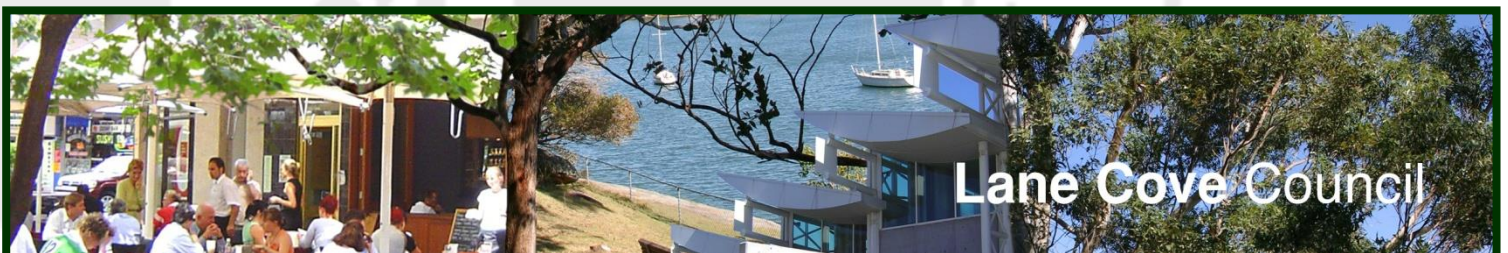


Agenda Extraordinary Meeting of Council 26 February 2024

Council will commence consideration of
all business paper agenda items at 7.00 pm.



Notice of Meeting

Dear Councillors,

Notice is given of the Extraordinary Meeting of Council, to be held in the Council Chambers on Monday 26 February 2024 commencing at 7:00 PM. The business to be transacted at the meeting is included in this business paper.

In accordance with clause 3.26 of the Code of Meeting Practice Councillors are reminded of their oath or affirmation of office made under section 233A of the Act, and of their obligations under the Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

Yours faithfully

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Craig Wrightson
General Manager

Council Meeting Procedures

The Council meeting is chaired by the Mayor, Councillor Scott Bennison. Councillors are entitled to one vote on a matter. If votes are equal, the Chairperson has a second or casting vote. When a majority of Councillors vote in favour of a Motion it becomes a decision of the Council. Minutes of Council and Committee meetings are published on Council's website www.lanecove.nsw.gov.au by 5.00 pm on the Tuesday following the meeting.

The Meeting is conducted in accordance with Council's Code of Meeting Practice. The order of business is listed in the Agenda on the next page. That order will be followed unless Council resolves to modify the order at the meeting. This may occur for example where the members of the public in attendance are interested in specific items on the agenda.

Please note meetings held in the Council Chambers are recorded on tape for the purposes of verifying the accuracy of minutes and the tapes are not disclosed to any third party under the Government Information (Public Access) Act 2009, except as allowed under section 18(1) or section 19(1) of the PPIP Act, or where Council is compelled to do so by court order, warrant or subpoena or by any other legislation. Should you require assistance to participate in the meeting due to a disability; or wish to obtain further information in relation to Council, please contact Council's Executive Manager – Corporate Services on (02) 9911 3550.

DECLARATIONS OF INTEREST

APOLOGIES

ACKNOWLEDGEMENT TO COUNTRY

MINUTE OF SILENCE FOR RELECTION OR PRAYER

NOTICE OF WEBCASTING OF MEETING

REFERRED REPORTS

1. COUNCILLOR AND STAFF INTERACTION POLICY UPDATE, MANAGING PSYCHOSOCIAL HAZARDS IN THE WORKPLACE PROCEDURE INFORMATION AND PROPOSED AMENDMENTS TO THE CODE OF MEETING PRACTICE	4
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3. COUNCIL POLICIES REVIEW - PART 3	13
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.	16
5. LOCAL PLANNING PANEL - EXPIRATION OF TERM.....	18
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7. COUNCIL SNAPSHOT - DECEMBER 2023 & JANUARY 2024	23

Extraordinary Meeting of Council Meeting 26 February 2024
COUNCILLOR AND STAFF INTERACTION POLICY UPDATE, MANAGING PSYCHOSOCIAL HAZARDS IN THE WORKPLACE PROCEDURE INFORMATION AND PROPOSED AMENDMENTS TO THE CODE OF MEETING PRACTICE

Subject: Councillor and Staff Interaction Policy Update, Managing Psychosocial Hazards in the Workplace Procedure Information and Proposed Amendments to the Code of Meeting Practice

Ordinary Council at its meeting on 22 February 2024 resolved that the matter be referred to the next Extraordinary Meeting of Council Meeting to held on the 26 February 2024.

Record No: SU241 - 8164/24

Division: Corporate and Strategy Division

Author(s): Stephen Golding

Executive Summary

The purpose of this report is to provide Council with:

- an update on the progress of the Draft Councillor and Staff Interaction Policy,
- an insight into relevant documents as they relate to Work, Health and Safety generally and Managing Psychosocial Hazards in the Workplace more specifically, and
- an outline of recommended amendments to Council's adopted Code of Meeting Practice.

Background

The development of the Draft Councillor and Staff Interaction Policy has been explored with Councillors in recent months, culminating in an initial resolution passed by Council at the 21 September 2023 Council Meeting. At this meeting, the following resolution was passed by Council with respect to a Mayoral Minute titled 'Striving for Best Practice and Effective Relationships between our Community, Councillors and Council Officers' (specifically, point 5 of the resolution):

"That Council requests that the General Manager prepare, as soon as possible, a draft 'Councillor and Staff Interaction Policy' and amendments to the code(s) to incorporate the recommendations received from Local Government NSW on September 11, 2023, together with any other recommendations from the General Manager that address the concerns raised in the Mayoral Minute".

In addition, Council subsequently resolved at its Ordinary Council Meeting of 7 December 2023 in a Mayoral Minute titled 'General Manager's Performance Plan 2023/24' the following (specifically, point 3, 3(a), 3(b) and 3(c)):

3. *"In accordance with the General Manager's performance measures, Lane Cove Council's Code of Conduct, and Safe Work NSW's Code of Practice (Managing Psychosocial Hazards at Work), and in consideration of recent staff resignations, to ensure ongoing compliance with Work Health and Safety requirements, the Council endorses the following actions:-*
 - a. *All future Councillor requests for information should temporarily be directed solely to the General Manager until further notice.*
 - b. *Engage the services of a clinical psychologist to provide training to staff and Councillors in identifying, managing, and eliminating (are far as possible) workplace Psychosocial hazards.*
 - c. *Obtain legal advice and other professional advice if required, to draft policies that complement the training and advice provided by the clinical psychologist to improve Councillor and Staff interactions".*

Extraordinary Meeting of Council Meeting 26 February 2024
COUNCILLOR AND STAFF INTERACTION POLICY UPDATE, MANAGING PSYCHOSOCIAL HAZARDS IN THE WORKPLACE PROCEDURE INFORMATION AND PROPOSED AMENDMENTS TO THE CODE OF MEETING PRACTICE

Discussion

Proposed Councillor and Staff Interaction Policy

The proposed Councillor and Staff Interaction Policy will largely be based on the OLG's Model Policy, noting that the section that deals with Principles, Roles and Responsibilities (Section 4) is proposed to include additional information based on legal advice received from Local Government NSW. The proposed policy will also feature, under the section that deals with the Councillor Request System (Section 5), the importance of acknowledging that Council's resources are finite and, accordingly, be mindful of the impact of their requests. Specifically, it is proposed that Councillor Requests and Enquiries be assessed using certain criteria, including:

- The level of resources required to respond to Councillor enquiries
- Whether the enquiry is interrogating the minutiae of council's operations
- Whether the enquiry is borne by necessity, as opposed to curiosity
- The psychosocial impact with respect to the total volume of requests
- The availability of resources (in consultation with the Mayor)

It is also proposed that Section 5 make reference to a flowchart which will assist in the understanding of how Councillor requests and responses are to be managed. The policy is in the final stage of development with further work remaining in relation to defining operational vs strategic matters in the context of the role of a Councillor. Staff research has identified a publication from the Office of Local Government - Guidelines for the Appointment and Oversight of the General Manager, key points include:-

- Assisting the governing body to set the strategic direction – “The general manager also plays a key role in assisting the governing body to develop the council's strategic direction”. Pg 5
- Supporting councillors - “Requests by councillors for assistance or information outside of meetings should be made to the general manager unless the general manager has authorised another staff member to receive such requests.” Pg 5
- The importance of a good working relationship with the general manager – The Centre for Local Government at the University of Technology in Sydney has identified the following as key components of a good working relationship between councillors and the general manager:
 - “mutual trust and respect
 - councillors publicly supporting the work of the general manager
 - councillors dealing with any performance concerns through appropriate channels e.g., not the media or council meetings
 - councillors not getting involved in the day-to-day operational matters of the council (which makes it difficult for the general manager to do their job)
 - councillors having a clear understanding of how and when to approach the general manager or other staff for information or support and following agreed protocols
 - regular meetings between the general manager, mayor and councillors to ask questions and share information and advice
 - respect of confidentiality, and
 - any conflict is dealt with professionally and quickly and where it can't be addressed informally, proper processes are followed.”

It is currently envisaged that the policy will be submitted to the March Council Meeting for consideration and approval to commence community consultation.

Extraordinary Meeting of Council Meeting 26 February 2024
COUNCILLOR AND STAFF INTERACTION POLICY UPDATE, MANAGING PSYCHOSOCIAL HAZARDS IN THE WORKPLACE PROCEDURE INFORMATION AND PROPOSED AMENDMENTS TO THE CODE OF MEETING PRACTICE

'Managing Psychosocial Hazards in the Workplace'

A psychosocial hazard is a hazard that arises from, or relates to, the design and management of work, a work environment, plant at a workplace, or workplace interactions and behaviours that may cause psychological harm, whether or not the hazard may also cause physical harm. In severe cases, exposure to psychosocial hazards can lead to death by suicide.

There are a number of common psychosocial hazards that arise from, or are related to, work, including:-

- High job demands
- Low job control
- Poor workplace relationships and interactions
- Bullying
- Harassment

Council staff and management have a range of duties and obligations under the WH&S Act 2011. Council has an adopted WH&S Policy that outlines its collective commitment to the WH&S Act 2011. Staff have confirmed that a separate Psychosocial Hazards policy is not required, as it is essentially another risk to be managed under the existing policy framework.

Research by staff has identified existing legal advice obtained by LGNSW which confirms [Councillors have a duty and obligations under the WH&S Act 2011](#). The advice refers to [s29 of the Act](#) which imposes obligations on 'other persons' in a workplace to ensure the safety of staff and any 'other persons' in a workplace. In the context of Council's proposed Councillor and Staff Interaction Policy, this means there are Councillor to staff obligations, Councillor to Councillor obligations and Staff to Councillor obligations.

In addition, Council's adopted Code of Conduct references the responsibility that all council officials have in relation to WH&S (Section 3.12) "All council officials, including councillors, owe statutory duties under the Work Health and Safety Act 2011 (WH&S Act)....."

To provide guidance on this particular workplace risk, Safe Work NSW has published a 'Code of Practice' that deals with 'Managing Psychosocial Hazards at Work' which was issued in May 2021.

Council's Workers Compensation Insurer, StateCover, has developed 'Procedures' that deal with 'Managing Psychosocial Hazards in the Workplace' and has also developed Psychosocial Risk Assessment Forms to assist councils identify risks and develop controls to mitigate those risks. Staff will undertake a risk assessment using this methodology in respect of Council's proposed Councillor and Staff Interaction Policy.

Council is currently sourcing a psychosocial clinician to assist with the risk assessment of psychosocial hazards, and training for Councillors and senior staff on Psychosocial Hazard obligations, further to Council's December 2023 resolution.

The preparation of a Procedure is seen as a proactive way of managing the many psychosocial hazards that may come to light in the interactions between Councillors and staff and is considered a prudent preventative measure to ensure the ongoing health and wellbeing of Councillors and staff alike in their daily interactions.

**Extraordinary Meeting of Council Meeting 26 February 2024
COUNCILLOR AND STAFF INTERACTION POLICY UPDATE, MANAGING PSYCHOSOCIAL
HAZARDS IN THE WORKPLACE PROCEDURE INFORMATION AND PROPOSED
AMENDMENTS TO THE CODE OF MEETING PRACTICE**

Proposed Code of Meeting Practice Amendments

Further to the resolution passed by Council at the 21 September 2023 meeting, consideration has been given to what other matters need to be addressed. With the aim of ensuring Council Meetings are run in a more effective and efficient manner and have the mental wellbeing of Councillors and staff foremost in mind, a number of changes are proposed to how Council Meetings are conducted:- .

1. Reinstating the need for Councillors and staff to stand when speaking to better manage the flow and order of debate/discussion during Council meetings;
2. Including a provision that limits public speakers to only speak once about a subject/item that is not on the published business paper agenda; and
3. Move the Public Forum segment to another evening, separate from the Council Meeting (recommended to be the Monday evening before the Ordinary Council Meeting), to allow Council sufficient time for Council to transact business as outlined in the published agenda. In recent council meetings there has been considerable time dedicated to the public forum and the debate generally which had seen meetings finishing after the 11:00pm mandated finish time. In most cases this included the bulk adoption of items which is not ideal in terms of Council wishing to adequately consider each matter. By separating the meeting and forum, adequate time will be available for both the Public Forum and the Council Meeting. Ku-ring-gai Council conduct their Council Meeting Public Forum on a separate day to their actual Ordinary Council Meeting.

To give effect to items 1 and 2 above Council will need to amend the Code of Meeting Practice while item 3 can be implemented simply by a resolution of Council, as the Code of Meeting Practice is not prescriptive.

Conclusion

The introduction of a Councillor and Staff Interaction Policy will assist in establishing consistent protocols around the Councillor Request System, balancing the needs of a councillor to fulfill their civic duties on the one hand and the finite resources the organisation has at its disposal on the other hand, all in the context of safe work environment.

The engagement of a suitably qualified psychosocial clinician to train, educate and assist council assess the hazards that may arise during the course of Councillor and staff interactions is seen as a prudent, responsible and proactive measure.

Extraordinary Meeting of Council Meeting 26 February 2024
COUNCILLOR AND STAFF INTERACTION POLICY UPDATE, MANAGING PSYCHOSOCIAL
HAZARDS IN THE WORKPLACE PROCEDURE INFORMATION AND PROPOSED
AMENDMENTS TO THE CODE OF MEETING PRACTICE

RECOMMENDATION

That Council:

1. Note the update on the Draft Councillor and Staff Interaction Policy together with the legal advice in relation to Councillor obligations under the Work, Health and Safety Act 2011;
2. Note that a Managing Psychosocial Hazards in the Workplace Procedure and Risk Assessment is to be developed in the context of councillor and staff interactions
3. Resolve to move the Public Forum segment to a Monday evening in the week of a scheduled Ordinary Council Meeting; and
4. Note that other proposed Code of Meeting Practices amendments outlined in this report will be the subject of community consultation at the same time as the Draft Councillor and Staff Interaction Policy is released for community consultation.

Steven Kludass
Director - Corporate and Strategy
Corporate and Strategy Division

ATTACHMENTS:

There are no supporting documents for this report.

**Extraordinary Meeting of Council Meeting 26 February 2024
2023/24 BUDGET - SECOND QUARTER REVIEW**

Subject: 2023/24 Budget - Second Quarter Review

Ordinary Council at its meeting on 22 February 2024 resolved that the matter be referred to the next Extraordinary Meeting of Council Meeting to held on the 26 February 2024.

Record No: SU9506 - 4318/24

Division: Corporate and Strategy Division

Author(s): Don Johnston

Executive Summary

The 2023/24 Budget - Second Quarter Review involves a number of variations to both income and expenditure estimates. Taking into consideration the variations from the Second Quarter Review, the projected 2023/24 overall operating result has been revised to a surplus of \$21,478K, with the operating result before capital grants and contributions forecast to be a surplus of \$73K. Capital expenditure has been increased by \$15,393K, funded predominantly by transfers from Reserves.

It is recommended that the 2023/24 Budget be varied in accordance with this report.

Background

Council is required to prepare a Budget Review Statement each quarter, in accordance with Clause 203 of the Local Government (General) Regulation 2005. The purpose of these reviews is to ensure that the impacts of financial variations are reflected in the forecast of Council's financial position to 30 June 2024, and that it remains satisfactory.

The main second quarter adjustments include:

- Forecast receipts of St Leonards South section 7.11 developer contributions totalling \$15,093K plus an increase in LGA Wide contributions of \$520K, a total increase in income of \$15,613K;
- An \$11,550K budget provision for the acquisition of properties in St Leonards South, funded from developer contributions, as outlined above;
- An additional \$3,100K for Bob Campbell Oval following the tender process, funded from Section 7.11 Contributions Reserve (\$2,600K) and the Capital Works Reserve (\$500K);
- \$800K adjustment to the Regional and Local Road grant from Transport for NSW - \$963K recognised as income last financial year and transferred to Unexpended Grants Reserve. The total 2023/24 expenditure will be \$963K fully funded from the Unexpended Grants Reserve;
- A review of leases and licences to include CPI adjustments, rent reviews and new agreements resulting in an additional \$226K in income;
- A \$150K reduction in the Salaries and Wages vacancy discount factor; and
- Income and expenditure budgets for a number of new grants received

In addition to these main adjustments there were numerous adjustments to align income and expenditure forecasts with year-to-date actuals.

**Extraordinary Meeting of Council Meeting 26 February 2024
2023/24 BUDGET - SECOND QUARTER REVIEW**

Discussion

A summary of Council's revised Budget for 2023/24 and a summary of budget movements have been included in this report:

	Original Budget (000's)	First Quarter Adjustments (000's)	Second Quarter Adjustments (000's)	Revised Budget (000's)
Operating Income	59,815	574	665	61,054
Operating Expenditure	59,742	576	663	60,981
Surplus/(Deficit) before Capital Grants/Contributions	73	(2)	2	73
Capital Grants/Contributions	5,944	370	15,092	21,406
Surplus/ (Deficit)	6,017	368	15,094	21,478
Capital Expenditure	54,839	7,408	15,393	77,640
<i>Funded by:</i>				
Transfers from Reserves	43,174	7,040	15,884	66,099
Grants and Contributions	4,944	370	(521)	4,793
Internal Plant Hire	96	-	-	96
Sale of Assets	241	-	-	241
General Revenue	6,384	(2)	30	6,412
Total Funding	54,839	7,408	15,393	77,640

Summary of Budget Movements

Operating Income:

The Review includes a \$665K increase in Operating Income made up of:

- \$226K increase in leases and licences arising from new agreements and CPI and other adjustments;
- \$125K increase in income from The Canopy operations which has been transferred to The Canopy Replacement Reserve;
- \$100K increase in Construction Zone Charges in line with year-to-date actuals;
- \$98K in various new grants and contributions;
- \$92K increase in s7.11 administration fees due to increased contributions; and
- \$24K net increase in income from various other sources

Operating Expenditure:

The Review includes a \$663K increase in Operating Expenditure made up of:

- \$150K reduction in the salaries and wages vacancy factor;
- An offsetting budget for leave entitlement payments, funded from the ELE Reserve, and corresponding reduction in Council's accrued employee leave entitlements;
- \$110K increase in golf course bore and irrigation maintenance, offset by an increase in income;
- \$101K additional expenditure associated with new grants and contributions received;
- \$75K increase required for Waste Minimisation, funded from the Domestic Waste Reserve;

**Extraordinary Meeting of Council Meeting 26 February 2024
2023/24 BUDGET - SECOND QUARTER REVIEW**

- \$50K required for additional fine processing fees offset by increased fine income;
- \$50K required for Council's Sustainability Rebates Program;
- \$43K increase required for traffic studies;
- \$43K increase required for legal expenses; and
- \$41K for other minor adjustments to operating expenditure budgets.

Capital Income

The Review includes a \$15,092K increase in Grant and Contributions for Capital Purposes made up of:

- \$15,613K increase in developer contributions (\$15,093K St Leonards South and \$520K LGA Wide);
- (\$800K) decrease in grant income due to recognition of a Transport for NSW grant last financial year which was transferred to the Unexpended Grants Reserve and will be transferred from Reserve this financial year;
- \$170K grant received for design of stages 1 and 2 of the Mowbray Rd Cycleway;
- \$90K contribution to Depot work from Hunters Hill Council; and
- \$19K for the Burns Bay Living Seawall project.

Capital Expenditure

The Review includes a \$15,393K increase in Capital Expenditure made up of:

- \$11,550K for St Leonards South property acquisitions, funded from s7.11 contributions;
- \$3,100K for Bob Campbell Oval, funded from the s7.11 Contributions Reserve and the Capital Works Reserve;
- \$170K for Mowbray Road Cycleway stage 1 and 2 design, funded by grant;
- \$163K increase the balance of the unexpended Transport for NSW grant, funded from the Unexpended Grants Reserve;
- \$160K for Central, East and West Ward budgets, carried forward from prior years' unexpended budgets;
- \$130K increase for Pottery Oval Lighting, funded from the Capital Works Reserve;
- \$60K additional budget required for Pottery Green Amenities; and
- \$60K increase for other projects, predominantly funded from grants and Reserves.

Reserve Movements

The table below summarises the Reserve movements proposed in the Second Quarter Review.

Operating Budget	
Net transfer from the ELE Reserve to fund termination payments	(\$207K)
Transfer from the Domestic Waste Management Reserve for Waste Minimisation and Community Recycling	(\$87K)
Transfer from the Sustainability Levy Reserve for water monitoring study	(\$9K)
Transfer additional developer contributions income to s7.11 Reserves	\$15,613K
Transfer forecast increase in The Canopy income to The Canopy Replacement Reserve	\$125K
Capital Budget	
Transfer from s7.11 St Leonards South Reserve to fund property acquisitions	(\$11,550K)
Transfer from s7.11 LGA Wide Reserve to fund Bob Campbell Oval	(\$2,600K)
Transfer from Unexpended Grants Reserve to fund Local Roads expenditure	(\$963K)
Transfers from the Capital Works Reserve for Bob Campbell Oval, Pottery Oval Lighting and Lane Cove Public School Netball Court Lighting	(\$735K)
Other transfers from Reserves for capital projects	(\$36K)

**Extraordinary Meeting of Council Meeting 26 February 2024
2023/24 BUDGET - SECOND QUARTER REVIEW**

Net Transfer from Reserves	(\$449K)
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A copy of all proposed budget adjustments can be found in **AT-1**.

Conclusion

The following statement by the Responsible Accounting Officer is made in accordance with Clause 203(2) of the Local Government (General) Regulation 2005.

It is my opinion that the Quarterly Budget Review Statement for Lane Cove Council for the quarter ended 31 December 2023 indicates that Council's projected financial position will be satisfactory at year end 30 June 2024, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

RECOMMENDATION

That the 2023/24 Budget be varied as follows:-

	Original Budget (000's)	First Quarter Adjustments (000's)	Second Quarter Adjustments (000's)	Revised Budget (000's)
Operating Income	59,815	574	665	61,054
Operating Expenditure	59,742	576	663	60,981
Surplus/(Deficit) before Capital Grants/Contributions	73	(2)	2	73
Capital Grants/Contributions	5,944	370	15,092	21,406
Surplus/ (Deficit)	6,017	368	15,094	21,478
Capital Expenditure	54,839	7,408	15,393	77,640
<i>Funded by:</i>				
Transfers from Reserves	43,174	7,040	15,884	66,099
Grants and Contributions	4,944	370	(521)	4,793
Internal Plant Hire	96	-	-	96
Sale of Assets	241	-	-	241
General Revenue	6,384	(2)	30	6,412
Total Funding	54,839	7,408	15,393	77,640

Steven Kludass
Director - Corporate and Strategy
Corporate and Strategy Division

ATTACHMENTS:

AT-1 [View](#) Quarterly Budget Review Statement - December 2023

**Extraordinary Meeting of Council Meeting 26 February 2024
COUNCIL POLICIES REVIEW - PART 3**

Subject: Council Policies Review - Part 3

Ordinary Council at its meeting on 22 February 2024 resolved that the matter be referred to the next Extraordinary Meeting of Council Meeting to held on the 26 February 2024.

Record No: SU241 - 20727/23

Division: Corporate and Strategy Division

Author(s): Stephen Golding

Executive Summary

Council's Policy Register provides a full list of all policies adopted by Council with policies available on the website. To ensure the Register continues to contain useful, relevant and current policies, Council Officers undertake reviews of all policies during the course of a Council term.

The purpose of this report is for Council to review and consider the re-adoption of the following policies as part of the ongoing policy review for the Council term, which will extend throughout the remainder of this term:

- Memorial Seats and Trees Policy,
- Nature Strips: Mowing, Planting and Landscaping Policy,
- Financial assistance to community groups policy; and
- Smoke-Free Public Places Policy.

This is the third report in a series of reports to Council with policy review recommendations for adoption.

Background

The purpose of the review is to ensure that all policies are contemporary, compliant with current legislation and/or guidelines issued by State and Federal agencies, are consistent with Council's direction and reflect industry standards.

Council previously reviewed and adopted policies at the July 2017 Ordinary Council meetings.

Discussion

This marks the third report in a series of reports which will be presented to Council, over the course of the remaining council term, outlining the results of the review. Due to the number of policies within the Policy Register, the plan is to present the revised policies to the Council gradually over the balance of the Council term, thereby providing sufficient time for the Council to review them, particularly if there are any proposed amendments.

Below is a summary of four (4) policies which have recently been reviewed. None of the policies require more than administrative amendments, inclusive of legislative updates.

Please note each of the four (4) policies outlined below contain a hyperlink (in the heading) to the current adopted policy version which is also located on Council's website.

[Memorial Seats and Trees Policy](#)

This Policy details the circumstances in which Council will provide the opportunity for members of the public to request and donate the cost of the installation of memorials in parks and reserves in commemoration of a person with an appropriate connection to the Lane Cove Local Government Area.

This policy has been reviewed with no amendments required. **(AT-1)**

[Nature Strips: Mowing, Planting and Landscaping Policy](#)

The purpose of this Policy is to confirm and recognise the community's role in maintaining nature strips, ensure the mowing, planting and landscaping of nature strips contributes to the overall streetscape and amenity, define appropriate criteria for assessing requests by residents for Council assistance in mowing grassed nature strips, and define appropriate criteria for assessing requests by residents to plant out nature strips.

This policy has been reviewed with administrative changes, inclusive of the removal of *All recipients of the service are required to reapply annually to confirm eligibility. Applications forms will be sent out by Council and the service will be suspended if a response is not received.* **(AT-2)**

[Financial Assistance to Community Groups Policy](#)

The purpose of this Policy is to assist in the development and provision of a range of community-based services which meet and are responsive to changes in the needs of people living and working in the Lane Cove Local Government Area, and which promote equitable outcomes in terms of access to services and quality of life for all residents.

This policy has been reviewed with no amendments required. **(AT-3)**

[Smoke-Free Public Places Policy](#)

This purpose of this policy is to document Council's role in providing a smoke-free environment in specified public places, protecting members of the community from the health and social impacts of passive smoking and improve the amenity of the local area by reducing the amount of cigarette butt litter.

This policy has been reviewed with no amendments required. **(AT-4)**.

Conclusion

The above policy reviews ensure that the Policy Register is up to date with current practice and legislation. None of the amendments are such that it is considered necessary to undertake community consultation.

RECOMMENDATION

That Council adopt the reviewed and updated policies.

Steven Kludass
Director - Corporate and Strategy

Corporate and Strategy Division

ATTACHMENTS:

AT-1	View	Draft - Policy OSUS-03 Memorial seats and trees	3 Pages	Available Electronically
AT-2	View	Draft - Policy OSUS-02 Nature Strips, mowing, planting and landscaping	5 Pages	Available Electronically
AT-3	View	Draft - Policy HS-01 Financial Assistance to Community Groups Policy	4 Pages	Available Electronically
AT-4	View	Draft - Policy ES-03 Smoke-free public places policy	3 Pages	Available Electronically

Extraordinary Meeting of Council Meeting 26 February 2024
DELIVERY PROGRAM AND OPERATIONAL PLAN - 2023/24 SECOND QUARTER REVIEW.

Subject: Delivery Program and Operational Plan - 2023/24 Second Quarter Review.
Ordinary Council at its meeting on 22 February 2024 resolved that the matter be referred to the next Extraordinary Meeting of Council Meeting to held on the 26 February 2024.

Record No: SU238 - 2317/24

Division: Corporate and Strategy Division

Author(s): Stephen Golding

Executive Summary

This report outlines the 2023/24 Second Quarter progress towards achieving the projects and activities listed in the adopted 2023/24 Delivery Program and Operational Plan. It is recommended that the report be received and noted.

Discussion

The 2023/24 Delivery Program and Operational Plan was adopted by Council on 22 June 2023.

Council's 2023/24 Delivery Program and Operational Plan outlines the strategies, actions and new initiatives proposed to be undertaken during the financial year in order to advance the goals and objectives of the *Community Strategic Plan: Liveable Lane Cove: 2035*. The Second Quarter Review of the 2023/24 Delivery Program and Operational Plan is attached at **AT-1**. The report indicates the responsible work area and includes a short progress report and action status.

Some highlights for the Second Quarter include:

- Council launched Reconnect - Seniors Community Social Wellness Program in Mental Health Month and partnered with ten (10) local organisations to deliver programs,
- Council participated in the 2023 Australian Livability Census and had the highest liveability rate in NSW,
- Emerging technology workshops were held across the Libraries - Winners of the 'Need a Lift?' photography competition were announced,
- The Home Library Service made 440 deliveries to 122 individual clients and eight (8) institutions in the Lane Cove and Hunters Hill local government areas,
- Kindy Cove received an overall rating of Meeting from the National Quality Standard Assessment. and increased the number of standards rated as Exceeding from 3 (2018) to 7 (2023).
- Officers from the Domestic Violence Unit joined the 1 Minute Silence For Violence information stall,
- Council hosted the Lighting of the Christmas Tree event and La Voce performance,
- The Child Safe Audit Report was completed, and a Child Safe Working Group is developing an action plan,
- Council presented the major prize of the Lloyd Rees Emerging Artist Award and coordinated the Lane Cove Literary Awards,
- Shorelink celebrated its 40th Anniversary at St Leonards library,
- The Shorelink 40th Anniversary Membership drive finished in October, with 1,684 new members joining at Lane Cove Libraries,

Extraordinary Meeting of Council Meeting 26 February 2024
DELIVERY PROGRAM AND OPERATIONAL PLAN - 2023/24 SECOND QUARTER REVIEW.

- 148 nursery volunteers dedicated a combined 510.75 hours, leading to the successful potting up of 2,666 new plants,
- The Verge provided 354 plants for nature strips and pocket parks,
- 472.5 hours of volunteer work was contributed over 58 Bushcare sessions,
- The Lane Cove Community Nursery requisitioned a total of 1,656 free plants provided to various Council programs,
- Harbourcare program: 4 clean-up events recorded by the Council this quarter, involving 23 volunteers who removed 38.8kg of rubbish,
- Unqualified Audit Report of the 2022/23 Annual Financial Statements, highlighted by an Operating Performance Ratio that exceeded 10.00% and placing Council amongst the top financial performers in NSW,
- An independent auditor assessed Council's suite of Integrated Planning and Reporting Documents and awarded it a 'strong' audit grading.
- Lane Cove Council received a Highly Commended award for our Community Led Resilience in High Density Housing Program at the 2023 LGNSW Excellence in the Environment Awards in December.
- Australian first: Street side power poles in Lane Cove transformed into electric vehicle charging stations, boasting nine operational chargers on local streets and a total of 30 chargers, including those in Council's off-street car parks,
- The popular Sustainability Rebates program, having fully allocated its budget, approved 115 out of 125 applications, reflecting a community investment of \$1,145,826 in sustainability products with a rebate value of \$74,508 and an anticipated annual CO2e reduction of 1,585 tonnes, while new applications are on a waitlist for future budget availability; and
- Council's new Solar Bulk Buy initiative, launched this quarter with two successful community events in October, garnered significant interest with 130 registrations. Of these, 79 households expressed interest in installing systems, leading to 13 households adopting the offer. The initiative resulted in the installation of 91kW solar panels and 91kWh of batteries, offering an estimated annual reduction of 184.1 tonnes of CO2e. Participants connected to the Virtual Power Plant can contribute to the grid and receive extra financial benefits.

RECOMMENDATION

That the Second Quarter Review of the 2023/24 Delivery Program and Operational Plan be received and noted.

Steven Kludass
Director - Corporate and Strategy
Corporate and Strategy Division

ATTACHMENTS:

AT-1 View	Delivery Program and Operational Plan - 2nd Quarterly Review - 2023-2024	213 Pages
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**Extraordinary Meeting of Council Meeting 26 February 2024
LOCAL PLANNING PANEL - EXPIRATION OF TERM**

Subject: Local Planning Panel - Expiration of Term

Ordinary Council at its meeting on 22 February 2024 resolved that the matter be referred to the next Extraordinary Meeting of Council Meeting to held on the 26 February 2024.

Record No: SU4720 - 7277/24

Division: Planning and Sustainability Division

Author(s): Mark Brisby

Background

The Department of Planning and Environment {DPE} have advised that the current term of the members of the Lane Cove Local Planning Panel (LCLPP) expires on 28 February 2024.

A Section 9.1 Planning Panel Direction was issued on 23 January 2024 by the Minister for Planning to extend existing panel members until 30 June 2024. This will allow time for the new expert members of the LCLPP to be established. The DPE has commenced work on the recruitment for new pools of Panel Chairs and expert members.

Three of the six existing community panel members have exceeded the six-year limit. As the establishment of new community members is a matter for Council, a separate recruitment process will need to be undertaken to recruit one new community representative, as a minimum of four is required.

Discussion

The Department of Planning and Environment {DPE} have advised that the current term of the members of the Lane Cove Local Planning Panel (LCLPP) expires on 28 February 2024. The DPE has advised Council that:

1. the extension will not apply to Chairs, Alternates, Experts and Community Representatives who have served more than 6 years.
2. an interim Chair will need to be appointed for the period 28 February to 30 June 2024.
3. current Community Representatives and Experts that have not reached the maximum tenure period maybe reappointed for the interim period.
4. for the interim period the minimum number of experts {15} and community members {4} will not apply.

The DPE will be responsible for the appointment of new Chairs who will commence on 1 July 2024. As the LCLPP Chair Mr. David Lloyd KC has served more than the six years maximum he is not eligible to be reappointed.

The two current alternate Chairs have been in place for less than six years are eligible to be appointed in the interim period. As such Mr. Mark Gifford has been appointed Interim Chair and Ms. Louise Byrne reappointed as alternate Chair.

Extraordinary Meeting of Council Meeting 26 February 2024
LOCAL PLANNING PANEL - EXPIRATION OF TERM

A review of the current LCLPP expert members indicates that 7 have served for the six years maximum and are no longer eligible to be reappointed. They are as follows;

- Graham Brown
- Kevin Hoffman
- David Johnson
- Eugene Sarich
- Robert Montgomery
- Lindsay Dey
- Steve Fermio

In April 2023, in response to the DPEs new requirement that all LPPs must have a minimum of 15 expert members Council appointed six new panel members. Along with those still eligible they have been reappointed for the interim period as follows;

- Michael Ryan
- David Ryan
- Michael Mason
- Jason Perica
- Lisa Bella Esposito
- Susan Hobley
- Kim Crestani
- Lisa Trueman

A review of the current community representatives indicates that 3 have served for the six years maximum and are no longer eligible to be reappointed. They are as follows;

- Jane Blackmore
- Mary Rawlings
- Maria Linders

In April 2023 in response to the DPEs new requirement that all LPPs must have a minimum of 4 community representatives Council appointed three new representatives. They have been reappointed for the interim period as follows;

- Melanie Naidoo
- David Risbey
- Ian Longbottom

A recruitment process will need to be undertaken by Council for the selection of an additional community member to achieve the 4 person minimum.

Conclusion

The current number of LCLPP members still eligible is considered a suitable pool for the interim period which is 28 February to 30 June 2024.

While the number of reappointed panel members is less than the required minimum the DPE have advised that Council is able to operate with the reduced numbers for the interim period.

RECOMMENDATION

That:-

1. the report be received and noted;
2. Council advise the Department of Planning & Environment of the reappointments;
3. Council write to the departing Chair Mr. David Lloyd KC and express its appreciation for his work over a long period of time as the Chair of the Lane Cove Local Planning Panel and the former Lang Cove Independent Hearing An Assessment Panel; and
4. Council write to the departing expert members and community representatives and express its appreciation for their work on the Panel.
5. A recruitment process be undertaken for the selection of an additional community member.

Mark Brisby
Director - Planning and Sustainability
Planning and Sustainability Division

ATTACHMENTS:

There are no supporting documents for this report.

Extraordinary Meeting of Council Meeting 26 February 2024
COUNCILLOR CONFERENCE ATTENDANCE REQUEST - NSW ALGWA CONFERENCE 2024

Subject: Councillor Conference Attendance Request - NSW ALGWA Conference 2024
Ordinary Council at its meeting on 22 February 2024 resolved that the matter be referred to the next Extraordinary Meeting of Council Meeting to held on the 26 February 2024.

Record No: SU2520 - 5793/24

Division: Corporate and Strategy Division

Author(s): Steven Kludass

Executive Summary

Councillors Bridget Kennedy and Merri Southwood have expressed an interest in attending the 'NSW ALGWA Conference 2024 hosted by Ryde City Council from Thursday 14 March to Saturday 16 March 2024 (inclusive).

This report seeks Council's endorsement for Councillors Kennedy and Southwood to attend this Conference and determine whether other Councillors might be interested in attending the Conference as well.

Discussion

The NSW ALGWA Conference 2024 website describes the conference as follows:

The 2024 ALGWA NSW Annual Conference is designed to provide training and support for councillors and staff, whether they are new to local government or have been around for a long time. It's an opportunity to learn and gain valuable insights from our guest speakers along with networking with other delegates from across NSW. The City of Ryde is proud to host this important event in 2024.

The World Belongs to Optimists

In an era marked by rapid change it's the optimists that see beyond immediate challenges and envisage a world where technological advances compliment human endeavours and elevates them to new heights.

Together let's delve deeper to explore the economic impacts, the potential of society, and embrace opportunities to shape our future communities.

Optimism is the most powerful tool a Leader has. Our NIDA masterclass will help you master intentional optimism as you pay close attention to the energy and language you are bringing into the space in leading your communities.

Guest speakers / presenters include Juanita Phillips, Melissa Neighbour and Amanda Johnstone.

Expenses

Conference ticket: \$1,300 per person.

Accommodation: Nil.

Council's Payment of Expenses and Provision of Facilities to Councillors Policy allows Councillors to attend conferences, training and development and similar functions by Council Resolution or

where it is not practical to submit a report to Council prior to the event such requests can be approved by the Mayor and General Manager.

The 2023/24 Councillor Training Expenses Budget contains sufficient funds to accommodate the training request of Councillors Kennedy and Southwood and other Councillors should they wish to attend this Conference. Other Councillors that wish to attend the Conference, can express their interest at the Council Meeting.

RECOMMENDATION

That Council:

1. Endorse the request by Councillors Kennedy and Southwood to attend the NSW ALGWA Conference 2024, hosted by the City of Ryde; and
2. Nominate any additional Councillors that may wish to attend the Conference.

Steven Kludass
Director - Corporate and Strategy
Corporate and Strategy Division

ATTACHMENTS:

There are no supporting documents for this report.

**Extraordinary Meeting of Council Meeting 26 February 2024
COUNCIL SNAPSHOT - DECEMBER 2023 & JANUARY 2024**

Subject: Council Snapshot - December 2023 & January 2024
Ordinary Council at its meeting on 22 February 2024 resolved that the matter be referred to the next Extraordinary Meeting of Council Meeting to held on the 26 February 2024.

Record No: SU220 - 2318/24

Division: General Managers Unit

Author(s): Craig Wrightson

Attached for the information of Councillors is a review of Council's recent activities. This report provides a summary of the operations of each Division within Council for December 2023 and January 2024 at **AT-1**.

Included at **AT-2** is Council's Resolution Tracker showing the progress of Council's resolutions.

RECOMMENDATION

That the report be received and noted.

Craig Wrightson
General Manager
General Managers Unit

ATTACHMENTS:

AT-1 View	Council Snapshot December 2023 and January 2024	47 Pages	Available Electronically
AT-2 View	Resolution Tracker Report for 22 February 2024 Council Meeting	72 Pages	Available Electronically