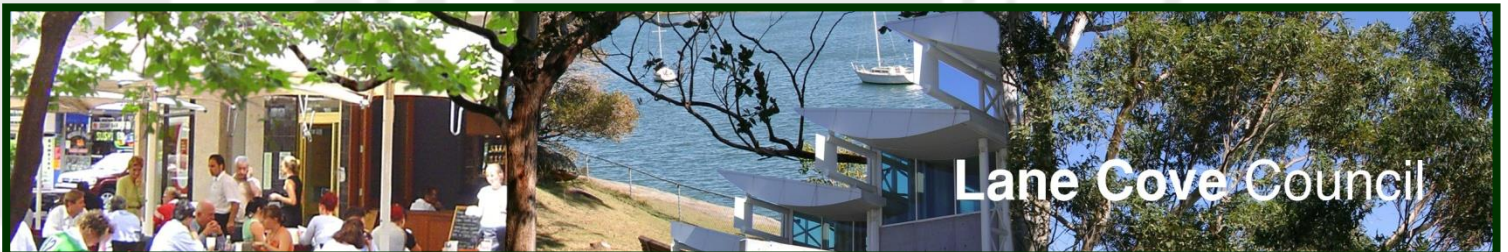


# Agenda Ordinary Council Meeting 20 June 2024, 7:00 PM

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



Lane Cove Council

## Notice of Meeting

Dear Councillors,

Notice is given of the Ordinary Council Meeting, to be held in the Council Chambers on Thursday 20 June 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



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](http://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.

The Public Forum will hear registered speakers from the Public Gallery to be held Monday, 17 June 2024 at 07:00 pm in the Council Chambers as well as online using the web platform Zoom. All speakers wishing to participate in the public forum must register by using the [online form](#) no later than midnight, on the day prior to the meeting (Sunday, 16 June 2024) and a Zoom meeting link will be emailed to the provided email address of those registered as an online speaker. Please note that the time limit of three minutes per address still applies, so please make sure your submission meets this criteria. Alternatively, members of the public can still submit their written address via email to [service@lanecove.nsw.gov.au](mailto:service@lanecove.nsw.gov.au). Written addresses are to be received by Council no later than midnight, on the day prior to the meeting. (500 words maximum).

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 Director - Corporate Services and Strategy on (02) 9911 3550.

**DECLARATIONS OF INTEREST**

**APOLOGIES**

**ACKNOWLEDGEMENT TO COUNTRY**

**MINUTE OF SILENCE FOR RELECTION OR PRAYER**

**NOTICE OF WEBCASTING OF MEETING**

**PUBLIC FORUM**

A Public forum will be conducted on Monday, 17 June 2024 at 07:00 pm in the Council Chambers as well as online using the web platform Zoom.

**CONFIRMATION OF MINUTES**

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**MAYORAL MINUTES**

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- 3. MAYORAL MINUTE - SUPPORT FOR ADDITIONAL REGIONAL SPORTS FIELD CAPACITY ..... 8**

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**24. BAD DEBT WRITE OFFS - COUNCIL DEBTOR NUMBERS 250 AND 4203**

*It is recommended that the Council close so much of the meeting to the public as provided for under Section 10A(2) (b) of the Local Government Act, 1993, on the grounds that the matter will involve the discussion of the personal hardship of any resident or taxpayer; it further being considered that discussion of the matter in open meeting would be, on balance, contrary to public interest by reason of the foregoing.*

**25. MAYORAL MINUTE - SENIOR STAFF MATTER**

*It is recommended that the Council close so much of the meeting to the public as provided for under Section 10A(2) (a) of the Local Government Act, 1993, on the grounds that the matter will involve the discussion of personnel matters concerning a particular individual; it further being considered that discussion of the matter in open meeting would be, on balance, contrary to public interest by reason of the foregoing.*

**Ordinary Council Meeting 20 June 2024**  
**MAYORAL MINUTE - 2024 BEST PARK AWARD FOR WADANGGARI PARK**

**Subject:** Mayoral Minute - 2024 Best Park Award for Wadanggari Park  
**Record No:** SU7134 - 32329/24  
**Division:** Lane Cove Council  
**Author(s):** Councillor Scott Bennison

### **Executive Summary**

Earlier this month Wadanggari Park received its second accolade for the year, being awarded 2024 Park of the Year in the Annual Parks & Leisure Regional Awards of Excellence.

The Award celebrates and promotes vibrant, successful well-designed and managed new or significantly revitalised parks/open spaces. Council has now received more than 10 Awards for its major projects at The Canopy and Wadanggari Park.

This award is another example of the vision of Council and the dedication and professional expertise of staff in delivering complex and hi-calibre projects for the community.

### **Background**

The concept and vision of a public open space park constructed on a bridge over the rail corridor was first conceived by Council as part of the 2006 St Leonards Strategy, which was a joint strategy prepared by Lane Cove, North Sydney and Willoughby Councils. From Council's research this is the first time that this has been done in Australia.

Council has been pursuing delivery of this project since 2011 when TfNSW first expressed interest in the proposal. Ultimately progress in gaining NSW Government support was slow, however Council eventually obtained permission to construct the bridge to accommodate the park in late 2020 and construction began at the end of 2021.

To fund the park, since 2014, Council had the foresight to enter into four Voluntary Planning Agreements (VPA's). These VPAs related to four pilot projects which Council approved to demonstrate best practice Transit Oriented Development supported by infrastructure and sought to revitalise the commercial area by delivering new commercial floor space and retail. The following outlines the contributions for the project, which were essential for the project to proceed:-

<b>Address</b>	<b>Contribution</b>	<b>Development</b>	<b>Developer</b>
1 500 - 504 Pacific Highway	\$21,150,000	Landmark	Newhope
2 472 - 494 Pacific Highway	\$16,947,598	St Leonards Sq	Mirvac
3 75-79 Lithgow St and 84-90 Christie St	30% of Park	Eighty Eight by JQZ	JQZ
4 1 -13A Marshall Avenue	\$7,967,700	Embassy Tower	Loftex
<b>Total</b>	<b>\$46,065,298</b>		

In addition, Council was successful in obtaining grant funding of \$4.75M under the NSW Government's Public Spaces Legacy Program, the largest grant in Lane Cove's history. The park project was managed in house by Council's Director – Major Projects, Project Officer and supporting staff. This visionary project was completed under budget and opened in 2023.

Another important piece of infrastructure, St Leonards Library, is a newly created library facility incorporated into the shopping centre within the residential apartment tower. JQZ Pty Ltd provided the Library cold shell (\$4.2m) as part of the development at 88 Christie Street, St Leonards and the associated Voluntary Planning Agreement. Council successfully obtained an additional \$500,000

**Ordinary Council Meeting 20 June 2024**  
**MAYORAL MINUTE - 2024 BEST PARK AWARD FOR WADANGGARI PARK**

grant funding from the State Library of NSW to assist with financing a library fit out, which provided a flexible, multi-function 1,100m<sup>2</sup> space that benefits the St Leonards community. PTW Architects, JQZ Pty Ltd and key Council/ Library staff worked on the project team to deliver this Library.

The next piece of key infrastructure in the area will come about following this Council's recent resolution to close the lower part of Canberra Avenue to extend Newlands Park. The size of the proposed new park will be expanded to 14,500m<sup>2</sup>. Once completed, it will be Lane Cove's second-largest park and will supplement the proposed park at Berry Road. With increased housing expected in this area, providing future residents with this excellent piece of infrastructure will alleviate community concerns over the need for more open space.

### **Discussion**

At the March 2024 Council meeting staff reported that Wadanggari Park had won the 2023 Place Leaders Asia Pacific Award for 'Place Governance'. The Place Governance Award recognises Council's role in inspiring others to action through exemplary leadership and vision.

Around this time Arcadia Landscape Architecture initiated a joint submission for the Annual Parks & Leisure Australia Award to recognise the success of Wadanggari Park.

Each year, Parks & Leisure Australia (PLA) acknowledges excellence in the industry through its prestigious Awards of Excellence. These annual awards recognise and celebrate the outstanding initiatives and innovative efforts of 'The People Behind the Places,' which promote the wise use of leisure time for a multitude of social, environmental, and economic benefits to the community. The Awards are a celebration of those who contribute to creating vibrant, healthy, and inclusive spaces for all.

PLA recognises outstanding achievements across a diverse spectrum of fields, from park development to community engagement programs and commences its Award process at the regional (State) level. It was at these regional NSW/ACT Awards held on 5 June 2024 that Lane Cove Council's Wadanggari Park was announced as the winner of the 2024 Park of the Year.

As a recipient the Award winner had to demonstrate how the project aligns with a planning matter of local, regional, state/territory or national significance; how the design and development of the park put the environment and people first; what the innovative and defining features and benefits of the park are; the extent to which the Park has achieved outcomes versus intention; what leading practice was applied to the park design, community engagement and delivery. In addition, the winner had to demonstrate how the planning, design and construction of the park presents a visionary approach or an innovative concept to address a specific need or issue and contribute to the community.

Arcadia Landscape Architecture prepared the joint submission and were ultimately recognised for their role in helping to deliver this award-winning park in partnership with Council. As a regional award winner, Wadanggari Park has become a National finalist and will be considered for a National Award of Excellence at an Awards ceremony held in October 2024.

Of course, this isn't the first Award-winning Major Project delivered by Council. Since opening in June 2020, The Canopy has received industry recognition with the following awards, including 'Best 'Ceiling' in the world 2022 :

- International Jury Winner - 2022 Architizer A+ Awards in the Details: Architecture + Ceiling category
- International Popular Choice Winner - 2022 Architizer A+ Awards in the Details: Architecture + Ceiling category

- Finalist (Top 5) - 2022 Architizer A+ Awards in the Details: Architecture + Metal category
- Winner – Australia’s Urban Design Award for Built Projects – Local and Neighbourhood Scale convened by the Planning Institute of Australia, Australian Institute of Landscape Architects and Australian Institute of Architects
- Winner Greater Sydney Commission’s Award for the Development Supported by Infrastructure category (2021)
- Australian Institute of Landscape Architects (NSW) – Civic Landscape for The Canopy – Landscape Architecture Award
- Parks & Leisure Australia (NSW/ACT) – Community Facility of the Year Award for The Canopy – Highly Commended
- Local Government Excellence Awards – Asset & Infrastructure for The Canopy – Finalist (2021)
- Commendation and runner-up in the Best Planning Ideas (Small Project) – Planning Institute of Australia Awards for Planning Excellence (2020)

### **Conclusion**

Council continues to receive recognition for its ability to deliver high-calibre public infrastructure projects which are being recognised as significant achievements even outside of the local government sector.

Being Awarded at reputable industry levels provides an opportunity to reflect on the professional capacity of Council staff and reinforce our thanks to staff and their project teams for their consistent vision and commitment to deliver outstanding infrastructure projects for the benefit of our community.

It also demonstrates the positive outcomes that can be achieved when we work together with stakeholders, including developers, to deliver on a vision for community infrastructure that supports new and existing residents.

### **RECOMMENDATION**

That:-

1. Council staff and their project teams are thanked for their efforts in delivering Wadanggari Park which now has the status of 2024 Park of the Year in the NSW/ACT region

Councillor Scott Bennison  
**Councillor**

### **ATTACHMENTS:**

There are no supporting documents for this report.

**Subject:** Mayoral Minute - Support for Additional Regional Sports Field Capacity  
**Record No:** SU902 - 33455/24  
**Division:** Lane Cove Council  
**Author(s):** Councillor Scott Bennison

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### **Executive Summary**

At its meeting of 12 June 2024, Hornsby Shire Council (Hornsby) sought the support of Northern Sydney Region of Councils (NSROC) and other councils in the region following a recent decision by the NSW Government to remove funding to create much needed outdoor active recreational space.

Lane Cove is part of the NSROC region and advocated for the 2017 Regional Sports Ground Strategy which highlights not only that sportsgrounds in the region are already over capacity but that they will not be able to cater for additional population growth and participation numbers. In 2023 a further review of Supply and Demand for Sports Facilities in the NSROC Region found that there will be an undersupply of around 222 Ha (49%) by 2036. Importantly, this more recent study does not take into account the anticipated population growth as a result of the recent reforms targeting housing supply (Low-mid Rise Housing and Transport Oriented Development) which will place further demands on local sportsgrounds.

Lane Cove should support Hornsby's critically important infrastructure project at Westleigh Park which will deliver amongst other things, six new sports fields that will service the North Shore Region, the only opportunity for such a significant increase in capacity due to the scarcity of affordable and suitable land in the region. It is appropriate for Council to join with Hornsby in requesting the NSW Government reconsider its decision to withdraw grant funds previously allocated to support the project's completion. Westleigh Park is a significant regional facility that will benefit the whole North Shore.

### **Background**

In 2023 Northern Sydney Organisation of Councils (NSROC) completed a Review of Supply and Demand for Sports Facilities that found the population of the region will grow by 11.3% to approximately 730,000 people by 2036. The Review further stated that existing sportsgrounds in the region (already over capacity) will not be able to cater for the additional population growth and participation numbers. The forecasts have shown that NSROC councils will need to increase the capacity of sports grounds by almost 49% (through a range of initiatives and new facilities) to cope with existing and future demands. Many of the local sporting competitions, in particular football, are played across the North Shore administered by the Northern Suburbs Football Association which stretches from North Sydney to Hornsby Local Government Areas.

The impacts of not increasing sports ground capacity in Northern Sydney will lead to increasing numbers of participants being turned away from sport which will lead to:

- Increasing physical inactivity, sedentary leisure behaviour and related health and disease impacts;
- Reducing benefits brought about by participation in sport and physical activity;
- Increased costs to participate and accessibility of facilities will create inequity in participants and associated benefits; and
- Access to sport may become based on the capacity to pay and which may create a greater barrier to participation for lower income households.

Council has become aware of a recent decision to remove NSW Government funding for a regional scale project in Hornsby Shire which is critical to addressing the strategic needs of the growing Northern Sydney population.



Hornsby was originally granted \$90 million from the previous state government to create much needed recreation destinations at Hornsby Park and Westleigh Park. This was part compensation for the loss of a large part of their southern territory to the City of Parramatta and the failure of the proposed amalgamation with Ku-ring-gai Council.

Westleigh Park is a 36 hectare parcel of land at 62 Quarter Sessions Road, Westleigh. It was purchased by Hornsby in 2016 to assist with addressing the increasing demands for active recreation within the Shire and Northern Sydney Region.

The Master Plan provides for structured sporting activities on three sporting platforms (providing six sportsfields) and unstructured passive recreation experiences throughout the park. This includes cycling and mountain biking, walking paths, informal exercise spaces, children's playground and picnic areas, connections to local and regional bushwalking trails and passive recreation spaces. Future development of the site also includes the remediation of contaminated lands, management of items of cultural significance and the conservation and restoration of areas of environmental significance.

Work has been underway on Westleigh Park for over five years, with millions of dollars already outlaid, contracts signed, and thousands of hours devoted to providing the community with these vital facilities.

A Development Application for Westleigh Park was submitted in September 2023 and once development approval is achieved, Hornsby had planned to start construction in December 2024. Hornsby has regularly updated the NSW Government about progress and followed due diligence in meeting all its agreed milestones and worked tirelessly on a sensitive and important site to get the balance right for their community.

Earlier this month the NSW Government informed Hornsby that it will take back funding for the development of the much-needed active recreation facilities at Westleigh Park, which will stop the most significant active outdoor sporting facility from being delivered.

### **Conclusion**

NSROC has a large population of 655,196 (2021) people, of which high/medium and high density housing accounts for 54% of the total supply, compared to 35% in NSW as a whole. This suggests that opportunities for new greenfield or current facility expansion within the region, will be extremely limited.

Given the projected population growth in the NSROC region it is important that we continue to be guided by the Sportsground Strategy and more recent Review of Supply and Demand which indicates that we will need to increase the capacity of sportsgrounds in the area by over 49% by 2036 (through a range of initiatives and new facilities) to cope with existing and future demands. The Westleigh Park project will be critical in working towards this outcome and as such Lane Cove supports the request from Hornsby to show our support for the project.

**RECOMMENDATION**

That Council:

1. Write to Hornsby Shire Council to express support for the Westleigh Park project given its regional significance in supporting the increased population in Northern Sydney; and
2. Write to the Premier for New South Wales, the Minister for Sport, the Minister for Local Government and the Minister for Planning to encourage them to maintain/extend their grant to Hornsby Shire Council to ensure the completion of the Westleigh Park project, given its regional significance in supporting the increased population in Northern Sydney.

Councillor Scott Bennison  
**Mayor**

**ATTACHMENTS:**

There are no supporting documents for this report.

**Ordinary Council Meeting 20 June 2024**  
**NOTICE OF MOTION - REPORTING ON MEETINGS WITH PROPERTY DEVELOPERS AND REGISTERED LOBBYISTS.**

**Subject:** Notice of Motion - Reporting on Meetings with Property Developers and Registered Lobbyists.  
**Record No:** SU241 - 33177/24  
**Division:** Lane Cove Council  
**Author(s):** Councillor Rochelle Flood

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### **Executive Summary**

A motion calling for the creation of a policy and accompanying procedure to require Lane Cove Councillors to publicly disclose meetings with property developers and registered lobbyists.

### **Background**

The *Local Government Act 1993* contains the framework for regulating conduct, honesty, disclosures of interest, serious corrupt conduct and misconduct. Section 439 imposes a statutory duty on a councillor to “act honestly and exercise a reasonable degree of care and diligence in carrying out his or her functions.”

There have been a number of relevant decisions by the Independent Commission Against Corruption (The ICAC), regarding the risk profile for corruption in local government, when councillors are lobbied by developers and registered lobbyists. For example, the ICAC made recommendations in its 2021 report, *Investigation into the conduct of councillors at the former Canterbury City Council and others (Operation Dasha)* and its 2022 report, *Investigation into the conduct of the local member for Drummoyne (Operation Witney)* to promote effective governance with respect to lobbying activities involving councillors. In response to the ICAC’s recommendations in these investigations, the Office of Local Government NSW (“the OLG”) advised it would release guidelines and a model policy in June 2023 to enhance transparency around the lobbying of councillors under s 23A of the LGA.

The use of third-party lobbyists in local government was also discussed in *Operation Dasha*, where the ICAC said:

“The Commission is satisfied that its earlier views [in the 2012 *Investigation into corruption risks involved in lobbying (Operation Halifax)*] should be re- evaluated. Since the release of the *Operation Halifax* report, the risk profile of the local government sector in relation to lobbying has been altered. Since October 2012, the power to make local environmental plans (LEPs) has been handed to local councils in many cases, reducing the oversight role of the NSW Government. This change has the potential to increase lobbying activities in local government, and creates greater incentives for corrupt conduct to occur in that sphere.”

In *Operation Dasha*, the Commission recommended that the provisions in the *Lobbying of Government Officials Act 2011* be extended to local government. This was also reiterated as a key finding in the Commission’s 2021 *Investigation into the regulation of lobbying, access and influence in NSW (Operation Eclipse)*. The ICAC’s report from November last year on the *Investigation Into the Conduct of the City of Canada Bay Council Mayor and Others (Operation Tolosa)*, also reiterated the importance and urgency of actioning the earlier recommendations for a formal record of councillor interactions with lobbyists and developers.

*The Lobbying of Government Officials Act 2011* covers lobbyists, ensuring that lobbyists comply with ethical standards of conduct and other requirements set out in the Lobbyists Code.

**Ordinary Council Meeting 20 June 2024**  
**NOTICE OF MOTION - REPORTING ON MEETINGS WITH PROPERTY DEVELOPERS AND REGISTERED LOBBYISTS.**

However, this Act does not apply to local government officials – including councillors. The ICAC has recommended on multiple occasions that local government should be required to adhere to the same standards to ensure transparency and integrity is upheld.

### **Discussion**

As local councillors, we have a clear duty under the *Local Government Act* to act with honesty and integrity. The ICAC has made a number of recommendations calling for changes in how local councillors disclose meetings with property developers and lobbyists. These recommendations are to help ensure honesty and integrity, and to minimise the risk of corruption. This comes after a range of investigations uncovering corrupt conduct among current and former councillors across Sydney.

While the NSW OLG did undertake to develop a model policy to enhance the transparency around lobbying of councillors, to ensure compliance with the ICAC recommendations, this policy has not been delivered and is now already a year late. The ICAC in its November 2023 report following *Operation Tolosa* reiterated the importance of a public register to disclose meetings between councillors and developers/lobbyists.

City of Sydney Council resolved earlier this year to implement their own policy and procedure to require councillors to publicly disclose and keep a record of their meetings with developers and registered lobbyists. This policy has now come into effect at City of Sydney as of April this year. They recognised that there was a need to be proactive and to implement policies and procedures in line with The ICAC recommendations, to help ensure best practice in transparency and integrity; to help minimise risk of corruption.

Lane Cove Council should also be proactive in implementing procedures to ensure councillors publicly disclose and keep a formal record of all meetings with developers and registered lobbyists. As elected officials we should strive to achieve best practice, particularly in the area of public transparency and integrity of decision making. Adopting a procedure to require councillors to disclose meetings with developers and registered lobbyists would mean we were complying with recommendations from The ICAC, and it would foster enhanced public confidence and trust in the decision making of council.

### **RECOMMENDATION**

That Council resolve to:-

1. Develop a policy and procedure by which Lane Cove Councillors be required to publicly disclose and keep a record of their meetings with property developers and registered lobbyists on the council's website, using the City of Sydney policy and procedure as a guide and;
2. Report back to Council with a draft policy and procedure for public consultation.

Councillor Rochelle Flood  
**Councillor**

### **ATTACHMENTS:**

There are no supporting documents for this report.

**Subject:** Celebrating One Year: St Leonards Library's First Anniversary  
**Record No:** SU9446 - 31687/24  
**Division:** Community and Culture Division  
**Author(s):** Stephanie Kelly

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## **Executive Summary**

This report provides an overview of the first year of operations of the St Leonards Library opened in May 2023.

## **Background**

St Leonards Library was a newly created library facility incorporated into a shopping centre within a residential apartment tower. JQZ Pty Ltd provided the Library cold shell (\$4.2m) as part of a development at 88 Christie Street, St Leonards and the associated Voluntary Planning Agreement. Lane Cove Council successfully obtained an additional \$500,000 grant funding from the State Library of NSW to assist with financing a library fit out, which provided a flexible, multi-function 1,100m<sup>2</sup> space that benefits the St Leonards community. PTW Architects, JQZ Pty Ltd and key Council/ Library staff worked on the project team to deliver this Library.

St Leonards Library opened to the public on 25 May 2023, and an official opening was held on 15 September to coincide with the opening of Wadanggari Park.

## **Discussion**

On Saturday, 25 May 2024, St Leonards Library celebrated its first birthday, with approximately 250 people attending the two-hour event program. Birthday celebrations included screening the top five films from the In One Minute Short Film Competition, staff showcasing the range of available makerspace technologies and conducting group inductions of the Film & Sound Studio. On display were artworks from the Municipal Art Collection and the *Building a Library* exhibition, which featured a selection of photographs showcasing various stages of the building of St Leonards Library.

As part of the Library team's commitment to fostering local talent, the Library hosted the 'In One Minute Short Film Competition'. This competition, which ran from April to May, provided a platform for budding filmmakers to showcase their work. The competition was accompanied by a Short Film Workshop presented by renowned filmmaker Pete Malicki, who also served as a judge. This initiative not only celebrated the creativity of the community but also highlighted the Library's film making facilities and role in promoting the arts.

Over the last year, St Leonards Library has proven to be a much-loved place within the community. Since the Library opened in May 2023, over 60,000 people have visited the Library, 35,000 items have been loaned and 180 programs and events have been held there.

The diverse range of regular programs offered at the Library include Baby Bounce and Storytime sessions for the young children, technology and craft workshops tailored for children and teens, and special programs for adults such as Opening Night Music, Crafternoon Tea, and Tech Savvy Seniors. The team also provide one-on-one technology assistance sessions known as Digital Discoveries. Additionally, a digital artwork program features exhibitions from talented local artists and illustrators. The state-of-the-art Film & Sound Studio is equipped with everything from a green screen and professional lighting to a Sony A7 camera and advanced film editing software. Lastly, the STEAM workshop program offering hands-on experiences like soldering stained glass

suncatchers, using a Laser Cutter, exploring robotics with Dash Bots & Ozobots, engaging in 3D Printing sessions, and discovering the Cricut Maker & Easi Press in our Makerspace Nights.

St Leonards Library, which initially opened with approximately 7,500 items, has since expanded its collection to cater to the diverse interests and needs of the community. The current collection includes a wide range of materials, from Fiction and Non-Fiction books to Community languages (Spanish, Chinese, Korean & Japanese) resources, children's resources, DVDs, Magazines, Discovery Science Kits, Fast Reads, and Fast Flicks. The Library also provides Smart Shelves, allowing borrowers to access returned items from other library branches, further enhancing the accessibility of the collection.

Community engagement has shaped the Library programs and collection. As the community provides suggestions about what they would like to see offered, the team have responded and introduced additional community language collections, board game afternoons, and the BookChat discussion group. This collaborative approach ensures that the Library remains a vibrant and dynamic space that reflects the community's diverse interests and needs. The success of the library is also evidenced by the demands to have the services open for longer and seven days a week which the team will continue to monitor. Council will seek opportunities to extend the programs as the community in St Leonards grows and additional operational funding becomes available when the local population further expands.

The teams' efforts have not gone unnoticed. Cameron Morley, representing the State Library of NSW, hailed the new St Leonards Library as an innovative and purpose-built Institution at the NSWPLA Switch conference in November 2023. This recognition is a testament to the Library team's commitment to providing an outstanding library experience. The Library Council of NSW, including the new State Librarian, Dr Caroline Butler-Bowdon, visited St Leonards Library in April 2024 and was very impressed with the facilities and community engagement.

## **Conclusion**

The success of the new library is a noteworthy achievement delivered through insightful planning for emerging communities and effectively leveraging opportunities through a voluntary planning arrangement. The use of the service by over 60,000 users demonstrates the success of these strategies.

## **RECOMMENDATION**

That Council received and note the report.

Stephanie Kelly  
**Director - Community and Culture**  
**Community and Culture Division**

## **ATTACHMENTS:**

There are no supporting documents for this report.

**Ordinary Council Meeting 20 June 2024**  
**COMMUNITY CONSULTATION RESULTS - DRAFT 2024/25 BUDGET, DRAFT FEES AND CHARGES, DRAFT DELIVERY PROGRAM AND OPERATIONAL PLAN, DRAFT RESOURCING STRATEGY AND ASSOCIATED RESOURCE PLANS**

**Subject:** Community Consultation Results - Draft 2024/25 Budget, Draft Fees and Charges, Draft Delivery Program and Operational Plan, Draft Resourcing Strategy and Associated Resource Plans

**Record No:** SU9649 - 28505/24

**Division:** Corporate and Strategy Division

**Author(s):** Don Johnston

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## **Executive Summary**

This report provides consideration of submissions received as a result of the public exhibition of Council's Draft 2024/25 Budget, Draft Fees and Charges, Draft Delivery Program and Operational Plan, Draft Resourcing Strategy and associated Resource Plans. Council approved the exhibition of the draft documents at its meeting of 18 April 2024 and the public exhibition period closed on 5 June 2024.

A total of five (5) submissions were received, four during the public exhibition period and one after the closing date for submissions. A summary of matters raised in the submissions are listed in the report. Some refinements have been made to the suite of Draft Plans to reflect matters either raised in submissions or information that has come to light during the public exhibition period that necessitates minor changes to the Draft Plans.

## **Background**

At its meeting dated 18 April 2024, Council resolved "that:

1. *Council adopt, for the purpose of public exhibition, the Draft 2024/25 Budget, Draft 2024/25 Delivery Program and Operational Plan (includes Draft 2024/25 Fees and Charges), and the Draft Resourcing Strategy and associated Resource Plans;*
2. *Council undertake community consultation from late April 2024 until early June 2024 as per the consultation outlined in the report; and*
3. *Following public exhibition, the Draft 2024/25 Budget, Draft 2024/25 Delivery Program and Operational Plan (includes Draft 2024/25 Fees and Charges), and the Draft Resourcing Strategy and associated Resource Plans, together with a report on any submissions received, be considered at the Council meeting to be held in June 2024."*

## **Discussion**

Community consultation on the Draft Plans was undertaken from 24 April 2024 to 5 June 2024 and included an online exhibition advertising the Draft Plans, together with the option to complete an on-line survey or submit a free form submission. The Draft Plans were promoted via social media and enewsletter.

### Submissions

A total of five (5) submissions were received from members of the community on the Draft Plans. One (1) was received as part of the online survey questionnaire and four (4) were via free-form submissions addressed to Council.

Councillors have received a copy of all submissions which has been placed on the Councillor HUB.

**Ordinary Council Meeting 20 June 2024**  
**COMMUNITY CONSULTATION RESULTS - DRAFT 2024/25 BUDGET, DRAFT FEES AND CHARGES, DRAFT DELIVERY PROGRAM AND OPERATIONAL PLAN, DRAFT RESOURCING STRATEGY AND ASSOCIATED RESOURCE PLANS**

A summary of the matters raised in the submissions, together with responses are provided in the table below.

<b>Submission</b>	<b>Matter raised</b>	<b>Comment</b>
Submission 1	Support for converting The Terrace Function Room into a Multipurpose Performance Space	It is agreed that this conversion is the best value approach offering a cost effective means of supporting local cultural organisations. Council has already resolved to proceed with the project.
Submission 2	Additional funding for bushland reserves – in Council's 2023/24 Budget the 2024/25 Budget is the same as the 2024/25 Draft Budget. There is no "additional" funding.	The starting point for Council's annual budget is its adopted Long Term Financial Plan, the first three years of which are published in the Delivery Program together with the draft budget. Funding has increased by 3.7% from 2023/24 to 2024/25 which exceeds the forecast 3.2% CPI and is greater than the increases in most other areas of Council's budget. With a finite amount of funding it is not possible to increase funding in one area without impacting on other areas of service delivery.
Submission 3	Funding for improvements to stormwater infrastructure in bushland - if the stormwater management charge is insufficient to cover works in bushland Council should consider increasing - it is vital that an amount of the stormwater budget be set aside for priority works identified in the studies (stormwater drain audit and Stringybark Creek hydraulic study)	The Stormwater Management Charge, currently \$25 and \$12.50 for houses and apartments respectively, is set by the State Government and has not been indexed since it was introduced in 2005. Therefore Council is unable to increase it to provide additional funding for drainage works in bushland areas. Council allocates approximately \$1.7m to stormwater drainage capital works each year. The allocation of these funds to projects is based on a range of factors including asset condition, potential inundation, and cost of works, with the priority being the protection of life and property. In the absence of additional funding, it is difficult to foresee a specific allocation to works in bushland areas.
Submission 4	The Long Term Financial Plan include the Asset Management Plan Performance indicators.	Council includes the primary infrastructure asset performance indicator in the Long Term Financial Plan, the buildings and infrastructure renewal ratio. If this ratio is being met, other ratios follow. It is also important to note that, unlike key financial ratios, asset management ratios are not subject to external audit opinion.
Submission 5	Faced with escalating demands on staff resources and their available	The submission is noted. An independent organisational review is not supported, nor



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	skills, Council requires and external, independent Organisational Review to assess work content, workloads and skills against current resources and skills	is it considered warranted. Council already has internal systems and processes in place to monitor and, if need be, address the concerns raised in this submission. Furthermore, Council's capacity to increase its staff establishment is constrained by the limitations of rate pegging, Council's most significant and reliable source of recurrent income.
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Draft Budget 2024/25

The Draft 2024/25 Budget is attached at **AT-1**. There are no changes proposed to it post exhibition, although it should be noted that future years' budgets have been updated in line with the amendments made to the Long Term Financial Plan (LTFP) outlined below.

Draft 2024/25 Schedule of Fees & Charges

Since adopting the draft fees and charges, the NSW State Government has issued increases in a number of statutory fees and charges, notably in relation to development application fees. Further, information received from Council's bank has necessitated a small decrease in Council's credit card surcharge which are likely to have a negligible impact on Council's overall income budget. Any resultant changes will be reported to Council in next year's quarterly budget reviews.

A full Schedule of the proposed 2024/25 Fees and Charges incorporating the changes above is located at the back of the Draft Delivery Program and Operational Plan.

Draft 2024/25 Delivery Program and Operational Plan

The Draft 2024/25 Delivery Program and Operational Plan is attached at **AT-2**. There are no changes proposed to it post exhibition, although it should be noted that future years' budgets have been updated in line with the amendments made to the LTFP outlined below and updates to fees and charges outlined above.

Draft Resourcing Strategy and Associated Resource Plans

The Long Term Financial Plan (LTFP) has been amended to incorporate the budget adjustments adopted by Council in the 2023/24 March Quarterly Budget Review to the extent that they impact on opening Reserve balances. It has also been updated considering some more recent economic data which suggest a more conservative approach to interest rate forecasts is prudent and in light of the May 2024 update on the Sport and Recreation project reported to Council on 23 May 2024, an additional \$6m has been allocated to the project in the 2025/26 financial year with funding sourced from additional interest on investments (\$2.5m) and the Capital Works Reserve (\$3.5m). This change has also been reflected in the Asset Management Plan.

These updates are not material in the context of the overall LTFP and do not adversely impact Council's key performance indicators which remain above benchmark except for asset renewal. This is consistent with last year's adopted LTFP.

The Workforce Management Plan has been updated to include additional data and information. Examples include employee commute data, employee diversity data and clear outcomes relating to planned work, health and safety activities.

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The Resourcing Strategy has been updated as necessary to reflect the changes to the LTFP, Asset Management Plan and Workforce Management Plan.

The Revised Draft Resourcing Strategy is attached as **AT-3**.  
The Revised Draft Long Term Financial Plan is attached as **AT-4**.  
The Revised Draft Asset Management Plan is attached as **AT-5**.  
The Revised Draft Workforce Management Plan is attached as **AT-6**.

### **Conclusion**

The Draft Plans have been the subject of community consultation between 24 April and 5 June 2024. A total of five (5) submissions have been received in relation to the 2024/25 Draft Budget, Draft Fees and Charges, Draft Delivery Program and Operational Plan, Draft Resourcing Strategy and Associated Resource Plans. It is recommended that Council adopt the Draft Plans.

### **RECOMMENDATION**

That:-

1. Council receive and note the submissions received from the community, together with Council's draft responses to the matters raised in the submissions as outlined in this report;
2. Council, where identifiable, write to each of the members of the community and organisations who provided input into the Draft Plans, thanking them for their input and providing responses to the issues raised in their submissions;
3. Council adopt the Draft 2024/25 Budget, Draft 2024/25 Delivery Program and Operational Plan (includes Draft 2024/25 Fees and Charges), and the Revised Draft Resourcing Strategy and associated Resource Plans contained within **AT-1, AT-2, AT-3, AT-4, AT-5 and AT-6**;
4. Council make and levy the following Rates and Annual Charges for 2024/25:
  - a) Rates
    - (i) An Ordinary Residential Rate of 0.0007935 cents in the dollar, on the Land Value of all Rateable Land categorised as Residential in accordance with S.516 of the Local Government Act, (with the exception of heritage properties which are rated on their heritage value), with a Minimum Rate of \$1,032.95, to yield \$24,571,478;
    - (ii) An Ordinary Business Rate of 0.00515186 cents in the dollar, on the Land Value of all Rateable Land categorised as Business in accordance with S.516 of the Local Government Act, with a Minimum Rate of \$1,055.14 to yield \$6,584,866; and
    - (iii) Council being of the opinion that works related to the construction and maintenance of car parking facilities will be of benefit to the Lane Cove Village Commercial Area, (as defined by the meet's and bounds description advertised in the North Shore Times on 13 June, 1979), that a Parking Special Rate of 0.00186981 cents in the dollar be made for 2024/25 on the Land Value of all rateable land within that part, in accordance with S.538 of the Local Government Act 1993, with a Minimum Rate of \$2.00, to yield \$195,814.
  - b) Domestic Waste Management Charges
    - (i) In accordance with S.496 of the Local Government Act 1993, that an annual charge of \$560.90 per annum be made for the year 2024/25, for domestic waste

**Ordinary Council Meeting 20 June 2024**  
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management services rendered to all properties categorised residential or non-rateable residential, for each once weekly 80 litre MGB (or equivalent) service;

- (ii) In accordance with S.496 of the Local Government Act 1993, that an annual charge of \$139.50 per annum be made for the year 2024/25, for Domestic Waste Management Services for all properties categorised residential vacant land;

c) Stormwater Management Service Charges:

In accordance with clauses 125A and 125AA of the Local Government (General) Regulation 2021 and Section 496A of the Local Government Act 1993, annual charges for the year 2024/25 for Stormwater Management Services be made and levied as follows:

- |  |                                |
|--|--------------------------------|
| - All parcels of vacant land               | - Nil \$ charge                |
| - All Residential Strata Units             | - \$12.50 per unit             |
| - All Residential Non Strata Properties    | - \$25.00 per property         |
| - All Business Strata Units and Properties | - \$25.00 per unit or property |

d) Interest on Overdue Rates and Charges:

In accordance with the provisions of S.566(3) of the Local Government Act 1993, Council hereby resolves that the interest rate to apply for the period 1 July 2024 to 30 June 2025 to all outstanding rates and charges be calculated at the interest rate of 9.0%, noting that the maximum interest rate specified by the Office of Local Government is 10.5%.

Steven Kludass  
**Director - Corporate and Strategy**  
**Corporate and Strategy Division**

**ATTACHMENTS:**

<b>AT-1</b> <a href="#">View</a>	REVISED DRAFT 2024/25 Budget - June 2024	Available Electronically
<b>AT-2</b> <a href="#">View</a>	REVISED DRAFT 2024/25 Delivery Program and Operational Plan - June 2024	Available Electronically
<b>AT-3</b> <a href="#">View</a>	REVISED DRAFT Resourcing Strategy - June 2024	Available Electronically
<b>AT-4</b> <a href="#">View</a>	REVISED DRAFT Long Term Financial Plan - June 2024	Available Electronically
<b>AT-5</b> <a href="#">View</a>	REVISED DRAFT Asset Management Plan - June 2024	Available Electronically
<b>AT-6</b> <a href="#">View</a>	REVISED DRAFT Workforce Management Plan - June 2024	Available Electronically

**Ordinary Council Meeting 20 June 2024**  
**COMMUNITY CONSULTATION RESULTS - CODE OF MEETING PRACTICE - PROPOSED AMENDMENTS**

**Subject:** Community Consultation Results - Code of Meeting Practice - Proposed Amendments  
**Record No:** SU837 - 28506/24  
**Division:** Lane Cove Council  
**Author(s):** Stephen Golding

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### **Executive Summary**

At the April 2024 Ordinary Council meeting, Council resolved to consult with the community on Community Consultation Results - Code of Meeting Practice - Proposed Amendments.

The purpose of this report is to provide a summary of submissions received in relation to proposed amendments to Council's adopted Code of Meeting Practice (**AT-1**) which was the subject of community consultation between 23 April and 4 June 2024.

This report advises that as a result of the public consultation that took place over a six (6) week Period, Council received five (5) formal submissions.

### **Background**

Council, at its Ordinary Council Meeting of 18 April 2024, resolved the following:

*"That Council:*

- 1. adopts, for the purpose of public exhibition, the Draft Code of Meeting Practice (2024) with the 'proposed amendments' as outlined in this report;*
- 2. undertakes community consultation for a period of six (6) weeks as per the consultation plan outlined in this report; and*
- 3. following the public exhibition period, the Draft Code of Meeting Practice (2024), together with a report on any submissions received and any proposed amendments, be considered at the Council meeting to be held on 20 June 2024."*

Community consultation commenced on 23 April 2024 and concluded 4 June 2024. Written Submissions were invited during the community consultation period.

### **Discussion**

Council received five (5) formal submissions as a result of the public consultation that took place over a six (6) week period. A copy of the submissions received from the public has been provided separately to Councillors on a confidential basis.

A summary of the issues raised in the written submissions is provided below:

**Issue 1:** The Public Forum should be compulsory for all Councillors and Senior Staff.

**Consideration:** The Public Forum being compulsory for all Councillors, is a matter for Council to determine. Senior staff attend at the direction of the General Manager.

**Ordinary Council Meeting 20 June 2024**  
**COMMUNITY CONSULTATION RESULTS - CODE OF MEETING PRACTICE - PROPOSED**  
**AMENDMENTS**

Issue 2: Rules for a formal Council Meeting should apply to the Public Forum.

Consideration: Based on the above submission, an administrative review was undertaken to *Section 4, Public Forums* (with tracked changes blue in **AT-1**) to ensure all relevant concepts that apply to a formal Council meeting are included in Section 4, with the following changes proposed:-

- Amend clause 4.16 to include all relevant forms of disorder, consistent with *Section 15, Keeping Order at Meetings*, as follows.

“4.16 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, including but not limited to:-

- a. assaults or threatens to assault another person; or
- b. insults or makes unfavourable personal remarks about, or makes personal reflections on or imputes improper motives to any person or otherwise makes defamatory statements; or
- c. alleges a breach of the council’s code of conduct; or
- d. says or does anything that is inconsistent with maintaining order at the meeting; or is likely to bring the council into disrepute.”

- Insert a new clause 4.17 to provide for a point of order to be raised if a speaker at a public forum has engaged in conduct of the type referred to in clause 4.16:-

“4.17 A Councillor or the General Manager may draw to the attention of the chairperson by raising a point of order that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.16. A point of order does not require a seconder. The Chairperson shall immediately rule if the point of order is upheld.”

- Renumber of the previous Clause 4.17 to 4.18 and Clause 4.18 to 4.19.

Issue 3: Public Forum should be reinstated as part of the Council Meeting.

Consideration: This is a matter for Council to determine, the Code provides for this to occur upon a resolution of the Council.

Issue 4: Council Meeting Agendas should be made available a week prior to the Public Forum.

Consideration: This is a matter for Council to determine, this would mean the information in the reports considered at the Council Meeting would be almost 2 weeks old, which is relevant in some reports presented to Council, including the Snapshot report.

**Ordinary Council Meeting 20 June 2024**  
**COMMUNITY CONSULTATION RESULTS - CODE OF MEETING PRACTICE - PROPOSED**  
**AMENDMENTS**

**Conclusion**

Council, having considered all the submissions received, can determine to adopt the Draft Code of Meeting Practice (2024) as amended to apply from the July meeting cycle.

**RECOMMENDATION**

That Council adopt the Draft Code of Meeting Practice (2024), effective from the July 2024 Council meeting cycle, subject to the following amendments:

1. Amend clause 4.16 to include all relevant forms of disorder, consistent with Section 15, Keeping Order at Meetings, as follows.

“4.16 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, including but not limited to:-

- a. assaults or threatens to assault another person; or
- b. insults or makes unfavourable personal remarks about, or makes personal reflections on or imputes improper motives to any person or otherwise makes defamatory statements; or
- c. alleges a breach of the council’s code of conduct; or
- d. says or does anything that is inconsistent with maintaining order at the meeting; or is likely to bring the council into disrepute.”

2. Insert a new clause 4.17 to provide for a point of order to be raised if a speaker at a public forum has engaged in conduct of the type referred to in clause 4.16:-

“4.17 A Councillor or the General Manager may draw to the attention of the chairperson by raising a point of order that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.16. A point of order does not require a seconder. The Chairperson shall immediately rule if the point of order is upheld.”

3. Renumber the previous Clause 4.17 to 4.18 and Section 4.18 to 4.19.

Steven Kludass  
**Director - Corporate and Strategy**  
**Corporate and Strategy Division**

**ATTACHMENTS:**

AT-1 [View](#) Draft Code of Meeting Practice 2024

58      Available  
Pages      Electronically

**Ordinary Council Meeting 20 June 2024**  
**DRAFT COUNCILLOR AND STAFF INTERACTION POLICY - PROPOSED AMENDMENTS**

**Subject:** Draft Councillor and Staff Interaction Policy - Proposed Amendments  
**Record No:** SU241 - 32655/24  
**Division:** Lane Cove Council  
**Author(s):** Stephen Golding

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### **Executive Summary**

The purpose of this report is for Council to consider a number of proposed amendments relating to the Draft Councillor and Staff Interaction Policy, which was presented to Council at its meeting of 23 May 2024, with a view to publicly exhibiting the Draft Policy for community consultation purposes. Having conducted a workshop on the proposed amendments to the Draft Policy, Council can select which amendments it wishes to incorporate into the Draft Policy prior to proceeding to community consultation.

### **Background**

In 2022, the Office of Local Government released the Model Councillor and Staff Interaction Policy (the 'Model Policy'). The Model Policy was developed following two rounds of consultation with the local government sector and represents a 'best practice' approach. The model policy is not mandatory, and Councils are free to choose whether they use it or adapt it to suit their own purposes.

The development of the Draft Councillor and Staff Interaction Policy has been the subject of several resolutions passed by Councillors over the past 9 months and has also been the subject of several discussions with Councillors at Councillor Workshops.

At the Ordinary Council Meeting of 23 May 2024, Council resolved the following:

*"That Council:*

- 1. defer consideration of the report to the June Council Meeting;*
- 2. conduct a Councillor Workshop in June for the purpose of further Councillor consultation on any proposed changes to clauses to the draft policy;*
- 3. request Councillors to submit any proposed changes to clauses to the draft policy by close of business 31 May 2024;*
- 4. review the policy within 6 months of implementation, identifying any process flows or other aspects that could be improved upon to ensure clear and effective communication of information, or to update any processes that may have changed since implementing of the policy;*
- 5. prior to the proposed 6 monthly report mentioned in the policy, a report is to come back to Council proposing the KPI indicators to be reported on; and*
- 6. obtain legal advice in respect of any proposed changes to clauses in the draft policy."*

### **Discussion**

Consistent with the resolution outlined above, a number of Councillors submitted proposed changes to the current Draft Councillor and Staff Interaction Policy on or before 31 May 2024. Relevant legal advice about the proposed amendments was subsequently circulated on a confidential basis to all Councillors. The amendments were then presented for discussion at the June Councillor Workshop. The proposed changes are a combination of new provisions and

**Ordinary Council Meeting 20 June 2024**  
**DRAFT COUNCILLOR AND STAFF INTERACTION POLICY - PROPOSED AMENDMENTS**

amendments to existing provisions contained within the May Draft Councillor and Staff Interaction Policy (Refer **AT-1** which includes an updated flowchart).

A summary of the proposed changes follows, noting the YELLOW highlighted text represents the proposed amendment to the wording reflected in the Draft Councillor and Staff Interaction Policy presented to Council in May 2024:

**1. New 4.8 (h)**

The leaking of confidential information obtained through workshops, Closed Committee or otherwise advised by the General Manager, is considered a breach of the Code of Conduct.

**2. New 4.9 (i)**

To preserve the protection under section 731 of the Local Government Act 1993, Councillors and staff must not make public in any form, Council's own legal advice on any matter unless otherwise authorised by the General Manager.

**3. New 4.10 (f)**

Must inform the General Manager if their interaction with or request for information from a Councillor, in their view becomes unreasonable and is creating a psychosocial hazard.

**4. New 4.10 (g)**

They should endeavour to provide a minimum of 3 business days notice of a meeting which councillors are requested to attend, and provide both virtual and physical access options.

**5. Amend 5.1(a)(vi)**

Is the information requested and/or the total **accumulated** volume of councillor requests (inclusive of the number of issues an/or questions contained within each request) being handled at any one time, likely to give rise to a psychosocial hazard that needs to be managed.

**6. Amend 5.1(a) I**

Is the information required related to a matter that is on the upcoming Council Business Paper **or a proposed Councillor-initiated Notice of Motion**.

**7. New 5.1. (d)**

Correspondence that comes to a Councillor in response to a Councillor Request include a sign off by a staff member.

**8. Amend 5.7**

The General Manager or the staff member authorised to manage a councillor request will provide a response within **ten (10) working days**. Where a response cannot be provided within that timeframe, the councillor will be advised, and the information will be provided as soon as practicable, **having regard to 4.10.e**.

**9. New 5.8 (c)**

Whether the request for the meeting is necessary in the performance of their role as Councillors in making decisions.

**10. Amend 5.11**

Where a Councillor is unsure of confidentiality requirements, they **must** contact the General Manager, or the staff member authorised to manage their request.

**11. New 5.12(f)**

The General Manager considers the requested information to be interrogating the minutiae of Council's operations.



**12. Amend 5.16**

If a Councillor persistently makes requests for information **or meetings** which, in the General Manager’s opinion, results in a significant and unreasonable diversion of staff time and resources, and may create a psychosocial risk to council staff including, for example, because it requires them to work longer hours, impacts their abilities to complete their usual tasks, or creates unreasonable deadlines, the Council may, on the advice of the General Manager, and as a risk control measure in accordance with the Work, Health and Safety Act 2011, resolve to limit the number of requests (or questions) the councillor can make/ask.

**13. New 5.20**

Where in the opinion of the General Manager and Mayor, a Notice of Motion or Questions with Notice (the matters) are drafted that could give rise to a psychosocial hazard, the author of the matters are to be advised (prior to the publication of the Business Paper) and given the opportunity to amend the matter to remove the psychosocial hazard. Should this not occur the matters are not to be published in the Business Paper.

**14. Amend 6.3**

Councillors should, as far as practicable, only contact staff during business hours **(8.30am to 5.00pm Monday to Friday) in person or by telephone. Emails may be sent out of business hours, but there shall be no expectation of a response by staff outside of business hours.**

**15. Amend 7.1**

Councillors are entitled to have access to the council chamber, committee room, councillors’ rooms, and public areas of Council’s buildings during normal business hours for meetings (and outside business hours if a councillor representative on an advisory committee being held on council offices). Councillors needing access to these facilities at other times must obtain approval from the General Manager. **Access to the Mayor’s office is only permitted with prior agreement of the Mayor.**

**18. Amend 8.2 h)**

Councillors **or staff** making personal attacks on staff **or councillors** or engaging in conduct towards staff **or councillors** that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media.

**19. Amend 8.3**

Where a councillor **or staff** engages in conduct that, in the opinion of the General Manager, puts the health, safety or welfare of staff **or councillors** at risk, the General Manager may restrict the interaction between the relevant parties and if relevant utilise Section 5.16 of this Policy.

**Community Consultation**

Statement of Intent

The consultation is designed to inform the community of the new policy and its intent. Any comments received will be reviewed and evaluated before they are presented to Council for consideration and determination on whether to proceed with the new policy or not.

Method

<b>Level of Participation</b>	Inform	Consult
<b>Form of Participation</b>	Open	Open
<b>Target Audience</b>	Lane Cove Community	Lane Cove Community
<b>Proposed Medium</b>	Website and eNewsletter	Website ‘Have Your Say’ Written Submissions
<b>Indicative Timing</b>	Late June to early Aug 2024	Late June to early August 2024

### **Conclusion**

The Draft Councillor and Staff Interaction Policy has been developed with regard to the OLG Model Interaction Policy and legal advice provided by experts. This report outlines additional amendments to the Draft Policy for Council's consideration and possible inclusion before the Draft Policy is placed on public exhibition for a period of 6 weeks in line with the community consultation plan outlined in this report.

### **RECOMMENDATION**

That Council:-

1. Consider the proposed amendments contained within this report;
2. Place the amended Draft Councillor and Staff Interaction Policy on public exhibition for a period of 6 weeks in line with the community consultation plan outlined in this report subject to any amendments; and
3. Trial the Draft Councillor and Staff Interaction Policy during the public exhibition period.

Steven Kludass

**Director - Corporate and Strategy**  
**Corporate and Strategy Division**

### **ATTACHMENTS:**

AT-1 [View](#) Draft Councillor and Staff Interaction Policy

POLICY-CS-16 – Draft Councillor and Staff Interaction Policy

# Draft Councillor and Staff Interaction Policy

## Purpose

The purpose of the Councillor and Staff Interaction Policy (the Policy) is to provide a framework for councillors when exercising their official functions by specifically addressing their ability to interact with, and receive advice from, authorised staff.

This Councillor and Staff Interaction Policy has been modeled on the Office of Local Government (OLG) Model Councillor and Staff Interaction Policy that was developed in consultation with councils.

It provides an exemplar approach, incorporating examples of best practice from a diverse range of NSW councils. At its core, the policy has three main goals:

- to establish a framework by which councillors can access the information they need to perform their official functions,
- to promote positive and respectful interactions between councillors and staff, and
- to advise where concerns can be directed if there is a breakdown in the relationship between councillors and staff.

This Policy applies to all councillors and council staff, all interactions between councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing and whenever interactions between councillors and staff occur, including inside or outside of work hours, and at both council and non-council venues and events.

This Policy does not confer any delegated authority upon any person. All delegations to staff are made by the General Manager.

The Code of Conduct provides that council officials must not conduct themselves in a manner that is contrary to the Council's policies. A breach of this Policy will be a breach of the Code of Conduct including, but not limited to, [Part 3.1b](#), [Part 3.1g](#), [Part 3.8](#), [Part 3.12](#), and [Part 7.2\(c\)](#) of the Code of Conduct.

The Model Councillor and Staff Interaction Policy is structured as follows:

<b>Part 1</b>	Introduction
<b>Part 2</b>	Sets out the scope of the policy
<b>Part 3</b>	Describes the policy's objectives
<b>Part 4</b>	Sets out the respective roles and responsibilities of councillors and staff and the principles that should guide their interactions
<b>Part 5</b>	Sets out the administrative framework for a councillor requests system
<b>Part 6</b>	Identifies which staff councillors can contact directly
<b>Part 7</b>	Addresses councillors' entitlement to access council buildings
<b>Part 8</b>	Describes appropriate and inappropriate interactions between councillors and staff
<b>Part 9</b>	Provides advice about who complaints can be made to
<b>Schedule 1</b>	Contains a template for a list of staff councillors can contact directly under Part 6 of the policy

## Part 1 – Introduction

- 1.1 The Policy, sourced from Part 7.2(c) of the Model Code of Conduct, complements and should be read in conjunction with Lane Cove Council's Code of Conduct (the Code of Conduct), Council's Code of Meeting Practice, the Local Government Act, 1993 and the Work, Health and Safety Act, 2011.
- 1.2 The aim of the Policy is to facilitate a positive working relationship between councillors, as the community's elected representatives, and staff, who are employed to administer the operations of the Council. The Policy provides direction on interactions between councillors and staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.
- 1.3 The Policy is also designed to develop a shared understanding of what are considered reasonable expectations when dealing with the needs of Councillors in discharging their official functions on the one hand, with staff's role to efficiently and effectively administer the operations of Council, on the other hand.
- 1.4 It is important to have an effective working relationship that observes various legislative requirements and recognises the important but differing contribution both parties bring to their complementary roles.

## Part 2 – Scope

- 2.1 This Policy applies to all councillors and council staff.
- 2.2 This Policy applies to all interactions between councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing.
- 2.3 This Policy applies whenever interactions between councillors and staff occur, including inside or outside of work hours, and at both council and non-council venues and events.
- 2.4 This Policy does not confer any delegated authority upon any person. All delegations to staff are made by the General Manager, noting that Council can also delegate its functions to the Mayor or a Councillor under s377(1) of the LG Act.
- 2.5 The Code of Conduct provides that council officials must not conduct themselves in a manner that is contrary to the Council's policies. A breach of this Policy will be a breach of the Code of Conduct including, but not limited to, Part 3.1b), Part 3.1g), Part 3.8, Part 3.12, and Part 7.2(c) of the Code of Conduct.

## Part 3 – Policy objectives

- 3.1 The objectives of the Policy are to:
  - a. establish positive, effective and professional working relationships between councillors and staff defined by mutual respect and courtesy
  - b. enable councillors and staff to work together appropriately and effectively to support each other in their respective roles
  - c. ensure that councillors receive advice in an orderly, courteous and appropriate manner to assist them in the performance of their civic duties
  - d. ensure councillors have adequate access to information to exercise their statutory roles
  - e. provide direction on, and guide councillor interactions with, staff for both obtaining information and in general situations
  - f. maintain transparent decision making and good governance arrangements

- g. ensure the reputation of Council is enhanced by councillors and staff interacting consistently, professionally and positively in their day-to-day duties
- h. ensure that the actions of councillors and council staff have appropriate regard for the safety and wellbeing of one another.
- i. provide a clear and consistent framework through which breaches of the Policy will be managed in accordance with the Code of Conduct.
- j. establish parameters around how the Councillor Requests System is to be managed, including identifying the kinds of requests for information councillors may make, identifying the different ways in which different kinds of requests may be dealt with under the Policy, and establishing a balance between councillors roles under the Local Government Act, 1993 and their desire for information on the one hand and staff's role to efficiently and effectively administer the operations of Council; Council's limited resources; and ability to deal with those requests within the context of its work, health and safety obligations, on the other hand.

## Part 4 – Principles, roles and responsibilities

- 4.1 Several factors contribute to a good relationship between councillors and staff. These include goodwill, understanding of roles, communication, protocols, a good understanding of legislative requirements and appropriate regard for the safety and wellbeing of one another
- 4.2 Individual Councillors, the Council's governing body (as defined in s421B the Local Government Act) and the administration of Council (being staff within the organisation) must have a clear and sophisticated understanding of their different roles, and the fact that these operate within a hierarchy. The administration is accountable to the General Manager, who in turn, is accountable to the Council's governing body.
- 4.3 Section 232 of the *Local Government Act 1993* (the LGA) states that the role of a councillor is as follows:
  - a) to be an active and contributing member of the governing body
  - b) to make considered and well-informed decisions as a member of the governing body
  - c) to participate in the development of the integrated planning and reporting framework
  - d) to represent the collective interests of residents, ratepayers and the local community
  - e) to facilitate communication between the local community and the governing body
  - f) to uphold and represent accurately the policies and decisions of the governing body
  - g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.
- 4.4 The administration's role is to advise the governing body, deal with Councillor requests for information, implement Council's decisions and to oversee service delivery.
- 4.5 There is no overlap between the role of a councillor and the role of the administration. It is beneficial if the administration recognises the complex political environments in which elected members operate and acknowledge that they work within a system that is based on democratic governance.
- 4.6 Councillors similarly need to understand that it is a highly complex task to prepare information and provide quality advice on the very wide range of issues that Council operations cover. This is covered in more detailed in Part 5 of this Policy.

4.7 Council commits to the following principles to guide interactions between councillors and staff:

<b>Principle</b>	<b>Achieved by</b>
<b>Equitable and consistent</b>	Ensuring appropriate, consistent and equitable access to information for all councillors within established service levels
<b>Considerate and respectful</b>	Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions
<b>Ethical, open and transparent</b>	Ensuring that interactions between councillors and staff are ethical, open, transparent, honest and display the highest standards of professional conduct
<b>Fit for purpose</b>	Ensuring that the provision of equipment and information to councillors is done in a way that is suitable, practical and of an appropriate size, scale and cost for a client group of <a href="#">nine Councillors</a> .
<b>Accountable and measurable</b>	Providing support to councillors in the performance of their role in a way that can be measured, reviewed and improved based on qualitative and quantitative data

4.8 Councillors are members of the Council's governing body, which is responsible for directing and controlling the affairs of the Council in accordance with the LGA. Councillors need to accept that:

- a) responses to requests for information from councillors may take time and consultation to prepare and be approved prior to responding
- b) staff are not accountable to them individually
- c) they must not direct staff except by giving appropriate direction to the General Manager by way of a council or committee resolution, or by the mayor exercising their functions under section 226 of the LGA
- d) they must not, in any public or private forum, direct or influence, or attempt to direct or influence, a member of staff in the exercise of their functions
- e) they must not contact a member of staff on council-related business unless in accordance with this Policy
- f) they must not use their position to attempt to receive favourable treatment for themselves or others.
- g) **they must not involve themselves in matters or influence others in matters that are the functions and the responsibility of the General Manager.**

4.9 Councillors should also be aware of the following:

- a) **Councillors should not seek to undertake the day to day management of Council operations as this is the domain of the General Manager and council staff (Refer to Section 335 of the Local Government Act, 1993).**
- b) **Councillors should not seek to become involved in or to bring influence to bear on the day to day management, operations and administration of the Council and place pressure on the General Manager and senior staff in the performance of their roles.**
- c) **Councillors risk the Council itself or themselves personally incurring legal liability for actions and decisions that are not properly researched or considered and which cause Council to breach the law or cause third parties loss or damage. The Council and councillors would likely not have protection from liability for such actions and decisions. To avoid this risk, Councillors can and need to request the General Manager to investigate and/or enquire into a matter and provide a report back to Council to consider.**

- d) Councillors have protection from liability under Section 731 of the Local Government Act (NSW) which provides that *"A matter or thing done by a councillor does not, if the matter or thing was done in good faith, and for and on behalf of the council, subject a councillor to any action, liability, claim or demand."*
- e) Councillors must take reasonable care that their conduct and actions do not adversely affect the health and safety of other persons, including by mitigating the risk that their comments or actions give rise to psychosocial hazards for council staff in the workplace, which can include interfering, undermining and/or bullying (Refer to Section's 3.8 – 3.12 of the Code of Conduct).
- f) While councillors are free, subject to their obligations under the council's Code of Conduct, to advocate a position on matters that are before the council for a decision, once a decision has been made, they are required to uphold the policies and decisions of the council.
- g) Councillors create risk through publishing information that is at risk of waiving legal privilege or leads the public to misinterpret it due to a lack of context.
- h) Councillors cannot seek legal advice (or any advice) from a Council contractor (Refer to Clause 7.2 of the Code of Conduct).

4.10 The General Manager is responsible for the efficient and effective day-to-day operation of the Council and for ensuring that the lawful decisions of the Council are implemented without undue delay. Council staff need to understand:

- a) they are not accountable to individual councillors and do not take direction from them. They are accountable to the General Manager, who is in turn accountable to the Council's governing body
- b) they should not provide advice to councillors unless it has been approved by the General Manager or a staff member with a delegation to approve advice to councillors
- c) they must carry out reasonable and lawful directions given by any person having the authority to give such directions in an efficient and effective manner
- d) they must ensure that participation in political activities outside the service of the Council does not interfere with the performance of their official duties
- e) they must provide full and timely information to councillors sufficient to enable them to exercise their civic functions in accordance with this Policy.

## Part 5 – The councillor requests system

5.1 Councillors have a right to access to Council information provided it is necessary for the performance of their official functions. This right can only be impinged in order to comply with an overriding duty owed to another person under the Work Health and Safety Act 2011 to take reasonable care that their conduct and actions do not adversely affect other's health and safety. This could include if the requests for information create a psychosocial risk to council staff, for example because it requires them to work longer hours, impacts their abilities to complete their usual tasks, creates unreasonable deadlines, creates undue stress, or requires an unreasonable amount of resources to response.

- a) Responses to Councillor requests and enquiries will be managed using the following criteria as a guide:
    - I. Is the information required related to a matter that is on the upcoming Council Business Paper agenda?
    - II. Is the information necessary for a councillor to discharge their official functions and why is the information considered necessary?
    - III. Is the information required related to a matter that involves a high degree of risk to public/personal safety?
    - IV. Will the information requested involve a disproportionate amount of time/resources in responding (greater than one hour)?
    - V. Is the information requested related to a matter that is in the adopted Delivery Program and Operational Plan?
    - VI. Is the information requested or the total volume of councillors requests (inclusive of the number of issues an/or questions contained within each request) being handled at any one time likely to give rise to a psychosocial hazard that needs to be managed?
    - VII. Is there an alternate forum where the information requested can be discussed with other councillors and senior staff (Councillor Workshop)?
  - b) Councillor requests and enquiries of an administrative nature are exempt (excluded) from the Councillor Requests System. Requests of an administrative nature include clarification of Councillor diary commitments, requests for meetings and/or to attend meetings virtually and other related administrative requests.
  - c) A flowchart is provided in Section 15 to assist in the understanding of how Councillor requests/enquiries are to be managed, in accordance with the role of Councillor as defined by the Local Government act,1993.
- 5.2 Councillors do not have a right to request information about matters that they are prevented from participating in decision-making on because of a conflict of interest, unless the information is otherwise publicly available.
- 5.3 The General Manager may identify Council support staff under this Policy for the management of requests from councillors.
- 5.4 Councillors can use the councillor requests system to:
- a) request access to any information necessary for the performance of their official functions, including any information relating to the affairs of the Council
  - b) bring concerns that have been raised by members of the public to the attention of staff
  - c) request ICT or other support from the Council administration
  - d) request that a staff member be present at a meeting (other than a meeting of the council) for the purpose of providing advice to the meeting, provided the meeting has been approved by the General Manager.
- 5.5 Councillors must, to the best of their knowledge, be specific about what information they are requesting, and make their requests respectfully. Where a councillor's request lacks specificity, the General Manager or staff member authorised to manage the matter is entitled to ask the councillor to clarify their request and the reason(s) why they are seeking the information.
- 5.6 Staff must make every reasonable effort to assist councillors with their requests and do so in a respectful manner.



5.7 The General Manager or the staff member authorised to manage a councillor request will provide a response within **five (5) working days**. Where a response cannot be provided within that timeframe, the councillor will be advised, and the information will be provided as soon as practicable.

5.8 Requests under clause 5.4 (d) **must be given a minimum notice of 48 hours, Monday to Friday**, before the meeting. The General Manager, or members of staff that are listed at Schedule 1 of this Policy, are responsible for determining:

- a) whether a staff member can attend the meeting; and
- b) which staff member will attend the meeting.

Staff members who attend such meetings must be appropriately senior and be subject matter experts on the issues to be discussed at the meeting.

5.9 Councillors are required to treat all information provided by staff appropriately and to observe any confidentiality requirements.

5.10 Staff will inform councillors of any confidentiality requirements for information they provide so councillors can handle the information appropriately.

5.11 Where a councillor is unsure of confidentiality requirements, they should contact the General Manager, or the staff member authorised to manage their request.

5.12 The General Manager may refuse access to information requested by a councillor if:

- a) the information is not necessary for the performance of the councillor's role as defined in s232 of the Local Government Act, or
- b) responding to the request would, in the General Manager's opinion, result in an unreasonable diversion of staff time and resources, or
- c) **responding to the request causes or is likely to cause a psychosocial harm in the workplace.**
- d) the councillor has previously declared a conflict of interest in the matter and removed themselves from decision-making on it, or
- e) the General Manager is prevented by law from disclosing the information.

5.13 Where the General Manager refuses to provide information requested by a councillor, they must act reasonably **and according to law**. The General Manager must advise a councillor in writing of their reasons for refusing access to the information requested.

5.14 Where a councillor's request for information is refused by the General Manager on the grounds referred to under clause 5.12 (a) or (b), the councillor may instead request the information through a resolution of the council by way of a notice of motion. This clause does not apply where the General Manager refuses a councillor's request for information under clause 5.12 (c) or (d).

5.15 Nothing in clauses 5.12, 5.13, and 5.14 prevents a councillor from requesting the information in accordance with the *Government Information (Public Access) Act 2009*.

5.16 **If a Councillor persistently makes requests for information which, in the General Manager's opinion, results in a significant and unreasonable diversion of staff time and resources, and may create a psychosocial risk to council staff including, for example, because it requires them to work longer hours, impacts their abilities to complete their usual tasks, or creates unreasonable deadlines, the Council may, on the advice of the General Manager, and as a risk control measure in accordance with the Work, Health and Safety Act 2011, resolve to limit the number of requests (or questions) the councillor can make/ask.**

5.17 Councillor requests are state records and must be managed in accordance with the *State Records Act 1998*.

5.18 A report will be provided to Council on a six monthly basis regarding the performance and efficiency of the councillor requests system against established key performance indicators.

## Part 6 – Access to Council staff

- 6.1 Councillors may directly contact members of staff that are listed in Schedule 1 of this Policy. The General Manager may amend this list at any time and will advise councillors promptly of any changes.
- 6.2 Councillors can contact staff listed in Schedule 1 about matters that relate to the staff member's area of responsibility.
- 6.3 Councillors should as far as practicable, only contact staff during normal business hours **and must keep in mind their duty to take reasonable care that their conduct and actions do not adversely affect the health and safety of that staff member if contacting them outside of normal business hours.**
- 6.4 If councillors would like to contact a member of staff not listed in Schedule 1, they must receive permission from the General Manager.
- 6.5 If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the [General Manager or the Executive Officer](#) to the General Manager who will provide advice about which authorised staff member to contact.
- 6.6 The General Manager or a member of the Council's executive leadership team may direct any staff member to contact councillors to provide specific information or clarification relating to a specific matter.
- 6.7 A councillor or member of staff must not take advantage of their official position to improperly influence other councillors or members of staff in the performance of their civic or professional duties for the purposes of securing a private benefit for themselves or for another person. Such conduct should be immediately reported to the General Manager or Mayor in the first instance, or alternatively to the Office of Local Government, NSW Ombudsman, or the NSW Independent Commission Against Corruption.

## Part 7 – Councillor access to council buildings

- 7.1 Councillors 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 for meetings. Councillors needing access to these facilities at other times must obtain approval from the General Manager.
- 7.2 Councillors must not enter staff-only areas of Council buildings without the approval of the General Manager

## Part 8 – Appropriate and inappropriate interactions

8.1 Examples of appropriate interactions between councillors and staff include, but are not limited to, the following:

- a) councillors and council staff are courteous and display a positive and professional attitude towards one another
- b) council staff ensure that information necessary for councillors to exercise their civic functions is made equally available to all councillors, in accordance with this Policy and any other relevant Council policies
- c) council staff record the advice they give to councillors in the same way they would if it was provided to members of the public
- d) council staff, including Council's executive team members, document councillor requests via the councillor requests system
- e) council meetings and councillor briefings are used to establish positive working relationships and help councillors to gain an understanding of the complex issues related to their civic duties
- f) councillors and council staff feel supported when seeking and providing clarification about council related business
- g) councillors forward requests through the councillor requests system and staff respond in accordance with the timeframes stipulated in this Policy

8.2 Examples of inappropriate interactions between councillors and staff include, but are not limited to, the following:

- a) councillors and council staff conducting themselves in a manner which:
  - i) **is contrary to their duties under the *Work Health and Safety Act 2011* to:**
    - a. **take reasonable for their own health and safety,**
    - b. **Take reasonable care of the health and safety of others who may be affected by their acts or omissions, and**
    - c. **Comply with policies or procedures by the Council to ensure workplace health and safety, including this Policy, the Code of Conduct, and the Health and Safety Policy.**
  - ii) constitutes harassment and/or bullying within the meaning of the Code of Conduct, or is unlawfully discriminatory
- b) councillors approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
- c) staff approaching councillors to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters

- d) subject to clause 5.12, staff refusing to give information that is available to other councillors to a particular councillor
  - e) councillors who have lodged an application with the council, discussing the matter with staff in staff-only areas of the council
  - f) councillors being overbearing or threatening to staff
  - g) staff being overbearing or threatening to councillors
  - h) councillors making personal attacks on staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media
  - i) councillors directing or pressuring staff in the performance of their work, or recommendations they should make
  - j) staff providing ad hoc advice to councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community
- 8.3 Where a councillor engages in conduct that, in the opinion of the General Manager, puts the health, safety or welfare of staff at risk, the General Manager may restrict the councillor's access to staff **as well as the points raised in Section 5.16 of this Policy.**
- 8.4 Any concerns relating to the conduct of staff under this Policy should be raised with the General Manager.

## Part 9 – Complaints

- 9.1 Complaints about a breach of this policy should be made to the General Manager (if the complaint is about a councillor or member of council staff), or the Mayor (if the complaint is about the General Manager).
- 9.2 Clause 9.1 does not operate to prevent matters being reported to OLG, the NSW Ombudsman, the NSW Independent Commission Against Corruption or any other external agency

## Schedule 1 – Authorised staff contacts for councillors

1. Clause 6.1 of this Policy provides that councillors may directly contact members of staff that are listed below. The General Manager may amend this list at any time.
2. Councillors can contact staff listed below about matters that relate to the staff member's area of responsibility.
3. Councillors should as far as practicable, only contact staff during normal business hours.
4. If councillors would like to contact a member of staff not listed below, they must receive permission from the General Manager or their delegate.
5. If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the [General Manager](#) or the [Executive Officer](#) to the General Manager who will provide advice about which authorised staff member to contact.
6. In some instances, the General Manager or a member of the Council's executive leadership team may direct a council staff member to contact councillors to provide specific information or clarification relating to a specific matter.

Authorised staff members name	Position
<a href="#">Craig Wrightson</a>	<a href="#">General Manager</a>
<a href="#">Steven Kludass</a>	<a href="#">Director – Corporate Services &amp; Strategy</a>
<a href="#">Mark Brisby</a>	<a href="#">Director – Planning and Sustainability</a>
<a href="#">Stephanie Kelly</a>	<a href="#">Director – Community and Culture</a>
<a href="#">Martin Terescenko</a>	<a href="#">Director - Open Space and Infrastructure</a>
<a href="#">Corinne Hitchenson</a>	<a href="#">Executive Officer to the General Manager</a>

POLICY-CS-16 – Draft Councillor and Staff Interaction Policy

## 11. Related Policies, Management Directive, Procedures, or Other Documents

Records Reference/ Document Number	Document Title
64714/20	Council's Code of Conduct
NSW OLG	Guidelines for the Appointment and Oversight of the General Manager
NSW OLG	Integrated Planning and Reporting (Handbook for Local Councils in NSW)

## 12. Related Legislation

1. *Local Government Act, 1993*
2. *Local Government (General) Regulation 2021*
3. *Privacy and Personal Information Protection Act 1998*
4. *Government Information (Public Access) Act 2009*
5. *Integrated Planning and Reporting Guidelines for Local Government in NSW*
6. *Work, Health and Safety Act 2011*

## 13. Recording Document Versions/History

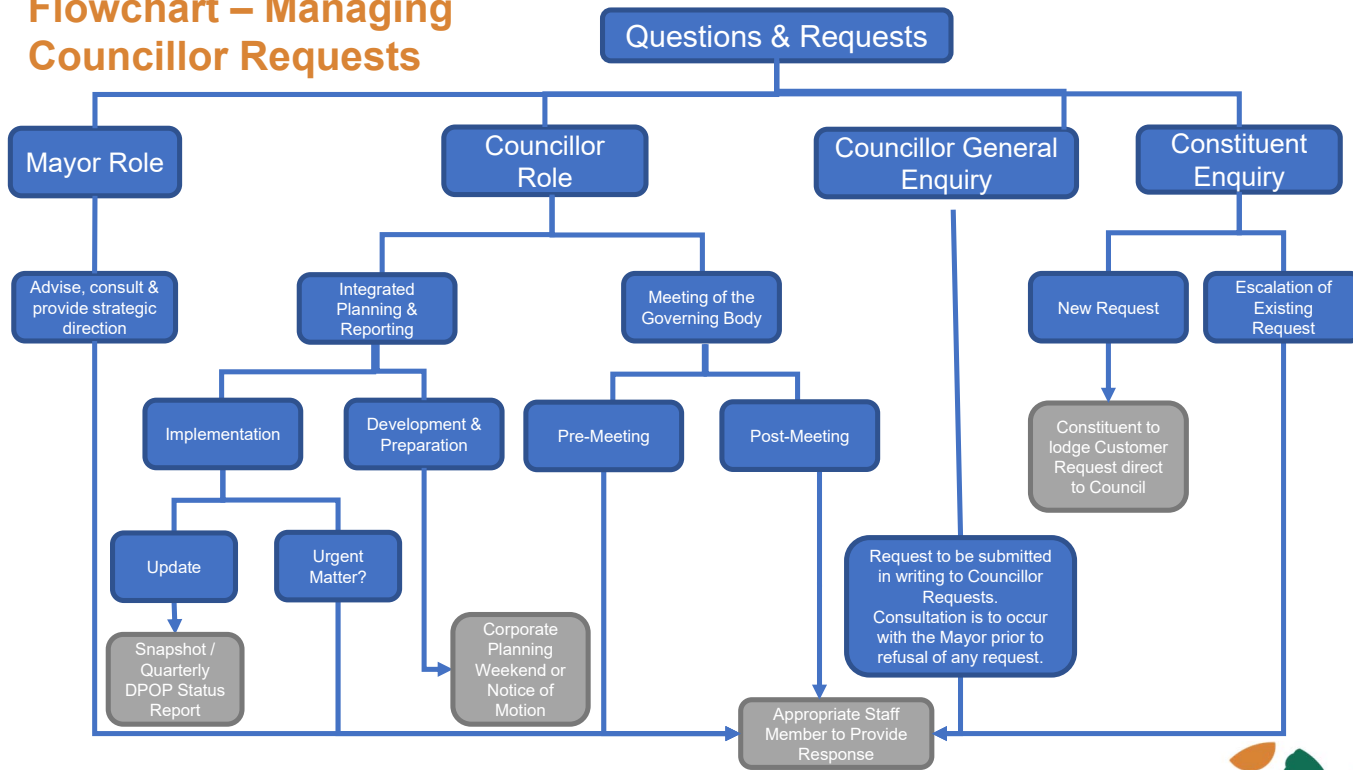
This Policy is required to be reviewed in accordance with the review schedule set out in Council's policy framework. All changes approved through that review process are to be recorded in the following table:

Version	Original or Amendment	Authoriser	Date	Details/Reference
1.0	Original CS16	Council		Policy proposed to Council

## 14. Administrative Details

Policy Title	Councillor and Staff Interaction Policy
Policy Number	POL-CS - 16
Approval Authority	Council
Date Approved & Commenced	TBA
Department/ Responsible Officer <i>(Responsible for implementing, monitoring &amp; reviewing this policy)</i>	Corporate Service Division
Records Reference	TRIM: 47330/23
Publication Rights	Public

## Flowchart – Managing Councillor Requests



- Criteria in Managing Questions & Requests:**
1. Is the matter related to an item on the Council Business Papers?
  2. Is the information necessary in discharging the Councillor's official functions?
  3. Does the matter involve a high degree of risk to public/ personal safety?
  4. Will a response require a disproportionate amount of time and/or diversion of resources?
  5. Is the matter related to an item included in the adopted Delivery Program?
  6. Is there an alternate forum where the matter can be discussed (eg Councillor Workshop)?
  7. Is the volume of requests likely to give rise to a psychosocial hazard that needs to be managed?



**Subject:** Draft Strategy for an Age Friendly Lane Cove 2024-2029  
**Record No:** SU5300 - 32504/24  
**Division:** Community and Culture Division  
**Author(s):** Stephanie Kelly

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## **Executive Summary**

Lane Cove Council was the first NSW Council to become a member of the World Health Organisation Age-Friendly Cities in 2014 and adopted a ten-year plan based upon is a framework to promote health and active ageing. Much has been achieved over the past decade and the Council continues its commitment to enabling our community to inspire change, enhance connection, and support innovative and evidence-based solutions to create a great place to grow old.

A new plan has been developed in collaboration with a wide range of residents and partners to build upon this successful program. The new draft Strategy for an Age-Friendly Lane Cove 2024 – 2029 is now recommended for public exhibition for six weeks.

## **Background**

The World Health Organisation (WHO) Global Strategy is a framework to foster health and active ageing. The goal is for ageing to be safe and appropriate so that our citizens can retain health, connection, and dignity.

The Age-Friendly Cities framework includes eight interconnected domains listed below:

1. Outdoor Spaces and Buildings
2. Transportation
3. Housing
4. Social Participation
5. Respect and Inclusion
6. Civic Participation and Employment
7. Communication and Information
8. Community Support and Health Services

The purpose of the Age-Friendly strategy is to create a document to support Council's response to the challenges of the ageing population and foster an environment that promotes active ageing and community engagement. Assessing how age-friendly Lane Cove has become is essential to continue to provide appropriate services and infrastructure to create a better future.

## **Discussion**

Redwoods Working Collaborative were appointed as lead consultants to develop the strategy. The community consultation plan involved engaging with the local community, businesses, service providers, and staff. The engagement process included online surveys, social media advertising, and face to face consultation with community members, support services, and reference groups, including the Age Friendly Advisory Committee, the Access and Inclusion Advisory Committee, and Pottery Gardens. The surveys and consultation templates focused on the eight areas predetermined by the WHO Age Friendly Cities.



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**DRAFT STRATEGY FOR AN AGE FRIENDLY LANE COVE 2024-2029**

In total, 266 people across the area contributed to the development of the draft strategy. The table breaks down the engagement campaign.

<b>Consultation Type</b>	<b>Responses/Attendances</b>
Community Survey	266
Staff Survey	8
Individual in depth interviews	8 residents (4 case studies)
Reference Groups	Age-Friendly Advisory Committee (10) Pottery Gardens Residents Association (14)
Interviews with Service Users	Aboriginal Heritage Office (1) Home Library Service (1) Pottery Gardens (1) Sydney Community Services (2)
Public Space Engagement	The Plaza (105) Open Day Meeting House (42)

Based on the feedback received from community engagement, industry best practice and research, strategic outcomes have been identified for each focus area and actions to achieve each outcome have been developed. The outcomes for each focus area are outlined in the following table.

<b>Domain, Outcome</b>	<b>Actions</b>
<p><b>Outdoor spaces and buildings</b></p> <p>Outdoor environments where older people can get out and about with ease and safety.</p>	<p>1.1 Create accessible open spaces with green spaces in mind</p> <p>1.2 Age friendly buildings pavements and walkways safe pedestrian crossings and adequate rest areas</p> <p>1.3 Secure environment</p>
<p><b>Transport</b></p> <p>Enhanced access to transport by older people</p>	<p>2.1 Accessible and affordable</p> <p>2.2 Safe</p>
<p><b>Housing</b></p> <p>Opportunities for older people to access appropriate and affordable housing options, including residential aged care, and without leaving Lane Cove.</p>	<p>3.1 Well-designed housing that is safe and affordable.</p> <p>3.2 Housing options with good connectivity to social and community services</p>
<p><b>Respect and Inclusion</b></p> <p>Older people know they are respected and valued as members of the community and are socially included rather than excluded or isolated.</p>	<p>4.1 Respect for seniors' social inclusion</p> <p>4.2 Respect for seniors' economic inclusion</p>
<p><b>Social Participation</b></p> <p>Older people to participate in social, recreation and leisure activities.</p>	<p>5.1 A range of accessible and affordable activities</p> <p>5.2 Intergenerational activities</p>

**Ordinary Council Meeting 20 June 2024**  
**DRAFT STRATEGY FOR AN AGE FRIENDLY LANE COVE 2024-2029**

<p><b>Communication and information</b></p> <p>Older people are well informed and have access to the information they require</p>	6.1 Appropriate and age-friendly distribution of information
<p><b>Civic participation and employment</b></p> <p>Older people participate in community decisions, employment and volunteering.</p>	<p>7.1 Volunteerism promoted to seniors</p> <p>7.2 Employment opportunities for seniors</p> <p>7.3 Civic participation for seniors</p>
<p><b>Community support and health services</b></p> <p>Older people seamlessly access the community support and health services they require.</p>	8.1 Access to community support and health services.

The current document will be used for consultation purposes. After consultation any amendments will be added to the plan. Before adoption, the report will be formatted into the Council’s standard strategy template. The final version of the Strategy for an Age-Friendly Lane Cove 2024–2029 will be submitted to Council for consideration and adoption at the August meeting.

**Community Consultation**

Statement of Intent

The public exhibition of the draft Strategy for an Age-Friendly Lane Cove 2024 – 2029 is part of our commitment to transparency and community engagement. It provides the community with an additional opportunity to comment on the draft. Any comments received will be reviewed and evaluated by the Council and the consultants to determine how to proceed with their inclusion in the final Plan. This process ensures that the final plan reflects the community's needs and aspirations.

Method

<b>Level of Participation</b>	Inform	Inform	Consult
<b>Form of Participation</b>	Open	Targeted	Partner Participation
<b>Target Audience</b>	Lane Cove community and community groups	Access and Inclusion Advisory Committee, Pottery Gardens Residents Association, Sydney Community Services	Age-Friendly Advisory Committee
<b>Proposed Medium</b>	Website exhibition, eNewsletter and social media	General public feedback and previous contributors to the survey	Committee workshops and advise/recommendations taken toward decisions
<b>Indicative Timing</b>	June – Augst 2024	June- August 2024	June- August 2024

**Conclusion**

The implementation of the Strategy for an Age-Friendly Lane Cove will occur over the next five years. Over this time, it is envisaged that Lane Cove will continue its journey to becoming an even more age-friendly community.

**RECOMMENDATION**

That Council:

1. The draft Strategy for an Age-Friendly Lane Cove 2024 – 2029 be endorsed for the purpose of public exhibition and be placed on public exhibition for six weeks in accordance with the consultation strategy outline in the report; and
2. A report be submitted to Council following the public exhibition period.

Stephanie Kelly  
**Director - Community and Culture**  
**Community and Culture Division**

**ATTACHMENTS:**

<b>AT-1</b> <a href="#">View</a>	DRAFT Strategy for an Age Friendly Lane Cove 2024-2029	44 Pages	Available Electronically
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**Ordinary Council Meeting 20 June 2024**  
**JEAN MITCHELL LUCRETIA BATHS RESTORATION - FURTHER REPORT**

**Subject:** Jean Mitchell Lucretia Baths Restoration - Further Report  
**Record No:** SU8705 - 31678/24  
**Division:** Community and Culture Division  
**Author(s):** Stephanie Kelly

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### **Executive Summary**

This report provides an update on the Jean Mitchell Lucretia Baths project. A concept design for the replacement of the baths structure was completed in March 2024 and costed at \$1,462,800. Funding was not available in the budget at that time given the level of complexity, risk, and Council's existing significant capital works program. Council resolved to note that there was a previous commitment to do the works and so directed that the matter be considered after the current capital works program has been completed.

This report responds to a series of questions asked about the leasing arrangements with foreshore owner Transport for New South Wales (TfNSW) and further background on the future restoration of the site.

### **Background**

The Jean Mitchell Lucretia Baths are currently in a state of disrepair with significant funding required to bring the Baths up to a safe standard.

There have been several Council reports and consultations about progressing the restoration and replacement of the Jean Mitchell Lucretia Baths, notably 24 November 2022, 23 February 2023, 23 May 2023, 21 September 2023 and 21 March 2024. This report responds to the Council resolution from 21 March 2024, viz:-

*"That Council:*

- 1. Receive and note the report;*
- 2. Note that Council agreed to progress rebuild of the Baths subject to funding in the May 2023 Council meeting;*
- 3. Note that to be compliant with TfNSW regulations, that any design for the rebuild of the Baths will ensure that the facility does not allow a way for watercraft to be attached to the structure;*
- 4. Safely secure the premises and consistently monitor for vandalism of these safety measures;*
- 5. Make available to the public, the design plan, concept plan, suggestions for safety and maintenance improvements and construction approach, reports on the effectiveness of the predator protection system, marine habitat, surveys, preliminary geotechnical information, and assessment of the water quality;*
- 6. Reconsider funding once the Sport and Recreation Facility is completed, currently forecast third quarter 2025;*
- 7. Report back to the June Ordinary Council meeting with:*
  - i. Our terms and conditions under the current lease agreement with TfNSW outlining our commitment to safety, commitment to maintaining the Baths in a state of repair; and conditions to break/maintain the lease and make good clauses;*
  - ii. What the current lease agreement costs annually;*
  - iii. What costs have been incurred to date with regards to maintenance of the Baths since Council took over responsibility of maintenance of this asset;*
  - iv. Estimated ongoing maintenance of costs once the asset has been restored;*
  - v. Confirmation that the Baths are registered in our Council Asset Management Plan;*

*8. When considering the project in the future, consider as an option the installation of a solution which allows people to walk out onto the water that doesn't allow boats to be tied to it."*

The plans and supporting reports detailing the requirements of Council in replacing the Baths structure has been published on Council's website.

### **Discussion**

Lane Cove Council assumed responsibility for the lease of the Jean Mitchell Lucretia Baths located at Woodford Bay, Dunois Street, Longueville, based on a Deed of Lease dated 18 August 1992. The lease encompasses an area of 590 sqm and extends to all or any land of the Maritime Services Board (MSB) adjoining or adjacent to the premises.

#### *Lease requirements*

Given the lease of the Baths, the Council is responsible for maintaining and repairing the structures, including the seawall, pontoons, fences, and piles. The Council is obligated to keep these structures in good condition and conduct any necessary repairs, including painting and cleaning, as per health regulations and laws. The current lease agreement with TfNSW outlines a commitment to safety and maintaining the Baths in a state of repair. It also includes conditions regarding breaking/maintaining the lease and making good clauses.

If the Council fails to maintain the structures, TfNSW can instruct the Council to remove them at the Council's cost. If Council does not comply, TfNSW can remove the structures and recover the costs from Council. If any part of the structure collapses, Council must reconstruct it at their expense. Council is also responsible for providing proper lighting from sunset to sunrise.

The lease includes safety obligations, which have been addressed by closing the Baths. TfNSW have confirmed that closing the Baths until funds are available to replace the structure is acceptable. The decision to close the Baths was made due to the deteriorating condition of the structure and the safety risks it posed and was part of Council's direction in the March 2024 resolution.

Council has also explained to TfNSW the challenges it faces in enforcing the requirement to stop boat users tie up small crafts to the Baths. Support enforcing these conditions from the water has been requested, as without the boardwalk Council staff cannot reach any attached boat, and it has no enforcement power on the water outside the lease area.

As part of the strategy to prevent dinghies being attached to the Baths, Council has achieved a grant for dinghy storage in Lucretia Avenue. This storage system aims to provide the community with a suitable alternative to leaving boats in the water.

In terms of lease termination, either party can terminate the lease by giving notice, and TfNSW has the right to terminate the lease immediately under certain circumstances. If the lease is terminated, Council is responsible for removing the structures at its cost, and if it fails to do so, TfNSW can remove them and recover the costs from Council.

The cost of the lease is currently \$591 per annum inclusive of GST. This original lease is part of broader negotiations with TfNSW about a single lease for all the sites Council currently leases from the department.

#### *Asset management*

Major works were complete in 2006 and involved replacing palings and board walk repairs. Aside from these works, only minor repair works have been carried out on the Baths since. The cost of this restoration project is high because the facility needs to be renewed and the underwater

**Ordinary Council Meeting 20 June 2024**  
**JEAN MITCHELL LUCRETIA BATHS RESTORATION - FURTHER REPORT**

structures need to be replaced. Over the past ten years, Council has dedicated approximately \$10,000 to regular responsive maintenance.

The Baths are in Council's asset register. The Baths have been assessed as being in 'Poor' condition, which is classified as 'Condition 4'. This assessment was last carried out in 2020/21, and it indicates that the Baths are in need of significant repair and renovation.

If the proposed restoration and replacement is completed, Council will also need to make a more significant annual budget for maintenance, approximately five per cent of the total capital investment is recommended. The harsh marine environment means that Council will also need to invest funds in a sinking fund for future replacement of the structure.

*Alternative pontoon proposal*

Council officers have looked at the request to demolish the Baths and create a "solution which allows people to walk out onto the water that doesn't allow boats to be tied to it." This concept is effectively a pontoon, specifically a pedestrian-only pontoon. A pontoon is a floating structure that can be used for various purposes, including walking out onto the water.

To achieve this, Council officers would need to replicate the planning approach similar to that completed to replace the Baths. This included community consultation, design, marine engineering, a heritage assessment, and an environmental statement, which would be required to submit a development application. This would cost less than the project just undertaken to repair the Baths as some research and reports could be reused. Provision to fund this planning would need to be identified and added to the budget, and ideally, this would be part of a future delivery plan to ensure there are adequate staff resources to complete this.

**Conclusion**

Council will continue to manage the Baths' closure until the site's direction is finalised and adequate funding has been identified. In the meantime, Council will need to work closely with TfNSW on any future proposed solutions.

**RECOMMENDATION**

That Council receive and note the report.

Stephanie Kelly  
**Director - Community and Culture**  
**Community and Culture Division**

**ATTACHMENTS:**

There are no supporting documents for this report.

**Subject:** State of Waxcaps in Lane Cove Bushland Park  
**Record No:** SU3912 - 31816/24  
**Division:** Open Space and Infrastructure Division  
**Author(s):** Jeff Culleton

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### **Executive Summary**

At its February 2024 meeting Council resolved for a report to be provided discussing the state of Waxcaps in Lane Cove Bushland Park (LCBP).

The Department of Climate Change, Energy, Environment and Water (DCCEEW) is the leading body in Waxcap conservation in NSW. Council assists the department to conserve the Waxcap population by methods approved by the DCCEEW which includes bush regeneration and monitoring.

Council have sought advice from the DCCEEW to assist in answering the four questions raised in the notice of motion to ensure the accuracy of the information in this report. The department have confirmed that they are satisfied with the state of the current condition of habitat and measures undertaken by Council to preserve the Waxcaps in LCBP.

### **Background**

At its February 2024 meeting Council resolved to receive a report outlining:

- “1. *Current condition of the optimal habitat in Lane Cove Bushland Park in North, Central and South areas;*
2. *Measures taken to preserve the waxcap habitat in Lane Cove Bushland Park in North, Central and South areas;*
3. *Historical data to date (since monitoring of waxcap species began up to the last fruiting season) identifying quantity, diversity and spread of waxcap fruiting species found in the above three areas, and noting any changes in these measures over the period for which there is data and;*
4. *How the funding from NSW Save Our Species is currently being used for ongoing monitoring and/or to maintain their habitat.”*

LCBP has over 300 native plant species and over 70 native bird species have been observed in the reserve. It's home to several endangered and vulnerable fauna including the Powerful Owl, Grey-headed Flying-Fox, Bent-winged Bat and the Red-crowned Toadlet. It is also home to the threatened community of fungi species from the Hygrophoraceae family (Waxcaps).

Bush regeneration works have been carried out in LCBP for over 40 years after the bush was nearly cleared for a golf course extension in the 1970's. Council has been committed to best practice bushland regeneration techniques, which have resulted in the improvement from weedy bush to the current healthy bushland we see today.

The Waxcaps in LCBP were recognised and listed as an Endangered Ecological Community in 2000 under the Threatened Species Conservation Act and since that time the DCCEEW have been involved in their protection.

The vegetation of LCBP is mapped as Coastal Enriched Sandstone Moist Forest with Coastal Escarpment Littoral Rainforest, which is a Threatened Ecological Community (TEC) along the creek lines.

Council's ongoing bush regeneration program in this reserve has restored many areas of LCBP to native bushland, with annual contributions from Council's operational funds and grant funding from the Save our Species Multi-species Fungi Project (SoS) project provided by the DCCEEW.

All bush regeneration works in and around the TEC within LCBP are undertaken in consultation of the DCCEEW. Furthermore, any adjustment to the methodologies Council applies to the conservation of the Waxcaps are reviewed and approved by the DCCEEW. Council receives annual grant funding from the DCCEEW as part of their SoS program for the purpose of bush regeneration in known Waxcap areas.

Council routinely receives advice from the DCCEEW on how to best conserve areas of Waxcaps and assists in annual field-based monitoring. The DCCEEW have reviewed documents provided by Council of our management methods including bush regeneration work areas and they are satisfied with Council's methodologies and techniques which include undertaking weed control across the reserve paying particular attention to the sensitive Waxcap community.

The work undertaken helps to minimise and maintain weed free areas to stop weed spread into Waxcap habitat. Additionally, Council avoids working in Waxcap habitat when they are fruiting to avoid any disturbance. Council have actively restored and mitigated further creek line erosion from stormwater in particular sensitive Waxcap areas to protect the creek line, its surrounding vegetation and the Waxcaps themselves.

### **Discussion**

Below are the responses to the queries raised in the February 2024 resolution. These responses have been developed in consultation with the DCCEEW as they are the managing authority for TECs in NSW:

#### **1. Current condition of the optimal habitat in Lane Cove Bushland Park in North, Central and South areas;**

The current condition of the habitat in LCBP is stable, characterised by a predominant presence of native vegetation and minimal weed cover throughout the reserve. This stability is the result of many years of meticulous and dedicated best practice bush regeneration efforts. This habitat of restored bushland to its most natural setting is favourable for Waxcap populations.

Best practice strategies of manual target weeding, and vine control help restore and maintain the ecological balance of flora and fauna. Bush regeneration has been the primary focus to preserve the biodiversity and health of this resilient bushland in which Waxcaps are found.



**2. Measures taken to preserve the waxcap habitat in Lane Cove Bushland Park in North, Central and South areas;**

The primary technique for preserving Waxcaps in LCBP is bush regeneration. The DCCEEW have reviewed Council's vegetation management documents and are satisfied with the practices of these preservation methods which include:

- Routinely undertaking weed control and assisted regeneration across the reserve with the Waxcap community in mind.
- Efforts made to minimise and maintain weed-free areas and to prevent weed spread into Waxcap habitats.
- Avoiding working in Waxcap habitats during their fruiting periods to avoid disturbance.

Waxcaps primarily occur near the creek, which is also classified as a TEC known as Littoral Rainforest. Management of the reserve aims to protect and manage the values of both the Waxcap TEC and the Littoral Rainforest TEC, as well as the surrounding flora and fauna some of which are also threatened species. This holistic approach includes managing the bushland at an ecosystem level to protect the soil, guard against erosion, and maintain soil moisture, shading, and cover, which ultimately protects micro-organisms, including fungi.

The holistic management approach for both TECs and the surrounding habitat is supported by the DCCEEW. Specific actions identified in the SoS database include:

- Consulting with land managers
- Monitoring flora
- Managing drainage
- Educating the community
- Site-based weed control
- Monitoring habitat condition

These actions collectively contribute to the preservation and stability of the reserve's ecosystem, ensuring the protection of the Waxcap community.

**3. Historical data to date (since monitoring of waxcap species began up to the last fruiting season) identifying quantity, diversity and spread of waxcap fruiting species found in the above three areas, and noting any changes in these measures over the period for which there is data;**

-

- Council has been assisting the DCCEEW with its Waxcap monitoring program for several years. They monitor over the fruiting season when the fungi are visible on the ground, holding monthly visits typically from April through to August, observing species and locations.

-

- Monitoring results for the SoS Multi-species Fungi Project are summarised in the DCCEEW's annual report cards which are publicly accessible at:

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- <https://www.environment.nsw.gov.au/topics/animals-and-plants/threatened-species/saving-our-species-report-cards?search=hygrocybe>

-

- DCCEEW have stated that they are unable to disclose any further historical data beyond these report cards.

-

**4. How the funding from NSW Save Our Species is currently being used for ongoing monitoring and/or to maintain their habitat**

Each financial year Council receives funding from the DCCEEW for the SoS program which is used to carry out sensitive bush regeneration in known Waxcap areas.

**Conclusion**

The community should be privileged that they have such a unique TEC of Waxcaps living in LCBP. The Waxcap community is protected by NSW legislation under the direction of the DCCEEW with Council's assistance.

The DCCEEW have confirmed that they are satisfied with the state of the current condition of LCBP, specifically the Waxcap habitat and measures undertaken by Council to preserve them.

**RECOMMENDATION**

That Council receive and note the report.

Martin Terescenko  
**Director - Open Space and Infrastructure**  
**Open Space and Infrastructure Division**

**ATTACHMENTS:**

There are no supporting documents for this report.

**Subject:** Traffic Committee - May 2024  
**Record No:** SU1326 - 32424/24  
**Division:** Open Space and Infrastructure Division  
**Author(s):** Hasir Suhaib

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### **Executive Summary**

The Lane Cove Traffic Committee has met and submitted recommendations for Council's consideration. It is recommended that the recommendations of the Committee be adopted.

### **Background**

The Lane Cove Traffic Committee is a requirement of Transport for NSW and is primarily a technical review committee, which provides advice to Council on matters referred to it by Council. These matters must be related to prescribed traffic control devices and traffic control facilities for which Council has delegated authority. The Committee makes has no decision-making powers, it makes recommendations for the Council to consider, but Council is not bound by the advice.

### **Discussion**

The Lane Cove Traffic Committee Meeting was held on Tuesday, 21 May 2024.

The Agenda is included as **AT-1**. The Traffic Committee recommendations are shown in the Minutes of the Meeting, included as **AT-2**.

Agenda Items are as follows:

- Murray Street, Lane Cove North - Extension of existing 'No Parking' zone.
- Moore Street, Between Barwon Road and Cullen Street - Installation of 'no parking' zone
- Dorritt Street (east end), Lane Cove - Removal of 'No Parking; 6AM To 1PM Wednesday, and installation of 'No Parking' zone.
- Austin Street at River Road West, Lane Cove - Installation of 'No Stopping' zone and double line markings.
- Greenwich area - Transport for NSW and busways proposals to upgrade the existing bus stops with bus zones for the bus route no 265 which provides bus service from Lane Cove to North Sydney via Greenwich.
- Regulatory Signposting and Linemarking
- Lane Cove Fun Run - September 2024
- Lane Cove Rotary Fair 2024 - TMP And TCP
- Food And Wine Festival by The River at Tambourine Bay Reserve 2024 - Traffic Management Plan And Traffic Control Plan.

### **RECOMMENDATION**

That Council adopt the recommendations of the Lane Cove Traffic Committee Meeting held on Tuesday, 21 May 2024.

**Ordinary Council Meeting 20 June 2024**  
**TRAFFIC COMMITTEE - MAY 2024**

Martin Terescenko  
**Director - Open Space and Infrastructure**  
**Open Space and Infrastructure Division**

**ATTACHMENTS:**

**AT-1** [View](#) Agenda / - Traffic Committee - 21 May 2024

29  
Pages  
14  
Pages

Available  
Electronically

**AT-2** [View](#) Minutes - Traffic Committee - 21 May 2024



**Minutes  
Traffic Committee Meeting  
21 May 2024, 10:00 AM**

All minutes are subject to confirmation at a subsequent meeting and may be amended by resolution at that meeting.



<b>Traffic Committee 21 May 2024 MINUTES</b>
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<b>PRESENT</b>		
Sri Sritharan	-	Traffic Engineer - Lane Cove Council - Chairperson
Nihal Khurshid	-	Roads and Maritime Services (RMS)
Ryan Edwards	-	Sergeant (Traffic Supervisor) - North Shore LAC NSW Police
Muhamed Turk	-	Busways
Hasir Suhaib	-	Traffic Officer - Lane Cove Council
Sebastian Szewcow	-	Manager (Assets) - Lane Cove Council
Rory Burke	-	Local Member Representative
Mary Zhang	-	Road Safety Officer – Lane Cove Council
Vladimir Kotlyar	-	Senior Ranger - Lane Cove Council

**DECLARATIONS OF INTEREST**

*Rory Burke* - *Local Member Representative*

*Rory Burke declared a declaration of interest for item 5: AUSTIN STREET AT RIVER ROAD WEST, LANE COVE - INSTALLATION OF 'NO STOPPING' ZONE AND DOUBLE LINE MARKINGS' One of his close friends lives on Austin Street, in close vicinity to the related issue.*

**APOLOGIES**

Sashika Perera – Coordinator (Traffic and Transport) – Lane Cove Council

Scott Benison – Mayor – Lane Cove

**CORRECTION TO PREVIOUS MINUTES**

It has come to our attention that there was an error in the name of the Local Member Representative recorded in the minutes of the previous March Traffic Committee (21/03/2024) meeting. The name listed was incorrect. The correct name of the representative is Simon Kenderes.

**PUBLIC FORUM**

Alfred Baghoumian in relation to item 1, Murray Street Lane Cove North - extension of existing 'No Parking' zone.

Youssef Abawi in relation to item 5, Austin Street at River Road West, Lane Cove - Installation Of 'No Stopping' Zone And Double Line Markings.

**CONFIRMATION OF MINUTES OF TRAFFIC COMMITTEE - 19 MARCH 2024****MOTION**

That the minutes of the Traffic Committee meeting held on the 19 March 2024 be confirmed.

**DECISION**

That the minutes of the Traffic Committee meeting held on the 19 March 2024 be accepted.

The meeting commenced at 10:05

This is page no. 2 of Lane Cove Council's Traffic Committee Meeting Minutes held on 21 May 2024.
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**Traffic Committee 21 May 2024  
MINUTES**

**FOR CONSIDERATION BY THE TRAFFIC COMMITTEE AND DELEGATED APPROVAL BY COUNCIL**

**MURRAY STREET, LANE COVE NORTH - EXTENSION OF EXISTING 'NO PARKING' ZONE**

**EXECUTIVE SUMMARY**

Council is proposing to extend the existing 'No Parking' zone on the north side of Murray Street at House No 37 by 15 m east and west. This to facilitate garbage collection and traffic flow in the street.

**PUBLIC FORUM**

- There is a high demand for parking in this area.
- The primary issue stems from a large boat parked on the bend.
- The boat owner has adequate parking available on their property.
- It is possible that the boat is not owned by the property owner but by someone else who parks it there.

**DISCUSSION**

- The initial proposal was to extend the 'No Parking' zone on the north side of Murray Street. However, most residents indicated that the main issue was due to boats parked on the bend.
- As a result, a 'No Parking Except Motor Vehicles' zone was proposed for the south bend to facilitate traffic flow.
- No objections were raised during the discussion.

**COMMITTEE RECOMMENDATION**

That Council:-

- The proposed 'No Parking' zone on the north side is not extended.
- Install 'No Parking' motor vehicles excepted at the curve on the south side of Murray Street as per the plan included and the area be monitored for a period of 6 months.



Figure1: Proposed 'No Parking Motor Vehicles excepted'

This is page no. 3 of Lane Cove Council's Traffic Committee Meeting Minutes held on 21 May 2024.



**Traffic Committee 21 May 2024  
MINUTES**

**MOORE STREET, BETWEEN BARWON ROAD AND CULLEN STREET - INSTALLATION OF 'NO PARKING' ZONE**

**EXECUTIVE SUMMARY**

Council is proposing to install a 'No Parking' zone on the north side curve of Moore Street and opposite to House No 26 and 28.

**DISCUSSION**

- A resident suggested implementing signposting to allow vehicles to travel along bus lanes for approximately 100 meters, aiming to alleviate traffic congestion at the Moore Street and Epping Road intersection.
- Transport for NSW does not support the idea of signposting road rules.
- No objections were raised during the discussion.

**COMMITTEE RECOMMENDATION**

That Council:-

- 'No Parking' zone to be installed on the north side curve of Moore Street and opposite to House No 26 and 28 as shown in Figure 3.



Figure 1: Proposed No Parking on Moore Street



**Traffic Committee 21 May 2024  
MINUTES**

**DORRITT STREET (EAST END), LANE COVE - REMOVAL OF 'NO PARKING, 6AM TO 1PM WEDNESDAY, AND INSTALLATION OF 'NO PARKING ZONE'**

**EXECUTIVE SUMMARY**

Council is proposing to remove the existing 'No Parking', 6AM to 1PM, Wednesday, zone on the north side of Dorritt Street at House No 1 and installation of full-time 'No Parking' zone on the east side (park side) of Dorritt Street.

**DISCUSSION**

- No objections were raised

**COMMITTEE RECOMMENDATION**

That Council:-

- Remove the existing 'No Parking' 6am to 1pm, Wednesday zone; on the north side of Dorritt Street at House No 1.
- Install 'No Parking' zone on the east side (park side) of Dorritt Street to allow a parallel parking on north side at House No 1, as per the concept plan included



below.  
Figure 1: Proposed No Parking on Dorritt Street

This is page no. 5 of Lane Cove Council's Traffic Committee Meeting Minutes held on 21 May 2024.

**Traffic Committee 21 May 2024  
MINUTES**

**AUSTIN STREET AT RIVER ROAD WEST, LANE COVE - INSTALLATION OF 'NO STOPPING' ZONE AND DOUBLE LINE MARKINGS.**

**EXECUTIVE SUMMARY**

Council is proposing to install 'No Stopping' zone on the west side of Austin Street and double lines to prevent illegal parking and to improve traffic turning left from River Road West into Austin Street.

**PUBLIC FORUM**

- Austin Street is heavily used as a thoroughfare, particularly during school hours.
- The intersection is challenging due to high vehicle volume, elevation, and speed.
- There is an increase in parking demand, especially during peak hours.
- Austin Street should have a 40 km/h zone, due to its close proximity to the schools
- Only left turns from Austin Street into River Road West will be permitted.

**DISCUSSION**

- We have applied for funding to upgrade River Road West from the Austin Street intersection to the Barina Street intersection.
- Consultations will be conducted with residents, and comments from residents will be taken into consideration, in determining the final solution for the intersection of River Road West.
- The request for 40km/h zone for Austin St be referred to TfNSW.

**COMMITTEE RECOMMENDATION**

That Council:-

- Install No Stopping zone on the west side of Austin Street and double line markings in Austin Street at River Road West.
- Consider the right turn ban from Austin Street on to River Road West and the safety of pedestrians crossing River Road West as part of the proposal to improve safety in River Road West from Austin Street to Morrice Street.



Figure 1: Proposed No Stopping on Austin Street

This is page no. 6 of Lane Cove Council's Traffic Committee Meeting Minutes held on 21 May 2024.

**Traffic Committee 21 May 2024  
MINUTES**

**GREENWICH AREA - TRANSPORT FOR NSW AND BUSWAYS PROPOSALS TO UPGRADE THE EXISTING BUS STOPS WITH BUS ZONES FOR THE BUS ROUTE NO 265 WHICH PROVIDES BUS SERVICE FROM LANE COVE TO NORTHSYDNEY VIA GREENWICH.**

**EXECUTIVE SUMMARY**

Council has received a submission from Transport for NSW and Busways to upgrade the bus stops with Bus Zones for full-time. This initiative aims to better synchronise bus routes with the upcoming opening of the Metro Line extension from Chatswood to Sydenham. As a result, these services will now be operational seven days a week, necessitating adjustments to several existing bus zones.

**DISCUSSION**

- Timetables have changed, and buses now run all seven days of the week.
- Due to parking issues, buses have had to double park on the street to drop off passengers.
- For busses to run effectively time restricted Bus Zones to be changed to full time Bus Zones
- A letter has been sent to residents in the vicinity regarding these changes.
- Shuttle bus services have been offered as an alternative.
- The installation of signs will take 6-8 weeks.
- No objections were raised during the discussion
- The representative of Busways requested that consideration be given to the installation of the signs as soon as possible.
- Busways have requested that the Bus Zones be extended to 30 metres as per the NSW Road Rules, however, this requirement was not included in the original consultation undertaken by Busways. As this requirement results in a loss of parking, Busways are required to provide further notification to affected residents and report to Council with an outcome.

**COMMITTEE RECOMMENDATION**

That Council:-

- Implement the existing bus stops/bus zone as per the concept plans attached.
- Busways to provide further notification to affected residents regarding the extension of the Bus Zones to 30 metres as per the NSW Road Rules and report to Council with an outcome.



Traffic Committee 21 May 2024  
MINUTES



Figure 1: Bus Zones along George St and surrounding inter connecting streets.



Figure 2: Bus Zone along Lower Serpentine Road

This is page no. 8 of Lane Cove Council's Traffic Committee Meeting Minutes held on 21 May 2024.

Traffic Committee 21 May 2024  
MINUTES



Figure 3: Bus Zones along Greenwich Road to Manns Ave



Figure 4: Bus Zones along Greenwich Road

This is page no. 9 of Lane Cove Council's Traffic Committee Meeting Minutes held on 21 May 2024.



**Traffic Committee 21 May 2024  
MINUTES**



Figure 5: Bus Zones along Greenwich Road

## REGULATORY SIGNPOSTING AND LINEMARKING

### EXECUTIVE SUMMARY

The purpose of the report is to seek approval for the implementation regulatory signposting and line marking changes at various locations in Lane Cove Council.

### DISCUSSION

- No objections raised

### OFFICER RECOMMENDATION

That Council:-

- Approves the implementation of regulatory signposting and line marking changes at various locations in the Local Government Area as shown in Attachments 1 and 2.

**Traffic Committee 21 May 2024  
MINUTES**

**LANE COVE FUN RUN - SEPTEMBER 2024****EXECUTIVE SUMMARY**

The purpose of the report is to seek approval for the implementation of the Traffic Management Plan (TMP) and associated Traffic Control Plan (TCP) for the Lane Cove Fun Run 2024, scheduled to be held on Sunday, 8<sup>th</sup> of September 2024.

**DISCUSSION**

- No objections raised

**COMMITTEE RECOMMENDATION**

That Council: -

- Approves and implements the Traffic Management Plan and associated Traffic Control Plan for the Lane Cove Fun Run 2024, scheduled to be held on Sunday, 8<sup>th</sup> of September 2024.
- Lane Cove Public School P&C to inform affected residents two weeks prior to the event and cover full cost associated with the implementation of the TMP and VMS for the Lane Cove Fun Run.

**LANE COVE ROTARY FAIR 2024 - TMP AND TCP****EXECUTIVE SUMMARY**

The Lane Cove Rotary Village Fair, a highlight of the Cameraygal Festival, is scheduled for Sunday, October 13, 2024, from 6:00am to 7:00pm.

This report seeks approval for the Traffic Management Plan (TMP) outlined in Attachment Additionally, Car Free Sunday has been planned on the same day. In December 2022, the Council passed a resolution to implement a car free day in Lane Cove.

**DISCUSSION**

- No objections raised

**COMMITTEE RECOMMENDATION**

That Council: -

- Subject to TfNSW endorsing the TMP and TCP, approval is given to the plan for traffic arrangements to be implemented at the Lane Cove Village Fair on Sunday, 13 October 2024.
- The applicant (The Rotary Club) is to cover the cost of the Traffic Controllers associated with the implementation of the TMP for the Lane Cove Village Fair 2024.
- Council to install two (2) Variable Message Sign (VMS) boards; one on the Longueville Road near Alpha Road and the other at the River Road/Northwood Road intersection two weeks prior to the fair; and

This is page no. 11 of Lane Cove Council's Traffic Committee Meeting Minutes held on 21 May 2024.

**Traffic Committee 21 May 2024  
MINUTES**

- The applicant is to be notified of the outcome.

**FOOD AND WINE FESTIVAL BY THE RIVER AT TAMBOURINE BAY RESERVE 2024 -  
TRAFFIC MANAGEMENT PLAN AND TRAFFIC CONTROL PLAN**

**EXECUTIVE SUMMARY**

The Food and Wine Festival by The River at Tambourine Bay is scheduled to occur on Sunday 3 November 2024 between 11:00am – 5:00pm. The Food and Wine Festival by The River at Tambourine Bay has been held regularly for several years, however, has been a small-scale event. The traffic management is managed by Council's Depot and Traffic Section who play a vital role in the implementation of the Traffic Control Plan and managing the traffic and parking for the event.

**DISCUSSION**

- No objections raised

**COMMITTEE RECOMMENDATION**

That Council:-

- Subject to TfNSW endorsing the TMP and TCP, approval be given to the plan for traffic and parking arrangements to be implemented for the Food and Wine Festival by The River at Tambourine Bay Reserve on Sunday 3 November 2024.
- Council to install two (2) Variable Message Sign (VMS) boards; one on Tambourine Road just south of Carranya Road and the other in College Road South just north of Riverview Road.

**NEW BUSINESS ITEM**

**CLOSURE OF ST VINCENT ROAD AND PROSPECT STREET**

**EXECUTIVE SUMMARY**

Due to ongoing works at Bob Campbell Oval, a section of St Vincent Road and Prospect Street will be temporarily closed off. This closure is necessary to facilitate the construction activities and ensure safety in the area.

**DISCUSSION**

- Two parking bays lost due to facilitate vehicle turning, as such this will be turned into temporary Cul de sac on St Vincent Road
- To accommodate park users during this period, a separate area will be made available at Manns Point. This provision aims to ensure that visitors still have access to recreational spaces despite the closure at Bob Campbell Oval.
- As a result, part of Prospect Street, specifically to the end of the on street parking bays will be closed off.
- Three parking bays lost due to facilitate vehicle turning, as such this will be turned into temporary Cul de sac on Prospect Street
- Detailed sketches outlining these changes have been attached for your review. These sketches provide a visual representation of the affected areas and the alternative provisions for park users.

This is page no. 12 of Lane Cove Council's Traffic Committee Meeting Minutes held on 21 May 2024.



**Traffic Committee 21 May 2024  
MINUTES**

**COMMITTEE RECOMMENDATION**

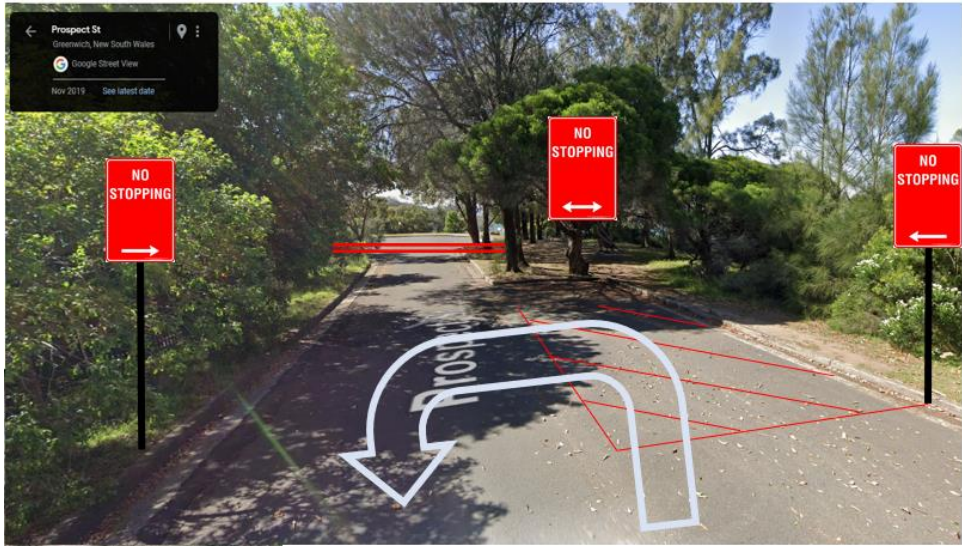
That Council:-

- Approves the closure of St Vincent Rd and Prospect St including the various signages and linemarking as per sketch.



This is page no. 13 of Lane Cove Council's Traffic Committee Meeting Minutes held on 21 May 2024.

Traffic Committee 21 May 2024  
MINUTES



**ORDERS OF THE DAY**

**CLOSE**

The meeting closed at [10:33](#)

This is page no. 14 of Lane Cove Council's Traffic Committee Meeting Minutes held on 21 May 2024.

**Traffic Committee 21 May 2024  
MINUTES**

Confirmed at the Lane Cove Traffic Committee Meeting of [21/05/2024](#) at which meeting the signature herein is subscribed.

**CHAIRPERSON**

**\*\*\*\*\* END OF MINUTES \*\*\*\*\***

This is page no. 15 of Lane Cove Council's Traffic Committee Meeting Minutes held on 21 May 2024.



**Ordinary Council Meeting 20 June 2024**  
**COMMUNITY CONSULTATION RESULTS - DRAFT LANDSCAPING, STREET TREES AND**  
**TREE PRESERVATION POLICY**

**Subject:** Community Consultation Results - Draft Landscaping, Street Trees and Tree Preservation Policy  
**Record No:** SU241 - 31324/24  
**Division:** Lane Cove Council  
**Author(s):** Stephen Golding

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### **Executive Summary**

At the April 2023 Ordinary Council meeting, Council resolved to consult with the community on its Draft Landscaping, Street Trees and Tree Preservation Policy.

The purpose of this report is to provide a summary of submissions received in relation to Draft-Landscaping, Street Trees and Tree Preservation Policy which was the subject of community consultation between 23 April and 4 June 2024.

This report advises that as a result of the public consultation that took place over a six (6) week Period, Council received five (5) formal submissions. No changes are proposed to the policy as a result of the consultation process and the policy is recommended for adoption.

### **Background**

At the April 2023 Ordinary Council meeting, Council resolved in part;

2. *“adopts the Draft - Landscaping, Street Trees and Tree Preservation Policy for the purpose of undertaking community consultation for a period of six (6) weeks as per the consultation plan outlined in this report, and*
3. *following public exhibition period, receives a report for consideration on any submissions received in respect of the Draft - Landscaping, Street Trees and Tree Preservation Policy and any proposed amendments at the Ordinary Council meeting to be held 20 June 2024.”*

Community consultation commenced on 23 April 2024 and concluded 4 June 2024. Written Submissions were invited during the community consultation period.

### **Discussion**

Council received five (5) formal submissions as a result of the public consultation that took place over a six (6) week period. A copy of the submissions received from the public has been provided separately to Councillors on a confidential basis.

The submissions emphasised that;

- green spaces, especially street trees, are crucial for enhancing the aesthetic and environmental quality of neighborhoods with the need to balance the prevalence of Australian eucalypts with aesthetically pleasing flowering trees with colour,
- while trees offer numerous benefits, they must be managed to avoid blocking winter sunlight, increasing debris, and causing damage during adverse weather, and.
- that large trees can also interfere with power lines and raise insurance premiums due to the risk of falling branches.

**Ordinary Council Meeting 20 June 2024**  
**COMMUNITY CONSULTATION RESULTS - DRAFT LANDSCAPING, STREET TREES AND**  
**TREE PRESERVATION POLICY**

Key suggestions from the submissions included:

1. Prioritise appropriately sized trees and shrubs for urban areas to minimise debris and maintenance with for favor fast-growing native trees to boost local biodiversity.
2. Register for threatened species and Native Fauna,
3. Tree Management Notification of works in Reserves needs to be available to the public to verifying Council authorised the work,
4. Introduce an optional contribution fee within council rates for tree planting.
5. Develop an area map detailing tree coverage, including size, height, and canopy shading. Compare with other councils to highlight benefits and foster a competitive spirit, and
6. Create a dedicated section on the Council's website to track progress and encourage participation, such as organising competitions and volunteer programs to engage residents and foster a sense of ownership.

Council's website contains information that aligns to key suggestions from the submissions, that can be found under [Environment & Sustainability](#).

Information on Council's Tree Management is available on Council's website that address tree works on private property and public land, Tree Preservation Orders, reporting on unauthorised tree removal, pruning or damage and approved private tree works.

Council's website also contains access to "Treeplotter" which is a detailed database of Council's tree inventory. The database is available to the public and is a comprehensive list of the trees located within the LGA on Council land and allows Council to monitor the age, health and general condition of trees in the area as well as map the distribution of tree species. This vital information assists Council in its management of trees and in determining locations for future planting sites.

Council's Tree Management Staff hold Australian Qualification Framework (AQF) Level 5 Arboriculture Diploma credentials along with the dual international accreditations in tree risk assessment (Quantified Tree Risk Assessment - QTRA and Tree Risk Assessment Qualification – TRAQ). All tree assessment is conducted utilising the internationally recognised practice of Visual Tree Assessment and where necessitated supported by aerial inspections and additional diagnostic practices consistent with modern arboriculture such as PiCUS Sonic Tomography.

When it is determined that Tree Removal works are required on Council land, notification letters are hand delivered to adjoining and neighbouring properties within the vicinity e.g., individual properties or streets bordering a reserve. If four (4) or more trees are required to be removed in any location then a more formal assessment is undertaken. This also involves the Bushland Team and notification to Council's Bushland Management Advisory Committee.

**Ordinary Council Meeting 20 June 2024**  
**COMMUNITY CONSULTATION RESULTS - DRAFT LANDSCAPING, STREET TREES AND**  
**TREE PRESERVATION POLICY**

Council runs many *Activities and Programs* to encourage community engagement and participation such as;

- [Bushcare, Bush Friends, On the Verge](#)
- [Nursery](#)
- [Backyard Habitat Program](#)
- [Backyard habitat photo competition](#)
- [Harbourcare](#)
- [Bush Kids](#)
- [Walks and Talks](#)

The website provides information on the local *Wildlife*, such as *Native Animals*, such as but not limited to\_;

- [Frog and Freshwater Fish survey Report 2023](#)
- [Database of Fauna sightings](#)
- [Lane Cove Bushland Fauna Surveys 2020 Report](#)
- [Wildlife Protection Areas](#)

The community can access information from our website on *Native Vegetation* that includes;

- [Native Vegetation of the Lane Cove Council LGA Report](#)
- [Flora assessment and vegetation mapping review for bushland reserves](#)

Council prior to the introduction of the Sustainability Levy in 2007 provided the opportunity for donations towards bushcare. The process was discontinued when the levy was introduced due to falling contributions, and the perception that Council was 'double dipping'.

#### **Conclusion**

Having given consideration to the matters raised in the five (5) formal public submissions received, it is recommended that Council adopt the Draft- Landscaping, Street Trees and Tree Preservation Policy and publish it on Council's website.

#### **RECOMMENDATION**

That Council adopt the Draft Landscaping, Street Trees and Tree Preservation Policy and publish it on Council's website.

Steven Kludass  
**Director - Corporate and Strategy**  
**Corporate and Strategy Division**

#### **ATTACHMENTS:**

There are no supporting documents for this report.

**Subject:** Policy Review - Child Safety  
**Record No:** SU8773 - 31654/24  
**Division:** Community and Culture Division  
**Author(s):** Briony Moore

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### **Executive Summary**

The purpose of this report is for Council to consider the adoption of the following policies as part of Council's commitment to child safety:-

- Child Safe Policy
- Reportable Conduct Policy

### **Background**

The *Children's Guardian Amendment (Child Safe Scheme) Act 2021 (NSW)* became law in 2022. This legislation was adopted in response to recommendations from the Royal Commission into Institutional Responses into Child Sexual Abuse published in 2017. The *Act* requires councils and other prescribed agencies to embed the 10 Child Safe Standards into policies and practices "as the primary framework that guides child safe practice". It also requires councils and other prescribed agencies to implement a reportable conduct policy that addresses the following matters:

- (a) *preventing and detecting reportable conduct by an employee of the entity,*
- (b) *requiring an employee of the relevant entity to give a report, as soon as possible, in relation to a reportable allegation or conviction considered to be a reportable conviction involving an employee of the entity,*
- (c) *enabling a person, other than an employee of the relevant entity, to give a report to the head of the relevant entity about a reportable allegation or conviction considered to be a reportable conviction involving an employee of the relevant entity,*
- (d) *handling or responding to a reportable allegation or conviction considered to be a reportable conviction involving an employee of the relevant entity, having regard to principles of procedural fairness,*
- (e) *receiving, handling and disclosing information relating to reportable allegations, convictions considered to be reportable convictions and information relating to investigations and determinations,*
- (f) *identifying and dealing with matters relating to the prevention of reportable conduct by employees of the relevant entity.*

To meet the requirements of the *Child Safe Scheme*, Council's Child Protection Policy has been updated and renamed Child Safe Policy.

A new Reportable Conduct Policy has been created.

These updates will ensure that policies are contemporary, compliant with the requirements of the *Child Safe Scheme*, are consistent with Council's direction, and reflect industry standards.

## **Discussion**

Below is a summary of the Child Safe Policy and Reportable Conduct Policy.

*Please note the Child Safe Policy outlined below contains a hyperlink (in the heading) to the current Child Protection Policy which is also located on Council's website. The Reportable Conduct Policy is a new policy so there is no previous version to refer to.*

### Child Safe Policy

This policy was previously called the Child Protection Policy. The name has been updated in line with recommendations from the *Child Safe Scheme*. The purpose of this policy is to outline Council's approach to child safety and demonstrate how Council will embed the 10 Child Safe Standards across the organisation.

Changes include:

- *Title changed from Child Protection Policy to Child Safe Policy*
- *Section 2 changed from Scope to Commitment – Section added.*
- *Section 3 changed from "Definitions" to "Scope".*
- *Section 3, Scope, additional clarification added about who the policy applies to.*
- *Section 4 changed from "Content" to "Definitions".*
- *Section 4, Definitions, added: abuse, Child Protection Legislation, child, child-related position or employment, grooming, misconduct, young person*
- *Section 4, Definitions, reportable conduct definition updated to comply with new legislation.*
- *Section 4, Definitions, sexual offence definition updated to comply with new legislation.*
- *Section 5 changed from "Related Policies, Management Directives, Procedures, or Other Documents" to "Content".*
- *Section 5, Content, added point about ensuring safety and wellbeing of children in physical and online environments.*
- *Section 5, Content, added explanation about how Council will uphold its commitment to be a Child Safe organisation.*
- *Section 6 changed from "Related Legislation" to "Related Policies, Management Directives, Procedures, or Other Documents".*
- *Section 6, Related Policies, Management Directives, Procedures, or Other Documents, six documents added:*
  - *Child Safe Reporting Procedure*
  - *Child Safe Code of Conduct*
  - *Child Safe Recruitment, Induction, and Training Policy*
  - *Reportable Conduct Policy*
  - *Social Media Policy*
- *Section 7 changed from "Recording Document Versions/History" to "Related Legislation".*
- *Section 7, Related Legislation, legislation added:*
  - *Children's Guardian Act 2019 (NSW)*
  - *Children's Guardian Amendment (Child Safe Scheme) Act 2021 (NSW)*
  - *Child Protection (Working with Children) Regulation 2013*
  - *Child Protection (Working with Children) Act 2012*



**Ordinary Council Meeting 20 June 2024  
POLICY REVIEW - CHILD SAFETY**

- Children and Young Persons (Care and Protection)
- Amendment (Parental Responsibility Contracts) Act, 2006 (NSW) Children and Young Persons (Care and Protection) Act 1998
- Ombudsman Amendment (Child Protection and Community services) Act, 1998 (NSW)
- The Ombudsman Act, 1974 (NSW)
- *Crimes Act 1900 (NSW)*
- *Section 8 changed from “Administrative Details” to “Recording Document Versions/History”.*
- *Section 9 changed from “Diagrams, Forms, Checklists and Flowcharts” to “Administrative Details”.*
- *Section 9, Administrative Details, Policy Title changed from Child Protection Policy to Child Safe Policy.*
- *Section 9, Administrative Details, Date Approved & Commenced changed from 21 August 2017 to TBC.*
- *Section 9, Administrative Details, Department/Responsible Officer changed from Human Services to Community and Culture.*
- *Section 9, Administrative Details, Records Reference changed from TRIM 50706/17 to CM 32653/2024*
- *“Diagrams, Forms, Checklists and Flowcharts” changed from Section 9 to Section 10.*

**Reportable Conduct Policy:**

This is a new policy. The purpose of the policy is to show how Council will uphold child safety and meet its reporting obligations under the *Child Safe Scheme* and *Reportable Conduct Scheme*. The policy outlines Council’s commitments and responsibilities regarding reportable conduct.

**Community Consultation**

Statement of Intent

The consultation is designed to give community members the opportunity to provide feedback about policies. Any comments received will be reviewed and evaluated to determine whether or not to proceed with the Child Safe Policy and Reportable Conduct Policy.

Method

<b>Level of Participation</b>	Inform	Consult
<b>Form of Participation</b>	Open	Open
<b>Target Audience</b>	Lane Cove Community	Lane Cove Community
<b>Proposed Medium</b>	Website and eNewsletter	Website Exhibition “Have your Say.”
<b>Indicative Timing</b>	Late June to Early July	

**Conclusion**

The above policy updates contribute to Council’s child safe commitments and ensure that the Policy Register is up to date with current practice and legislation. The Reportable Conduct Policy is a new policy and the Child Safe Policy has significant changes. As such, both policies will undergo community consultation.

**RECOMMENDATION**

That Council:

1. The Draft Child Safe Policy and the Draft Reportable Conduct Policy be endorsed for the purpose of public exhibition,
2. Undertakes community consultation for a period of six (6) weeks as per the consultation plan outlined in this report; and
3. Following the public exhibition period the Draft Child Safe Policy and Draft Reportable Conduct Policy, together with a report on any submissions received and any proposed amendments, be considered at the Ordinary Council meeting to be held 22 August 2024.

Stephanie Kelly  
**Director - Community and Culture**  
**Community and Culture Division**

**ATTACHMENTS:**

<b>AT-1</b> <a href="#">View</a>	DRAFT Reportable Conduct Policy - PDF	4 Pages
<b>AT-2</b> <a href="#">View</a>	Draft Child Safe Policy	5 Pages

POLICY – CC –

# Reportable Conduct Policy

## 1. Purpose

The purpose of the Reportable Conduct Policy is to show how Council will uphold child safety and meets its reporting obligations under the Reportable Conduct Scheme.

## 2. Scope

This policy applies to all Council officials.

## 3. Definitions

Abuse	Any type of abuse that has caused, is causing or is likely to cause harm to a person's wellbeing, whether in person or as the result of a publication viewable by any other person by any means. This includes psychological, physical, and sexual abuse.
Child Protection Legislation	NSW child protection legislation as amended from time to time.
Child	A child or young person who is under the age of 18 years.
Council official:	Council officials include Councillors, members of staff of Council, contractors, sub-contractors, administrators, advisory committee members, members of the Audit Risk and Improvement Committee (ARIC), members of reference panels, Council committee members and delegates of Council. A Council official also includes others engaged by Council such as trainees and apprentices, labour-hire personnel, work experience participants, volunteers, students on placement and consultants.
Grooming:	The process where a person manipulates a child or group of children, and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of trust so they can then later sexually abuse the child.
Psychological Abuse:	Includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.
Physical Abuse:	Includes physical punishment such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.
Reportable allegation:	An allegation that an official has engaged in conduct that may be Reportable Conduct.

## POLICY – CC –

Reportable conduct:	Means the same as defined in the <i>Children's Guardian Act 2019 (NSW)</i> and includes the following conduct, whether or not criminal proceeding in relation to the conduct that has been commenced or concluded: <ol style="list-style-type: none"> <li>A sexual offence</li> <li>Sexual misconduct</li> <li>Ill-treatment of a child</li> <li>Neglect of a child</li> <li>An assault against a child</li> <li>Behaviour that causes significant emotional or psychological harm to a child</li> <li>Failure to reduce or remove the risk of a child becoming a victim of abuse</li> <li>Concealing a child abuse offence</li> </ol>
Reportable Conduct Scheme:	Monitors how organisations investigate and report on allegations of certain conduct towards children. The Reportable Conduct Scheme is governed by the <i>Children's Guardian Act 2019 (NSW)</i> and is administered by the Office of the Children's Guardian.
Reportable conviction:	Means the same as defined in the <i>Children's Guardian Act 2019 (NSW)</i> and includes a conviction (including a finding of guilt without the court proceeding to a conviction, in the State of New South Wales or elsewhere, or an offence involving reportable conduct).
Sexual abuse:	Includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material (often known as photography).

#### 4. Content

Council is committed to being a child-safe organisation and fully supports the aims and objectives of the NSW Child Protection Legislation. Under the *NSW Children's Guardian Act 2019* (henceforth referred to as The Act) Lane Cove Council has a duty to investigate and report on reportable allegations and reportable convictions made against Council officers.

**Council commits to:**

- Investigate complaints and allegations promptly, thoroughly and fairly.
- Work with the relevant authorities and internal departments to investigate all complaints and allegations.
- Handle all reports in accordance with the relevant legislation, which mandates a specific approach to the handling and reporting of complaints about Council officers involving a child or young person.
- Assist all Council officers to recognise reportable conduct and follow the appropriate notification procedures.
- Inform children, young people, families, and members of the public about what to do and who to tell if they observe abuse or are a victim of abuse, and if they witness suspected reportable conduct.
- Implement strategies for preventing and detecting reportable conduct at Council.
- Prioritise the safety of children when responding to reportable allegations.
- Ensure a fair and just process for Council officers who are the subject of an allegation and investigation into reportable conduct.
- Ensure an appropriate level of confidentiality of information relating to reportable allegations and only disclose information about the allegations in circumstances permitted by The Act.

POLICY – CC –

**Responsibilities of General Manager:**

Council is considered a relevant entity and reporting body as per the Reportable Conduct Scheme and under The Act must have a "head of a relevant entity". For the purpose of the Policy, Council's Head of Entity is the General Manager. The General Manager is responsible for:

- Notifying the Children’s Guardian of reportable allegations and convictions against employees.
- Ensuring Council's compliance with legislative obligations under the Reportable Conduct Scheme.
- Ensuring Council has systems, policies and processes in place to adhere to The Act.

**Responsibilities of Managers, Supervisors, and Team Leaders:**

All managers, supervisors, and team-leaders are responsible and accountable for maintaining the safety of children through appropriate reporting procedures. Managers, supervisors and team-leaders are responsible for:

- Ensuring reportable conduct procedures and practices are followed at all times and all legal reporting obligations are met.
- Treating all complaints or allegations seriously and taking immediate action.
- Notifying the General Manager and the Manager - People and Culture of any reportable action.
- Keeping workers informed about what to report, who to report to, and how to report.
- Maintaining the safety and wellbeing of children when an allegation is made.
- Ensuring records pertaining to child safe reporting are consistently maintained, securely stored, and meet confidentiality requirements.

**Responsibilities of Workers:**

Workers are responsible for upholding their child safe reporting obligations. This includes:

- Fulfilling reporting obligations identified in The Act.
- Following all child safe reporting policies and procedures.
- Notifying management of any reportable allegations.
- Completing designated training on child safe reporting.

## 5. Related Policies, Management Directives, Procedures, or Other Documents

Provide a listing of any other Policies, Management Directives or Procedures that relate to this Policy.

Document Number	Document Title	Records Reference
	Child Safe Policy	
	Child Protection Procedure	
	Disciplinary Action Management Directive	
	Disciplinary Action Procedure	
	Protection and Disclosure of Employee Personal Information Procedure	
	Child Safe Risk Management Plan	
	Child Safe Reporting Procedure	
	Child Safe Code of Conduct	
	Child Safe Recruitment, Induction and Training Policy	
POLICY-HS-09	Social Media Policy	48688/18

POLICY – CC –

## 6. Related Legislation

1. *Children’s Guardian Act 2019 (NSW)*
2. *Children’s Guardian (Child Safe Scheme) Act, 2021 (NSW)*
3. *Child Protection (Working With Children) Act, 2012 (NSW)*
4. *Crimes Act 1900 (NSW)*
5. *Ombudsman Act, 1974 (NSW)*

## 7. Recording Document Versions/History

This Policy is required to be reviewed in accordance with the review schedule set out in Council’s Governance Document Framework. All changes approved through that review process are to be recorded in the following table:

Version	Original or Amendment	Authorisor	Date	Details/Reference
1.0	Original	Council	June 2024	Original Policy adopted in Council Report

## 8. Administrative Details

Policy Title	Reportable Conduct Policy
Policy Number	TBC
Approval Authority	Council
Date Approved & Commenced	TBC
Department/ Responsible Officer <i>(Responsible for implementing, monitoring &amp; reviewing this policy)</i>	Community and Culture
Records Reference	TRIM
Publication Rights	Public

## 9. Diagrams, Forms, Checklists and Flowcharts

Nil

POLICY – HS - 06 – Child Protection

# Child ~~Protection~~ Safe Policy

## 1. Purpose

The purpose of this Policy is to:

- Provide a safe, caring and child friendly environment for children and young people accessing the services or facilities of Lane Cove Council.
- Comply with all obligations under the NSW Child Protection Legal Framework
- Assist all staff to recognise child abuse and neglect and follow the appropriate notification procedures when reporting alleged abuse.
- Ensure a fair and just process for staff who are the subject of an allegation and investigation of a child-related matter.

## 2. Commitment

Lane Cove Council' commit to being a Child Safe Council and to upholding the 10 Child Safe Standards:

1. Child safety is embedded in organisational leadership, governance, and culture.
2. Children participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld and diverse needs are taken into account.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child abuse are child-focused.
7. Staff are equipped with the knowledge, skills and awareness to keep children safe
  1. through continual education and training.
8. Physical and online environments minimise the opportunity for abuse to occur.
9. Implementation of the Child Safe Standards is continuously reviewed and improved.
10. Policies and procedures document how the organisation is child safe.

The safety and wellbeing of children and young people is a shared responsibility at Council. We have zero tolerance for child abuse and are committed to actively contributing towards a child safe community where all children and young people are protected from harm.

Our commitment to children and young people

Lane Cove Council is committed to creating an environment where all children and young people feel safe, supported, and valued. To achieve this, we commit to:

- Proactively respond to any concerns or complaints raised by children and young people about their safety or wellbeing.
- Provide opportunities for children and young people to participate in decision-making processes through ongoing consultation and through involvement in our Youth Advisory Group.
- Actively promote and support diversity, equity and inclusion through our actions, policies, and procedures.
- Ensure that all staff, volunteers, and contractors working with young people have been appropriately vetted and trained for their roles.

Our commitment to parents, carers, families, and their communities

Council recognises that a child safe community is best achieved when families and their communities are involved. To support our community to maintain a safe and inclusive environment for children, we will:

## POLICY – HS - 06 – Child Protection

- Update and inform parents, carers, families and their communities about Council's child safe policies and procedures.
- Maintain clear standards of behaviour for staff and volunteers interacting with young people.
- Maintain clear reporting procedures for staff or volunteers when a child safety concern is raised.
- Involve parents, carers, families, and communities in decision-making processes around child safety.

Our commitment to being a child safe organisation

We will achieve this by:

- Creating a Child Safe Action Plan which outlines how Council will uphold child safety across
- our organisation and support our community to be child safe.
- Continually reviewing and updating our approach to child safety to reflect current best practice.

## 2.3. Scope

This policy applies to all Council employees, Councillors, work experience participants, students, volunteers, consultants, contractors, sub-contractors, and facility hirers who work in or use Council buildings and facilities.

It replaces the Child Protection Policy 2017.

The policy seeks to ensure that everyone involved in Council activities are aware of rights and responsibilities in relation to children, outlining expected and prohibited behaviors through the Child Safe Code of Conduct. It mandates reporting suspected child abuse and implementing child-safe practices, including staff and volunteer recruitment and screening.

## 3.4. Definitions

<u>Abuse</u>	<u>any type of abuse (including physical, emotional or psychological, sexual, and inappropriate use of power) that has caused, is causing or is likely to cause harm to a person's wellbeing, whether in person or as the result of a publication viewable by any other person by any means.</u>
<u>Child Protection Legislation</u>	<u>NSW child protection legislation as amended from time to time.</u>
<u>Child</u>	<u>A child or young person who is under the age of 18 years</u>
<u>Child-Related Position or Employment</u>	<u>Employment that primarily involves direct contact with children and young people in a child related sector, or work in a stipulated, child – related role. (Part 2, Section 6 of the Child Protection (Working with Children) Act 2012). Council identified key positions that have direct contact with children and young people to which this policy is particularly relevant includes, but is not limited to:</u> <ul style="list-style-type: none"> <li>• <u>Child Care Centre employees</u></li> <li>• <u>Library Service employees</u></li> <li>• <u>Youth Centre employees</u></li> </ul>



POLICY – HS - 06 – Child Protection

	<ul style="list-style-type: none"> <li>• <u>Employees participating in regular external local events and programs which involve children.</u></li> <li>• <u>Community users and facility hirers for child-related activities in or on Council property.</u></li> </ul>
Child friendly:	The act of valuing, respecting and welcoming children and young people.
Child safe:	An environment where children and young people are safe from physical, sexual or emotional abuse.
Council staff / Employee(s):	Includes all individuals employed by <del>(insert name of new Lane Cove</del> Council) including trainees and apprentices, individuals on work experience, labour-hire personnel, consultants, contractors and sub-contractors engaged by Council and volunteers.
<u>Grooming</u>	<u>the process by which an adult establishes a trusting relationship with a child and those associated with the child’s care and wellbeing, to create an environment in which abuse can occur.</u>
<u>Misconduct</u>	<u>with a child means any behaviour involving a child that is objectively age inappropriate and/or places the child at risk of harm.</u>
Reportable conduct:	<p><u>Section 57 of the children's Guardian Act 2019 states that (a) the Children's Guardian, (b) the head of a relevant entity or an investigator for the relevant entity, to which a report of a reportable allegation or a conviction considered to be a reportable conviction, in relation to an employee of the relevant entity, was given. Section 25A of the Ombudsman's Act. It defines reportable conduct as:—</u></p> <ul style="list-style-type: none"> <li>• Any sexual offence or sexual misconduct, committed against, with or in the presence of a child (including child pornography offence or an offence involving child abuse material) or</li> <li>• Any assault, <u>ill-treatment</u>, or neglect of a child, or</li> <li>• Any behavior that causes psychological harm to a child</li> </ul> <p>Whether or not, in any case, with the consent of the child.</p>
Sexual offence:	<p>The Ombudsman defines 'sexual offence' as all criminal offences involving a sexual element. Sexual misconduct includes conduct that does not necessarily equate to a criminal offence and can include.</p> <ul style="list-style-type: none"> <li>• Crossing professional boundaries</li> <li>• Sexually explicit comments and other overtly sexual behavior and</li> <li>• Grooming behaviour</li> </ul>
WWCC:	Working with Children Check
<u>Young Person</u>	<u>Someone who is aged 16 years or above but who is under the age of 18 years.</u>

POLICY – HS - 06 – Child Protection

## 4.5. Content

Council is committed to being a child-safe and child friendly organisation and fully supports the aims and objectives of the NSW Child Protection Legislation. It is Council's expectation that all children and young people using its services should be safe, protected and free from the risk of harm and that all staff will act in the best interests of the child or young person and take all reasonable steps to ensure their safety.

Council will develop, implement and regularly review procedures and practices which will:

- Ensure compliance with all relevant statutory and legal obligations in relation to child protection.
- Ensure the safety and well-being of children in both physical and online environments
- Facilitate the protection of children and young persons from the risk of significant harm and reportable conduct while interacting with Council staff or accessing Council services
- Ensure all child-related roles within Council are identified and designated as such.
- Ensure all staff recruited and employed in child-related roles have a verified Working with Children Check (WWCC)
- Ensure mandatory reporting obligations are met
- Facilitate the reporting of children and young person's at risk of serious harm
- Facilitate the effective and fair handling of allegations of misconduct against Council staff.
- Ensure all staff understand their child protection obligations

Council will ensure the following commitments are upheld to build upon and strengthen Council as a Child Safe Organisation:

- Conduct risk assessments for all Direct and Indirect child-related services, including community events (see Appendix B)
- Support and promote Council's Child Safe Working Group
- Ensure all Employees undergo induction and ongoing training on Child Safety
- Ensure all Employees adhere to Council's Child Safe Code of Conduct (see Appendix C)
- Assess progress against identified indicators of child safety and well-being indicators for both physical and online environments

## 5.6. Related Policies, Management Directives, Procedures, or Other Documents

Provide a listing of any other Policies, Management Directives or Procedures that relate to this Policy.

Document Number	Document Title	Records Reference
	<u>Draft Reportable Conduct Procedure</u>	<u>32147/24</u>
	<u>Child Safe Reporting Procedure</u>	
	<u>Disciplinary Action / Performance Management Directive</u>	<u>18054/05</u>
<u>Policy CS-11</u>	<u>Council Records and Archives Policy</u>	<u>44172/17</u>
	<u>Draft Child Safe Reporting Process</u>	<u>19022/24</u>
	<u>Child Safe Code of Conduct</u>	<u>18929/24</u>
	<u>Recruitment and Selection Manual</u>	<u>24093/05</u>
<u>POL-HS-09</u>	<u>Social Media Policy</u>	<u>48688/18</u>

## 6.7. Related Legislation

1. Children's Guardian Amendment 2021

POLICY – HS - 06 – Child Protection

- [2. Children and Young Persons \(Care and Protection\) Regulation 2022](#)
- [3. Children’s Guardian Act 2019](#)
- [4. Advocate for Children and Young People Act, 2014 \(NSW\)](#)
- [5. Child Protection Legislation Amendment Act, 2015 \(NSW\)](#)
- [6. Child Protection \(Working with Children\) Regulation 2013](#)
- [7. Child Protection \(Working with Children\) Act 2012](#)
- [8. Children and Young Persons \(Care and Protection\)](#)
- [9. Amendment \(Parental Responsibility Contracts\) Act, 2006 \(NSW\)](#)
- [10. Child Protection \(Offenders Registration\) Act, 2000 \(NSW\)](#)
- [11. Children and Young Persons \(Care and Protection\) Act 1998](#)
- [12. Ombudsman Amendment \(Child Protection and Community services\) Act, 1998 \(NSW\)](#)
- [13. The Ombudsman Act, 1974 \(NSW\)](#)
- [14. Crimes Act 1900 \(NSW\)](#)

### 8. Recording Document Versions/History

This Policy is required to be reviewed in accordance with the review schedule set out in Council’s Governance Document Framework. All changes approved through that review process are to be recorded in the following table:

Version	Original or Amendment	Authorisor	Date	Details/Reference
1.0	Original	Council	January 2012	Original Policy adopted in Council Report
2.0	Amendment	Council	21/08/17	Adopted in Council Report

### 9. Administrative Details

Policy Title	Child <del>Protection-Safe</del> Policy
Policy Number	<del>POL-HS-</del>
Approval Authority	Council
Date Approved & Commenced	<del>TBC</del>
Department/ Responsible Officer <i>(Responsible for implementing, monitoring &amp; reviewing this policy)</i>	<del>Community and Culture -</del>
Records Reference	TRIM <del>32653/2024</del>
Publication Rights	Public

### 10. Diagrams, Forms, Checklists and Flowcharts

Nil

**Ordinary Council Meeting 20 June 2024**  
**2024 LOCAL GOVERNMENT NSW CONFERENCE MOTIONS**

**Subject:** 2024 Local Government NSW Conference Motions  
**Record No:** SU9949 - 30490/24  
**Division:** Lane Cove Council  
**Author(s):** Stephen Golding

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### **Executive Summary**

Council has received correspondence from Local Government NSW concerning their 2024 Annual Conference to be held in November 2024. In preparation for the Conference, Local Government NSW have asked all councils to consider the key issues affecting their communities. These issues will be discussed and debated during the business sessions of the Conference. This report recommends that Council consider the primary issues affecting the Lane Cove community and submit motions for debate.

Council has entitlement to four (4) voting delegates at the Conference.

Given the NSW Local Government Elections are to be held on 14 September 2024, it would be prudent to have the next Council determine who the four (4) voting delegates at the Conference should be at a Council Meeting scheduled in October 2024.

### **Background**

The Local Government NSW (LGNSW) Annual Conference is the pre-eminent policy making event for the local government sector. At the Conference, delegates vote on motions which help determine the policies and priorities for LGNSW and the sector. It is a key event for local government where Councillors come together to share ideas and debate issues that shape the way the sector functions and is governed.

The Annual Conference of Local Government NSW (LGNSW) will be held from Sunday 17 November 2024 to Tuesday 19 November 2024 at the Tamworth Regional Entertainment and Conference Centre. A [draft Program for the Conference](#) is available on the [LG NSW Conference Website](#).

Under LGNSW rules and the formula for calculating voting entitlements, Council will be entitled to nominate four (4) voting delegates for voting on motions considered at the Conference and positions in the Board elections.

As the conference is being held in the new term of Council, the endorsement of delegates including four (4) voting delegates for the motions at the Conference will be determined after the 2024 NSW Local Government Elections that is to be held on 14 September 2024.

Council is invited to submit motions for possible debate at the conference to advance the sector wide policy agenda that close on Friday 15 August 2024. Further details of the requirements and criteria for submission of motions to be considered at the Conference are outlined below.

### **Discussion**

#### Criteria for Motions

To ensure debate centres on advancing the sector wide policy agenda, proposed motions should seek to be strategic (as opposed to operational), affect members state-wide and introduce new or emerging policy issues and actions. As much as possible, proposed motions should call on a

**Ordinary Council Meeting 20 June 2024**  
**2024 LOCAL GOVERNMENT NSW CONFERENCE MOTIONS**

specific body (e.g. LGNSW, state government, federal government, a specific Department or Minister) and have a specific outcome that the motion is aiming to achieve. The motion should state whether it is seeking to change any LGNSW Fundamental Principles and the wording should be unambiguous.

Members are encouraged to review available Action Reports of the previous conferences, with the Action Plan for 2023 Conference be available in the upcoming weeks, and the LGNSW Policy Platform document (attached at **AT-1**) before submitting motions for the 2024 Conference to ensure newly proposed motion wording reflects recent developments and does not duplicate existing positions.

Motions will only be included in the Business Paper for the Conference where they comply with the following seven (7) board endorsed criteria:

1. Are consistent with the objects of the Association;
2. Relate to Local Government in NSW and/or across Australia;
3. Concern or are likely to concern Local Government as a sector, not focused on a local issue only;
4. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
5. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. Are clearly worded and unambiguous in nature; and
7. Do not express preference for one or several members over one or several other members.

Motions are to be submitted online by Friday, 15 August 2024.

### Proposed Motions

The following two (2) motions have already been resolved by Council and address key issues affecting the Lane Cove community.

It is recommended that these motions be submitted for inclusion in Local Government NSW Conference Agenda for discussion and debate.

#### **Motion 1**

##### *Motion Title*

Modern ways to communicate with Residents.

##### *Motion*

That LGNSW advocate to the NSW Government to consider new options that Councils and Infrastructure providers can use to give timely and direct notification to residents about infrastructure works that will or are likely to impact them, that:

- a. take place out of normal business hours,
- b. may cause disturbance to personal amenity in a private home or workplace; and
- c. may cause inconvenience in mobility options.

## **Motion 2**

### *Motion Title*

Increased penalties for environmental offences.

### *Motion*

That LGNSW advocate to the NSW Government to increase penalties for those who willfully cause destruction of endangered ecological communities by the unauthorised removal of vegetation.

## **Conclusion**

For Council to participate fully in the LGNSW Annual Conference, it is recommended that Council consider the primary issues affecting the Lane Cove community, including the Motions outlined in this report, and submit them for consideration by LGNSW for inclusion on the Conference Agenda.

## **RECOMMENDATION**

That Council:

1. Give consideration to the two (2) proposed motions outlined in this report and other primary issues affecting the Lane Cove community and submit same for debate at the 2024 LGNSW Annual Conference; and
2. Grant delegated authority to the Mayor to request the General Manager to submit any further proposed motions, after consulting with Councillors, prior to the deadline.

-

Steven Kludass  
**Director - Corporate and Strategy**  
**Corporate and Strategy Division**

### **ATTACHMENTS:**

**AT-1** [View](#) LGNSW Policy Platform 2024

38      Available  
Pages      Electronically

**Subject:** NSW Kerbside Charging Funding for EV Charging Infrastructure  
**Record No:** SU9072 - 30823/24  
**Division:** Planning and Sustainability Division  
**Author(s):** Bernadette Riad

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### **Executive Summary**

On 26 May, the NSW Government announced funding of \$4.1 million to install 671 EV charging ports at 391 sites across NSW.

The kerbside chargers will be installed across 16 Local Government Areas (LGAs) by 8 grant recipients, with the intent of providing convenient charging options for drivers in high density and busy metro areas.

Two of the eight recipients of funding have nominated potential sites in the Lane Cove LGA, with the potential to provide another 14 charge ports. Increasing the number of on-street EV charge points in Lane Cove from 8 to 22, and the total number of charge points from 29 to 43.

Council is currently working with recipients (Plus ES and Evie Networks) to determine the final site arrangements and conduct community consultation on those sites where on-street parking restrictions will be altered. The results of which will be brought back to Council via the Traffic Committee for final approval. It is recommended the report be received and noted.

### **Background**

Funded and administered by Office of Energy and Climate Change, the EV kerbside charging grants aim to:

- support NSW's goal of being the easiest place in Australia to own and drive an EV;
- increase charging options for EV drivers with limited or no access to off-street parking;
- instil confidence in those considering the transition to an EV; and
- test different kerbside charging technologies and commercial models to develop a sustainable kerbside charging market.

The grants provide co-funding for local government or charge point operators (CPOs) to install, own, operate and maintain kerbside EV charging infrastructure in eligible local government areas (LGAs) that were assessed as having the least access to off-street parking for their population density.

- As part of the funding round, the NSW Government released the NSW EV Kerbside Charging Map outlining the estimated need for kerbside charging in each LGA based on population density and residential dwelling type. This map outlined an on-street charger access need of 39% for Lane Cove LGA.

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**NSW KERBSIDE CHARGING FUNDING FOR EV CHARGING INFRASTRUCTURE**

**Discussion**

Council currently provides access to a total of 32 electric vehicle charge points. Of those, 23 are located in Council car parks, while 9 are located on-street.

- The Canopy Carpark (8 charge points total, including 2 fast chargers)
- Little Street Car Park (4 charge points)
- Market Square Car Park (5 charge points)
- St Leonards Central Car Park (6 charge points including 2 fast chargers)
- 20 Phoenix Street, Lane Cove
- 11 Little Street, Lane Cove
- 19A Sirius Rd, Lane Cove West
- 2 Kullah Parade, Lane Cove North
- 15-21 Mindarie Street, Lane Cove North
- 2-4 Pinaroo Place, Lane Cove North
- 54 Gordon Crescent, Lane Cove North
- Cnr Oxley and Nicholson Street, St Leonards
- 13-15 Greenwich Road, Greenwich

The sites currently proposed by the charge point operators are listed below;

<b>CPO</b>	<b>Ref</b>	<b>Site Address</b>
Evie	E1	Civic Centre – 1 Phoenix St, Lane Cove, 2066 - 1 x RTM75 across 2 bays [MS208]
Evie	E2	Sera St Car Park, Lane Cove, 2066 Up to 2 x RTM75 across (up to) 4 bays [MS210]
Plus	P1	30 Little St, Lane Cove (no change to parking)
Plus	P2	43 Little St, Lane Cove
Plus	P3	36 Fox St, Lane Cove (no change to parking)
Plus	P4	8 Bridge St, Lane Cove (no change to parking)
Plus	P5	22 Bellevue Ave, Greenwich (no change to parking)
Plus	P6	396 Mowbray Rd W, Lane Cove North
Plus	P7	402 Mowbray Rd W, Lane Cove North (no change to parking)
Plus	P8	626 Mowbray Rd W, Lane Cove North
Plus	P9	642 Mowbray Rd W, Lane Cove North (no change to parking)
Plus	P10	64 Penrose St, Lane Cove West (no change to parking)

*Table 1 – List of 12 proposed EV charge points*

Of the 12 proposed locations, 2 (referenced as E1 and E2 in Table 1) are fast chargers that will be located in Council off-street car parks. At this stage Council has provided in principal support for the installation of chargers in these car parks, but the exact locations are still to be finalised. Once the exact locations of these chargers are finalised the surrounding properties will be notified of the installations. Any feedback received for these sites will be discussed with the charge point operators in terms of suitability of the site.

For the 10 on-street charging sites (referenced as P1 to P10 in Table 1), 3 are proposed to have changes to current parking restrictions to only allow EV's to use the space while charging and with a 2 hour limit between 8:00am and 6:00pm. The other 7 locations will not have any changes to their parking restrictions and all types of vehicles will be permitted to use these spaces.



**Ordinary Council Meeting 20 June 2024**  
**NSW KERBSIDE CHARGING FUNDING FOR EV CHARGING INFRASTRUCTURE**

For the 3 locations that are proposed to have a change to their parking restrictions, Council has commenced consultation with the surrounding residents as per the requirements of the Traffic Committee for changes to parking restrictions. Feedback on these locations will be reported to the July 2024 Traffic Committee for consideration prior to being brought back to Council for adoption.

For the 7 locations that do not require any changes to parking restrictions, Council will notify the residents of the installation of the EV chargers. Any feedback received for these sites will be discussed with the Charge Point operators in terms of suitability of the site.

As per the funding requirements, ownership, operation, and maintenance of chargers will remain the responsibility of the charge point operators, and all chargers will be supplied with 100% renewable energy in perpetuity.

As with the other EV chargers already installed in the LGA, Council will sign an agreement with the Charge Point operator for an initial 12 month period with a review of the agreement after the 12 months.

### **Conclusion**

Council has been fortunate in being offered the opportunity to be included in the NSW Government funding of \$4.1 million to install 671 EV charging ports at 391 sites across NSW.

It is recommended that Council complete consultation for the locations requiring changes to parking restrictions, report the results of this consultation to the July 2024 Traffic Committee meeting and notify adjoining properties of the installation of the remaining EV charging locations that do not require any changes to parking restrictions.

### **RECOMMENDATION**

That Council:-

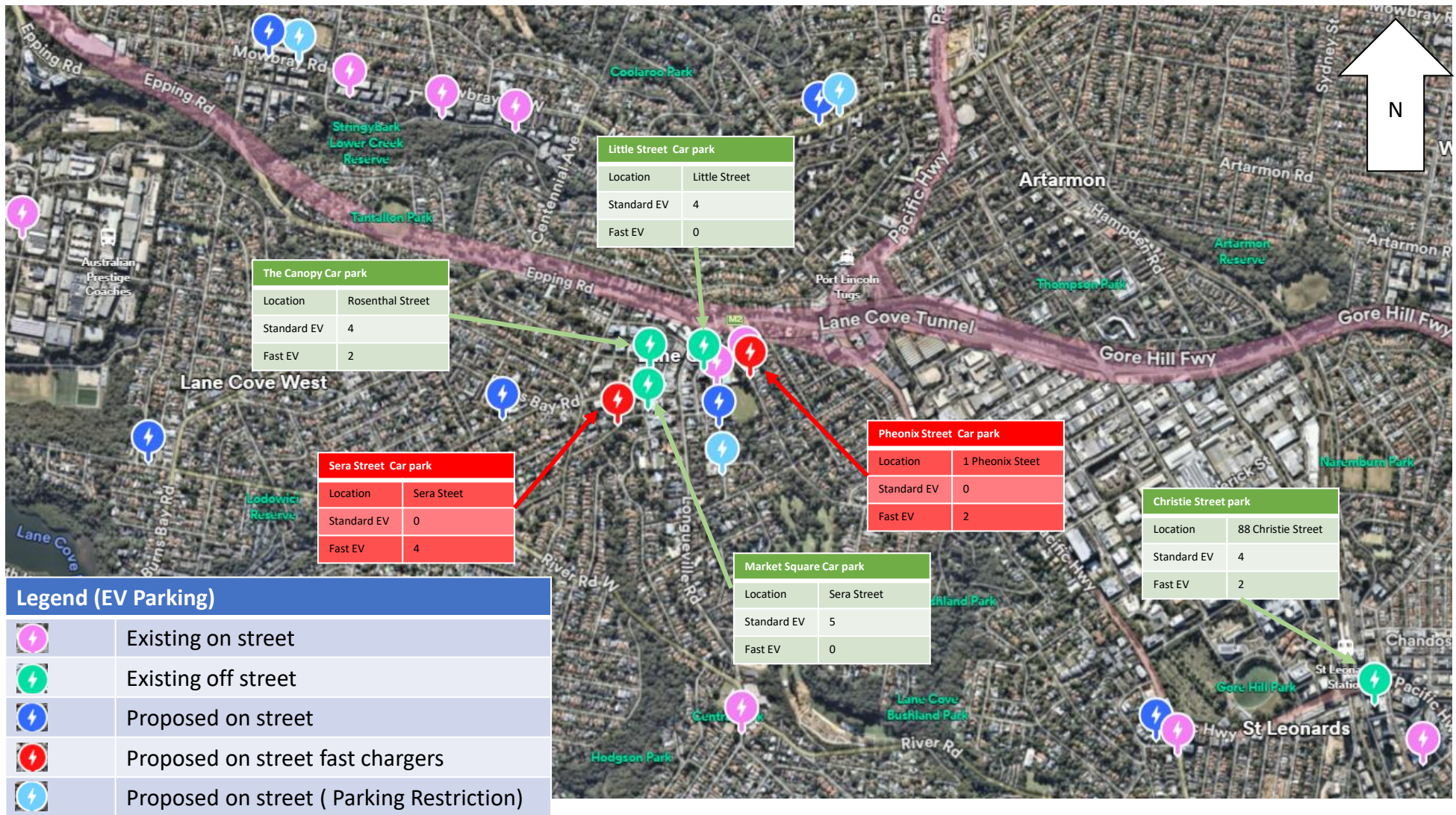
1. receive and note the report;
2. Complete the consultation as per the requirements of the Traffic Committee for the proposed EV charging locations requiring changes to parking restrictions; and
3. Notify the surrounding properties for the EV charging locations where no changes to parking restrictions are required.

Mark Brisby  
**Director - Planning and Sustainability**  
**Planning and Sustainability Division**

Martin Terescenko  
**Director - Open Space and Infrastructure**  
**Open Space and Infrastructure Division**

### **ATTACHMENTS:**

**AT-1** [View](#) Map of EV Charge Points in Lane Cove



**Ordinary Council Meeting 20 June 2024**  
**UPDATE ON UPGRADED HOT WATER SYSTEMS IN COUNCIL FACILITIES**

**Subject:** Update on upgraded Hot Water Systems in Council Facilities  
**Record No:** SU4997 - 32265/24  
**Division:** Community and Culture Division  
**Author(s):** Stephanie Kelly

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### **Executive Summary**

The purpose of this report is to provide Council with an update on the roll-out of new electric heat pump hot water systems across six Council facilities. The NSW Government's initiative to upgrade hot water systems as part of the Energy Security Safeguard has been rolled out in Lane Cove. This initiative aims to reduce dependence on natural gas and promote energy efficiency.

### **Discussion**

The NSW Government launched an initiative to upgrade hot water systems in Lane Cove as part of the Energy Security Safeguard program. The offer was to upgrade to a more energy-efficient hot water system and make a choice that is both environmentally responsible and financially advantageous, as the switch can significantly reduce both energy and water consumption. This is predicted to result in substantial long-term cost savings on utility bills. Additionally, using a more energy-efficient hot water system helps lower the environmental impact of the facility, aligning with Council's commitment to sustainability and tackling the climate emergency.

Council collaborated with community groups and inspected Council facilities. All facilities that did not already rely on heat pump technology were assessed. Ten eligible sites were identified, but it was found that installing heat pumps would be impractical for some of the sites due to complex building and site challenges.

The work to upgrade six sites is now completed. Heat pumps were successfully installed at:-

1. Greenwich Baths;
2. Greenwich Sailing Club;
3. KU Community Preschool;
4. Lane Cove Tennis Club;
5. Blackman Park Scout Hall; and
6. Lane Cove Council Depot.

The new heat pumps are designed to deliver consistent hot water year-round, operating efficiently even at lower outdoor temperatures. The integrated heat exchanger within the water tank minimises energy loss, ensuring optimal performance. These smart energy heat pumps features include maximising efficiency with a maximum water output temperature of 60°C. They also include automatic startup and shutdown and include an anti-Legionella function to ensure water hygiene and support environmental health standards.

This work was achieved at no cost to Council beyond the time it took to project manage inspection and installation.

The benefits of installing these heat pumps are that, on average, air-source heat pumps produce 850kg of CO<sub>2</sub> per year. Heat pumps use only about a third as much electricity as traditional electric water heaters. The amount of CO<sub>2</sub> saved depends on various factors, such as energy usage, the type and efficiency of the old heating system, and that of the new heat pump.

**Conclusion**

With the support of a NSW Government rebate, this project has delivered a cost effective and environmentally sustainable outcome for six Council facilities.

**RECOMMENDATION**

That Council:

1. Receive and note this report; and
2. Thank the four community groups involved for their support in this project and achieving good environment and economically sustainable outcomes for our community.

Stephanie Kelly  
**Director - Community and Culture**  
**Community and Culture Division**

**ATTACHMENTS:**

There are no supporting documents for this report.



**Ordinary Council Meeting 20 June 2024  
LANE COVE LOCAL PLANNING PANEL**

**Subject:** Local Government Remuneration Tribunal Annual Report and Determination - Councillor Fees  
**Record No:** SU839 - 25498/24  
**Division:** Lane Cove Council  
**Author(s):** Stephen Golding

### Executive Summary

This report details the recent determination of the Local Government Remuneration Tribunal (“the Tribunal”) for the annual fees to be paid for the Mayor and Councillors for the 2024/25 financial year, commencing 1 July 2024. The Tribunal has approved a 3.75% increase for the period. It is recommended Council determine the annual fees to be paid.

### Background

The Tribunal is responsible for categorising councils and determining the minimum and maximum fees paid to Mayors and Councillors in each category. For the financial year 2023/24 an increase of 3% was determined by the Tribunal and was accepted by Council at the Ordinary Council Meeting 23 June 2023.

### Discussion

In the Tribunal’s report to the Minister for Local Government dated 29 April 2024 (**AT-1**), it determined that, for the financial year 2024/25, an increase of 3.75% shall apply to the minimum and maximum annual fees applicable to each category. The table below shows the current annual fees paid to Lane Cove Councillors and the new minimum and maximum annual fees as determined by the Tribunal:-

	Current Annual Fee	New Minimum Annual Fee	New Maximum Annual Fee
Mayor	\$47,390	\$21,770	\$49,170
Councillors	\$21,730	\$10,220	\$22,540

Council’s Draft Budget for 2024/25 has sufficient funds to accommodate the proposed 3.75% increase as determined by the Tribunal.

### RECOMMENDATION

That Council determine the following annual fees to be paid for the 2023/24 financial year, commencing 1 July 2024:-

1. Mayor: \$49,170 (in addition to the Councillors fee); and
2. Councillors: \$22,540

Steven Kludass  
**Director - Corporate and Strategy**  
**Corporate and Strategy Division**

### ATTACHMENTS:

**AT-1** [View](#) Annual Report and Determination - Local Government Remuneration Tribunal = 2024 39 Pages Available Electronically

**Subject:** Lane Cove Local Planning Panel  
**Record No:** SU4720 - 28999/24  
**Division:** Planning and Sustainability Division  
**Author(s):** Mark Brisby

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### **Executive Summary**

The term of the current Lane Cove Local Planning Panel concludes on 30 June 2024. Council is required to appoint a new Panel to commence 1 July 2024. This report outlines the new Chair's for the panel, the proposed expert panel members and community representatives. It is recommended Council appoint the nominated candidates for the various roles.

### **Discussion**

Council has been advised the Minister for Planning & Public Spaces has appointed Ms. Janette Murrell as the Chair of the Lane Cove Local Planning Panel, with Mr. Carl Scully and Mr. Anthony Hudson as alternates, commencing 1 July 2024.

At its February 2024 ordinary meeting, Council appointed the following independent expert members for the then interim period until 30 June 2024.

- Mr. Michael Ryan
- Mr. David Ryan
- Mr. Jason Perica
- Ms. Lisa Bella Esposito
- Ms. Lisa Trueman
- Ms. Susan Hobley
- Mr. Michael Mason

It is noted that each of these independent expert panel members have been included in the new expert pool list released by the Minister for the term of the new panel and are available to continue in the role. It is proposed to reappoint them onto the new panel.

Also at the February meeting, Council appointed the following community representatives:-

- Ms. Melanie Naidoo
- Mr. David Risbey
- Mr. Ian Longbottom

It is proposed to reappoint them onto the new panel.

Council is required under the guidelines for Local Planning Panels to have a minimum of fifteen {15} independent expert members appointed to its Panel. As setout above it is proposed to reappoint the existing seven {7} members.

Invitations were sent to eight independent experts who were included in the new expert pool list and who indicated that they were available to be appointed to Lane Cove's Local Panel.

All eight {8} accepted Council's invitation and it is recommended that they be appointed to the Panel. They are as follows:-

- Ms. Clare Brown
- Ms. Clare Swan
- Ms. Linda Kelly
- Ms. Sandra Robinson
- Mr. Michael File
- Mr. Brendan Randles
- Mr. Stephen McMahon
- Mr. Stephen Kerr

Their CVs has been provided to Councillors under separate cover.

Council is required under the guidelines for Local Planning Panels to have a minimum of four {4} Community representatives appointed to the Panel. As setout above Council in February 2024 appointed three {3} Community representatives.

These community representatives were selected following a recruitment process held in April 2023. That process included advertising and an interview of candidates after which three {3} were selected.

It is proposed that the next preferred candidate from that process be appointed to the Panel. Contact has been made with them and they advise they are available. It is recommended that subject to the required probity checks, Mr. Bruce Fraser be appointed as an additional community representative to the Panel. A copy of his application has been provided to Councillors under separate cover.

### **Conclusion**

The term of the current Lane Cove Local Planning Panel concludes on 30 June 2024. Council is required to appoint a new Panel to commence 1 July 2024.

The Minister for Planning and Public Spaces has appointed a Chair and alternates for the new term of the Lane Cove Local Planning Panel. Further, a new list of approved independent expert panel members has been provided to Council.

Council is required to have a minimum of fifteen {15} expert members and four {4} Community representatives. The existing seven experts and three community representatives will be reappointed along with the nominated eight {8} new independent experts and one {1} new Community representative.

## **RECOMMENDATION**

That Council:

1. notes and acknowledges the appointment Ms Janette Murrell as Chair of the Lane Cove Local Planning Panel commencing 1 July 2024;
2. notes and acknowledges the appointment of Mr Carl Scully and Mr Anthony Hudson as alternate Chairs of the Lane Cove Local Planning Panel commencing 1 July 2024;
3. appoint the following independent experts to the Local Planning Panel commencing 1 July 2024:-
  - Mr. Michael Ryan
  - Mr. David Ryan
  - Mr. Jason Perica
  - Ms. Lisa Bella Esposito
  - Ms. Lisa Trueman
  - Ms. Susan Hobley
  - Mr. Michael Mason
  - Ms. Clare Brown
  - Ms. Clare Swan
  - Ms. Linda Kelly
  - Ms. Sandra Robinson
  - Mr. Michael File
  - Mr. Brendan Randles
  - Mr. Stephen McMahon
  - Mr. Stephen Kerr
4. appoint the following community representatives to the Lane Cove Local Planning Panel commencing 1 July 2024:-
  - Ms. Melanie Naidoo
  - Mr. David Risbey
  - Mr. Ian Longbottom
5. Appoint, subject to the required probity checks, Mr. Bruce Fraser as an additional community representative to the Lane Cove Local Planning Panel commencing 1 July 2024.

Mark Brisby  
**Director - Planning and Sustainability**  
**Planning and Sustainability Division**

## **ATTACHMENTS:**

There are no supporting documents for this report.



**Ordinary Council Meeting 20 June 2024**  
**APPOINTMENT OF AN ADDITIONAL MEMBER OF THE YOUTH ADVISORY GROUP**

**Subject:** Appointment of an additional member of the Youth Advisory Group  
**Record No:** SU119 - 32505/24  
**Division:** Community and Culture Division  
**Author(s):** Stephanie Kelly

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### **Executive Summary**

Council received a report at the 23 March 2024 Ordinary Council Meeting on the appointment of a Youth Advisory Group and the need to continue to recruit young people for this advisory committee.

This report presents an additional nomination for the Youth Advisory Group for endorsement by Council.

### **Background**

Council advertised for members of the Youth Advisory Group via the Have Your Say page on Council's website throughout 2024. Further engagement and promotion were undertaken during Youth Week in late April to recruit suitably qualified young people. An additional nomination was received.

### **Discussion**

Council's Selection Committee has reviewed the nominations and recommends that the following nominees be appointed to the Youth Advisory Group: Rory Burke.

Rory Burke meets all but one of the eligibility criteria for the Youth Advisory Group. He does not currently have a Working With Children Check (WWCC) which is required of all members aged 18+. Subject to his successful receipt of a WWCC, the Selection Committee recommends his nomination be endorsed.

### **Conclusion**

Council's Selection Committee has assessed the nominations for the Youth Advisory Group and, considering the skills, experience, and interest of the nominees, recommends that the persons nominated for the Youth Advisory Group be endorsed.

Further that Council readvertises for the Youth Advisory Group to fill vacancies.

### **RECOMMENDATION**

That Council:

1. Endorse Rory Burke as a nominee for the Youth Advisory Group subject to his successful receipt of a Working With Children Check; and
2. Notify the applicant of Council's decision.

**Ordinary Council Meeting 20 June 2024**  
**APPOINTMENT OF AN ADDITIONAL MEMBER OF THE YOUTH ADVISORY GROUP**

Stephanie Kelly  
**Director - Community and Culture**  
**Community and Culture Division**

**ATTACHMENTS:**

There are no supporting documents for this report.

**Ordinary Council Meeting 20 June 2024  
COUNCIL SNAPSHOT - MAY 2024**

**Subject:** Council Snapshot - May 2024  
**Record No:** SU220 - 32330/24  
**Division:** General Managers Unit  
**Author(s):** Corinne Hitchenson

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Attached for the information of Councillors is a review of Council's recent activities.

This Snapshot report provides a summary of the operations of each Division within Council for May 2024 at **AT-1**.

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

**RECOMMENDATION**

That Council:

1. Receive and note the report.

Craig Wrightson  
**General Manager**  
**General Managers Unit**

**ATTACHMENTS:**

<b>AT-1</b> <a href="#">View</a>	Council Snapshot May 2024	44 Pages	Available Electronically
<b>AT-2</b> <a href="#">View</a>	Resolution Tracker for June 2024 Council Meeting	27 Pages	Available Electronically

**Ordinary Council Meeting 20 June 2024**  
**QUESTIONS WITH NOTICE - VARIOUS TOPICS**

**Subject:** Questions with Notice - Various topics  
**Record No:** SU9981 - 32752/24  
**Division:** Lane Cove Council  
**Author(s):** Councillor Merri Southwood

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**Question 1.** On 29 September 2022 Council resolved 7-1 not to proceed with the roundabout at River Road/Northwood Road.

It is noted that Council has identified this intersection as a priority blackspot intersection.

The report to Council on 29 September stated that “*Alternative treatments to improve intersection safety (at the above intersection) are being developed, noting that the TfNSW (RMS) will not permit traffic signals at this (intersection) location*”.

A Council spokesperson advised In the Cove that Council would be making a grant application to TfNSW for funding to improve the safety of the intersection.

It is noted that vehicles that are unable to access the car parking at the Sport and Recreation Facility are likely to park in Northwood streets. These vehicles are expected to exit Northwood at the River Road/Northwood intersection.

- (a) May Councillors please have an update on the status of Council’s grant application and the progress to date on the design and delivery of the River Road/Northwood Road intersection improvements?
- (b) What is the timing on the delivery of these improvements?

Answer to Questions 1 a & b:

Council applied for a grant under the TfNSW Safer Roads Program last year and we are still awaiting confirmation on whether we have been successful. TfNSW generally announce the successful nominations mid-year. If Council is successful, the terms of the grant require works to be completed next financial year.

**Question 2.** The traffic lights on River Road at the entrance to the Sport and Recreation Facility include a pedestrian crossing.

There is no access to Northwood streets on the western side of River Road after crossing at the traffic lights.

Given that the Sport and Recreation Facility is now under construction, could Council please provide detail of the proposed access route from the pedestrian crossing to streets in Northwood and the cost and timing thereof?

Answer to Question 2

Council investigated providing a footpath along the south side of River Road from the Sport and Recreation Centre to Northwood Road at Fleming Street. Unfortunately, it is not feasible to construct a footpath in this location due to topography, vegetation, power poles and other services. Council is now proposing a pedestrian access via the road reserve between 12 and 14 Fleming Street from Fleming Street to the proposed signalised pedestrian crossing in River Road at the entrance to the Sports and Recreation Centre. This project will be funded from Council’s footpath budget and timing of the completion will be coordinated with the completion of the Sport and Recreation Centre.

**Question 3.** There have been recent announcements of proposed changes to bus routes impacting the Lane Cove LGA.

Is Council engaging with TfNSW and Busways to secure regular and frequent 7 days per week bus services to the Sport and Recreation Facility from late 2025?

Answer to Question 3

Council recently advised Councillors that Transport for NSW and Busways are currently reviewing the peninsula bus study produced by Council for their comments prior to the commencement of community consultation on that matter.

Council will liaise with the relevant parties in relation to public transport services in the vicinity of the Sport & Recreation Centre as and when required.

**Question 4.** On the evening prior to the Local Government elections on 4 December 2021 many candidates' corflutes were damaged/removed and banners and other signage defaced and cut down.

The corflutes, banners and signage were correctly positioned in accordance with the direction of the NSW Electoral Commission.

- (a) Please advise location of local government election polling booths in the Lane Cove LGA where CCTV coverage in place.
- (b) Will CCTV at these locations be activated from sunset on the evening of 13 September.

Answer to Question 4

The NSW Electoral Commission are responsible for administering the Lane Cove Council local government elections. This includes selecting the venues for pre-poll voting and on the day of voting and Council is not aware of CCTV being a requirement of the venue selected. The voting locations are not yet available on the NSW Electoral Commission website.

Council is aware of three Council facilities which have been requested as a venue for voting. While some of those venues have CCTV it is not known whether the CCTV will extend beyond the six metres of the entrance (ie. the area from which election material is permitted to be displayed).

In the instance where an offence has been identified, Council will cooperate with the NSW Electoral Commission and/or NSW Police. Further clarification for candidates on how to report any breaches of electoral laws or to contact the NSW Electoral Commission for further advice, visit [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au).

Craig Wrightson  
**General Manager**  
**General Managers Unit**

**ATTACHMENTS:**

There are no supporting documents for this report.

**Ordinary Council Meeting 20 June 2024**  
**QUESTION WITH NOTICE - BUS SERVICE IMPACTS LANE COVE**

**Subject:** Question with Notice - Bus Service Impacts Lane Cove  
**Record No:** SU1363 - 33173/24  
**Division:** Lane Cove Council  
**Author(s):** Councillor Rochelle Flood

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**Background**

In May this year, Busways released a statement advising that a number of bus services covering the Lane Cove LGA would be altered, with some services slated for cancellation such as bus route 294, and others are set to have significant changes to their routes including the 254, 288 and others.

Questions

Question 1

Has Council contacted Busways and Transport for NSW to discuss the potential impact of these cancellations and service changes on residents?

Response to Question 1:

Yes. This question relates to an article in the Sydney Morning Herald. Busways have not made any statements regarding changes to any bus routes in Lane Cove. TfNSW make decisions relating to bus routes in NSW and they are in the process of assessing the bus network to ensure that it works efficiently with the opening of the new Metro station in Crows Nest. Council has regular contact with TfNSW and Busways and they have not informed Council of any decisions relating to changes to bus routes.

Question 2

What if any plans are in place to minimise service disruptions in Lane Cove and ensure ongoing access to reliable bus services?

Response to Question 2: Council will continue to work with TfNSW and Busways to ensure that our community can access the bus network as efficiently as possible.

Question 3

What plans does council have to monitor the local impact of these changes and to provide ongoing feedback to TfNSW and Busways?

Response to Question 3: To date no changes have been announced. Council has previously monitored commuter delays at the Lane Cove Interchange and will undertake similar monitoring if and when required. Council also reviews community feedback and raises any concerns with TfNSW and Busways.

Craig Wrightson  
**General Manager**  
**General Managers Unit**

**ATTACHMENTS:**

There are no supporting documents for this report.