better performance Implemented council core system configuration management system to manage workstations and servers in centralised and design the policies Implemented council SMS platform to broadcast council news Improved the network monitoring infrastructure to increase the DR respond time Virtualised few other servers into council core hosting environment to keep the centralised management and costing saving	Information Technology
Responsible Leadership	Provide high quality, accurate and timely information on Council's finances	Provide regular budget, expenditures and investments reporting to Council. Meet all statutory reporting requirements.	Compliance with accounting and statutory reporting requirements	Completed	Monthly investment and quarterly budget review reporting requirements have been met.	Finance

Six Monthly Delivery Program – Progress Report – January to June 2018

Themes	Delivery Program 2014-2018	Operational Plan 2017-2018	Performance Measures	Status	Progress January to June 2018	Responsibility
Responsible Leadership	Ensure long-term financial sustainability through effective short and long term financial management	Review asset management plans for all assets under council control including roads, footpaths, drainage, buildings and parks.	Maintain assets to meet the required ratios	Completed	Road condition audits were completed. Footpath condition audits were completed for extreme trips (>25mm). A footpath program is being prepared. The Asset management plans are based on achieving fit for purpose and community assets at condition 3 rating or better.	Infrastructure Planning
Responsible Leadership	Ensure long-term financial sustainability through effective short and long term financial management	Monitor, review and update Council's resourcing strategies including the Long-Term Financial Plan.	Meet Treasury Corp Financial Sustainability Standards	Completed	The LTFP was reviewed and was adopted on 6 June 2018. The draft Statutory Reports for 2017-2018 indicate that all KPIs will be met. A final audited set will be available in October 2018	Finance

Six Monthly Delivery Program – Progress Report – January to June 2018

Capital Works Programs 2017-2018

No	Program	Proposal	Status July to December 2017	Status January to June 2018
1	Mason Park	All Weather Playing surface and Carpark	Completed	Completed
2	Strathfield Park Upgrade Stage 2	All Weather Playing Surface	Completed	Completed
3	Bressington Park	Amenities and Embellishment	In progress - 30% complete.	In progress
4	Bark Huts Reserve	Amenities and Playground embellishment	Playground 100% complete. Amenities 5% complete	Playground 100% complete. Amenities under completion.
5	Begnell Field	Amenities Upgrade and Irrigation	Pending re: design.	Pending re: design.
6	Parramatta Road, Strathfield	Arnotts Reserve - New Park	Delayed	Delayed
7	Pomeroy St, Allen St & Cave Rd	Bridges Renewal	Allen Street and Cave Road bridges have been inspected by an external consulting engineering firm and have been deemed fit for purpose. Pomeroy Street Bridge is pending. Discussions with part owner Canada Bay Council are continuing	The bridge assessment to the highest RNMS level 4 bridge analysis standard has been completed and the bridge has been found to be sound and load limit signs can be removed. Report was presented to Council August 2018
8	Homebush & Flemington Shopping Precincts	CCTV infrastructure	Infrastructure implemented	Infrastructure implemented
9	Melville Reserve	Community Centre and Playground	In progress - 5% complete	In progress
10	Pemberton Street - Between Arthur St and Shortland Ave	Corridor and traffic facilities	Not proceeding	Not proceeding
11	Knight St (Parramatta Rd - Loftus Cres)	Corridor Upgrade	Not proceeding	Not proceeding
12	Loftus Crescent B/W Subway Lane & Bridge Rd	Corridor Upgrade	Not proceeding	Not proceeding
13	Cooks River Cycleway - Barker Rd to Punchbowl Rd	Cycleway for active transport	A cycling study is proposed for the whole of the Strathfield LGA and the findings from the study will allocate works required to connect the LGA	A cycling study is proposed for the whole of the Strathfield LGA and the findings from the study will allocate works required to connect the LGA
14	Arthur and Pemberton Street Intersection	Cycleway Upgrade	Project at the intersection of Arthur and Pemberton has been completed and delivered to our community	Completed

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N o	Program	Proposal	Status July to December 2017	Status January to June 2018
15	Drew St	Eco and Rain Garden	Completed	Completed
16	Arnotts Site Stage 1 Works Precinct 3	Linear Park and Reserve	In the planning stage	In the planning stage
17	Loftus Land/Parramatta Rd Urban Play space	Linear Park Upgrade	In the planning stage	In the planning stage
18	Powell's Creek Redevelopment	Naturalise Channel	In the planning stage	In the planning stage
19	Ford Park	New Playground	In the planning stage	In the planning stage
20	Edwards Park	New Playground and embellishment	Completed	Completed
21	Hudson Oval	Open Space Upgrade	Completed	Completed
22	Australian Korean Memorial Garden & Cultural Centre	Open space development & embellishment	Resolution not to proceed	Resolution not to proceed
23	Courallie Ave Homebush West	Open space Embellishment	In the planning stage	In the planning stage
24	Henley Reserve	Park upgrade	Completed	Completed
25	Boden Reserve	Playground and Embellishment	Completed	Completed
26	Austin Park	Playground and park embellishment	Completed	Completed
27	Dean Reserve	Playground and Upgrade	Completed	Completed
28	Inveresk Reserve	Playground and Upgrade	Completed playground	Completed
29	Cooke Park	Reserve Embellishments	Completed playground	Completed
30	Drainage Upgrades	Stormwater Management Various	Ongoing cleaning out of gully pits that have leaves and debris trapped in the main chamber this allows water to flow into the pipe network and safely discharge to the dedicated waterway. Council is also replacing and repairing damaged and failed kerb inlets, grates and drains where required.	Gully cleaning regime has been implemented utilizing external educator contractor machines – recent storm events have highlighted the success of the program as calls from help from our community were well down from previous years
31	Homebush Village Upgrade Stage 1	Town Centre Renewal	Project on hold	On hold
32	Homebush West Village Upgrade Stage 1	Town Centre Renewal	Project on hold	On hold
33	Barker Rd Traffic Calming Measures	Traffic Facilities	Project on hold	On hold
34	Henley Road/Exeter Road-	Traffic Facilities	Project has been completed and	completed

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N o	Program	Proposal	Status July to December 2017	Status January to June 2018
	Roundabout		delivered to the community	
35	Burlington Road/Meredith Street - Roundabout	Traffic Facilities and Upgrade	Project has been completed and delivered to our community	Completed
36	Elliot Reserve Community Centre/Hub	Traffic Facilities and Upgrade	On hold	On hold
37	Footpath Renewal programme - Various	Traffic Facilities and Upgrade	All footpaths in Strathfield LGA have been inspected and condition rated, Ongoing works are being carried out to repair, replace and or reconstruct those paths that are either category 4 or 5 condition.	All footpaths in Strathfield LGA have been inspected and condition rated, Ongoing works are being carried out to repair, replace and or reconstruct those paths that are either category 4 or 5 condition.
38	Traffic Management/LATM	Traffic Facilities and Upgrade	Ongoing works are being investigated, designed and presented to the Traffic Committee to proceed. Community consultation for all	Ongoing works are being investigated, designed and presented to the Traffic Committee to proceed. Community consultation for all
39	Airey Park	Upgrade of Amenities	Yet to start	Yet to start
Additional projects 2017-2018 (funding from external sources)				
40	Improve cycle and pedestrian connection along Powells Creek Reserve	Parramatta Rd Corridor Urban Transformation Urban Amenity Improvements Plan	Project approved March 2018 – funding approved 100% from Greater Sydney Commission. Project forecast completion 2019 funding estimate \$578,880	Project approved March 2018 – funding approved 100% from Greater Sydney Commission. Project forecast completion 2019 funding estimate \$578,880
41	New pedestrian/cycleway bridge crossing over Powells Creek	Parramatta Rd Corridor Urban Transformation Urban Amenity Improvements Plan	Project approved March 2018 – funding approved 100% from Greater Sydney Commission. Project forecast completion 2019 funding estimate \$2,920,024	Project approved March 2018 – funding approved 100% from Greater Sydney Commission. Project forecast completion 2019 funding estimate \$2,920,024
42	Station Street public domain improvements and entrance to Homebush Station	Parramatta Rd Corridor Urban Transformation Urban Amenity Improvements Plan	Project approved March 2018 – funding approved 100% from Greater Sydney Commission. Project forecast completion 2019 funding estimate \$312,000	Project approved March 2018 – funding approved 100% from Greater Sydney Commission. Project forecast completion 2019 funding estimate \$312,000

Six Monthly Delivery Program – Progress Report – January to June 2018

N o	Program	Proposal	Status July to December 2017	Status January to June 2018
43	Public Domain improvements to Parramatta road btw Underwood and George street	Parramatta Rd Corridor Urban Transformation Urban Amenity Improvements Plan	Project approved March 2018 – funding approved 100% from Greater Sydney Commission. Project forecast completion 2019 funding estimate \$1,113,000	Project approved March 2018 – funding approved 100% from Greater Sydney Commission. Project forecast completion 2019 funding estimate \$1,113,000
44	Public domain improvements to Bridge Road from The Crescent to Parramatta Rd	Parramatta Rd Corridor Urban Transformation Urban Amenity Improvements Plan	Project approved March 2018 – funding approved 100% from Greater Sydney Commission. Project forecast completion 2019 funding estimate \$606,480	Project approved March 2018 – funding approved 100% from Greater Sydney Commission. Project forecast completion 2019 funding estimate \$606,480

GM3 REVIEW OF DELEGATIONS

AUTHOR: Geoff Baker, Principal Solicitor

APPROVER: Henry T Wong, General Manager

RECOMMENDATION

THAT Council, pursuant to the powers of delegation conferred upon Council by sections 377 and 381 of the *Local Government Act 1993* (NSW), and pursuant to every other power it hereunto enabling, hereby delegate to **Mr Henry T Wong**, the Chief Executive Officer (being the statutory general manager) of the Council (*and to the person acting in the position of Chief Executive Officer during any period of vacancy in the office or absence from duty of the Chief Executive Officer*), the power to exercise all the functions, powers, duties and authorities conferred or imposed upon the Council ("functions") pursuant to:

1. The *Local Government Act 1993* (NSW); and
2. The *Environmental Planning and Assessment Act 1979* (NSW); and
3. All other Acts, whatsoever under which Council has functions, powers, duties and authorities; and
4. All regulations, ordinances, by-laws, rules and the like made by or under any Act or other Act referred to in 1, 2 or 3 above,

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

SCHEDULE

1. The matters expressly reserved to the Council in section 377 of the *Local Government Act 1993* (NSW).
2. The role of the Mayor as provided for in and determined under section 226 of the *Local Government Act 1993* (NSW).
3. Adoption of local environmental plans, development control plans and section 7.11 contribution plans pursuant to the *Environmental Planning and Assessment Act 1979* (NSW).

PURPOSE OF REPORT

To adopt delegations for the General Manager as required under Section 380 of the *Local Government Act 1993*.

REPORT

Under Section 380 of the *Local Government Act 1993*, councils are required to review and adopt the General Manager's delegation during the first 12 months of each term of office.

This report recommends the adoption of the following delegation which aligns with the delegations currently in place for the General Manager adopted by the Council in the previous term.

Review of Delegations (Cont'd)

THAT Council, pursuant to the powers of delegation conferred upon Council by sections 377 and 381 of the *Local Government Act 1993* (NSW), and pursuant to every other power it hereunto enabling, hereby delegate to **Mr Henry T Wong**, the Chief Executive Officer (being the statutory general manager) of the Council (*and to the person acting in the position of Chief Executive Officer during any period of vacancy in the office or absence from duty of the Chief Executive Officer*), the power to exercise all the functions, powers, duties and authorities conferred or imposed upon the Council ("functions") pursuant to:

1. The *Local Government Act 1993* (NSW); and
2. The *Environmental Planning and Assessment Act 1979* (NSW); and
3. All other Acts, whatsoever under which Council has functions, powers, duties and authorities; and
4. All regulations, ordinances, by-laws, rules and the like made by or under any Act or other Act referred to in 1, 2 or 3 above,

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

SCHEDULE

1. The matters expressly reserved to the Council in section 377 of the *Local Government Act 1993* (NSW).
2. The role of the Mayor as provided for in and determined under section 226 of the *Local Government Act 1993* (NSW).
3. Adoption of local environmental plans, development control plans and section 7.11 contribution plans pursuant to the *Environmental Planning and Assessment Act 1979* (NSW).

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

There are no attachments for this report

GM4 REVIEW OF ORGANISATIONAL STRUCTURE

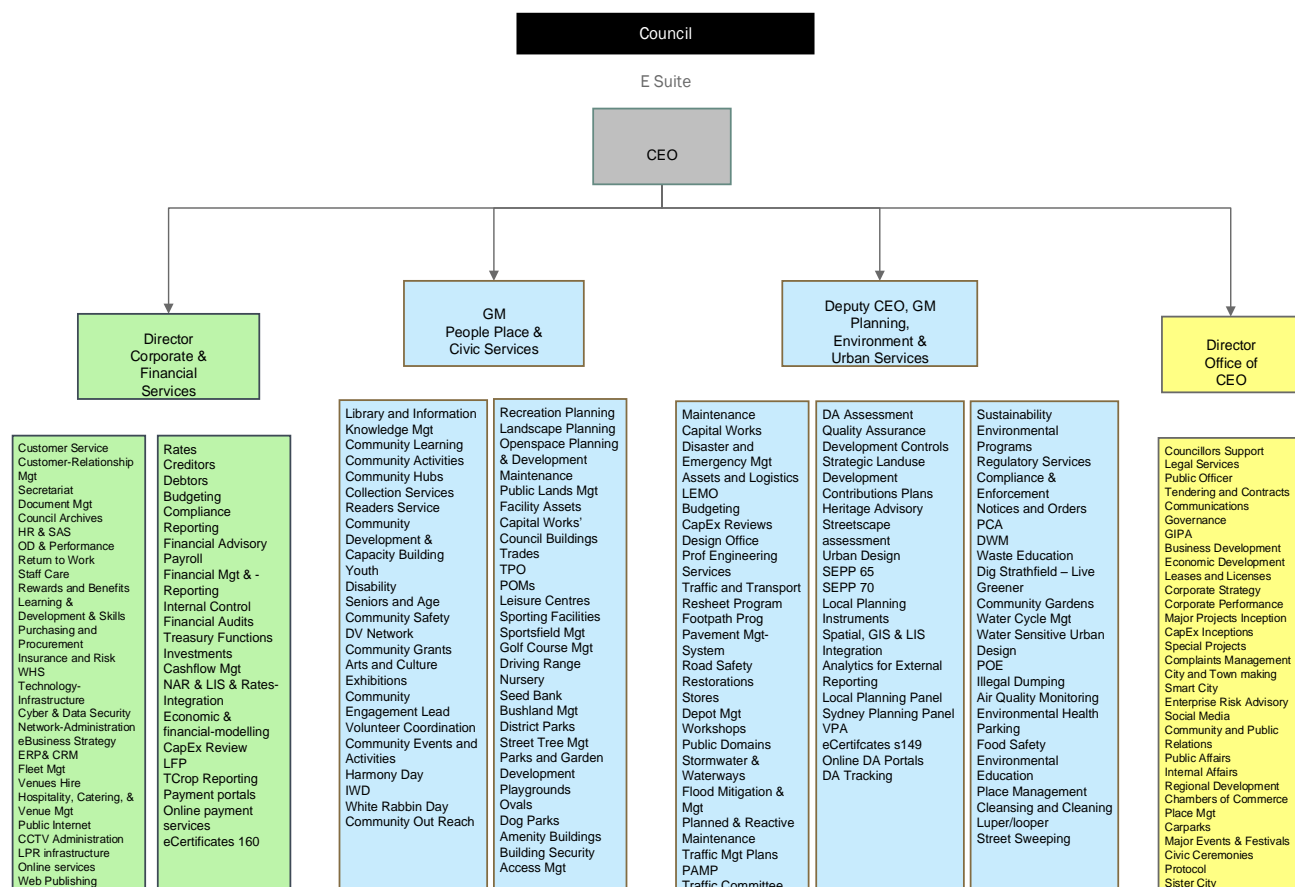
AUTHOR: Henry T Wong, General Manager

APPROVER: Henry T Wong, General Manager

RECOMMENDATION

That Council adopt

1 The following organisational structure:



2 The following, in addition to the CEO, are statutory Senior Staff positions:

1. Deputy CEO/General Manager, Planning, Environment, & Urban Services,
2. General Manager, People, Place and Civic Service

REPORT

Summary

This report recommends minor changes to the current interim organisational structure, which the council adopted in the merger proposal period.

The changes recommended in this report will align our organisation with the objectives of the adopted CSP and will deliver significantly improved functional clarity, operational coverage, organisational capacity, leading to improvements to customer and staff experience.

Review of Organisational Structure (Cont'd)

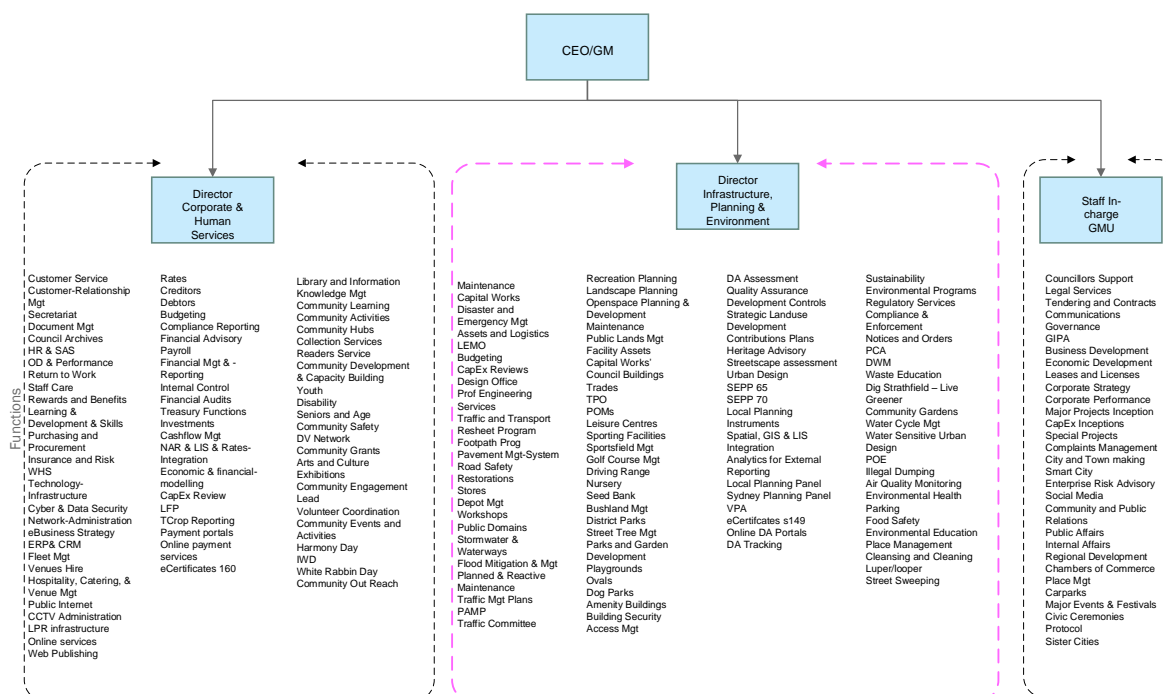
The changes will also better distribute workload across line functions to improve accountability and organisational focus, and customer satisfaction.

The recommended structure will not impact on existing staff nor adopted budgets nor council's organisational development or Human Resources strategies. It has the support of the Senior Management Team, their staff, and the Executive. Following a toolbox/townhall meeting all the staff, it will be progressively implemented before the end of this year.

A briefing (separately attached) on the review was also provided to Councillors on 28 August 2018.

The current organigram

The council's current structure is interim from when Council was under a merger proposal. It consists of two major but uneven "platoons," generally organised along functional lines (see below).



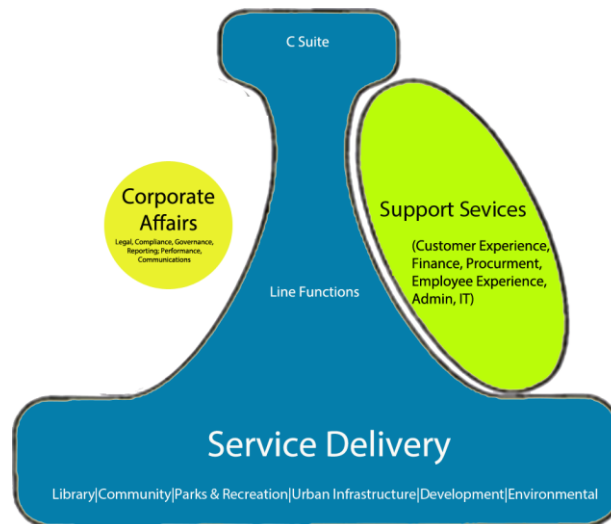
The interim structure, while it has served a purpose during the merger proposal period, needs to be reviewed to improve functional clarity, workload and accountability that align with the Council CSP.

The New Organigram

The new structure is informed by the lifetime work of Henry Mintzberg, who was a thought leader and a renowned researcher in organisation design and the author of *Structures in Fives*.

The Mintzberg configuration that is the best fit for Strathfield Council's functional and organisational requirements as a level of government and as a service provider is as follows:

Review of Organisational Structure (Cont'd)



The Strathfield configuration is contexualised from following two Mintzberg configurations:

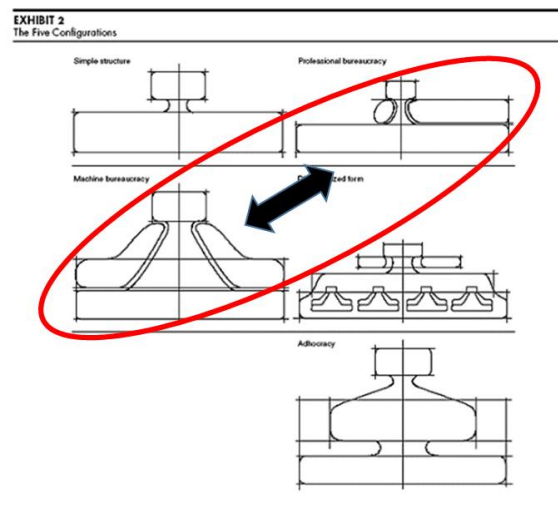


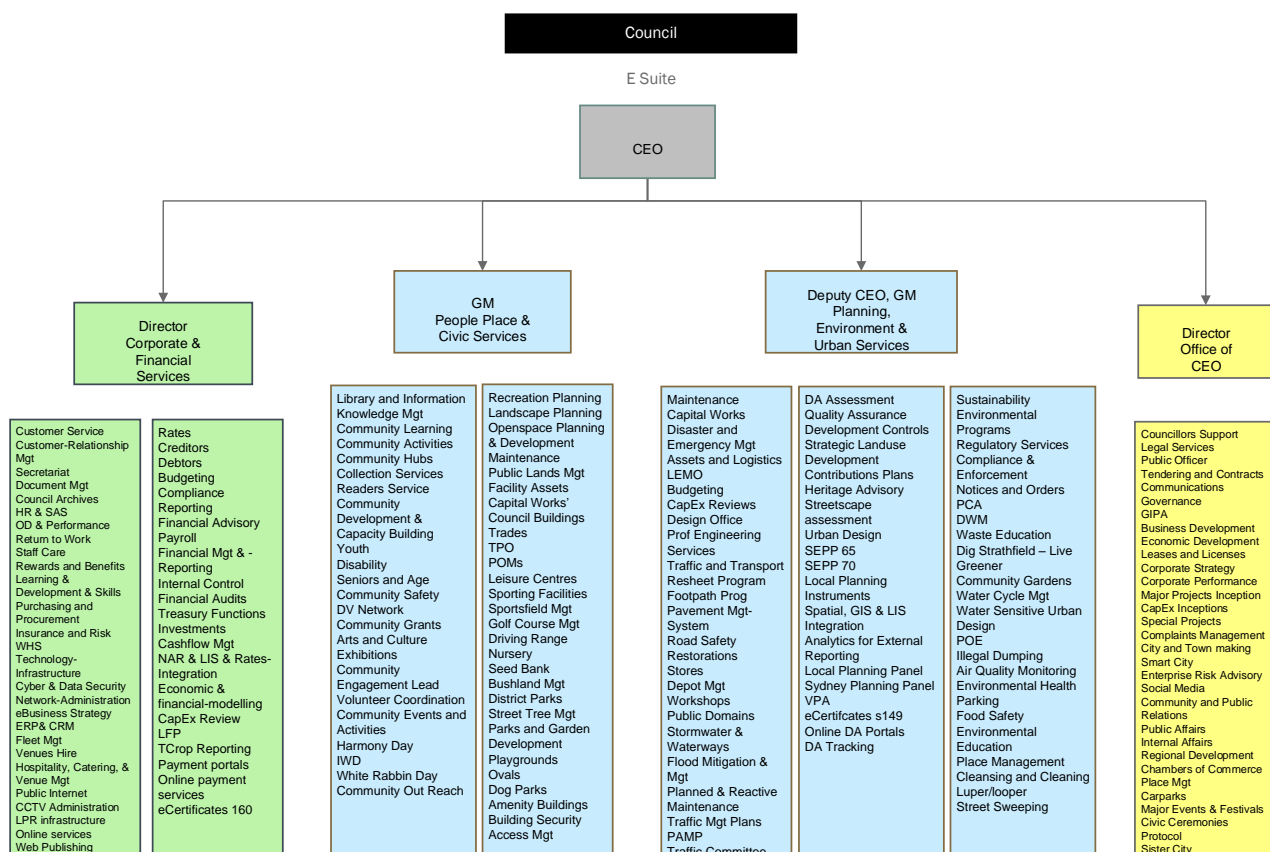
Exhibit 2 The Five Configurations

The resulting organigram, as shown below and as envisaged by Mintzberg, has a strong focus on placing deliverable, customer and employee experience at the core of council's work. This core is in turn reinforced and facilitated by internal professional expert and specialist services such as procurement, legal, administrative, governance, corporate planning, treasury, and financial.

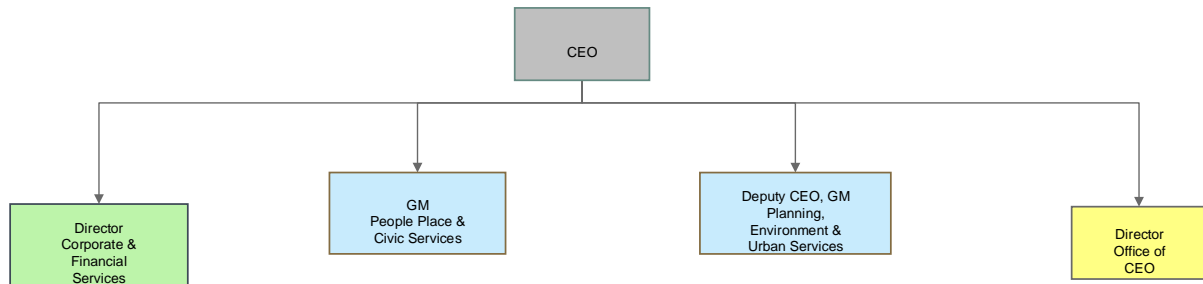
Review of Organisational Structure (Cont'd)



After balancing workload at the core, which is defined by spatial and functional responsibilities, the organigram that emerges as the best fit for Strathfield as a customer centric and responsive organisation with a structural form that is legible to staff and customers and one that provides staff with a clear lines of sight to their measurable accountabilities is as follows:



The positions that make up the Executive Suite are as follows:

Review of Organisational Structure (Cont'd)

The Senior Staff as per Section 223(1)(j) of *Local Government Act 1993* in the Executive Suite are the CEO, the Deputy CEO who is also the GM of Planning, Environment, & Urban Services, and the GM of People Place and Civic Services.

ATTACHMENTS

There are no attachments for this report

CS1 CURRENT STATUS OF COUNCIL RESOLUTIONS

AUTHOR: James Ng, Manager Administration

APPROVER: Anthony Hewton, Director Corporate and Human Services

RECOMMENDATION

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

PURPOSE OF REPORT

To update Council on the status of previous Council resolutions.

REPORT

Attached is a summary of the outstanding Council resolutions.

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

1. [↓](#) Outstanding Resolutions

ATTACHMENT 1



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
7/08/2018	Draft Councillors Expenses and Facilities Policy	General Managers Reports
178/18	<p>RESOLVED: (Vaccari / Kokkolis)</p> <p>That as required under Section 253(1) of the <i>Local Government Act, 1993</i>, (the Act), the draft 'Strathfield Councillors Expenses and Facilities Policy' be placed on public exhibition for 28 days with any submissions received reported back to Council.</p> <p>That the following clauses in the policy are amended as shown:</p> <p>6.5. In relation to all Sister City visitations, Councillors will self-fund airfares.</p> <p>6.9 Any Council-funded airfares will be funded to economy level only.</p> <p>6.23. No alcohol will be provided at any Council function apart from when external dignitaries are invited.</p> <p>For the Motion: Councillors Blackmore, Doueihi, Hall, Kokkolis and Vaccari</p> <p>Against the Motion: Councillors Duggan and Pensabene</p> <p>In progress – draft policy is on public exhibition from 9 August until 6 September 2018.</p>	



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
7/08/2018 182/18	Renaming Parts of Belfield	Corporate Services Reports
RESOLVED: (Hall / Blackmore)		
That Council consult with residents who would be affected by the proposal to rename parts of Belfield to Strathfield South and then submit the proposal to the Geographical Names Board of New South Wales for consideration.		
For the Motion: Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari		
Against the Motion: Nil		
In progress – consultation information is being prepared.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
7/08/2018 176/18	Residential Strata Waste services Report	Motions Pursuant to Notice
<p>RESOLVED: (Blackmore / Kokkolis)</p> <p>That Council prepare a report to the October ordinary council meeting investigating the current services provided to residential Strata properties within our LGA.</p> <p>The report to include but not limited to:</p> <ul style="list-style-type: none"> * Educational information, signage and other resources we could provide to residents, strata managers, body corporate and real estate agents in relation to available waste services including bin repairs, rules in relation to waste services and availability of council clean ups to owners and tenants. * Feasibility of auditing Residential Strata properties in relation to their waste services including but not limited to appropriate services and bin repair or replacement. * Potential programs that could be established in relation to Residential Strata Blocks reducing their waste. * The possibility of a welcome package to new residents to include waste calendar, available waste services, street sweeping calendars and councils relevant contacts. <p>The report to include budgetary implications, funding source and expected timeframe.</p> <p>That Council invite the chair of the owners corporation of each strata block to an appropriate Council forum.</p> <p>For the Motion: Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari</p> <p>Against the Motion: Nil</p> <p>Report to be provided to October Council meeting. Public forum to be organised.</p>		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
7/08/2018	Reimbursement from State Government of Amalgamation Court Proceeding Costs	Motions Pursuant to Notice
175/18		
RESOLVED: (Pensabene / Duggan)		
That concerning proceedings commenced by Council in the Land and Environment Court of New South Wales against the Government of the State of New South Wales and the costs incurred in relation to the prosecution of that action, that Council report at the next workshop:		
1. The current status of each proceeding commenced.		
2. Steps taken by way of demand or in respect of cost assessment or otherwise to recover the costs of those proceedings from the State.		
3. That Council's report be taken to the October Council Meeting.		
For the purposes of the above motion, a reference to the proceedings is a reference to:		
Strathfield Municipal Council v Minister for Local Government [2016] NSWLEC 124		
Strathfield Municipal Council v Minister for Local Government [2017] NSWCA 188		
For the Motion:	Councillors Blackmore, Duggan, Hall and Pensabene	
Against the Motion:	Councillors Doueihy, Kokkolis and Vaccari	
The Mayor declared the Motion Carried.		
Briefing to be provided at a Councillors Workshop.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
7/08/2018	Increasing Access to Greenspace for Junior Sports	Motions Pursuant to Notice
174/18		
RESOLVED: (Blackmore / Doueihi)		
That:		
<div>1. A report be provided to the September, 2018 council meeting on the feasibility of using the green space associated with the Dutton Centre for organised junior sporting groups to train on. The report include details of any other group currently using the outdoor facilities.</div> <div>2. The report include how appropriate lighting could be made available considering mid winter use, and also if any area within the perimeter would be more suitable than any other area within the perimeter so as to minimise affectation on local residents.</div>		
For the Motion:	Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis and Vaccari	
Against the Motion:	Councillor Pensabene	
Report to be provided to September Council meeting.		



Outstanding Council Resolution Actions

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Meeting Date	Subject	Section	
7/08/2018	Offensive Noises	Motions Pursuant to Notice	
173/18	RESOLVED: (Hall / Blackmore)		
That council prepare a report which includes a compliance policy for Council's management of offensive noise incidences including noise arising from Industrial, commercial, residential, animals or pet noises.			
For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari			
Against the Motion: Nil			
Report to be provided to October Council meeting.			



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
7/08/2018 172/18	Park Exercise Equipment at Cosgrove Park	Motions Pursuant to Notice
RESOLVED: (Pensabene / Hall)		
That Council investigate and report on the cost of installing 'park exercise equipment' or other alternative improvements at Cosgrove Park.		
For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari		
Against the Motion: Nil		
Report to be provided to a Councillors Workshop.		



Outstanding Council Resolution Actions

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Meeting Date	Subject	Section
7/08/2018	Mayoral Minute No. 25/18 - Women's Shelter Working Group	Mayoral Minute
168/18	<p>RESOLVED: (Vaccari)</p> <ol style="list-style-type: none"> 1. That Council write to The Hon. Pru Goward MP, Minister for Family and Community Services, Minister for Social Housing, and Minister for the Prevention of Domestic Violence and Sexual Assault inquiring as to the level of funding which is available from the state government for women's shelters, and more generally what initiatives and support the state government has in place to reduce the rates of domestic violence in our community. 2. That Council play an increased role in advocating for increased funding for the sector. 3. That Council in association with its local businesses host an annual Mayoral local toy drive at Christmas open to residents, ratepayers and Council staff, the proceeds of which to be distributed to needy local residents, including those subject to domestic violence. 4. That Council create a directory of services available to the victims of domestic violence and have it available on Council's website. 5. That relevant organisations, including local schools, be invited to participate in Strathfield Council's White Ribbon Day events. 6. That Council contact the Hills Shire Council to obtain information about and then investigate that councils Transitional Housing Policy and the basis on which The Sanctuary-Hills Women's Shelter was established and the governance and financial models under which it operates. <p>For the Motion: Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari</p> <p>Against the Motion: Nil</p>	
169/18	<p>RESOLVED: (Vaccari)</p> <p>That:</p> <p>That the following will be discussed at a Councillor Workshop:</p>	

**Outstanding Council Resolution Actions**

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7. That the Strathfield Council Women's Shelter Working Group be abandoned with immediate effect in favour investigation of the above mentioned Transitional Housing Policy.

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

Report to be provided to a Councillors Workshop.



Outstanding Council Resolution Actions

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Meeting Date	Subject	Section
7/08/2018	Mayoral Minute No. 24/18 - Traffic Lights Cnr Flemington and Parramatta Roads, Homebush West	Mayoral Minute
167/18		
RESOLVED: (Vaccari)		
That Council write to the Minister for Transport, The Hon. Andrew Constance, MP to request a set of traffic lights at the corner of Flemington and Parramatta Roads, Homebush West. The letter should provide brief details of resident concerns, a need to improve pedestrian access to local transport links, growing population and previous unsuccessful discussions with the Roads and Maritime Services.		
For the Motion:	Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari	
Against the Motion:	Nil	
In progress – letter is being prepared.		



Outstanding Council Resolution Actions

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Meeting Date	Subject	Section
7/08/2018	Mayoral Minute No. 22/18 - Return and Earn Scheme	Mayoral Minute
165/18		
RESOLVED: (Vaccari)		
That Council write to the Minister for the Environment, the Hon. Gabrielle Upton to:		
<div><div>1.</div><div>Congratulate her on the overwhelming success of the Return and Earn Scheme, which has so far collected more than 460 million drink containers from 632 collection points across NSW since its introduction on 1 December 2017;</div></div> <div><div>2.</div><div>Thank the Minister for installing a two-bay Return and Earn collection station at Strathfield Town Centre, which processes on average more than 120,000 containers each week; and</div></div> <div><div>3.</div><div>Request the Minister to introduce legislation as a matter of urgency banning single-use plastic shopping bags in all NSW retail businesses. Further that the government legislate a compulsory charge of 50 cents per 'reusable bag' retailers might wish to distribute.</div></div>		
For the Motion:	Councillors Blackmore, Doueihi, Kokkolis and Vaccari	
Against the Motion:	Councillors Duggan, Hall and Pensabene	
The Mayor declared the Motion Carried.		
Completed – letter has been sent.		



Outstanding Council Resolution Actions

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Meeting Date	Subject	Section
7/08/2018	Mayoral Minute No. 19/18 - Synthetic Sports Pitches and Improved Basketball/Netball Facilities	Mayoral Minute
163/18		
RESOLVED: (Vaccari)		
<div><div>1.</div><div>That the construction of two (2) of the synthetic sports pitches foreseen by Council's recently adopted Community Strategic Plan be fast-tracked and be completed by the end of this financial year.</div></div> <div><div>2.</div><div>That the opportunity for a complex of outdoor basketball or netball courts be investigated.</div></div> <div><div>3.</div><div>That Council officers recommend by way of report the best location for these facilities to be constructed but take into account:</div><div><div>a.</div><div>The fact that Council's existing synthetic sports pitches are in the centre and north of the LGA, and that there is a lack of such facilities in other areas.</div></div><div><div>b.</div><div>That Council desires a net increase in formal sports grounds if possible, not just the replacement of existing sports grounds with synthetic sports pitches.</div></div><div><div>c.</div><div>The opportunities which the reassignment of Hudson Park Golf Course might present.</div></div></div>		
For the Motion: Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari		
Against the Motion: Nil		
In progress.		



Outstanding Council Resolution Actions

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Meeting Date	Subject	Section
7/08/2018 162/18	Mayoral Minute No. 18/18 - Smoke Free Laws	Mayoral Minute
RESOLVED: (Vaccari)		
That Council provide:		
<ol style="list-style-type: none">1. A report to an upcoming workshop on the number of fines:<ol style="list-style-type: none">a. Issued to people for smoking within four (4) metres of a pedestrian entrance/exit to any licensed premises or restaurant in the Strathfield local government area.b. Issued to people smoking in outdoor public places including within 10 metres of children's playgrounds, spectator areas at sports ground/recreation facilities, public transport stops and platforms and within four (4) metres of any entrance to any public building within Strathfield local government area.2. A report to the October 2018 Council meeting including, but not limited to, the revenue raised, the number of fines issued, campaigns conducted to educate people about the legislation concerning where they can't smoke, and future plans for increased enforcement in Strathfield local government area.		
For the Motion: Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari		
Against the Motion: Nil		
Report to be provided to September Council meeting.		



Outstanding Council Resolution Actions

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Meeting Date	Subject	Section
7/08/2018 161/18	Mayoral Minute No. 17/18 - Graffiti Initiatives	Mayoral Minute
RESOLVED: (Vaccari)		
<ol style="list-style-type: none"> 1. That with immediate effect Strathfield Council move to a policy of addressing high risk, public facing graffiti prone areas with the application of an appropriate mural. 2. That using its extensive archives and resident knowledge base, Council ensures that all murals which are commissioned reflect the history and heritage of the immediate area. 3. That this initiative addresses not only problem Council property, but also property owned by other government organisations (for example, railways, schools etc.) and also private property. 4. That an appropriate protocol be developed so that the permission of non-Council land owners can be sought and gained. 5. That this initiative be funded at the next Budget Quarterly Review. 		
For the Motion: Councillors Blackmore, Doueihi, Kokkolis and Vaccari		
Against the Motion: Councillors Duggan, Hall and Pensabene		
The Mayor declared the Motion Carried.		
In progress.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
7/08/2018	Mayoral Minute No. 16/18 - Chess Board Strathfield Square	Mayoral Minute
160/18	<p>RESOLVED: (Vaccari)</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. That a Giant Chess Board be installed in Strathfield Square before 1 December 2018: <ol style="list-style-type: none"> a. The preferred location of the Chess Board being the western side boundary behind the bus shelter, but Council officers to provide advice if this is not appropriate. b. The chess pieces to be left in Strathfield Square between 8am till 4:30pm Monday to Friday and during the appropriate daytime hours on the weekends depending on Council staff working hours. 2. That this initiative be funded at the next Budget Quarterly Review. <p>For the Motion: Councillors Blackmore, Doueihy, Kokkolis and Vaccari</p> <p>Against the Motion: Councillors Duggan, Hall and Pensabene</p> <p>The Mayor declared the Motion Carried.</p>	
	In progress.	



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
3/07/2018 139/18	Pomeroy Street - Former Bowling Club Site	Motions Pursuant to Notice
RESOLVED: (Hall / Pensabene)		
That Council prepare a report on the feasibility of the construction of Community facilities at the Pomeroy St – Former Bowling Club site. The community facility must provide space for a separate Men's shed, Women's Shed and green outdoor space.		
For the Motion: Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari		
Against the Motion: Nil		
In progress.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
3/07/2018	Street Tree Audit	Infrastructure and Development Reports
146/18		
RESOLVED: (Vaccari / Pensabene)		
1. That Council note the Work Program for the Tree Planting.		
2. That the Council workshop be presented with a street tree management plan for each of the localities within the municipality and monitors the implementation of the plan (including financial implications).		
For the Motion: Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari		
Against the Motion: Nil		
Report provided to Councillors Workshop on 31 July 2018.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
3/07/2018	Underwood Road/WestConnex Stack Emissions	Infrastructure and Development Reports
148/18	<p>RESOLVED: (Duggan / Vaccari)</p> <ol style="list-style-type: none"> 1. That Council notes and endorses the report. 2. Council conduct an assessment of the RMS's obligations under the original approval document and report back to the August Council meeting. In particular, assessment of plans and intentions around the following would be welcome: <ul style="list-style-type: none"> • Compliance monitoring and tracking • Solar access and overshadowing • Socio-economic – particularly any impact on property prices in the vicinity of the stack • Advice on building buffer zones • Community and Social Management Plan • Community cohesion plan • Community Information, consultation and involvement • Ambient Air Quality Goal Protocol • Air Quality notification and Reporting • Operational Environmental Management Plan • Operational noise and vibration plan 	



Outstanding Council Resolution Actions

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- Operational noise and vibration compliance report
 - Emergency Response Plan
 - Independent Environmental Audit
 - The placement of an emission receptor to the west of the facility
 - The placement of above-ground level receptors
 - Impact of building height changes under the Parramatta Road Corridor Urban Transformation Strategy
 - Impact of potential rezoning in neighbouring streets.
3. Council invite the appropriate RMS staff to a governing body workshop in August to discuss any potential community impacts and also RMS obligations in relation to the facility, and
4. Council convene a forum in September for local residents and appropriate staff from Westconnex to discuss any concerns in relation to the facility
5. That Council consider an appropriate DCP along the lines of those considered by Lane Cove and Willoughby Councils at the time of the Lane Cove Tunnel

For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari

Against the Motion: Nil

Report to be provided to September Council meeting.



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
3/07/2018	Design Options/Plans to Progress a Streetscape Revitalisation of the Homebush Shopping Centre and its Immediate Surrounds	Motions Pursuant to Notice
136/18		
RESOLVED: (Doueihi / Hall)		
That:		
1. Council Staff prepare design options / plans to progress a streetscape revitalisation of all local centres and their immediate surrounds. The design options to include:		
<ul style="list-style-type: none">• paving• street lighting• bins• seats• outdoor dining spaces• opportunities for improved landscaping and tree planting• other amenities• improving traffic management and parking within the defined precinct.		
2. That the design options / plans prepared be presented to a future Councillors Policy, Planning and Urban Design committee for consideration prior to coming back to Council and being publically exhibited.		
3. That Council staff consult with local shopkeepers and residents in the preparation of the design options and plans produced.		
For the Motion:	Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari	
Against the Motion:	Nil	
Report provided at August Councillors Workshop. Plans are being prepared.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
5/06/2018 118/18	Removal of Redundant Optus Cables	Motions Pursuant to Notice
<p>RESOLVED: (Blackmore / Kokkolis)</p> <p>That:</p> <ol style="list-style-type: none"> 1. A report be provided to the August 2018 Ordinary Council meeting regarding the redundant Optus cables in the Strathfield LGA. 2. Council be updated with current legislation regarding timeframes for removal of the redundant cables due to the installation of the National Broadband Network. 3. Council write to Optus requesting immediate removal of all redundant cables across Strathfield LGA. 4. The report to include but not limited to the possible enforcement action Council can take if the redundant cables are not removed, financial, aesthetic and safety benefits for Council and residents, Possible future improved tree pruning due to the removal of the low hanging Optus cables. <p>For the Motion: Councillors Blackmore, Hall, Kokkolis and Vaccari</p> <p>Against the Motion: Nil</p>		
In progress – further letter sent to Optus.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
5/06/2018 120/18	Plans of Management for Community Lands	Motions Pursuant to Notice
RESOLVED: (Hall / Vaccari)		
<ol style="list-style-type: none"> 1. Council provide a Report detailing a summary/analysis of the submissions received in relation to the Draft Community Lands Plan of Management received from the period ending 22 June 2017. 2. Council prepare a new Draft Plan of Management that includes each of the 17 parcels of community lands in accordance with Division 1 and Division 2 of the <i>Local Government Act 1993</i>. 3. Given that Elliott Reserve has statutory restrictions and Covenants placed on the land, that a separate Plan of Management be prepared in accordance with Division 2 of the <i>Local Government Act 1993</i>. 		
For the Motion: Councillors Blackmore, Hall, Kokkolis and Vaccari		
Against the Motion: Nil		
In progress.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
1/05/2018	Implementing and Incentivising Good Urban Design Outcomes in Relation to Shopfront Signage and Shopfront Design	Motions Pursuant to Notice
93/18		
RESOLVED: (Doueihy / Pensabene)		
That a report be provided to the August 2018 Ordinary Council Meeting in relation to the feasibility of Strathfield Council:		
<div>1. Assisting local shop owners and businesses by providing a subsidy towards the redesign costs of their shopfronts to improve their quality of design consistent with Council's planning controls and published design guidelines.</div> <div>2. Progressively achieve the removal of shutters and 'rolladour' fixtures on shopfronts in the Strathfield LGA as they do not contribute to good urban design outcomes in the local area.</div> <div>3. That the subsidy which could be provided following an application and approval process would cover fifty (50) percent of total costs per shopfront (to a maximum of \$1000).</div> <div>4. A suitable allocation of funds that could be referred to Council's annual budget for this purpose.</div> <div>5. That Council cooperate with Burwood Council's initiative.</div>		
Cr Matthew Blackmore left the meeting, the time being 7:41 PM.		
For the Motion:	Councillors Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari	
Against the Motion:	Nil	
Cr Matthew Blackmore returned to the meeting, the time being 7:42 PM.		
Report to be provided to September Council meeting.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
1/05/2018	Strathfield Community Newsletter	Motions Pursuant to Notice
96/18		
RESOLVED: (Hall / Pensabene)		
THAT:		
<div>1. Council investigate and report to a Council workshop in September 2018 on the cost of internally producing a Strathfield LGA Resident Newsletter 6 times per year to be distributed within the Strathfield LGA by a process of resident subscription.</div>		
<div>2. The Newsletter should be no more than 8 pages of A4 size and should include, but not limited to, the following topics:</div>		
<div>Council news, Developments, Council motions, Street sweeping timetables, Current Council works eg, Footpath repairs etc, Council events, Community events, Positive achievement stories by Council, Community group news, Small business news and Schools news.</div>		
For the Motion:	Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari	
Against the Motion:	Nil	
Report to be provided to Councillors Workshop in September.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
10/04/2018	Opening Up Sydney Water Vacant Land To Increase Green Space	Motions Pursuant to Notice
69/18	<p>RESOLVED: (Blackmore / Vaccari)</p> <ol style="list-style-type: none"> 1. That a report be provided to the July 2018 ordinary council meeting in relation to the feasibility of opening up for access to the community Sydney Water owned vacant land in Strathfield Council LGA. <ol style="list-style-type: none"> i. That council write to Sydney Water about removing the fences to allow community access to the vacant land located in the middle of Fitzgerald Cres, Strathfield. ii. That council investigate the possibility of building on Sydney Water Vacant Land where it is appropriate and/or possible Children's play equipment, adult exercise equipment, a walking path, native trees and landscaping. iii. That council write to The Hon. Domenic Perrottet, Minister for Finance and Services in relation to our request for Sydney Water to open up these properties for community use. 2. That the report include but not limited to the feasibility and budgetary implications to Council. <p>For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Pensabene and Vaccari</p> <p>Against the Motion: Nil</p> <p>In progress – awaiting advice from Sydney Water.</p>	



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
6/03/2018	Protection of Residential Areas From the Impacts of Industrial Adjacent Land Use	Motions Pursuant to Notice
37/18		
RESOLVED: (Blackmore / Pensabene)		
THAT:		
1. Council prepares a report for the July 2018 Ordinary Council Meeting in relation to steps Council can take, such as land use review, to protect residential areas from adverse impacts of adjacent industrial land use.		
2. The report to include but not limited to benefits to the community, appropriate zoning mix to minimise loss of employment land and the detailed process that needs to be followed.		
For the Motion:	Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari	
Against the Motion:	Nil	
In progress.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
6/03/2018 52/18	Parramatta Road Urban Design DCP	Infrastructure and Development Reports
RESOLVED: (Kokkolis / Blackmore)		
1. That Council prepare an amendment to the Strathfield Development Control Plan No 20 – Parramatta Road Corridor Area which includes the principles and key design outcomes as identified in the Urban Design Study prepared by consultants.		
2. That the amendment to the Strathfield Development Control Plan No 20 – Parramatta Road Corridor Area be prepared for public exhibition.		
For the Motion: Councillors Blackmore, Doueihi, Duggan, Hall, Kokkolis, Pensabene and Vaccari		
Against the Motion: Nil		
Report to be provided to October Council meeting.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
6/03/2018 38/18	Introduction of a Intra-Commuter Service	Motions Pursuant to Notice
RESOLVED: (Hall / Pensabene)		
1. That a feasibility report be prepared on the introduction of a reliable, frequent, hail and ride Intra-commuter service that will encourage our residents to shift from single occupancy car journeys, and improve access for residents with limited mobility travelling to local centres, schools, and inter regional transport nodes.		
2. That the report take into account the whole Strathfield LGA.		
3. That the report also consider a service that complements the existing service by the ACU.		
For the Motion: Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari		
Against the Motion: Nil		
Report provided at Councillors Workshop on 26 June 2018. Further report to be provided at next Councillors Workshop.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
6/03/2018	Mayoral Minute 04/18 - Quarterly Garden Award	Mayoral Minute
26/18		
RESOLVED: (Vaccari)		
That Council:		
<div>a. Reinstate its Strathfield Council Quarterly Garden Award commencing September 2018.</div> <div>b. The criteria, empaneling of judges and all associated logistics be delegated to the General Manager.</div> <div>c. That winners be presented with;<div><div>i. A framed certificate</div><div>ii. A \$100 voucher from an appropriate small business operating within the LGA</div><div>iii. That a photo of the winning garden be displayed in Council's Customer Service area and eNews provided that the winner consents.</div></div></div> <div>d. That the presentation of the award be made at the following month's Ordinary Council meeting and that a standing item be introduced to the council agenda reflecting this.</div>		
For the Motion:	Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari	
Against the Motion:	Nil	
In progress.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
6/03/2018 51/18	Powells Creek Bike and Walking Track	Infrastructure and Development Reports
RESOLVED: (Vaccari / Hall)		
1. That the continuity for extending the Cycleway from Parramatta Road to Strathfield Station be further investigated.		
2. That a further report be provided to a Councillor workshop.		
Report to be provided to Councillors Workshop in September.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
6/02/2018 2/18	Mayoral Minutes No. 01/18 - Affordable Housing	General Item
RESOLVED: (Vaccari) That Council's Development Control Plan be amended to include a compulsory percentage of 30% of Affordable Housing. For the Motion: Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis, Pensabene and Vaccari Against the Motion: Nil		
In progress.		



Outstanding Council Resolution Actions

Printed: Tuesday, 21 August 2018 3:07:45 PM

Meeting Date	Subject	Section
7/11/2017 176/17	Strathfield Leisure Centre Feedback	Motions Pursuant to Notice
RESOLVED: (Blackmore / Kokkolis)		
That:		
<ol style="list-style-type: none"> 1. Council seek feedback from the residents and ratepayers on their support for Council to construct a Leisure Centre in the Strathfield Council Area. 2. Residents are to be notified that Council is seeking feedback via the Council's weekly e-news and on Council's web site. 3. The deadline for Feedback is 30 June 2018. 4. The feedback is to seek answers to: <ol style="list-style-type: none"> a) Do you support Council building a Leisure Centre in the Strathfield Council Area? YES/NO? b) In which area of Strathfield LGA do you think the Leisure Centre should be built? 5. A Report on the Feedback received to be presented at the August 2018 Workshop Meeting. 6. The Report to include, but not limited to, the total number of responses, the number in support or against a Leisure Centre and the suggested locations. 7. A survey to include a description of usual facilities at an indoor sports centre/leisure centre and an option to choose which sports they would like there. 		
For the Motion: Councillors Blackmore, Doueihy, Duggan, Hall, Kokkolis and Pensabene		
Against the Motion: Nil		
Report to be provided to Councillors Workshop in August.		

CS2 COMMUNITY ACCESS COMMITTEE

AUTHOR: James Ng, Manager Administration

APPROVER: Anthony Hewton, Director Corporate and Human Services

RECOMMENDATION

That Council establish a Community Access Committee and adopt the draft Terms of Reference dated 20 August 2018.

PURPOSE OF REPORT

To recommend the establishment of a Community Access Committee.

REPORT

On 5 May 2015 Council adopted its 'Community Access Plan 2015-2019' (the 'Plan'). The Plan provides a range of actions that Council is committed to undertake to address the needs of people with a disability and the wider community in accessing services in the Strathfield LGA. Attached is a copy of the Plan (Attachment 1).

One of the actions in the Plan is the establishment of an advisory committee to Council on current disability issues and input to Council's future Disability Inclusion Action Plans.

It is recommended that Council now resolve to establish a Community Access Committee and adopt the attached draft Terms of Reference (Attachment 2).

FINANCIAL IMPLICATIONS

There are no financial implications.

ATTACHMENTS

1. [↓](#) Strathfield Council - Community Access Plan 2015-2019
2. [↓](#) Strathfield Council Community Access Committee - Draft Terms of Reference

ATTACHMENT 1



Community Access Plan

2015- 2019

Date of Public Exhibition:

3 February 2015 under resolution 25/15

Date of Endorsement:

5 May 2015 Council Meeting under
resolution 134/15





Executive Summary:

The Commonwealth Disability Discrimination Act, 1992, (DDA) renders it unlawful to discriminate against people with disabilities and their companions, and promotes equal opportunity of access for people of all ages and abilities.

In 1999, Strathfield Municipal Council developed a Disability Discrimination Action Plan, under Section 60 of the DDA. That Plan has become outdated as a result of the introduction of the Disability Standards for Accessible Public Transport, 2002; the Disability (Access to Premises – Buildings) Standards, 2010; and the revision of several Australian Standards.

In 2014, Council resolved to develop a new Action Plan and engaged an Access Consultancy, **Accessible Public Domain**, to assist with its development. Council also agreed to name the new Plan a **Community Access Plan**, to reflect the changing nature of disability issues; an increased awareness of the needs of people with disability; and the fact that this Action Plan benefits all sections of the Strathfield Community.

This new Community Access Plan builds on the five broad themes of the Strathfield 2025 Community Strategic Plan –

- Strathfield connections
- Community wellbeing
- Promoting a prosperous Local Government Area
- Balancing sustainable development with enhancement of the natural environment
- Improving infrastructure and Council services

The Community Access Plan also embraces the essential components of Section 61 of the Disability Discrimination Act –

- A review of current practices, policies and programs
- The development of evaluation strategies
- The allocation of responsibilities
- The improvement of communication strategies.

Those components are set out in the four Key Focus Areas of the Access Plan-

Key Focus Area 1.00: A corporate approach to Council's responsibilities under the Disability Discrimination Act 1992 and the NSW Disability Inclusion Act, 2014.

Key Focus Area 2.00: Council as a Service Provider.

Key Focus Area 3.00: Council as a Planning Authority.

Key Focus Area 4.00: Council as a responsible citizen

Most of the Items in the four Key Focus Areas require compliance with either the Disability Discrimination Act, 1992, or with the NSW Disability Inclusion Act, 2014.

Some aspirational Items are included to enhance Council's commitment to the Strathfield 2025 Community Strategic Plan.

In August 2014, the New South Wales Government passed the Disability Inclusion Act, which will come into effect in December 2014. That Act requires all State Authorities, including Local Councils, to develop a Disability Inclusion Action Plan.

Whereas the DDA states that, a service provider "may" prepare and implement an action plan; the NSW Disability Inclusion Act states that Councils –

- "Must" develop a Disability Inclusion Action Plan
- The Plan must have input from all sections of the community
- The Plan must be lodged with the Disability Council of NSW
- The Plan must be revised every four years
- Progress of the Plan must be reported in Council's Annual Report
- Progress of the Plan must be reported to the Minister for Disability Services and Ageing

The Disability Discrimination Act requires an organisation to lodge its Action Plan with the Disability Discrimination Commissioner. However, if a DDA Action Plan is implemented before the NSW Disability Inclusion Action Plan requirements are gazetted, then that DDA Action Plan will be accepted by the Disability Council of New South Wales in lieu of a NSW Disability Inclusion Action Plan.



Extensive consultation was undertaken in the development of this Access Plan. All of Council's Management Staff were interviewed by the Consultant and the community was widely consulted through interviews, meetings and public surveys.

It is apparent from those consultations that Council's staff and the wider community require better information about the needs of people with disability so as to reduce the possibility of direct or indirect discriminatory actions or practices.

The public exhibition of this Community Access Plan will not only afford the community the opportunity to gain a better understanding of disability discrimination issues, but will allow the community to submit comments on how the Plan can improve the status of Strathfield Council as an organisation that places high importance on the need to prevent or remove actions or practices that discriminate against people with a disability or their companions.

Key Focus Area 1.00: A corporate approach to Council's responsibilities under the Disability Discrimination Act 1992 and the NSW Disability Inclusion Act 2014

- How does Strathfield Council interpret Disability Discrimination?
- How does Strathfield Council interpret the NSW Disability Inclusion Act 2014?
- Do Council's Plans and Policies reflect a commitment to the prevention and removal of discriminatory practices?
- What internal practices are in place to remove or prevent discriminatory practices?

Item	Issue	Action	Responsibility	Timeline
1.01	Council's commitment to the Disability Discrimination Act 1992	Include a statement of Council's commitment to the Disability Discrimination Act 1992 in all future Plans and Policies that relate to the community	Corporate Strategy Coordinator	Ongoing
1.02	Council's commitment to the NSW Disability Inclusion Act 2014	Include a statement of Council's commitment to the NSW Disability Inclusion Act 2014 in all future Plans and Policies that relate to the community	Corporate Strategy Coordinator	Ongoing
1.03	Availability of Community Access Plan to the Public	The Community Access Plan is to be made available in hard copy and on Council's web site.	Corporate Strategy Coordinator	Ongoing
1.04	Review of Community Access Plan	The Community Access Plan is to be reviewed every four years, in consultation with people with a disability.	General Manager	2019-2020
1.05	Council Annual Report	Include in the Annual Report to Council a statement on the compliance with the Community Access Plan.	Directors	Annually
1.06	Annual Report to the NSW Minister for Disability Services	The progress and implementation of the Community Access Plan is to be reported annually to the NSW Minister for Disability Services	Director, Corporate Services	Annually
1.07	Council's responsibilities to train all officers under the Disability Discrimination Act	Ensure that all Councillors and staff are aware of their responsibilities as Service Providers under the Disability Discrimination Act, to remove and prevent discriminatory practices against people with disability.	Group Manager, Organisational Performance	Ongoing
1.08	Council's responsibilities for all officers under the NSW Disability Inclusion Act	Ensure that all Councillors and staff are aware of their responsibilities as Service Providers under the NSW Disability Inclusion Act, so as to put in place actions that will allow people with disability to participate fully in the local community and access all of Council's supports and services	Group Manager, Organisational Performance	Ongoing



Item	Issue	Action	Responsibility	Timeline
1.09	Employee responsibilities	Include employee responsibilities under the Disability Discrimination Act and the NSW Disability Inclusion Act in Council's Employee Handbook.	Group Manager, Organisational Performance	Ongoing
1.10	New Employees	Ensure new employees are instructed in Council's requirements under the Disability Discrimination Act and the NSW Disability Inclusion Act; and that they are provided with a copy of Council's Employee Handbook	Group Manager, Organisational Performance	Ongoing
1.11	Contractors and Volunteers	Ensure that all Contractors and Volunteers are made aware of Council's commitment to the Disability Discrimination Act and the NSW Disability Inclusion Act; and that all contractors provide written confirmation of their commitment to the DDA and the DIA	Director Corporate Services	Ongoing
1.12	Disability Access Committee	Establish a Disability Access Committee as an advisory committee to Council on current disability issues and in-put to Council's future Disability Inclusion Action Plans.	Director Corporate Services	2017
1.13	Disability Standards for Accessible Public Transport, 2002	Ensure Council complies with the timeline set for the provision of fully accessible Bus Stops	Manager, Engineering Works and Services	2015-2022
1.14	Lodgement of the Community Access Plan with the Australian Disability Discrimination Commission	Upon adoption by Council the Community Access Plan is to be lodged with the Australian Disability Discrimination Commission for the duration of the Plans, tenure, 2015-2019	Manager Community Services	2015
1.15	Lodgement of the Community Access Plan with the Disability Council of NSW	Upon adoption by Council the Community Access Plan is to be lodged with the NSW Disability Council for the duration of the Plans, tenure, 2015-2019	Manager Community Services	2015



Key Focus Area 2.00: Council as a Service Provider

- Do Council's services remove or prevent discriminatory practices?
- Are Council's services and facilities available to people of all ages, abilities and cultures?
- Do Council's services reflect cultural diversity?
- Are People with Disability consulted in the development of Plans and Policies?
- Does the Community Access Plan support the NSW Disability Inclusion Plan?

Item	Issue	Action	Responsibility	Timeline
2.01	Council premises and facilities	Audit all of Council's premises and facilities to determine what works are required to bring them into line with the Disability (Access to Premises – Buildings) Standards, 2010	Director, Technical Services	2015-2020
2.02	Accessible Information	Provided up-to-date information in alternative formats for people with various forms of disability. <ul style="list-style-type: none"> • Use universally accepted iconography in signage, advertising and printed matter • Provide access to the National Relay Service 	Group Manager, Organisational Performance	Ongoing
2.03	Staff Training in Disability Issues	Provide Access Awareness training for existing staff; and for new staff as part of their introduction to employment with Council, in the use of the National Relay Service and assistance for people with disabilities such as dementia or vision impairment	Group Manager, Organisational Performance	Ongoing
2.04	Council's Website	Ensure Council's website complies with the current Australian Government-endorsed Web Content Accessibility Guidelines	Group Manager, Organisational Performance	2017
2.05	Location of Public Toilets	Provide an on-line location list of toilets within the Strathfield LGA. Identify those toilets that are compliant with AS1428.1 (2009). Identify MLAK-controlled toilet sites within the Strathfield LGA Ensure that information provided to the National Public Toilet Map indicates which of Council's public toilets fully comply with Australian Standards, and those for which assistance is required. Provide a link to the National Public Toilet Map on Council's web site.	Manager, Engineering Works and Services	2015-2016
2.06	DAISI Website	Provide a link on Council's website to the Disability and Aged Information Service Inc. (DAISI) website	Director, Corporate Services	2015
2.07	Assistive Hearing Facilities	Ensure that assistive listening systems are available in the Customer Service area and in all Council meeting places and libraries	Director, Technical Services	2015-2016



Item	Issue	Action	Responsibility	Timeline
2.08	Wheelchair Accessible Counters	Ensure that compliant wheelchair accessible counters and tables are provided in Libraries and in consultation and meeting venues	Director, Technical Services	2015-2016
2.09	Community Planning Consultations	Ensure that people with disabilities are included in any planning consultations regarding proposed community plans by advice to Disability Organisations and via Council's usual information outlets	Director Corporate Services	Ongoing
2.10	Community Event Access	Develop Access Plans for all community Events, to include physical access, parking and toilet arrangements	Director, Corporate Services	Ongoing
2.11	Community Event Participation	<p>Ensure that Disability Groups are advised of up-coming community events; and that they are advised of any potential barriers to participation, so that alternate arrangements can be made by the attendees.</p> <p>Provide activities for people with disability, e.g. photographing, cataloguing or planting of seedlings in raised planters on Plant a Tree Day</p>	Director, Corporate Services	Ongoing
2.12	Council's Mobility Maps	Up-date Council's Mobility Maps to reflect current Standards	Manager Community Services	Ongoing
2.13	Tree Trimming	<p>For the benefit of people who are blind or deaf and blind ensure that street trees and trees on private property are trimmed to maintain a vertical clearance of at least 2000 mm above the footway level to the underside of the canopy; and that they do not cast a shadow from street lighting.</p> <p>Ensure that trees provide vertical clearance of at least 2400 mm above a cycle path, to comply with the NSW Roads and Maritime Services Guidelines.</p>	Manager, Community Lands and Services	Ongoing
2.14	Access Awards	Investigate the feasibility of introducing Access Awards within the Annual Business Awards Program, for local businesses, organisations or individuals who introduce access facilities that comply with Australian Standards.	Director, Corporate Services	2015-2018
2.15	Library Services	<p>Ensure that all services and facilities provided for visitors to the libraries are made equally available to everyone.</p> <p>Provide up-to-date assistive technology for physical use of computers, and for on-line searches. Ensure websites available through libraries comply with current Australian Government-endorsed Web Content Accessibility Guidelines</p>	Manager Library Services	Ongoing
2.16	Disabled Persons Parking Scheme	Consult with the NSW Roads and Maritime Services on the management the Disability Parking Permit Scheme	Director, Corporate Services	Ongoing



Item	Issue	Action	Responsibility	Timeline
2.17	After-hours Library Chute	Ensure that wheelchair accessibility to the after hours chute complies with the Standards	Manager Library Services	2016
2.18	Outdoor Dining	Ensure Outdoor Dining Policy enables safe passage past the leased area for people with disability, including people who use a wheelchair and people who are blind or deaf and blind.	Manager Community Services	2015-2016

Key Focus Area 3.00: Council as a Planning Authority

- Do Council's Planning Procedures and Standards remove or prevent discriminatory practices?
- Do Council's Planning Procedures and Standards incorporate current Australian Standards and Best Practice?
- Do Council's Planning Procedures and Standards reduce the possibility of Unjustifiable Hardship claims?

Item	Issue	Action	Responsibility	Timeline
3.01	Planning policies	As part of the review process for existing policies that impact on the community ensure that they do not discriminate against people with disability	Director, Technical Services	2015-2016
3.02	Development Applications for multi-unit developments	Include in Development Application Procedures a requirement for Applications for multi-unit developments to include an Access Plan produced by an Accredited Access Consultant that outlines how the proposed development complies with the Disability Discrimination Act, 1992; the Disability (Access to Premises – Buildings) Standards, 2010; the Building Code of Australia; and the NSW Disability Inclusion Act	Director, Technical Services	Ongoing
3.03	Unjustifiable Hardship	Ensure that issues which could give rise to an Unjustifiable Hardship claim, resulting from the need to provide accessible facilities, are resolved at the pre-DA stage	Director, Technical Services	Ongoing
3.04	Council developments	Ensure that the design of all new Council facilities complies with the Disability (Access to Premises – Buildings) Standards, 2010; and the NSW Disability Inclusion Act	Director, Technical Services	Ongoing
3.05	Bus Stops	Ensure that all new Bus Stops comply with the Disability Standards for Accessible Public Transport, 2002 Survey existing Bus Stops within the Strathfield LGA to determine the works required to meet the criteria of the Standards Ensure that all existing Bus Stops comply with the Standard's time-frame; and complete up-grade works by 31.12.2022	Manager, Engineering Works and Services	2015-2022
3.06	Consultation venues	Ensure that venues used for the consultation are fully accessible, or that alternate accessible venues are utilised	Director, Technical Services	Ongoing
3.07	Awareness of Planning Staff	Ensure that Planning Staff are aware of the requirements of that the Disability (Access to Premises – Buildings) Standards, 2010.	Director, Technical Services	Ongoing



Item	Issue	Action	Responsibility	Timeline
3.08	Change of Use	Require applications for Change of Use to include existing Accessible facilities; and ensure that those facilities are retained or up-graded to comply with the Standards	Director, Technical Services	Ongoing
3.09	Adaptable Housing	Ensure that proposals for Adaptable Housing are designed so as to require minimal alterations in the post-adaptation stage, to minimize inconvenience and cost	Director, Technical Services	Ongoing

Key Focus Area 4.00: Council as a responsible citizen.

- Are those parts of the Public Domain under Council's control free of disability discrimination?
- Are those buildings under Council's control constructed or maintained to comply with Australian Standards?
- Does Council provide sufficient, non-discriminatory, public facilities?

Item	Issue	Action	Responsibility	Timeline
4.01	Continuous Accessible Path of Travel	Provide a continuous accessible path of travel to and within all of Council's premises	Director, Technical Services	Ongoing
4.02	Council Works Programs	Ensure that all Council Works Programs reflect compliance with current Australian Standards and best practice.	Director, Technical Services	2015-2016
4.03	Footpaths as Council Assets	Maintain a list of paved and un-paved footpaths, and identify those that do not meet Council's current standard or best practice for prioritising in Council's future Works Programs.	Manager, Engineering Works and Services	Ongoing
4.04	New Footpaths	Ensure that new footpath construction provides a minimum width of 1200mm; and where possible include regular passing areas 2000mm long and 1800mm wide; with a maximum crossfall of 1:40; and surfaces that are non-slip in wet and dry conditions.	Manager, Engineering Works and Services	Ongoing
4.05	Footpath Maintenance	Ensure that footpaths are maintained in a safe and negotiable condition, free from obstructions; overhanging vegetation; and slippery leaf cover	Manager, Engineering Works and Services	Ongoing
4.06	Decorative Paving	Ensure that decorative paving provides a non-slip surface in wet and dry conditions. Ensure that the slip-resistance value of adjoining surfaces is similar to avoid trip hazards.	Manager, Engineering Works and Services	Ongoing
4.07	Driveways	Ensure that new driveways are constructed with a 1:40 standard footpath crossfall, for a distance of 1800 mm from the building alignment	Director Technical Services	Ongoing
4.08	Kerb Ramps	Ensure that kerb ramps are constructed to comply with the Australian Standard	Manager, Engineering Works and Services	Ongoing
4.09	Intersection Design	Ensure that kerb radii at intersections are kept to a minimum so as to slow traffic and reduce the incidence of vehicle-pedestrian impacts	Manager, Engineering Works and Services	Ongoing



Item	Issue	Action	Responsibility	Timeline
4.10	Traffic Islands	Ensure that traffic islands provide maximum protection for pedestrians Provide walk-throughs with vertical sides, in a contrasting colour to that of the island, for the benefit of people with impaired vision	Manager, Engineering Works and Services	Ongoing
4.11	Medians	Ensure that medians do not encroach into the clear path of travel provided by a marked or non-marked pedestrian crossing Provide Tactile Ground Surface Indicators in pedestrian refuges	Manager, Engineering Works and Services	Ongoing
4.12	Tactile Ground Surface Indicators (TGSIs)	Only provide TGSIs where they can comply with Australian Standards, unless advice is obtained from Vision Australia or Guide Dogs NSW/ACT	Manager, Engineering Works and Services	Ongoing
4.13	Wayfinding Policy	Develop a Wayfinding Policy for the provision of Tactile Ground Surface Indicators, Tactile Signage and alternate directional and safety cues for people who are blind or deafblind	Manager, Engineering Works and Services	2015-2016
4.14	Wayfinding	Ensure that advisory and directional signage is displayed in accessible locations, with unambiguous messages	Manager, Engineering Works and Services	Ongoing
4.15	Tactile Signage	Ensure that tactile signage is provided in raised lettering and in Braille, as required by Australian Standards, on public toilets and other facilities	Manager, Engineering Works and Services	Ongoing
4.16	Existing Public Toilets	Ensure that only those public toilets that fully comply with Australian Standards are designated as "Accessible". If they are not fully compliant, signage should indicate that assistance is required	Manager, Community Lands and Services	Ongoing
4.17	Unisex Accessible Toilets	Where possible, provide two adjacent Unisex Accessible Toilets, with one the mirror-reverse of the other Erect signage to indicate which cubicle provides for right-hand transfer, and which provides for left-hand transfer.	Manager, Community Lands and Services	Ongoing
4.18	New Public Toilets	Assess the need to provide additional public toilets in places under Council's responsibility.	Manager, Community Lands and Services	Ongoing
4.19	Ambulant Toilets	Ensure that as part of upgrading facilities at least one cubicle in each Male and Female Toilet Block complies with Australian Standard requirements for an Ambulant Toilet	Manager, Community Lands and Services	Ongoing
4.20	Public Seating	When providing new or replacing public seating with back rests and arm rests, on an on-going basis	Manager, Engineering Works and Services	Ongoing
4.21	Street Furniture	Ensure that the location of new street furniture does not encroach into a path of travel	Manager, Engineering Works and Services	Ongoing
4.22	Parks and Gardens	Ensure that facilities within parks and gardens do not discriminate against visitors with disability, as far as possible	Manager, Community Lands and Services	Ongoing



Item	Issue	Action	Responsibility	Timeline
4.23	Parks and Gardens Survey	Carry out an audit of parks and garden to determine what facilities need to be improved to comply with Australian Standards. Develop a priority works schedule to improve these facilities	Manager, Community Lands and Services	2015-2016
4.24	Sporting facilities	Ensure that all existing and new sporting facilities provide equivalent and dignified participation for people with disability	Manager, Community Lands and Services	Ongoing
4.25	Asset Management	Council's Asset Register identifies which of Council's facilities fully comply with Australian Standards, and what work is required to bring other facilities into compliance	Manager, Community Lands and Services	2015-2016
4.26	Drainage Grates	Ensure that drainage grates within a path of travel comply with Australian Standards	Manager, Community Lands and Services	Ongoing
4.27	New Accessible Parking	Ensure that new accessible parking spaces comply with Australian Standards in number, location, dimensions and crossfalls, and signage	Manager, Community Lands and Services	Ongoing
4.28	Existing Accessible Parking	Review existing sites to determine what improvements are required for compliance with Australian Standards	Manager, Community Lands and Services	Ongoing
4.29	Ramps, steps and handrails	Ensure that all new and existing ramps, steps and handrails comply with Australian Standards	Manager, Community Lands and Services Manager, Engineering Works and Services	Ongoing

ATTACHMENT 2



Community Access Committee Terms of Reference

1. PURPOSE

1.1. The purpose of the Community Access Committee is to advise Council on current disability issues and provide input into Council's future Disability Inclusion Action Plans. The Community Access Committee will provide a forum for structured dialogue and comment to Council regarding universal access and inclusion matters and will be an advisory sub-committee of Strathfield Council.

1.2. Definition of Disability:

Disability is an umbrella term, covering impairments, activity limitations, and participation restrictions. Impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action; while a participation restriction is a problem experienced by an individual in involvement in life situations. Thus disability is a complex phenomenon, reflecting an interaction between features of a person's body and features of the society in which he or she lives.

World Health Organisation: International Classification of Functioning, Disability and Health (ICF)

2. FUNCTIONS

2.1. The Community Access Committee is an operational committee of Strathfield Council and reports to the General Manager.

2.2. The Community Access Committee provides a forum for Council staff, Councillors and community representatives to represent the interests of people with a disability, carers, the ageing and all other groups where accessibility to those services will impact their inclusion in the Strathfield LGA whether as a resident or visitor.

2.3. In addition, it will:

- promote integration of community access and inclusion as part of the core business of Council;
- respond to and advise on a range of matters impacting on disability or access concerns when requested to do so by Council; and
- promote, in accordance with the *Community Access Plan 2015-2019*, universal access and inclusion to persons with disability and to the wider community.

3. MEMBERSHIP

3.1. The Committee will comprise as follows:

- Manager Community Services (convenor)
- Community Services Aged and Disability Officer
- The Mayor
- Two service providers delivering services to the Strathfield LGA for those with a disability
- Three community members with equal representation of members being people with a disability, and other groups from the community who may be disadvantaged

through poor access, such as the ageing and mothers with young children

- 3.2. Membership of the Committee will, as far as possible, be balanced in regard to age, disability, gender, ethnicity geographical location.
- 3.3. Nominations for both service provider representation and community members will be called through public notice on Council's website and in local newspapers. Advertising will outline the criteria that must be addressed when lodging interest.
- 3.4. Nominations will be accepted on the basis of an Expression of Interest in writing or on the basis of verbal responses to matters for address recorded by Council's Aged and Disability Officer, where a submission in writing is not possible.
- 3.5. Community representatives and service provider representatives will be appointed for an initial period of twelve months. Subsequent terms can be sought through lodgement of an Expression of Interest.
- 3.6. A vacancy will be deemed to exist if a representative fails to attend two consecutive meetings of the Committee without reasonable grounds.
- 3.7. Casual vacancies will be filled by the Committee with the appointment being approved by the General Manager of Council.
- 3.8. Any member of the Committee may, by notice in writing addressed to the Committee, resign his/her office as a member.

4. MEETING PROCEDURES

- 4.1. The Committee will meet four (4) times per year or as otherwise agreed.
- 4.2. Notice of meetings will be given at least three business days prior to the scheduled meeting.
- 4.3. Minutes of meetings will be distributed within three business days after the meeting.
- 4.4. Secretariat support will be provided by Council staff in attendance at meetings.
- 4.5. The quorum for a meeting to be conducted will be 50% plus one of the voting community members. Should there be a tied vote, the Councillor representative will cast the deciding vote.
- 4.6. It is anticipated that the Committee will be ongoing with membership reviewed annually.

5. CONDUCT

- 5.1. Members must comply with Council's Code of Conduct, the *Local Government Act 1993* and the *Local Government (General) Regulation 2005* in carrying out the functions of the Committee.
- 5.2. Members must declare and manage any conflicts of interest in accordance with the Code of Conduct.

6. REVIEW OF TERMS OF REFERENCE

- 6.1. The Terms of Reference for the Committee will be reviewed at the start of each new term of Council, or as otherwise agreed by the Committee.
- 6.2. The Terms of Reference was last reviewed on: New

DRAFT

CS3 INVESTMENT REPORT AS AT 31 JULY 2018

AUTHOR: Jenny Nascimento, Chief Financial Officer

APPROVER: Anthony Hewton, Director Corporate and Human Services

RECOMMENDATION

That the record of cash investments as at 31 July 2018 noted.

PURPOSE OF REPORT

To submit Council's record of cash investments as at 31 July 2018 pursuant to Clause 212 of the Local Government (General) Regulation 2005.

REPORT

Term Deposits	Rating	Investment Date	Maturity Date	Term (Days)	Interest Rate	Amount
AMP	A1	04/06/18	02/10/18	120	2.60%	1,000,000
AMP	A1	12/03/18	10/09/18	182	2.60%	2,000,000
Bank of Queensland	A2	29/05/18	27/08/18	90	2.60%	2,000,000
Bank of Queensland	A2	05/03/18	03/09/18	182	2.60%	2,000,000
Bank of Queensland	A2	05/06/18	02/11/18	150	2.70%	2,000,000
Bankwest	A1+	13/06/18	11/09/18	90	2.70%	2,000,000
Bankwest	A1+	13/06/18	11/10/18	120	2.70%	2,000,000
ME Bank	A2	29/05/18	26/11/18	181	2.77%	2,000,000
ME Bank	A2	25/07/18	23/10/18	90	2.75%	4,000,000
National Bank	A1+	04/06/18	03/12/18	182	2.65%	2,000,000
National Bank	A1+	04/06/18	03/12/18	182	2.65%	2,000,000
National Bank	A1+	04/06/18	03/12/18	182	2.65%	2,000,000
National Bank	A1+	04/06/18	03/12/18	182	2.65%	2,000,000
National Bank	A1+	11/06/18	10/12/18	182	2.75%	1,000,000
People's Choice Credit Union	A2	12/06/18	10/12/18	181	2.85%	2,000,000
Suncorp	A1	04/06/18	31/08/18	88	2.60%	2,000,000
Suncorp	A1	04/06/18	31/08/18	88	2.60%	2,000,000
Suncorp	A1	04/06/18	31/08/18	88	2.60%	2,000,000
						36,000,000

Investment Report as at 31 July 2018 (Cont'd)Investment Portfolio as at 31 July 2018

Call Accounts	Rating	Term	Interest Rate	Amount
CBA General Fund	A-1+	At Call	1.25%	3,752,431
CBA Business Online Saver	A-1+	At Call	1.30%	7,075,758
AMP	A-1	At Call	1.80%	2,049,266
TCorp IM Cash Fund	A-1+	At Call	1.90%	2,037,920
				14,915,376

Total Investments**2.48%****50,915,376**

In accordance with Council's investment policy the following limits apply in relation to the maximum proportion of the total investment portfolio which can be invested for each credit rating category.

Investments Represented by	as at 31 July 2018
Externally Restricted Reserves	
Domestic Waste Management	2,758,424
Unexpended Grants	1,106,648
Section 94	28,923,944
Stormwater Management	1,202,406
Total Externally Restricted Reserves	33,991,422
Internally Restricted Reserves	
Plant Replacement	1,129,614
ELE	1,483,159
Deposits	7,880,483
Adshel	270,000
Technology	358,034
Carry Forwards	431,442
Future Major Expenditure	1,091,198
Parkscape Improvements	29,000
Risk Management	195,362
Election	58,510
Total Internally Restricted Reserves	12,926,802
Total Restricted Reserves	46,918,224
Unrestricted*	3,997,152
Total Investments	50,915,376

^ The amounts as at 30 July 2018 are subject to change given that the annual financial statements haven't been completed.

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

The Reserve Bank of Australia's official cash rate remains at 1.50% for the month of July 2018. Council's investment portfolio is returning an average of 2.48% as at 31 July 2018 which is 0.47% above the 90 day BBSW benchmark of 2.01%.

Council has earned interest revenue totalling \$106,576 as at 31 July 2018, being 7.59% of the original projected budget.

Investment Report as at 31 July 2018 (Cont'd)**Certification – Responsible Accounting Officer**

The Chief Financial 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 2005 and Council's Investment Policy.

REFERRAL FROM OTHER DEPARTMENT

No referral was required.

FINANCIAL IMPLICATIONS

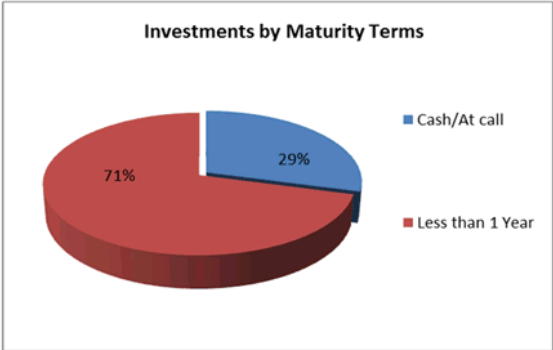
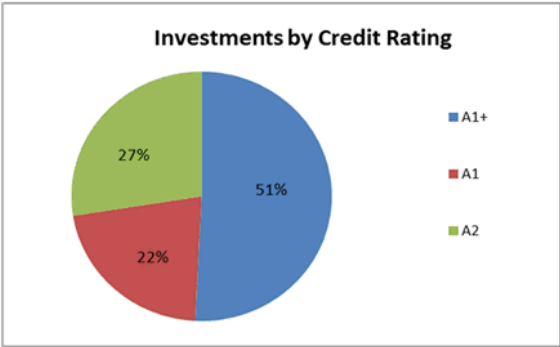
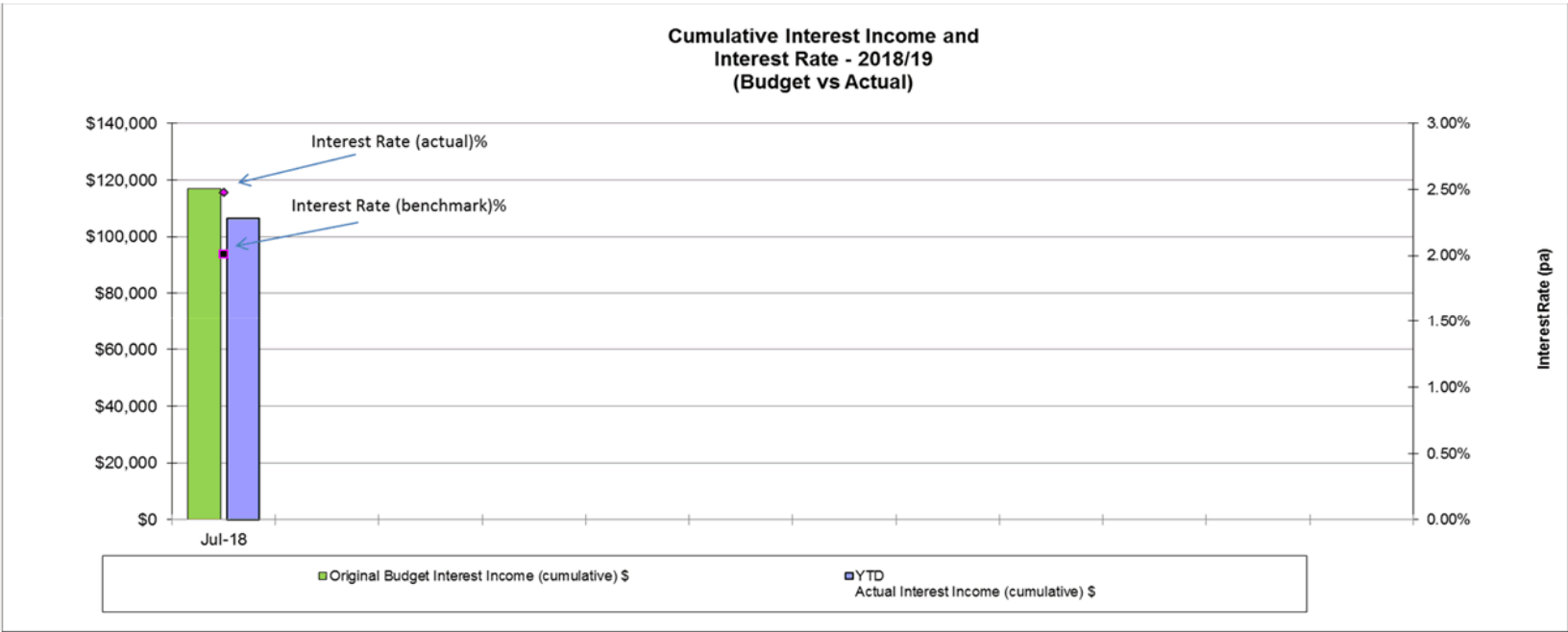
There are no financial implications.

ATTACHMENTS

1. [↓](#) Investment Report Charts - July 2018

ATTACHMENT 1

INVESTMENT REPORT CHARTS - JULY 2018



CS4 COMMUNITY GRANTS AND COMMUNITY EVENTS GRANTS

AUTHOR: Yvonne Yun, Manager Community Services

APPROVER: Anthony Hewton, Director Corporate and Human Services

RECOMMENDATION

That the recommendations for award of funding as contained in this report are approved by Council

PURPOSE OF REPORT

To inform Council of the applications for grant funding, the background to the recommendations being made and the level of funding recommended for each successful application.

REPORT

A panel was convened to consider the applications for the above funding today and has reviewed and evaluated all applications lodged.

The intent of Community Grants is to provide funding for seed projects and funding is capped at \$1500. Community Events Grants are to fund local events and funding is capped at \$6,000.

Their recommendations are:

APPLICANT	GRANT TYPE	AMOUNT SOUGHT	RECOMMENDATION	AMOUNT RECOMMENDED
House to Grow	Community Grant	\$1,500	The funding sought will support women and children exiting a domestic violence environment to recover from that experience	\$1500
Life Education NSW	Community Grant	\$1,470	This funding will be used to deliver "Face the Facts" substance abuse training locally	\$1470
Marie Bashir Public School P & C	Community Grants	\$1,500	Council funded a very similar program last year	NIL
NSW Multicultural Seniors Association	Community Grants	\$1,458	This group already has access to Council facilities and this a further "in kind" request to use the Town Hall every Saturday. The recommendation is for Council to offer use on 1 Saturdays a year on dates compatible with other bookings.	\$1177
NSW SES Strathfield	Community Grants	\$1,500	The project will focus on supporting local residents to become more resilient in the aftermath of storms and how to prevent some of the damage that occurs	\$1200
Participate	Community	\$1,500	This is a School Holiday	\$1200

Community Grants and Community Events Grants (Cont'd)

Australia Limited	Grants		program for children with high support needs attending Chalmers Road School. The total costs are \$14436 and the NDIS scheme will assist with the costs of a support worker.	
St Merkorious Charity Association	Community Grants	\$1,500	This is a little known local charity and their request is for funding for an oven. This does not meet the funding guidelines.	NIL
Strathfield Homebush District Historical Society	Community Grants	\$1,000	Please note: this application was lodged by a Council employee who is involved with this Society. The project will record a number of aural histories. The Society is re-establishing itself and is the only organization of its kind locally	\$800
Strathfield Symphony Orchestra	Community Grants	\$1,500	Strathfield Symphony is already in receipt of approximately \$20K p.a support from Council and wants this funding to pay for rehearsal space whilst our Town Hall is being maintained. This does not meet funding criteria.	Nil
Strathfield Toastmasters	Community Grants	\$500	This is a start up project and will encourage NESB participants to improve their English skills through Public Speaking	\$500
Strathfield West Senior Citizens Club	Community Grants	\$1,500	A tai Chi program for seniors	\$650
The Shepherd Centre	Community Grants	\$1,500	A school readiness program for children with hearing impairments	\$1200
Australian Medical Aid Foundation	Community Grants	\$ 522	Health Expo for Tamil community dealing with diabetes	\$522
ACU	Community Event Grant	\$6,000	The University wishes to run a start-up mentor and networking event to assist local people to make the necessary connections to start a small enterprise.	\$5500 with a proviso that it must be open to all local residents.
Muslim Women's Association	Community Event Grant	\$6,000	An event to educate young women about gender based violence and the organization will partner with Strathfield Girls High School to deliver.	\$5500 with a proviso that invitations are extended to all local female high school students of the target age
Catherine Sullivan Centre	Community Event Grant	\$4,000	This event is largely a promotional event with a view to fundraising. The funding criteria specifically excludes	Nil.

Community Grants and Community Events Grants (Cont'd)

			Council from supporting fundraising.	
NSW SES Strathfield Unit	Community Events Grant	\$4,000	The proposed event is not inclusive of the general resident and is for an internal awards night. Propose partial funding	\$3000 to include use of Town Hall
St Anne' Catholic Primary School P & C	Community Events Grant	\$4,800	The grant requested will fund a local Science Fair for Primary Age Children	\$4800 with proviso that event must be open to all local children
Hindu Council of Australia	Community Events Grants	\$6,000	Deepavali Fair open to all residents and to be held in Strathfield Park on 21 st October, 2018.	\$5500 with proviso that local organisations of sub-continent origin must be invited to participate and included in event planning
Greater Sydney Cultural and Business Association	Community Events Grants	\$4793	Lunar New Year event featuring cultural performances that will be open at Gold Coin charge for local residents.	\$4793 recommended on the proviso that open admittance to all local Strathfield residents.

FINANCIAL IMPLICATIONS

Proposed Expenditure: Community Grants \$10,219
Community Events Grants \$29,093

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

Budget Item	Approved Budget	Expenditure To Date
Community Grants	\$10,000	Nil
Community Events Grants	\$30,000	Nil

ATTACHMENTS

There are no attachments for this report.

ID1 REVIEW OF STRATHFIELD'S INDUSTRIAL LANDS (IN1 AND IN2 ZONED LANDS)

AUTHOR: Rita Vella, Principal Strategic Planner

APPROVER: Stephen Clements, Director Infrastructure, Development and Environment

RECOMMENDATION

That the report on the review of Strathfield's Industrial Lands (IN1 and IN2 Zoned Lands) be received and noted

PURPOSE OF REPORT

There has been increasing pressure over the past few years to rezone and review the planning controls for some of the industrial precincts in the LGA. Much of this pressure is related to rezoning land to allow for the provision of additional housing.

In addition to this issue there are other challenges that Council needs to address including:

- The impact of industrial uses on adjoining residential land uses (noise, traffic, parking);
- Ensuring that there is flexibility in the LEP to allow for changing uses (eg creative industries and clean technologies);
- Minimising congestion and through traffic onto local roads from existing industrial uses; and
- Protecting land that provides an urban service to local residents (for example, motor vehicle servicing, printing, courier services etc)

The purpose of this report is to advise Council of the process proposed to be undertaken with respect to the review of industrial zoned lands across the LGA.

It is proposed that the review form part of the LEP review process and that a consultant be appointed to prepare an updated study to the previously prepared 2012 Study (*Strathfield at the Crossroads of Sydney*) that also takes into account the Directions, Actions and Objectives of the Eastern City District Plan.

REPORT

BACKGROUND

Council, in 2010 endorsed an economic land use and employment strategy for the Strathfield LGA.

The *Strathfield at the Crossroads of Sydney – An Economic Land Use and Employment Strategy* was prepared by SGS Economics and Planning and informed the preparation of the comprehensive LEP (Strathfield LEP 2012).

The Strategy included six (6) Directions which are supported by Actions for the industrial precincts across the LGA, which include the:

- South Strathfield Employment Lands – includes Roberts Road Precinct and Cosgrove Road Precinct;
- Sydney Markets
- Parramatta Road – Homebush West Precinct (Underwood Road and Arthur Street)
- Chullora/Greenacre Precinct

EASTERN CITY DISTRICT PLAN

In March 2018, the Greater Sydney Commission finalised the District Plans, which are a guide for implementing the Greater Sydney Region Plan.

Review of Strathfield's Industrial Lands (IN1 and IN2 Zoned Lands) (Cont'd)

The Strathfield LGA is part of the Eastern City District. The Eastern City District has 1,497 hectares of industrial and urban services land, spread over 58 separate precincts. This represents approximately 11 per cent of Greater Sydney's total stock of industrial and urban services land.

The largest industrial and urban services precincts in the Eastern City District are listed in Table 1 below. These precincts are clustered around the trade gateways of Port Botany and Sydney Airport/Mascot, with large tracts at South Strathfield/Enfield and Alexandria.

LGA	Precinct	Undeveloped Land (ha)	Developed Land (ha)	Total (ha)
Bayside	Banksmeadow	5	220	225
	Botany	0	66	66
	Mascot	2	73	75
	Port Botany	0	109	109
Inner West	Bays Precinct (Glebe Island/White Bay)	3	68	71
	Marrickville	1	66	67
Randwick	Port Botany	0	204	204
Strathfield	Flemington	0	54	54
	South Strathfield / Enfield	18	157	175
Sydney	Alexandria	4	148	152

Source: NSW Department of Planning and Environment, Employment Lands Development Program 2017 Report (ELDP 2017 Report), NSW Government, Sydney.

Table 1: Eastern City District's largest industrial and urban services precincts

The Eastern City District Plan includes a Planning Priority and objective which states the following (E12, Objective 23): *Industrial and urban services land is planned, retained and managed*

The Eastern City District Plan identifies that all existing industrial and urban services land should be safeguarded from competing pressures, especially residential and mixed-use zones. Specifically these industrial lands are required for economic and employment purposes. The management of these lands should accommodate evolving business practices and changes in needs for urban services from the surrounding community and businesses.

Council has already identified with both the Greater Sydney Commission and the Department of Planning and Environment that it may not be appropriate to retain all industrial zoned land across the Strathfield LGA. As part of the review of Strathfield LEP 2012, it is proposed to conduct a strategic review of all of the LGAs industrial lands.

Review of Strathfield's Industrial Lands (IN1 and IN2 Zoned Lands) (Cont'd)**REVIEW OF STRATHFIELD LEP 2012**

The current Strathfield LEP 2012 has not been comprehensively reviewed since it was gazetted in early 2013 and does not take into account recently adopted Strategies, including the Eastern City District Plan.

A report on the staging of the review of Strathfield LEP 2012 has been presented to Council under separate cover. As part of the review of Strathfield LEP 2012, it is proposed that a consultant appointed to undertake an Industrial Lands Strategy that helps to deliver the community's visions as outlined in Strathfield Council's Community Strategic Plan 2017: Strathfield 2025 for "prosperity and opportunities" in relation to industrial zoned land and addresses the Directions, Actions and Objectives in the Eastern City District Plan.

The Industrial Lands Strategy will provide the framework to help realise this vision by providing evidence based justification for the retention and/or review of existing IN1 and IN2 zoned lands and where appropriate should make recommendations for the future viability of these industrial lands

In formulating a long-term industrial land use strategy, the study needs to balance the following potentially competing, objectives: –

- The need to retain viable industrial lands to serve the population
- The long standing direction of the NSW Government and the GSC that requires that significant employment lands be protected and retained
- The aspirations of landowners that advocate for zoning that allows higher order uses such as residential or mixed use development.
- Determining if/how higher order uses can proceed within industrial zones without undermining their ongoing function as an industrial area.

It is proposed that the Study undertake the following:

- Identify the strategic context, key trends and constraints affecting IN1 and IN2 zoned land and the identification of likely impacts for Strathfield's industrial lands
- Undertake an audit of the IN1 and IN2 zoned land – in the form of audit data/mapping and a written assessment of audit outcomes including vacancy rates, types of businesses operating within areas, and a building and land use assessment
- Undertake an analysis of the key features, benefits and constraints of Strathfield's existing IN1 and IN2 industrial lands, including an examination of cross-border issues – in particular, around the Enfield Intermodal Terminal and Sydney Markets
- Undertake a review of industrial floorspace and land requirements by business type and a brief access and traffic assessment to identify any accessibility constraints and their impact on the functioning of the industrial land
- Assess the capacity of the industrial zoned land within the LGA and identify the long-term demand and supply for industrial zoned land in the context of the LGA and the subregion
- Establish if there is a basis for change of the IN1 and IN2 areas – this change may not necessarily relate to a rezoning. Consideration should also be given to expanding/broadening land uses to provide flexibility in employment generating uses

Review of Strathfield's Industrial Lands (IN1 and IN2 Zoned Lands) (Cont'd)

- Make land use recommendations for each of the IN1 and IN2 Precincts – this will form the basis for Council's long-term industrial land use strategy and should identify those Precincts that must be protected and maintained.
- Provide guidance for the preparation of new development controls (with an emphasis on economic viability) within IN1 and IN2 Precincts

Should Council endorse the commencement of the LEP Review, a Consultant's Brief will be prepared.

FINANCIAL IMPLICATIONS

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

Budget Item	Approved Budget	Expenditure To Date
Town Planning – Strathfield Local Plan	\$50,000	\$0

ATTACHMENTS

There are no attachments for this report.

**ID2 DEVELOPMENT OF STRATHFIELD COUNCIL'S NEW PLANNING
FRAMEWORK**

AUTHOR: Rita Vella, Principal Strategic Planner

APPROVER: Stephen Clements, Director Infrastructure, Development and Environment

RECOMMENDATION

1. That the Council notes the requirement to carry out a Local Environmental Plan Review and prepare a Local Strategic Planning Statement;
2. That the Council notes the requirement to prepare a Community Consultation Plan by 1 July 2019;
3. That a comprehensive Stakeholder Engagement Plan be prepared and reported to a future Council meeting to inform the preparation of Strathfield Council's new planning framework
4. That the Council notes the proposed survey and endorses that it be placed on Council's website and a link be emailed to those who have already registered an interest.

PURPOSE OF REPORT

In response to changes to the Environmental Planning and Assessment Act 1979 (the Act) and the introduction of the Eastern City District Plan, Council is required to prepare a new Local Environmental Plan (LEP) and Development Control Plan (DCP) for the Local Government Area (LGA).

The changes to the Environmental Planning and Assessment Act 1979 also require that Council prepare a Housing Strategy and Local Strategic Planning Statements (LSPS).

Detailed, evidence based analysis is required to be prepared to underpin a new suite of forward planning policies for Council that will be used to underpin and support the preparation of a new Local Environmental Plan for the LGA.

Council's new LEP will be the key land use implementation tool that guides the distribution, type, scale and form of development across the Municipality of Strathfield into the future.

The following key steps will need to be undertaken to prepare the new LEP:

- Undertaking an LEP 'health check' of the current planning controls (October 2018)
- Preparing a Local Strategic Planning Statement, including technical studies such as a housing strategy and employment lands study
- Seeking a Gateway Determination from the Department of Planning and Environment
- Exhibiting the draft LEP and considering submissions, and
- Making the plan.

These key steps are outlined in the publication released by the Greater Sydney Commission, titled *LEP Roadmap – Guidelines for updating Local Environmental Plans to give effect to the District Plans in the Greater Sydney Region*. A copy of the document is included at Attachment 1.

REPORT

Development of Strathfield Council's New Planning Framework (Cont'd)**Phase 1 - LEP Health Check**

As part of the development of a new LEP, Councils are required to submit to the NSW Department of Planning and Environment (DPE) and the Greater Sydney Commission (GSC) a formal review of the current LEP in place. The purpose of this review is to identify how closely aligned the existing local environmental plan is to the actions in the relevant District Plan.

The LEP 'health check' has already commenced with Council officers undertaking a background review of existing council plans, policies, programs and strategies. The LEP 'health check' is to be submitted to the DPE and GSC by the end of October 2018.

To assist Councils prepare their LEP Reviews the Department of Planning and Environment and Greater Sydney Commission will run a series of technical working group sessions that will bring councils together and assist in establishing the review parameters, share information between councils and agencies and assist to confirm priorities that need to be considered at a district level.

Technical working group sessions will be run along the following themes:

1. Confirmation of review process, timing, deliverables and expectations
2. Local strategic planning statements
3. Sustainability and monitoring
4. Housing and liveability
5. Productivity
6. Infrastructure and priorities

In addition, the DPE have also recently commenced a project to standardise DCPs across NSW. As part of this review process, the DPE will develop a standard DCP template, definitions and model provisions for Councils.

To inform the preparation of these planning documents, Council will need to undertake research and analysis in relation to employment and economic development, heritage, the natural environment, transport and traffic and demographics. Extensive community engagement will also be required.

Phase 2 - Development of a Local Strategic Planning Statement (LSPS)

The requirement for a LSPS was introduced into the Environmental Planning & Assessment Act on 1 March 2018.

A LSPS is a new element to the planning hierarchy shown in Figure 1 below:

Development of Strathfield Council's New Planning Framework (Cont'd)



Figure 1 Roles of planning authorities in Greater Sydney

A 'Local Strategic Planning Statements Guideline for Council' (LSPS Guideline) was released on 8 June 2018. As outlined previously, a LSPS is to set out the 20-year vision for land-use in the local area, the special character and values that are to be preserved and how change will be managed into the future.

The LSPS is to align with the regional and district plans, and the council's own priorities in the community strategic plan (CSP) it prepares under local government legislation. The LSPS will shape how the development controls in the LEP evolve over time, with the LEP the main tool to deliver the council and community's plan.

The LSPS Guideline proposes a four stage process of scoping, testing, finalisation and implementation and the exhibition of a draft LSPS is to be done by 1 July 2019, with the final version in place by 1 December 2019.

Development of Strathfield Council's New Planning Framework (Cont'd)

The LSPS will set out:

- The 20 year vision for land use in the local area
- The special characteristics which contribute to local identity
- Shared community values to be maintained and enhanced
- How growth and change will be managed into the future

In developing the LSPS, Council will undertake a number of issue specific studies (e.g. flooding, heritage, land use limitations, transport) in addition to the local housing strategy to increase Council's understanding of the current environmental, economic and social context and the area's future needs and priorities.

Community Participation Plan

The EP&A Act also now requires that each Council prepare a community participation plan (CPP) about how and when it will undertake community participation when exercising relevant planning functions. Schedule 1 of the EP&A Act sets out the minimum public exhibition periods for plans.

The EP&A Regulation requires all councils to prepare and make a CPP before 1 July 2019.

Local Housing Strategy

A key element of a LSPS is the need to explicitly consider housing through the preparation of a Local Housing Strategy. The purpose of the Local Housing Strategy is to establish a strategic framework to guide and provide for Strathfield's current and future housing needs including identifying locations for housing growth and dwelling typologies.

The District Plan provides more detail in regards to what is to be considered as part of a LHS including setting a 6-10 year LGA dwelling target. The District Plan makes the setting of this target a collaborative approach between a council and the GSC.

Guidelines, templates and supporting information on preparing a LHS have been foreshadowed as being prepared by the Department, but have not yet been released.

Local Character

The issue of local character is a key issue for our community in the Strathfield LGA, as identified in the Community Strategic Plan

The release of Planning System Circular PS 18-001 *Respecting and enhancing local character in the planning system* in January 2018 expressly stated a Local Housing Strategy should consider the issue of local character. Further explanatory material from the Department states that "Consideration of local character will be a key part of the preparation of local strategic planning statements." Again, the release of guidelines, templates and supporting information on how to consider local character in a LHS and LSPS are being prepared by the Department but have not yet been released.

Relationship to Community Strategic Plans

A LSPS for a council is to focus on the vision and priorities for land use in the local area whereas community strategic plans (prepared under the Local Government Act 1993) have a broader focus on achieving the long term social, environmental and economic aspirations of the community.

In essence the Community Strategic Plan (CSP) is the governing document for the council in its strategic business planning across all of its activities. There is however a clear acknowledgement of the inter-relationship of these two documents within the District Plan as expressed in Figure 2 below.

Development of Strathfield Council's New Planning Framework (Cont'd)

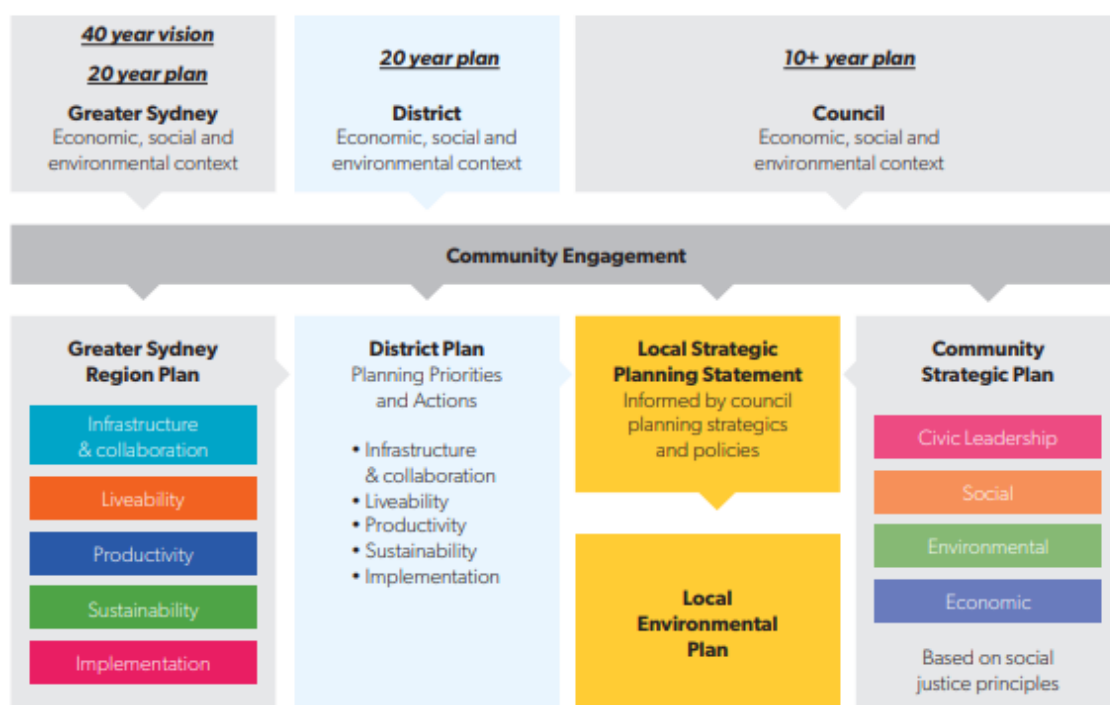


Figure 2: Planning framework for Greater Sydney Region

Funding the LEP Review Project

Council, at its meeting on 6 June 2018 considered a report on the invitation to submit a funding application under the NSW Department of Planning & Environment *A Fair Go for First Home Buyers* to fund the preparation of the new Strathfield LEP. As a result, Council resolved the following:

- (a) *That the report be received and noted.*
- (b) *That Council resolve to submit an application for funding to review and update the strategic reports to support the review of Strathfield LEP 2012 under the NSW Government's housing affordability strategy A fair go for first home buyers*
- (c) *That should Council be successful in securing funding, that a further report be presented to Council outlining the contents of the contractual agreement*
- (d) *In the application Council states that we do not have an undersupply of housing relative to the District Plan targets*

A submission has been made to the DPE seeking the funding to ensure that it can meet its required actions and timeframes in accordance with the Eastern City District Plan.

The funding will allow for the allocation of additional resourcing within the Strategic Planning Unit, which is currently under-resourced and requires additional staff to ensure that the LEP can be prepared in a timely manner, in accordance with the requirements of the GSC.

The funding will allow Council to ensure that the review is comprehensive and supported by evidence based planning with adequate staffing.

Development of Strathfield Council's New Planning Framework (Cont'd)

To date, no announcements have been made with respect to the Funding Applications. Should Council not be successful in securing funding, money will need to be allocated to undertake the project.

A further report will be presented to Council once announcements have been made.

Engaging our Community

Community and stakeholder engagement is critical in developing the new Local Environmental Plan, Local Strategic Planning Statements and Development Control Plan. It is proposed to build upon the community engagement undertaken as part of the preparation of Council's Community Strategic Plan.

A detailed stakeholder engagement plan will be prepared and reported to Council. This plan will ensure that Council captures all the views of our community with respect to future planning across the LGA.

In order to start capturing the views of our community, a brief survey on neighbourhood character and housing has been developed.

It is proposed that the survey be placed on Council's website and sent to those who registered for updates at the Resident Information Session held on 27 June 2018. The survey questions are included at Attachment 2.

FINANCIAL IMPLICATIONS

Funding has been provided in the current budget for the purpose of the review of the LEP, however additional funds may be required.

ATTACHMENTS

1. [!\[\]\(adb0331d22f78481623cc605df40612a_img.jpg\) LEP Roadmap - Guidelines for updating LEPs to give effect to the District Plans in the Greater Sydney Region](#)
2. [!\[\]\(7e3a264c08e10137510d1aa76522412b_img.jpg\) Housing Survey Questions](#)

ATTACHMENT 1



LEP ROADMAP

Guidelines for updating
Local Environmental Plans
to give effect to the District Plans
in the Greater Sydney Region

Greater Sydney
Commission



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May 2018

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2 LEP Roadmap



Introduction

The release of the Greater Sydney Region Plan - A Metropolis of Three Cities and the five supporting District Plans in March 2018 clearly establishes the future vision for Greater Sydney to 2056. The alignment of these Plans with Infrastructure NSW's State Infrastructure Strategy and Transport for NSW's Future Transport 2056, means there is a unique opportunity for all levels of Government to coordinate implementation to align infrastructure with growth.

This is reinforced by recent amendments to the Environmental Planning and Assessment Act 1979 which embed a statutory requirement for councils to review and amend their Local Environmental Plans (LEP) as soon as practicable after a District Plan is made. Together with the introduction of local strategic planning statements (LSPS), these initiatives put into practice the NSW Government's policy shift towards upfront strategic planning.

In June 2017 the NSW Government released 'A plan to improve housing affordability', a comprehensive package of measures designed to improve housing affordability across NSW, with an emphasis on Greater Sydney where the housing affordability challenge is the greatest. These measures take into account the difficulty that first home buyers face in entering the market, the state's growing population and the need to ensure that development occurs in the right places, close to essential infrastructure such as public transport and schools.

The NSW Government is committed to providing a diverse range of housing to meet the growing population. However, housing needs to be in the right areas, and needs to be the right type, taking into consideration both the unique character of local neighbourhoods and the infrastructure required to service those communities. This aligns with the Region Plan's 30 minute city vision where most residents live within 30 minutes of jobs, education, health facilities, services and great places.

Under the Western Sydney City Deal, funding is available to six high growth areas to assist those councils with their strategic planning. The NSW Government has announced an additional seven councils to receive up to \$2.5 million each to support them to update their LEPs within two years. Other councils in Greater Sydney have been invited to apply for funding which will be available to an additional five councils to update their LEPs within two years. The Government seeks to work collaboratively with councils to complete the region's hierarchy of strategic planning through the review and updating of LEPs to give effect to the District Plans of Greater Sydney.

Purpose

The purpose of this document is to provide guidance on the process for updating LEPs to give effect to the District Plans.

The LEP Roadmap can be used by all councils in Greater Sydney who are required to update their LEPs, so that they align with the new District Plans. The timeframes specified in this guidance highlight where timeframes have been accelerated for councils who have been selected to review and update their LEPs within 2 years of the District Plans being released, rather than within 3 years.

Structure

The LEP Roadmap is divided into the following sections:

- Introduction, which outlines the purpose and structure of this document.
- Legislative context, outlines the interrelationship between the levels of strategic and statutory planning in NSW.
- Key outcomes to be achieved, outlines the process to review Local Environmental Plans to give effect to the District Plans.
- LEP review template (Appendix 1) provides a framework to satisfy the statutory requirements of the Act.
- Timeline (Appendix 2) provides an indicative overview of the key steps and timeframes.

Structure (cont.)

Additional material to support councils will be progressively released by the Department of Planning and Environment, in consultation with the Greater Sydney Commission (GSC), including guidance on:

- the preparation of local character statements
- the preparation of local housing strategies
- the role and function of local strategic planning statements
- identification of housing targets (6-10 years) and 20-year capacity
- infrastructure funding, including updating of contributions plans
- strategic issues such as open space and recreation, accessibility, environment, industrial lands, employment and social infrastructure

Legislative Context

The Environmental Planning and Assessment Act 1979 (the Act) is the principle planning and development assessment legislation in New South Wales. The Act was amended in November 2017, commencing in March 2018, to shift the emphasis from a regulatory focus to one that strengthens the role of upfront strategic planning and community participation. The goal is to provide a logical progression from macro (national, State and regional issues) to micro (local planning issues), whereby planning is able to achieve shared outcomes that better reflect the context and nature of the local community. This leads to a more connected, functional and cohesive planning at all levels.

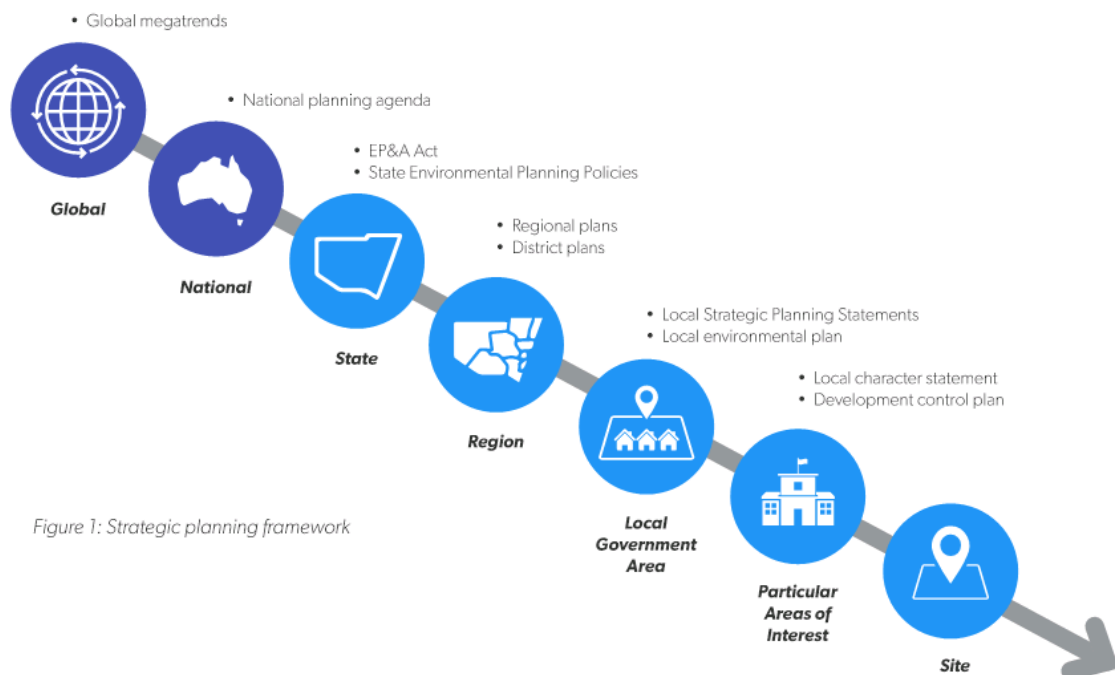


Figure 1: Strategic planning framework

In March 2018, the NSW Government released 'The Greater Sydney Region Plan - A Metropolis of Three Cities' (that replaces A Plan for Growing Sydney) and District Plans for each of Greater Sydney's five districts. The recent amendments to Part 3 of the Act mean for the first time in NSW, local strategic planning statements will provide alignment between Regional, District Plans and Local Plans which give effect to District Plans.



Figure 2: Planning framework for Greater Sydney Region

Section 3.8 of the Act requires local environmental plans to “give effect to” (deliver) the objectives and priorities identified in the Region Plan and relevant District Plan. This involves councils:

- reviewing their strategic planning framework, including a review of the existing local environmental plans against the relevant District Plan;
- undertaking necessary studies and strategies and preparing a local strategic planning statement which will guide the update of local environmental plans.

Section 3.9 of the Act requires each council to prepare and make a local strategic planning statement and review the statement at least every seven years. The role of the local strategic planning statement is to provide an alignment between regional and district plans and local strategic planning and delivery.

Local planning is also informed by councils’ community strategic plans. These community focused plans provide the strategic framework for the planning and delivery of services over a 10-year period for each local government area and are part of the broader Integrated Planning and Reporting Framework under the Local Government Act 1993. These plans can provide an important source of economic, social and environmental context for local strategic planning as well as greater context to councils’ delivery programs and operational plans.

Council’s local environmental plan review can provide local economic, social and environmental context that will help identify the priorities for investigation needed to inform the local strategic planning statement. In undertaking strategic planning processes, and/ or preparing or considering planning proposals, planning authorities must give effect to the District Plan, specifically the planning priorities and actions.

Consistency is also required with other plans and policies that form part of the strategic planning framework for Greater Sydney, including State environmental planning policies and Ministerial Directions under Section 9.1 of the Environmental Planning and Assessment Act 1979.

A new Ministerial Direction will specify the timeframe by which councils must submit their planning proposal to the Secretary of the Department of Planning and Environment to give effect to the planning priorities and actions in the relevant District Plan.

3.8 Implementation of Strategic Plans

- (1) In preparing a draft district strategic plan, the relevant strategic planning authority is to give effect to any regional strategic plan applying to the region in respect of which the district is part.
- (2) In preparing a planning proposal under section 3.33, the planning proposal authority is to give effect:
- (a) to any district strategic plan applying to the local government area to which the planning proposal relates (including any adjoining local government area), or
 - (b) if there is no district strategic plan applying to the local government area, to any regional strategic plan applying to the region in respect of which the local government area is part.
- (3) As soon as practicable after a district strategic plan is made, the council for each local government area in the district to which the plan applies must review the local environmental plans for the area and prepare such planning proposals under section 3.33 as are necessary to give effect to the district strategic plan.
- (4) In addition to the requirement under subsection (3), the council for each local government area in the Greater Sydney Region must, on the making of a district strategic plan that applies to that area, report to the Greater Sydney Commission:
- (a) on the review by the council of the local environmental plans for the area, and
 - (b) on the preparation of planning proposals under section 3.33 to give effect to the district strategic plan.

Figure 3: Extract from Environmental Planning and Assessment Act 1979

Key Outcomes to be Achieved

The diagram below provides an overview of the key elements in the process to review and update local environmental plans. The process has been divided into six phases related to the key deliverables of this project, as explained in the following sections.

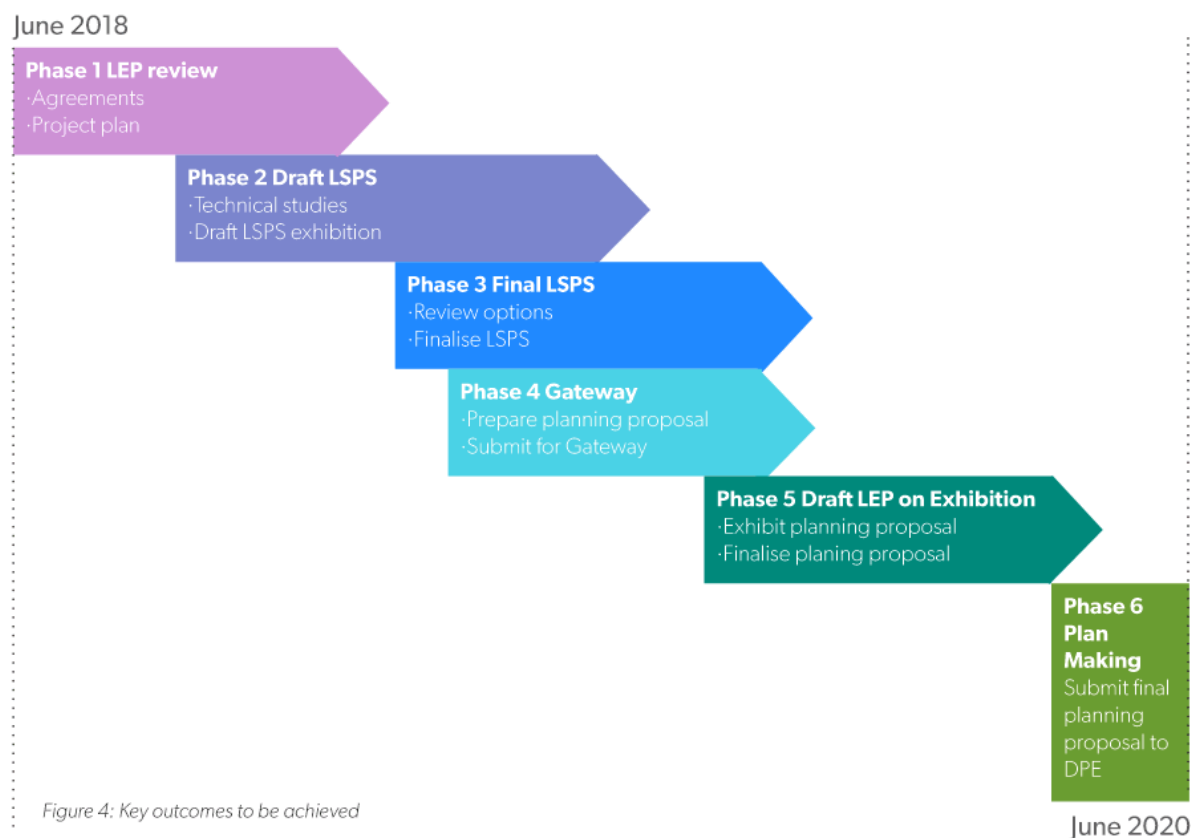


Figure 4: Key outcomes to be achieved

Phase 1 – Local Environmental Plan Review

Section 3.8(4) of the Environmental Planning and Assessment Act requires councils in the Greater Sydney Region to undertake a review of the local environmental plans for their area following the making of a District Plan. Councils will need to report to the Greater Sydney Commission on the LEP review. The purpose of the LEP review, or “health check” is to identify how closely aligned the existing local environmental plan is to the actions in the relevant District Plan. The LEP review will provide the context that will help identify the priorities for investigation needed to inform the local strategic planning statement. How and when the priorities will be considered should also be addressed.

Technical Working Group Program

To assist councils to prepare their LEP review, the Greater Sydney Commission and the Department of Planning and Environment will continue the program of Technical Working Groups (TWGs) and leverage the working relationships built during the preparation of the District Plans. This second phase Technical Working Group program will focus on giving effect to the District Plans. It will enable the Greater Sydney Commission and state agencies to work with councils to:

- ensure consistent interpretation of the District Plans
- facilitate the sharing and translation of evidence and data that informed the District Plans to councils
- assist in the coordination of cross-boundary and district-wide issues
- identify and confirm priorities for subsequent studies or investigations.

To commence the LEP review process, Technical Working Group (TWG) sessions will be organised to address the following themes:

- TWG 1: District Roadmap
- TWG 2: Local Strategic Planning Statements
- TWG 3: Sustainability and Monitoring
- TWG 4: Housing and Liveability
- TWG 5: Productivity
- TWG 6: Infrastructure and Priorities.

Material will be provided before each Technical Working Group to guide discussion and outputs by agencies and councils. There will be an emphasis on tailoring consideration of issues most relevant in each district to continue the ongoing dialogue from the District Plan development phase.

Following the conclusion of this phase of the Technical Working Group program, the LEP review report needs to be finalised and submitted to the Department of Planning and Environment for an initial appraisal and reported to the GSC's Strategic Planning Committee as part of the GSC's assurance role.

An indicative time line identifying the key steps and timeframes is provided at Appendix 2. A project plan template will be issued to councils during the TWG sessions for councils to utilise as a project management tool. This will assist councils to identify the key steps and associated timeframes to deliver the LEP review and broader local environmental plan update program. Councils progressing under the accelerated 2-year time frame will need to submit a project plan to the Department for approval. (Deliverable 2).

A template report structure for the LEP review report is included in Appendix 1 to assist councils. Further guidance will be provided on this process during the TWG program.

Phase 1: Milestones, Responsibilities & Functions

Function	Prepared	Review	Approved
Project Deliverable 1: Submission of LEP review			
Review of existing LEPs against District Plan	Council	GSC set template, expectations and share information for Greater Sydney Region councils	GSC: assurance role supporting implementation by Greater Sydney Region councils
Project Deliverable 2: Submission of project plan			
Prepare project plan	Council	DPE	DPE
Payment Milestone 1: Signing Funding Agreement			
Payment Milestone 2: Project Plan agreed including studies to be undertaken			

Phase 2 – Draft Local Strategic Planning Statement

Develop Evidence Base

The LEP review and the preparation of the evidence base, will form the starting point for preparing a local strategic planning statement. Any additional investigations required to address gaps identified in the LEP review will be undertaken at this stage. This may involve progressing councils existing local strategic planning programs as well as new investigations and strategy development for open space and recreation needs, accessibility, environment and sustainability, employment supply and demand or social infrastructure requirements. The development of a housing strategy is a specific requirement in the implementation of District Plans that consider short and medium-term housing supply and longer-term capacity for housing.

Prepare Local Strategic Planning Statements

The requirement for a local strategic planning statement was introduced into the Environmental Planning and Assessment Act on 1 March 2018. Section 3.9 of the Act requires a local strategic planning statement to include or identify the following:

- (a) the basis for strategic planning in the area, having regard to economic, social and environmental matters,
- (b) the planning priorities for the area that are consistent with any strategic plan applying to the area and (subject to any such strategic plan) any applicable community strategic plan under section 402 of the Local Government Act 1993,
- (c) the actions required for achieving those planning priorities
- (d) the basis on which the council is to monitor and report on the implementation of those actions.

A 6-10-year housing target for the local government area will form part of the housing strategy. The Department of Planning and Environment has developed a step-by-step process guide to assist councils to produce a local housing strategy.

The Department of Planning and Environment has also produced a guideline to assist councils to prepare their local strategic planning statement. Draft local strategic planning statements are to be prepared by 1 July 2019. They will be reviewed by the Department of Planning and Environment and an assurance process will be carried out by the Greater Sydney Commission. This will provide advice on priorities and strategies to support the interpretation and implementation of District Plans as well as confirm where local strategic planning statements include matters of district and regional significance. Where required the Commission will seek inputs from relevant State agencies on these matters.

Local strategic planning statements will then be publicly exhibited for a minimum of 28 days. To assist in explaining the context for implementation of the final local strategic planning statement, councils may develop supporting material to explain the priorities identified in the draft, options considered and reasons for final choices as well as supporting plans and initiatives such as development control plans and public domain strategies.

Phase 2: Milestones, Responsibilities & Functions

Function	Prepared	Review	Approved
Project Deliverable 3: Submission of draft Local Strategic Planning Statement			
Draft Local Strategic Planning Statement	Council	DPE review and provide advice to councils	GSC: assurance role supporting implementation by Greater Sydney Region councils
Project Deliverable 4: Completion of Local Housing Strategy and specialist reports			
Specialist Reports • Infrastructure & Collaboration • Liveability • Productivity • Sustainability	Council/ Consultants	Council	Council
Local Housing Strategy	Council	GSC review and provide advice for Greater Sydney Region councils, particularly in relation to housing targets	DPE final approval to give effect under Ministerial direction for all NSW councils
Payment Milestone 3: Draft Local Strategic Planning Statement placed on exhibition			

Phase 3 – Final Local Strategic Planning Statement

Councils will review submissions and make modifications to planning priorities and actions for the LGA as appropriate. Any incomplete strategic work or ongoing planning issues can be identified in the final LSPS as further work to be undertaken in the local strategic planning statement action plan and would need to be resolved prior to finalisation of the LEP.

As part of finalising the local strategic planning statement an assurance process will be provided by the Greater Sydney Commission and is aimed at confirming priorities and efficiencies in the statutory processes to follow.

Phase 3: Milestones, Responsibilities & Functions

Function	Prepared	Review	Approved
Project Deliverable 5: Submission of final Local Strategic Planning Statement			
Final Local Strategic Planning Statement	Council	GSC endorsement	Council



Phase 4 – Gateway Determination

Planning Proposal

Once the direction to be followed in the local strategic planning statement is established, councils can commence preparation of a planning proposal in accordance with the Department of Planning and Environment's 'A guide to preparing planning proposals'.

The purpose of the planning proposal is to identify the statutory mechanisms to achieve the spatial or policy-based recommendations outlined in the local strategic planning statement.

The planning proposal is to be endorsed by council and forwarded to the relevant Regional team of the Department for a Gateway determination. At this time, it is also appropriate to be considering and preparing supporting documentation such as development control plans and contribution plans.

Gateway Determination

DPE will consider the Planning Proposal and make recommendations to the Greater Sydney Commission or delegate who will decide whether to issue a Gateway determination to allow the proposal to proceed. In accordance with Section 3.34(2) of the Act, the Gateway determination will indicate:

- (a) whether the matter should proceed (with or without variation),
- (b) whether the matter should be resubmitted for any reason (including for further studies or other information, or for the revision of the planning proposal),
- (c) the minimum period of public exhibition of the planning proposal (or a determination that no such public exhibition is required because of the minor nature of the proposal),
Note. Under Schedule 1, the mandatory period of public exhibition is 28 days if a determination is not made under paragraph (c).
- (d) any consultation required with State or Commonwealth public authorities that will or may be adversely affected by the proposed instrument,
- (e) whether a public hearing is to be held into the matter by the Independent Planning Commission or other specified person or body,
- (f) the times within which the various stages of the procedure for the making of the proposed instrument are to be completed,
- (g) if the planning proposal authority is a council—whether the council is authorised to make the proposed instrument and any conditions the council is required to comply with before the instrument is made.

Once a Gateway determination has been issued the planning proposal is returned to council to progress.

Phase 4: Milestones, Responsibilities & Functions

Function	Prepared	Review	Approved
Project Deliverable 6: Submission of Planning Proposal to the Department for a Gateway determination			
Local environmental plans (LEPs)	Council prepares planning proposal	GSC review and provide advice in relation to the implementation of the District Plan	DPE (delegate of GSC)
Payment Milestone 4: Submission of Planning Proposal to the Department for a Gateway Determination			

Phase 5 – Exhibition

The planning proposal is to be placed on public exhibition and referred to State agencies in accordance with the terms of the Gateway determination. Statutory exhibition is generally for a minimum of 28 days not including the period between 20 December and 10 January (inclusive) and will need to reflect the council's community participation plan.

Council is to review the planning proposal following exhibition and attempt to resolve any issues raised in submissions by the public and agencies. Ideally, many issues will have been identified and addressed prior to exhibition through the Technical Working Group process and earlier consultation processes.

It may be necessary to amend the planning proposal in response to the submissions. In this circumstance, the Department of Planning and Environment will work with councils to determine whether re-exhibition of the planning proposal is required.



Phase 6 – Plan Making

Once council has resolved to adopt the draft LEP, council forwards all relevant information to the Department of Planning and Environment via the Department's Planning Portal site. Council should advise the Department's Regional team once this has occurred.

The Secretary makes arrangements with Parliamentary Counsel for the drafting of the instrument. Once a draft of the instrument has been prepared, the Secretary, or delegate will consult with council on the content of the LEP.

Phase 6: Milestones, Responsibilities & Functions

Function	Prepared	Review	Approved
Project Deliverable 7: Submission of draft LEP to DPE to make plan			
Local environmental plans (LEPs)	Council submits planning proposal for finalisation	GSC review and provide advice in relation to the implementation of the District Plan	DPE (delegate of GSC)
Payment Milestone 5: Submission of draft LEP to the Department to arrange for drafting: Completion of the project			




APPENDIX ONE

LEP review Template



LOCAL ENVIRONMENTAL PLAN REVIEW TEMPLATE

A standard format for LEP review
Reports to be submitted to the
Greater Sydney Commission

LEP Roadmap **13** 



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- 4.2 Priorities for preparation of planning proposal
- 4.3 Program

LEP review Template


NOTES:

• This LEP review Template has been structured around the sections, steps and recommended approach to producing a LEP review as established within the Guidelines for updating Local Environment Plans to give effect to the District Plans in the Greater Sydney Region and the Action in the Implementation chapter of District Plans which states as follows:

The Greater Sydney Commission will require a local environmental plan review to include:

- o an assessment of the local environmental plan against the district plan planning priorities and actions
- o local context analysis
- o an overview and program for the local strategic planning required to inform the preparation of a local strategic planning statement that will inform updates to the local environmental plan

• The headings contained within this template form the suggested structure of the report to be submitted to the Greater Sydney Commission. Councils within the Greater Sydney Region are encouraged to use the structure as set out, however it may be modified to suit individual council circumstances if required.



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SECTION 1 – Introduction

Executive Summary

The executive summary will provide the key findings and recommendations of the LEP review.

1.1 Purpose of this Review

The purpose of this review is to identify how closely aligned the existing local environmental plan is to the actions in the relevant District Plan. The LEP review will provide the context that will help identify the priorities for investigation to inform the local strategic planning statement.

The LEP review is a key step in the implementation of the five District Plans in the Greater Sydney Region.

1.2 Planning policy and statutory context

This LEP review has been prepared to satisfy the legislative requirement under Section 3.8(4) of the *Environmental Planning and Assessment Act 1979* for all councils in the Greater Sydney Region to undertake a review of their local environmental plan(s) following the making of a District Plan.

This section briefly describes the current strategic planning framework applicable in the local government area.

1.3 Methodology

This section refers to the process undertaken by council when compiling this report. This will include the outcomes of the Technical Working Group (TWG) program co-ordinated by the Greater Sydney Commission and Department of Planning and Environment as well as any other relevant technical reviews and consultation.

1.4 Submissions and engagement

This section summarises any input provided via targeted stakeholder engagement or general community consultation during the preparation of the LEP review.



SECTION 2 – The Health Check

The purpose of this section is to identify how closely aligned the existing local environmental plan is to the actions in the relevant District Plan. Reference should be made to any existing council plans, policies, programs, strategies and research that contributes to those actions.

Summary text can be included in this section, with further details provided in a table as an appendix if required.

Councils may find it useful to utilise a grading system to indicate the degree of compliance with the actions.

2.1 Infrastructure and collaboration

This section identifies the relevant actions related to infrastructure and collaboration and provides a status update for each action.

2.2 Liveability

This section identifies the relevant actions related to liveability and provides a status update for each action.

2.3 Productivity

This section identifies the relevant actions related to productivity and provides a status update for each action.

2.4 Sustainability

This section identifies the relevant actions related to sustainability and provides a status update for each action.

2.5 Snapshot of compliance

This section provides an indicative summary of the degree of compliance with the District Plan actions by theme. This will provide one input to guide where future attention should be focussed.



SECTION 3 – The Context

This section describes the changing context and emerging issues in the local government area. Challenges, opportunities and future focus areas for council mapped against priorities in the District Plan.

3.1 Land use planning context

This section identifies the unique and changing context in which planning is being undertaken in the local government area.

This may include reference to factors such as:

- Social matters including changing demographics
- Economic matters including changing employment patterns
- New or emerging environmental matters
- Infrastructure capacity and investment
- Issues identified through the preparation of community strategic plans

3.2 Barriers to delivery

This section identifies the specific barriers to achieving the District Plan actions.

This may include:

- The need for current and/or reliable data and evidence
- Issues associated with resources and funding
- Governance and co-ordination requirements
- Regulatory barriers
- Inter-dependencies with other projects and programs

3.3 Key risks

The section describes other potential or unknown barriers that may arise.

3.4 Key findings

By providing context to key issues of the local government area, this section will evaluate the evidence base to identify the consequences and hence what additional or different approaches may be required. This analysis forms the basis of the review and in simple terms will answer the question “so what?”



SECTION 4 - Conclusions and Recommendations

This section outlines the key actions or decisions required to inform the preparation of council's local strategic planning Statement.

4.1 Gap analysis

This section identifies the scope of the research, investigation or decisions required to underpin amendment of council's planning controls to support the District Plan actions.

This may include for example:

- Local housing strategy
- Feasibility analysis
- Staging and sequencing options
- Open space strategy
- Centres strategy
- Transport modelling

4.2 Priorities for preparation of planning proposal

It is recognised that compliance with all actions in the District Plan may be an iterative or sequential process requiring more than one update to the local environmental plan. Therefore, this section prioritises the areas or activities that council will focus on to move towards a greater degree of compliance with the relevant District Plan actions.

The priorities will be discussed in the context of the:

- LEP update to be undertaken over the next 3 years, and in the case of accelerated councils over the next 2-years.
- Longer term priorities that may inform future LEP and District Plan reviews.

4.3 Program

This section provides information about the next steps and indicative timeframes in the LEP update process, in particular, key milestones set out in the LEP Roadmap that are identified as part of the accelerated 2 year or the 3 year process.

APPENDIX TWO

Timeline

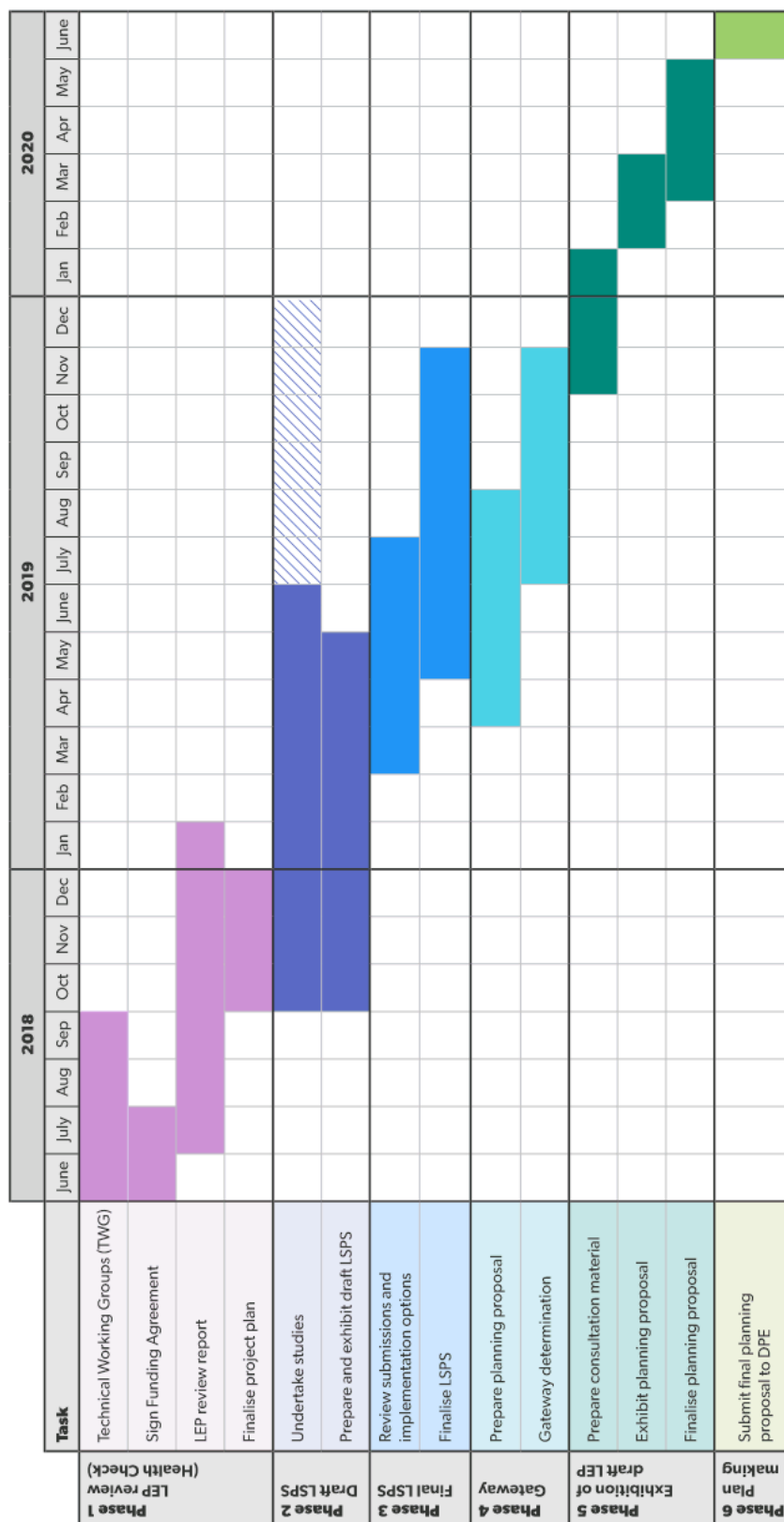


ACCELERATED LEP REVIEW AND UPDATE

Indicative timeline

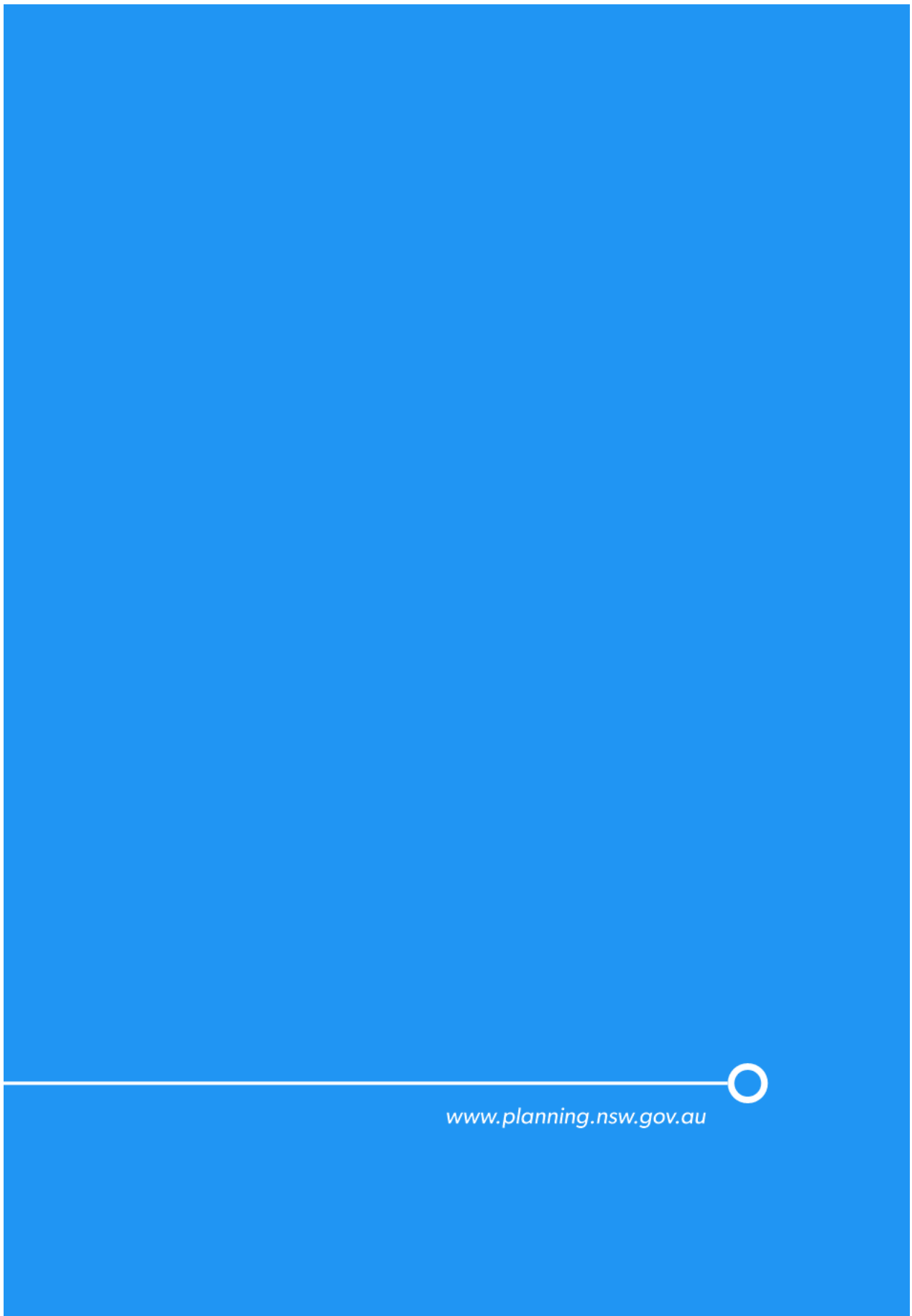
Accelerated LEP review and update

20 LEP Roadmap



MAY 2018





www.planning.nsw.gov.au

ATTACHMENT 2



TELL US WHAT YOU THINK!

FUTURE STRATHFIELD

We are keen to hear what you think the key issues are that need to be taken into account when planning for a Future Strathfield!

What makes the Strathfield Local Government Area a great place to live?

What do you like or don't like about the style of housing currently being built in the Strathfield Local Government Area?

Thinking about the future, what would you change about the housing that is being provided in the Strathfield Local Government Area?

What do you want Strathfield to look like in 10 years' time?

Other Comments/Questions

You can drop your responses into the Submission Box or alternatively email to council@strathfield.nsw.gov.au

Thank you for taking the time to provide your views to Council. If you would like to be kept up to date with planning issues please provide you email address:



For further information phone 9748 9999 or visit strathfield.nsw.gov.au

ID3 CONTINUED MEMBERSHIP WITH COOKS RIVER ALLIANCE**AUTHOR: Patrick Wong, Manager Environmental Services****APPROVER: Stephen Clements, Director Infrastructure, Development and Environment**

RECOMMENDATION

That Council endorse the continued membership with the Cooks River Alliance and acknowledge the achievements undertaken by the Alliance to date.

PURPOSE OF REPORT

To seek Council's approval for the continued membership to the Cooks River Alliance

REPORT

The Cooks River is a unique urban waterway located in the inner South West of Sydney. It runs through some of the most heavily urbanised and industrialised areas in Sydney. Many parts of the river and its foreshores form part of walkways and cycle paths, parks and facilities and is home to an abundance of native flora and fauna.

Strathfield Council falls into two (2) Catchments. Northern, which flows into the Parramatta River Catchment and Southern, which flows into the Cooks River Catchment.

Over recent years, the condition of the river has improved considerably, due in large to the efforts of stakeholders and the local community however it remains a heavily polluted river with much more to be done.

Hence the formation of the Cooks River Alliance (CRA) which is a partnership of four catchment Councils covering 88% of the river (Bayside, City of Canterbury-Bankstown, Inner West and Strathfield Councils). The mission is "Councils working together with communities for a healthy Cooks River Catchment".

This is to be achieved by the Council's undertaking activities in 7 focus areas; Culture and Country, Sustainable Urban Water Management, Biodiversity, Community Action, Capacity Building, Catchment Information and Catchment Resilience.

The CRA has delivered some significant and successful projects to date (Refer Attachment 1).

Continued membership will result in improvements to the Cooks River, resulting in benefits which contribute to the community's wellbeing and quality of life. Many of the focus activities are reflected in Council's Community Strategic Plan 2030.

FINANCIAL IMPLICATIONS

Proposed Expenditure: \$51,887.50

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

Budget Item	Approved Budget	Expenditure to date
Cooks River Alliance Membership	56000	Nil

ATTACHMENTS

Continued Membership With Cooks River Alliance (Cont'd)

1. [↓](#) Cooks River Alliance - CRA Highlights

ATTACHMENT 1

HIGHLIGHTS 2014-2017

Achievements of member councils working together through the Alliance

CULTURE & COUNTRY

Published one Aboriginal history book

Recorded and exhibited 12 oral histories

Employed 35 Aboriginal contractors



Hosted Culture & Country Day for 200 attendees

Renaming 1 wetlands site

ON-GROUND WORKS



Constructed seven rain gardens
Water quality monitoring results for two rain gardens



Completion of three-year intensive on-ground restoration at Landing Lights Wetland

COLLABORATION & COMMUNITY ENGAGEMENT

Coordinated three major community events for 3,200 participants

Collected 10,000+ bags of rubbish and weeds and spread 4,290 sqm of mulch



Engaged 300+ school students in water sensitive urban design activities

Reached 1450+ culturally and linguistically diverse community members about stormwater pollution

INFORMATION & COMMUNICATION



Published three Ecological Health Report Cards

Wrote 10 submissions to federal and state government



Launched one new website

Produced nine short films in seven languages about community connections to water and stormwater pollution

CAPACITY BUILDING



Delivered 30+ professional development opportunities to more than 370 attendees

Attended 46 meetings and activities with Aboriginal advisory committees and stakeholders





Culture and Country

A focus on Culture and Country is embedded across all long-term outcomes.



Over the last four years, the Alliance attended 46 meetings and activities with Aboriginal and Torres Strait Islander advisory committees and stakeholders. It also employed 35 contractors in various speciality areas including advocacy, education, technology, art, culture and heritage. Highlights included:

- Metro Local Aboriginal Land Council undertaking Cultural Heritage assessments of the seven rain garden sites and the Landing Lights Wetlands;
- Aboriginal Advisory Committees engaged in the ongoing development of on-ground works. Relevant committees were invited to site visits, workshops and tours designed to network participants, share and grow skills, and build interest and knowledge of the river;
- Aboriginal stakeholder participation in a key legislative reform impacting the waterway (IPART review of Sydney Water's pricing proposal) in 2015-16.

Aboriginal history of the river

The book 'Aboriginal history along the Cooks River' written by Dr Paul Irish, uses existing archaeological and historical records to tell part of a story that spans over a thousand of generations of Aboriginal people that have lived along the river and in the catchment. The publication is available to download for free online on the Alliance website. The information has been stored at Marrickville Library for future access by the community.

Aboriginal oral histories

The written history was complemented with 12 oral histories from local Aboriginal community members who all share

a connection to the river. Compiled by artist Asher Milgate, this consists of photo portraits and taped interviews. It was displayed in the Stirrup Gallery.

Traditional ecological knowledge

A virtual simulation of the Cooks River has been developed that enables users to travel back to 1770 and explore the river while learning about traditional ecological knowledge.

Renaming project

The Alliance worked closely with Sydney Water to assist the Metropolitan Local Aboriginal Land Council and the City of Canterbury Bankstown Aboriginal and Torres Strait Islander Reference Group to rename Chullora Wetlands on Freshwater Creek to Yana Badu Wetlands.

