



**Lane Cove
Council**

Agenda Ordinary Council Meeting 22 May 2025, 7:00 PM

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

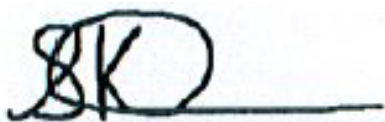
Notice of Meeting

Dear Councillors,

Notice is given of the Ordinary Council Meeting, to be held in the Council Chambers on Thursday 22 May 2025 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



Steven Kludass
Acting General Manager

Council Meeting Procedures

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

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

The Public Forum will hear registered speakers from the Public Gallery 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 (Wednesday, 21 May 2025) 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. Written addresses are to be received by Council no later than midnight, on the day prior to the meeting. (500 words maximum).

Please note that meetings held in the Council Chambers are webcasted, and recordings are made publicly available on the Council's website. 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

Members of the public may address the Council Meeting on any issue for 3 minutes.

CONFIRMATION OF MINUTES

ORDINARY COUNCIL MEETING - 24 APRIL 2025

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NOTICE OF MOTION - ENSURING OUR COMMUNITY GETS BEST USAGE OF COUNCIL FACILITIES – EXPLORE INCREASING ACCESS TO OUTDOOR 50 METRE POOL AND OTHER OPTIONS

Item No: 1

Item No: 1
Subject: Notice of Motion - Ensuring our community gets best usage of council facilities – explore increasing access to outdoor 50 metre pool and other options
Record No: SU2706 - 31316/25
Division: Lane Cove Council
Author(s): Councillor Bridget Kennedy; Councillor Kathy Bryla

Executive Summary

This motion seeks to investigate options to increase public recreational access to the outdoor pool for community members ensuring our community gets best usage of council facilities – explore increasing access to outdoor 50 metre pool and other options.

Discussion

During the last month of Autumn (May) throughout the first month of Spring (September), the outdoor 50m pool, currently utilising gas heating, is closed during parts of the day, and closes earlier in the evenings. Adjustments for seasonal needs are understandable, and consideration of heating efficiencies needs to be considered.

(Note: Council applied for a grant in 2025 to electrify the pool but were not successful. There are plans to apply for the next round of this grant.)

The current 'winter' hours at the Lane Cove Aquatic Leisure Centre's 50m pool continue to be applied from 28 April 2025 to late September and the times operated is between

Weekday Hours (Monday – Friday):

Open: 5:30 AM – 10:00 AM
Closed: 10:00 AM – 3:00 PM
Open: 3:00 PM – 8:00 PM

Weekend Hours (Saturday and Sunday):

Open: 6:00 AM – 3:00 PM
Closed: 3:00 PM – 8:00 PM
The indoor pool is open all day 5:30am until 9pm.

These opening hour reductions impact those who rely on the facilities for regular exercise.

There is also added pressure on the pool due to neighbouring pools being closed for renovations over an extended period. The Lane Cove Aquatic Centre was never designed to be the sole operating pool on the Lower North Shore. Whilst these pressures may be relieved once the pools in our neighbouring councils come back online, our LGA is also looking at ongoing increases in population due to the St Leonards South area being developed and the recent implementation of the Mid Rise Housing reforms which will ensure higher density in our LGA.

Additionally, our seasons are changing with Autumnal and Spring weather warmer allowing for more outdoor swimming opportunities with less pool heating requirements.

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NOTICE OF MOTION - ENSURING OUR COMMUNITY GETS BEST USAGE OF COUNCIL FACILITIES – EXPLORE INCREASING ACCESS TO OUTDOOR 50 METRE POOL AND OTHER OPTIONS

Item No: 1

RECOMMENDATION

That:

1. staff liaise with Bluefit operation staff to investigate options to increase public recreational access to the outdoor pool for community members. For example, these could be; opening longer during the seasonal shoulder months of May and September, remaining open during daytime hours, and/or ensure conflicting priorities for indoor lanes booked by commercial swim classes are equitably managed to allow adequate public recreational space during periods when the outdoor pool cannot be utilised; and
2. there be a report back to council on proposal, costs (including gas offset costs in any pricing to mitigate the environmental impacts) and possible implementation timeframes prior to September 2025 Council meeting (to allow earlier pool opening for September 2025 to be implemented, should this be considered a viable option).

Councillor Bridget Kennedy
Councillor

Councillor Kathy Bryla
Councillor

ATTACHMENTS:

There are no supporting documents for this report.

Ordinary Council Meeting 22 May 2025
NOTICE OF MOTION - COMMENCE PROCESS TO MANAGE ABANDONED WATERCRAFT
AND ILLEGAL DUMPING IN DUNOIS RESERVE LONGUEVILLE

Item No: 2

Item No: 2
Subject: Notice of Motion - Commence process to manage abandoned watercraft and illegal dumping in Dunois Reserve Longueville
Record No: SU9683 - 31192/25
Division: Lane Cove Council
Author(s): Councillor Caleb Taylor

Executive Summary

This motion proposes to develop a process to manage abandoned watercraft and illegal dumping in Dunois Reserve, Longueville

Background

Dunois Reserve located in Longueville is a space for locals to enjoy water views, open space and a place for some locals to store their watercraft. Unfortunately, over a period people have abandoned watercraft, illegally dumped rubbish and in some instances held late night meet ups to conduct anti-social behaviour.

I have had many residents reach out to me and bring to my attention there are multiple people/families illegally mooring and living on watercraft in the bay, these people are known to frequent Dunois Reserve and illegally dump rubbish as well as conduct anti-social behaviour and cause concerns for many locals.

Given the amount of abandoned watercraft and illegally dumped rubbish this sets a bad look for our local neighbourhood and encourages anti-social behaviour. I note Council was awarded a grant to install racks for watercraft in the Reserve, I ask council to fast track community consultation on this as it would allow a transition for watercraft owners who do the right thing to store their watercraft safely making them more accessible and in turn clearing the foreshore and surrounds making it safer for the public and community.

Below are images in relation to the above;



Ordinary Council Meeting 22 May 2025
NOTICE OF MOTION - COMMENCE PROCESS TO MANAGE ABANDONED WATERCRAFT
AND ILLEGAL DUMPING IN DUNOIS RESERVE LONGUEVILLE

Item No: 2



RECOMMENDATION

That Council:

1. Endorses the existing abandoned watercraft program and the next stage to focus on the Woodford Bay area;
2. Writes to the appropriate NSW Minister raising the issue of people living on boats and illegal moorings in the Bay;
3. Compliance staff carry out a blitz of the illegal dumping of rubbish in the area particularly the Dunois Street location;
4. Staff fast track community consultation for the use of the grant received to install storage racks for watercraft; and
5. Provides a monthly update on the abandoned watercraft program in the Council snapshot.

Councillor Caleb Taylor
Councillor

ATTACHMENTS:

There are no supporting documents for this report.

Ordinary Council Meeting 22 May 2025
NOTICE OF MOTION - MAINTENANCE OF COMMON PROPERTY - MARKET SQUARE
COMPLEX

Item No: 3

Item No: 3
Subject: Notice of Motion - Maintenance of Common Property - Market Square Complex
Record No: SU5720 - 31195/25
Division: Lane Cove Council
Author(s): Councillor Scott Bennison

Executive Summary

This motion seeks Council to address community dissatisfaction with issues with the lifts, escalators and amenities within the common areas of the Market Square complex.

Background

Market Square is a central hub in the Lane Cove village precinct, and the functionality and presentation of its shared facilities are critical to the public's experience and access.

Despite formal maintenance agreements being in place, there has been a consistent level of community dissatisfaction in recent times due to ongoing issues with the lifts, escalators, and amenities.

This matter requires detailed briefing and consideration by Councillors in a Councillor Workshop setting to identify practical steps that can lead to improved outcomes for residents and visitors alike.

RECOMMENDATION

That Council:

1. notes that there is a long term lease between Lane Cove Council and Region Group (on behalf of Woolworths and other commercial tenants) that includes maintenance of certain common property areas within the Market Square complex, including but not limited to lifts, escalators and toilet facilities;
2. acknowledges that the structure of ownership, management, and maintenance responsibilities within the complex is further governed by the Building Management Committee for the "Shared Facilities";
3. notes that Council continues to receive regular complaints from the community regarding:
 - a) Lifts and escalators being out of service for extended periods,
 - b) Poor cleanliness and upkeep of the toilet facilities and other common areas; and
 - c) General amenity and safety concerns, particularly impacting elderly residents and people with disabilities; and
4. requests the General Manager to schedule a Councillor Workshop at the earliest opportunity to:
 - a) provide an overview of the current legal and operational arrangements relating to the complex;
 - b) outline any challenges or limitations in enforcing maintenance obligations under the current agreements; and

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NOTICE OF MOTION - MAINTENANCE OF COMMON PROPERTY - MARKET SQUARE
COMPLEX

- c) facilitate a discussion with Councillors with a view to identifying options to improve service standards and outcomes for the community.

Councillor Scott Bennison
Councillor

ATTACHMENTS:

There are no supporting documents for this report.

Item No: 3

Ordinary Council Meeting 22 May 2025
RESPONSE TO THE NSW PARLIAMENTARY INQUIRY INTO THE EARLY CHILDHOOD
EDUCATION AND CARE SECTOR

Item No: 4

Item No: 4
Subject: Response to the NSW Parliamentary Inquiry into the Early Childhood Education and Care Sector
Record No: SU10269 - 29742/25
Division: Community and Culture Division
Author(s): Stephanie Kelly

Executive Summary

This report presents Lane Cove Council's draft submission to the Parliamentary Inquiry into Early Childhood Education and Care, launched in response to growing national concern about standards, safety, and access within the sector. Council has a long-standing role in the delivery of early childhood education and care (ECEC), both as a direct provider and as a supporter of the wider network of services in the local government area (LGA).

The submission draws on insights from Council staff, local early childhood educators, community feedback, and long-term experience in service delivery. It highlights key priorities such as child safety and wellbeing, quality of educational outcomes, educator workforce sustainability, and the importance of recognising the sector as a critical component of Australia's education system.

The report recommends that Council endorses the submission and forwards it to the Inquiry.

Background

In early 2025, a Parliamentary Inquiry was established to examine the quality, regulation, workforce, and funding models associated with Early Childhood Education and Care in Australia. The Inquiry follows national media attention, particularly a Four Corners investigation, which revealed significant failings in some private early education centres and raised questions about systemic oversight and child safety.

Lane Cove Council has operated Kindy Cove for over 30 years and actively supports a broader network of private and not-for-profit providers in the area. Council recognises the sector's critical role in supporting child development, family wellbeing, women's workforce participation, and local economic resilience.

Given this involvement, Council has prepared a comprehensive submission that reflects the practical experiences and concerns of educators, parents, and service operators within the Lane Cove LGA.

Discussion

The submission addresses several key themes raised by the Inquiry, including:

1. *Safety, Supervision, and Wellbeing*
Council emphasises that effective supervision is the cornerstone of safety in ECEC settings. It urges the Inquiry to prioritise staff empowerment, responsive supervision practices, and improved parent partnerships to support child wellbeing.
2. *Quality of Education and Workforce Conditions*
The submission advocates for greater support for off-floor planning, particularly in small centres, and highlights the need to shift quality assessments toward actual educational

experiences rather than documentation volume. Workforce retention, recognition, and parity with school-based educators are identified as urgent priorities.

3. *Regulatory Transparency and Smarter Assessment*

Council recommends smarter technologies and longitudinal data collection to improve quality assessment over time. Concerns are raised regarding inconsistency in the partial rating process, and a call is made for greater transparency and equity across assessments.

4. *Traineeships and Workforce Development*

Council supports expanded access to programs such as the Y Careers initiative and calls for wraparound support for trainees, better regulation of training providers, and improved mentoring and peer support opportunities.

5. *Funding and Scale of Centres*

The submission supports differentiated funding that recognises the unique value of smaller, community-based services and notes that while fee relief has improved affordability, system complexity remains a burden.

6. *Inclusion and Disability Support*

Council raises concerns about the disconnection between NDIS and education funding responsibilities and calls for improved inclusion support formulas and access to specialist resources and equipment.

Conclusion

It is important to contribute to the national conversation on the future of early childhood education and care. The submission reflects the lived experience of educators, families, and service providers within our community. It reinforces Council's ongoing commitment to child safety, educational quality, and workforce sustainability. Council looks forward to continuing to work in partnership with all levels of government to support the wellbeing and development of young children.

RECOMMENDATION

That Council:

1. Thank the staff of Kindy Cove for their leadership in developing this submission;
2. Endorse the attached submission to the Parliamentary Inquiry into Early Childhood Education and Care; and
3. Forward the submission to the Inquiry Secretariat before the closing date.

Stephanie Kelly
Director - Community and Culture
Community and Culture Division

ATTACHMENTS:

AT-1 [View](#) Response to the NSW Parliamentary Inquiry in to the Early Childhood Education and Care Sector



Date: 15/05/2025
Document Reference: 30815/25

Lane Cove Council

Response to the Parliamentary Inquiry 2025 Early Childhood Education and Care sector in New South Wales



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“As a parent I am in awe of the educators in the Early Childhood sector. This committed group of professionals are entrusted with our children’s future and while this role is critical, the most important part is the connection with the children, not the administrative and regulatory checklists which seem to go on and on. Learn from best practice, yes, but the proof is in the children themselves – I was fortunate enough to have the choice of any childcare centre and which one did I choose? The one that had a great relationship with the local community, was small enough to give personalised care and its reputation preceded itself. Let’s keep childcare unique, much like the kids who are within the centres, not so heavily regulated that we can’t tell the difference between them”. Kindy Cove Parent May 2025

Introduction

Lane Cove Council welcomes the opportunity to contribute to the Parliamentary Inquiry into the Early Childhood Education and Care (ECEC) sector. Council has maintained a long-standing commitment to supporting early childhood education within the Lane Cove Local Government Area, recognising its critical role in shaping equitable, inclusive and economically resilient communities.

For over 30 years, Council has directly invested in the delivery of early education through the establishment and operation of Kindy Cove, a Council-run early childhood education and care centre. In parallel, Council has supported the development and sustainability of private and not-for-profit services across the LGA, fostering a diverse and accessible local ECEC landscape.

Council acknowledges the vital role that high-quality early childhood education plays in a child’s foundational development, and its broader benefits to family wellbeing, gender equity in the workforce, and community economic participation. We believe that the availability of quality care and education within Lane Cove contributes significantly to the area’s liveability and economic prosperity.

This submission reflects Council’s strong commitment to improving outcomes for young children and families. It draws on insights from our early childhood educators, elected representatives, and local community members, and is offered in the spirit of partnership with government. Council welcomes any reforms that support the delivery of high-quality, accessible, and safe early childhood education, and offers the following observations and recommendations to inform policy development.

The report addresses the Inquiry terms of reference.

1. The safety, health and wellbeing of children in ECEC services

Council acknowledges that the safety, wellbeing, and care of children is the cornerstone of early childhood education. Feedback from early childhood educators highlights several systemic and operational considerations that directly affect the quality of care provided in centers.

Supervision and Ratios

While staffing ratios serve as a regulatory benchmark, Council stresses that ratios alone do not guarantee effective supervision. The physical presence of the required number of staff across a centre does not always

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translate into optimal supervision of children at specific moments or in high-risk areas.

Council emphasises that active, visible supervision is the most critical safeguard for child safety. Staff must be empowered to prioritise supervision above other tasks.

Regulation and compliance processes should not inadvertently divert attention away from immediate care responsibilities.

Supervision is most effective when it is dynamic and responsive, not merely compliant with numerical thresholds.

Parent Engagement and Predictability

An often-overlooked factor affecting supervision and care quality is the growing unpredictability of attendance patterns, particularly in preschool-aged children. Educators have observed that irregular arrival and departure times make it more difficult to plan staffing effectively, which in turn affects the level of supervision available throughout the day.

Staff can only deliver high-quality, safe care when they have adequate notice and reliable information about child attendance.

A strong partnership between families and centres is essential. Council supports greater education and encouragement of parent's contribution safety, health and wellbeing of children through:

- a) Accurately signing children in and out and adhere to agreed care hours
- b) Communicate promptly regarding home life changes, and behavioural updates
- c) Establish and follow clear routines that help children transition smoothly into and out of care
- d) Avoid unsafe behaviours during drop-off and pick-up, such as failing to supervise children or using language that creates anxiety.
- e) Take a responsible approach to illness and medications

Child-Centred Sleep Practices

Children's sleep and rest needs are another key element of their wellbeing, often complicated by differing expectations between parents and educators. Staff report that children in care environments often experience higher levels of fatigue due to the intensity of structured learning and social interaction. Requests from parents to limit or alter sleep routines may not align with the child's expressed needs or observed behaviours during the day. Children frequently communicate their tiredness clearly, and these signals must be prioritised as part of child-centred care.

Council supports the view that decisions around sleep should be informed by professional observation and the child's own voice, rather than solely parental preference. This is not a rejection of parental involvement, but rather a commitment to responding to the individual needs of the child as they present in the learning environment.

2. The quality of ECEC services and the educational and developmental outcomes for children attending ECEC services

Council supports a system that places the child's experience at the centre of quality assessment.

Planning Time and Equity

Staff across the sector emphasise the need for more support for educational planning, particularly in smaller centres. Larger centres often have greater capacity to provide off-floor planning time, giving them an advantage under quality assessments. Documentation burden and smart compliance tools are a challenge for

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staff and take significant time off the floor. Educators express ongoing frustration with the volume of documentation required for compliance and quality ratings, which detracts from time spent engaging with children and developing innovative learning environments.

Council encourages the Inquiry to:

- a) Recognise and support small centres in delivering high-quality education, regardless of an extensive administrative capacity.
- b) That prioritise assessing quality based on children's lived experiences and outcomes, rather than solely on the volume or polish of documentation.
- c) Explore the use of longitudinal indicators, such as tracking school-readiness or primary school achievement, as a way of evaluating the impact of early childhood education.
- d) Recognise that the development of streamlined, smart tools (e.g., data safe and appropriate AI-assisted notetaking, facial recognition photo filing, integration between State and Federal funding so information is not duplicated, simultaneously acquitted and but pulled across the two systems effectively, recognition verbal documentation systems) to reduce administrative burden.
- e) Shifting the emphasis from quantity of documentation to meaningful engagement and learning outcomes.
- f) Ensuring that off-floor programming time is protected and used to enhance educational practice, not just meet regulatory paperwork requirements.

3. The safety, pay and conditions of workers within the ECEC sector

Staff retention is one of the most significant contributors to quality education in early learning services. Educators with long tenures:

- a) Model positive practice, foster strong team culture, and ensure consistency in routines and relationships with children.
- b) Provide a safe, predictable, and emotionally secure environment for children.
- c) Are better positioned to notice developmental changes and act as trusted partners to families.

Council urges the Inquiry to:

- a) Recognise the importance of staff retention in any quality rating system.
- b) Promote strategies that value and protect the wellbeing of educators, recognising the physically and emotionally demanding nature of the work.
- c) Reduce the risk of burnout and attrition by encouraging community respect for early educators and more supportive public discourse around incidents in care.

Casual staff are an essential part of the system, offering flexibility and coverage. However, concerns were raised about:

- a) The added burden on permanent staff to manage routines and continuity.
- b) Inconsistent oversight, where past issues or performance gaps in casual staff may not be transparent.
- c) The need for more robust but fair oversight of casual workers, without generalising or stigmatising this cohort, as many are highly experienced and committed professionals.

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4. The effectiveness of the regulatory framework for the ECEC sector as applied in New South Wales and the effectiveness of the NSW ECEC Regulatory Authority

Lane Cove Council welcomes a stronger partnership model between the ECEC sector and the Department of Education.

Council and educators in the Lane Cove area have appreciated the evolving, constructive relationship with the Department of Education. In particular:

- a) There is recognition that working with young children always carries some risk, and incidents may occur despite best efforts the regulator approach to take time to understand the issues around reportable incidents and to work with the team to address any deficits is valued.
- b) The Department's supportive, learning-based approach to incident management has been welcomed.
- c) Staff value that reports now increasingly reflect the context and complexity of incidents, helping services to learn and grow rather than simply respond punitively.

Council encourages continued investment in supportive regulatory engagement, focused on improvement rather than blame. Keen to see Clear, accessible training and communication from the Department, which has markedly improved in recent years.

- a) Ongoing professional development pathways that support a culture of continuous improvement in early education.

5. The collection, evaluation and publication of reliable data in relation to ECEC services and the level of public knowledge and access to information made available about each ECEC service

Council supports data use - Council values the Starting Blocks platform but recommends more accessible data integration to assist families and planning.

Regulatory transparency and smarter technologies are needed to enable ongoing, longitudinal assessment of centre performance—focusing not just on compliance with policies and procedures, but on actual educational outcomes and children's experiences within the service.

Rating process inconsistencies in assessment approaches lead to frustration and perceived inequities. Council urges more standardised procedures and outcome-based consistency.

6. The availability and affordability of quality training institutions for early childhood education qualifications

Lane Cove Council has previously faced challenges in attracting trainees to the early childhood education and care (ECEC) sector. We have welcomed the opportunity to participate in the Y Careers Program, which provides additional wraparound support for young people entering the industry. This program has proven effective in encouraging youth participation, and Council supports the expansion of similarly innovative initiatives that strengthen attraction and retention pathways into the ECEC workforce. To support trainees more effectively, we advocate for increased access to mentoring, transport assistance, and peer networking opportunities—all of which play a critical role in retention and professional development.

Council also strongly supports enhanced regulation of training providers to ensure quality and integrity in ECEC qualifications.

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The community value of ECEC staff as qualified educators must be better recognised. It is essential to shift public perception away from seeing early educators as babysitters and toward acknowledging their role as skilled professionals in a vital educational field. National messaging and policy reform should reinforce this identity.

Council also supports parity in pay and professional recognition between early childhood teachers and their counterparts teaching Kindergarten in schools. Aligning conditions across the early years and school sectors will promote greater respect, career stability, and sector sustainability.

7. The composition of the ECEC sector and the impact of government funding on the type and quality of services

Small services should be recognised and supported through differentiated funding models that reflect their unique value and higher costs. Parental choice about the size and composition in the sector is important.

8. The experiences of children with disability, and their parents and carers, in ECEC services, and

Inclusion of Children with Disabilities was an important area for change for Council.

Stronger alignment between NDIS and education funding is essential. Current inclusion supports are insufficient.

Staff seek to have more time to plan inclusive and child centered programming. Support in the room support this but there is limited time.

Specialist equipment and tailored staffing models require further investment.

9. Other related matters.

Centre Design in High-Density Areas

Council recommends stronger planning controls that prioritise child development needs (e.g., solar access, nature play) over developer convenience.

Conclusion

These insights reflect the lived experience of educators, managers, and families in our community. Council remains committed to supporting a system that is equitable, evidence-informed, and child-centered.

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Ordinary Council Meeting 22 May 2025
REVIEW OF LEASING OF COUNCIL PROPERTY POLICY AND THE INTRODUCTION OF A RENTAL ASSISTANCE POLICY

Item No: 5

Item No: 5
Subject: Review of Leasing of Council Property Policy and the introduction of a Rental Assistance Policy
Record No: SU9520 - 28829/25
Division: Community and Culture Division
Author(s): Stephanie Kelly

Executive Summary

This report presents a review of the Leasing of Council Property Policy and proposes a revised framework for rental subsidies and access arrangements for community use of Council facilities. The updated framework aims to ensure a more transparent, equitable, and sustainable allocation of Council assets, aligned with community priorities and Council's strategic objectives.

It is recommended that two draft policies—the revised *Leasing of Council Property Policy* and a new *Rental Assistance Policy*—be placed on public exhibition to inform the development of final policies that support improved, consistent, and transparent approaches to the leasing and management of Council facilities.

Background

Council owns and manages a diverse portfolio of facilities that support community, cultural, economic, recreational, and welfare-based activities. To ensure that these assets deliver maximum public benefit, a clear and consistent policy is required to guide decisions on rental subsidies and allocation.

The purpose of Council's Leasing of Council Property Policy is to provide a consistent framework for establishing leases, licenses, and occupancy agreements over Council-owned property, including those with commercial businesses, community organisation, and not-for-profit (NFP) groups. The policy also informs the fee structure for short-term or casual bookings and hire agreements. Currently, all community and NFP organisations receive an 80% discount on market rent, with additional discounts of up to 50% off rates have been applied to Bowling Clubs. Some groups also receive free waste services. Some organisations pay only nominal annual rents based on historical practices. Sub-letting is permitted with Council approval. Lease terms for community organisations are generally limited to five years unless significant capital contributions are made.

The current rental assistance scheme, under which most community groups automatically receive an 80% subsidy, is no longer financially sustainable. As Council's facility stock ages, the cost of ongoing maintenance, compliance, and necessary upgrades continues to rise. To ensure these assets remain safe, accessible, and fit for purpose, Council requires a fairer contribution from user groups, particularly those with the capacity to assist. Some community organisations generate significant income and hold substantial financial reserves, which could be reinvested into the facilities they use rather than relying solely on Council to carry the full burden. The existing model fails to recognise the diverse operational models, financial capacities, and levels of community benefit across different groups. A more nuanced, tiered approach is required—one that continues to support those who need it most while encouraging more equitable contributions from those who can afford to contribute. This future-focused model will ensure affordability for grassroots and welfare services, while fostering shared responsibility for the long-term sustainability of community infrastructure.

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This framework seeks to:

- Ensure fairness and transparency in how facilities are allocated and subsidised.
- Prioritise access for organisations delivering the greatest community value.
- Enable ongoing compliance with accessibility and safety standards.

Discussion

The Rental Subsidy Program introduces a matrix system to determine tiered rental assistance based on the type of organisation, their activities, and their community impact. The following structure draws on our broader rational:

- Commercial Enterprises receive no subsidy and are charged full market rent, as they operate for profit.
- Social Not-for-Profit Clubs, which primarily offer social opportunities and generate revenue, are eligible for a 20% subsidy.
- Service-Based Not-for-Profit Organisations, such as sport, recreation, or education providers offering fee-based services, receive a 40% subsidy.
- Community Interest Groups, which are volunteer-run and focus on cultural, musical, youth or recreational engagement, are eligible for a 60% subsidy.
- Local Welfare and Support Services that assist disadvantaged or vulnerable groups receive an 80% subsidy.
- Council-Partnered Service Providers that deliver services aligned with Council's strategic plans may be eligible for a full 100% subsidy.

This framework ensures that subsidies are aligned with public benefit and community need.

Existing leases and licences will remain valid until their scheduled expiration date to ensure continuity. However, Council will undertake a review of each agreement within 24 months of its expiry. The review will assess:

- Facility usage rates.
- Potential for multi-user or shared arrangements.
- Alignment with the Community Strategic Plan and evolving community needs.

Where a review determines the need for increased rental contributions, adjustments will be phased in over a period of up to three years to reduce financial impact on user groups.

Council will publicly advertise the availability of facilities for long-term community use, ensuring transparency and equal opportunity for access.

In addition, Council is committed to progressively upgrading its facilities to comply with accessibility standards, in accordance with the Building Code of Australia (BCA), to support inclusive use by all members of the community.

The revised approach to rental assistance is grounded in a holistic and merit-based framework that promotes consistency, integrity, and transparency. It introduces a scored assessment against defined categories to ensure fairness and alignment with community value. The model is informed by IPART recommendations on fee structures and benchmarked against similar approaches used

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by other councils. While this framework enhances accountability, it also introduces practical considerations.

A strong communication and engagement strategy will be essential to the successful implementation of the revised Rental Assistance Policy. Phased increases will be introduced to minimise disruption and allow organisations time to adjust. Targeted support will be offered to vulnerable groups to uphold Council's commitment to equity. Affected organisations will be actively involved through consultation and collaboration to promote shared understanding. Additionally, where fee waivers or reduced rates apply, these measures will be publicised to proactively address concerns and ensure broad awareness of available support.

Community Consultation

Internal consultation has occurred with Council's Commercial Leasing, Community and Cultural Development, and Finance teams. Further engagement with current leaseholders will be undertaken prior to implementation of revised terms upon lease renewal.

Statement of Intent

The consultation process is intended to gather community and stakeholder feedback on the proposed changes. All submissions received will be carefully reviewed and considered to inform whether, and how, Council proceeds with the implementation of the Leasing of Council Property Rental Assistance Policies.

Method

Level of Participation	Inform	Inform	Consult	Consult
Form of Participation	Open	Targeted	Open	Targeted
Target Audience	Lane Cove Community and community groups	Lessees and hirers of Council facilities	Lane Cove Community	Lane Cove Community and community groups
Proposed Medium	Advertisement and eNewsletter	Notification Letters and Brochure / Letterbox Drop Direct mail to impacted groups	Public Exhibition, Website Exhibition and Survey (if applicable)	Workshop with impacted community groups
Indicative Timing	Timing of consultation is the end of May	Timing of consultation June	Timing of consultation early June	Timing of consultation end of June

Conclusion

The proposed Rental Subsidy and Access Framework will deliver a fair, transparent and strategic approach to managing community access to Council-owned facilities. It ensures that limited resources are directed where they provide the greatest benefit, while supporting the viability and sustainability of community groups.

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RENTAL ASSISTANCE POLICY

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RECOMMENDATION

That Council:

1. Exhibit the Leasing of Council Property Policy to seek community feedback and input; and
2. Exhibit the introduction of a Rental Assistance Policy to seek community feedback and input.

Stephanie Kelly
Director - Community and Culture
Community and Culture Division

ATTACHMENTS:

AT-1 [View](#) Draft Rental Assistance Policy
AT-2 [View](#) Draft Leasing of Council Property Policy

POLICY-CS-01-Leasing of Council Property

Draft Rental Assistance Policy for Council properties

1. Purpose

The purpose of this Policy is to provide a fair, transparent, and equitable framework for the provision of rental assistance to eligible community organisations and not-for-profit (NFP) groups leasing or licensing Council-owned properties. It ensures equitable access, promotes optimal facility use, supports eligible community groups through subsidies, recovers appropriate contributions, protects Council assets, and aligns with relevant legislation and valuation practices. This policy outlines the principles and assessment criteria for applying rental subsidies to support community-focused services.

2. Scope

This policy applies to the assessment and allocation of rental subsidies for community and NFP tenants of Council-owned properties, including those with leases, licenses, and short-term or casual hire arrangements. It does not apply to parks and open space.

It guides the assessment, approval, and management of occupancy arrangements, rental contributions, and subsidies, ensuring alignment with legislative requirements and Council's strategic objectives for operational land, community land, and Crown reserves.

3. Definitions

- **Market Rent:** Rent value determined via independent assessment reflecting reasonable commercial expectations.
- **Rental Subsidy:** A discount applied to the market rent to support eligible community users.
- **Capital Contribution:** Investment by tenants into Council property infrastructure, which may influence subsidy levels.

4. Content

Council has a range of premises available for use by commercial operations and community groups. Leases and licenses are granted to achieve a diverse range of outcomes for the Council and the community, including creating social, artistic, cultural, health, educational or recreational benefits.

Council determines rental values based on market assessments and operational costs, including depreciation and maintenance. Rental subsidies may be granted to eligible community groups, with levels determined by criteria such as community benefit, financial capacity, and alignment with Council objectives. Capital contributions by tenants can lead to additional rental reductions, subject to Council approval and asset management alignment. Existing agreements are honored until expiry, after which the terms, including rent, may be reviewed. Council aims for transparency and equity in managing rental arrangements and subsidies.

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The Council's Rental Assistance and Subsidy Policy establishes a structured approach to determining rental values and subsidies for Council-owned properties, ensuring transparency, equity, and alignment with community objectives.

Rental Subsidy Allocation:

Eligibility and Criteria: Not for profit and community groups may qualify for rental subsidies based on the alignment with Council's Community Strategic Plan, demonstrated community benefit and social impact. In addition groups must demonstrate:

- Financial capacity, including income generation and access to other funding sources.
- Commitment to maintenance and facility improvements.

Subsidy Levels: Subsidies can range from 0% to 100% of the market rental value, determined through assessment against established criteria.

Review and Transparency: All subsidies are subject to periodic review, with outcomes documented in management agreements. The total value of subsidies provided is reported to the community annually.

Recognition of Capital Contributions:

Existing capital improvements made by tenants between 2015 and 2025, such as structural enhancements over \$25,000 may be recognised through rental subsidies. Recognition is based on:

- Provision of valid tax invoices detailing the asset.
- Assessment of the asset's useful life and residual value.
- Excludes playgrounds and outdoor landscape works which are not accessible to the public

Future capital improvements must:

- Align with Council's Asset Management Plan.
- Exceed \$25,000 in value
- Receive prior written approval from Council.

Existing Agreements and Transitional Arrangements:

Existing leases or licenses will remain in place until their expiration, ensuring continuity for current tenants. Within 24 months prior to the expiry of an agreement, Council will conduct a review that considers facility usage rates, the potential for multi-user arrangements, and alignment with evolving community needs as outlined in the Community Strategic Plan. If the review identifies a need to increase rent, any adjustments will be introduced gradually over a period of up to three years to minimise the impact on user groups.

This framework ensures that rental values and subsidies for Council-owned properties are managed effectively, supporting community groups while maintaining the sustainability and integrity of Council assets.

Tiered Subsidy Categories

The Rental Subsidy Program provides a tiered framework for determining rental assistance based on the type of organisation, the nature of their activities, and their contribution to community outcomes, ensuring that Council support is directed where it delivers the greatest public benefit.

1. Commercial Enterprises (0% subsidy) - Full market rent applies. For-profit businesses and operators.
2. Social Not-for-Profit Clubs (20% subsidy) - Not-for-profit groups that generate revenue but primarily provide social opportunities (e.g., Social clubs).
3. Service-Based Not-for-Profit Organisations (40% subsidy) - Revenue-earning groups delivering fee-based services that meet community needs, such as sport and recreation clubs or educational programs.

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4. Community Interest Groups (60% subsidy) - Volunteer-run groups focused on cultural, musical, youth, or recreational activities that enhance community engagement.
5. Local Welfare and Support Services (80% subsidy) - Not-for-profit groups delivering targeted support for disadvantaged or vulnerable community members (e.g., food relief, disability support, mental health).
6. Council-Partnered Service Providers (100% subsidy) - Organisations formally partnering with Council to deliver services that align directly with Council responsibilities or strategic plans.

Assessment Criteria Subsidy levels are determined by evaluating

The level of rental subsidy provided to community groups will be determined through a structured assessment process that ensures alignment with Council's strategic objectives and community needs.

The assessment will be based on the following priority areas:

- 1 Facility maintenance responsibility will be evaluated by assessing which party is accountable for the structural, preventative, and reactive upkeep of the premises, with these responsibilities clearly defined in formal agreements.
- 2 Community access and benefit will be assessed by considering how accessible the facility is to the broader community outside the group's core usage, with higher subsidies potentially offered to those that promote widespread access.
- 3 Revenue and fee structure will be analysed to determine the level of income generated by the group; organisations with greater revenue capacity may be eligible for a lower subsidy in favour of supporting smaller, less commercial groups.
- 4 Alignment with Council services will be reviewed to determine whether the group's activities fill service gaps, complement existing Council programs, or enhance community engagement, with aligned services prioritised for support.
- 5 Organisational capacity and structure will be considered by examining the group's ability to manage the facility effectively, recognising differences between professional, staffed organisations and volunteer-led groups.
- 6 Philosophy and community impact will be assessed in terms of how well the group's mission aligns with principles of community service, including inclusivity, accessibility, and the delivery of measurable social benefits.
- 7 The number and type of service providers will be taken into account, including the demand for the group's services and whether their offering is unique or duplicative within the community context.

These priority areas examine the services offered to the community and help articulate the value they provide to our residents.

No	Priority area	Prompts
4.3.1	Facility Maintenance Responsibility	<p>Who is responsible for maintaining the facility, including structural, preventative, and reactive maintenance?</p> <p>Clearly define what maintenance tasks are covered by the council versus the group.</p> <p>Maintenance responsibilities are defined in agreements, with Council typically managing external structure and user groups handling internal upkeep. Groups must maintain any approved additions and may take on long-term maintenance where subsidies or exclusive use apply. Shared maintenance is based on usage.</p>
4.3.2	Community Access and Benefit:	To what extent is the facility accessible to the broader community when not in use by the licensee?

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		Groups providing widespread community access could receive higher consideration.
4.3.3	Revenue and Fee Structure:	Does the organisation charge fees or generate revenue? Groups with higher revenue capacity may receive reduced subsidies to prioritise smaller, non-commercial groups
4.3.4	Alignment with Council Services:	Does the group's service complement or compete with Council's own offerings? Activities filling gaps in council services or enhancing community engagement are prioritised.
4.3.5	Organisational Capacity and Structure:	Is the group capable of managing the facility effectively, including administrative and operational responsibilities? Simplify this by assessing volunteer-run groups separately from professional or staffed organisations.
4.3.6	Philosophy and Community Impact:	How well does the group's mission align with the principles for community service delivery? Emphasise inclusivity, accessibility, and social benefit?
4.3.7	Number and type of service provider	Needs or wants type of services? What needs does this service fulfill the community? How does this service compare to other similar providers?

Rental Subsidy Assessment Matrix

The priorities have been turned into the Rental Subsidy Assessment Matrix which provides a structured, transparent framework to determine eligibility for rental subsidies. It endeavors to provide equitable and consistent decision-making by evaluating community organisations against criteria that reflect Council's objectives and commitment to community benefit.

The assessment process is divided into two category types: facility use and community benefit, and the organisational capacity and alignment with Council priorities. Each criterion is scored on a scale from 1 to 4, with higher scores indicating greater community value and stronger alignment with Council goals.

The Facility Use and Community Benefit category considers factors such as how the facility is used, the group's contribution to maintenance, the accessibility and uniqueness of the service, the organisation's financial model, and the extent to which it competes with commercial providers. These indicators assess how well the group shares responsibility for Council assets and enables broad community access.

The Organisational Capacity and Alignment category evaluates the structure of the organisation, the balance between paid staff and volunteers, and how closely the group's services align with Council's priorities. It also assesses the group's service delivery approach, with attention to equity, local representation, and responsiveness to social need.

By scoring applications across these areas, the matrix ensures subsidies are prioritised for organisations that:

- 1 Deliver services that would otherwise require Council provision
- 2 Demonstrate strong local governance and community ownership
- 3 Operate in a financially responsible and inclusive manner

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4 Address the needs of vulnerable community members.

This approach enables Council to allocate subsidies strategically, ensuring that community facilities deliver maximum public value.

Criteria	4 Points	3 Points	2 Points	1 Points
Facility Maintenance	Assumes full responsibility for long term structural and reactive (internal & external) maintenance.	Makes some contribution to long term structural and reactive (internal & external) maintenance	Makes minimal contribution to long term structural maintenance and responsible for the (internal & external) reactive maintenance.	Council responsible for long term maintenance. Responsible for the (internal & external) reactive maintenance.
Community Access and Benefit	Facilities are accessible to many in the local community	Facilities are generally accessible to the local community	Facilities have limited accessibility to others in the community	Facilities not accessible to others in the community (<i>If they are the fees go to lessee</i>)
Revenue and Fee Structure	Limited or no ability to raise revenue	Some ability to raise revenue and charge fees which may be varied to reflect ability to pay	Has ability to raise revenue	Operates on fee for service basis to cover costs
Alignment with Council Services	Service is unique and specific to meet high level of needs or, meets identified social / community needs, with most service users from low socio-economic background	Service meets identified social / community needs, with service users from range of socio-economic backgrounds	Service meets a broad social / community need	Service is valued by community, but it is not focused on meeting an identified social / community need
Organisational Capacity and Structure	Locally based; stand alone; and / or NFP. Has a voluntary management committee, volunteer-run groups and not professional or staffed organisations.	Locally based; has a regional focus; is stand alone and NFP. Has a voluntary management committee, comprised partly of local community members. May have a limited number of professional staff (less than 5)	Locally based that is part of a larger NFP. Has a voluntary management committee, comprised partly of local community members. Will have professional staff.	Locally based that is part of a larger NFP. Limited or no local area representation. Limited or no local area representation. Will have professional staff.

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Philosophy and Community Impact	Without this service provision Council would be required to provide additional services	Lack of service would have some impact on Council's provision	Service is not a core responsibility of local government but could be provided	Service is not responsibility of local government
Number and Type of Service Providers	A unique Service (only one of a kind)	One of a number of providers of a community service	One of a number of providers meeting a less critical need (in terms of Council identified targets) or a recreational need	Provider meets social need

Policy implementation

The General Manager is responsible for the overall policy. The Manager Commercial Leasing is responsible for the policy implementation.

Related Policies, Management Directives, Procedures, or Other Documents

Document Number	Document Title	Records Reference
	Community Strategic Plan	
POL- ES -	Leasing of Council Property Policy	
POL-ES-03	Smoke-free public places Policy	
POL-HS-06	Child Safe Policy	

5. Related Legislation

1. *Local Government Act, 1993*
2. *Retail Leases Act, 1994*
3. *Roads Act, 1993*
4. *Child Protection (Working With Children) Act 2012*
5. *Children's Guardian Act 2019*
6. *Crimes Act 1900* (sections 43B and 316A)

6. 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	Authoriser	Date	Details/Reference
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POLICY-CS-01-Leasing of Council Property

1.0	Original			
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7. Administrative Details

Policy Title	Rental Assistance Policy
Policy Number	POL-???
Approval Authority	Council
Date Approved & Commenced	
Department/ Responsible Officer (Responsible for implementing, monitoring & reviewing this policy)	General Managers Unit
Records Reference	TRIM:
Publication Rights	Public

POLICY-CS-01-Leasing of Council Property

Leasing of Council Property Policy

1. Purpose

~~2.~~ The purpose of this Policy is to provide a consistent, transparent, and equitable framework for establishing leases, licences and occupancy agreements over Council-owned properties with commercial businesses, community organisations, and not-for-profit (NFP) groups. The policy also guides the application of rental subsidies to support community use and sustainable operations. ~~The purpose of this Policy is to set out the basis for establishing leases, licences and occupancy agreements over Council property with community organisations, commercial operations and not-for-profit groups.~~

3.2. Scope

This policy applies to all Council staff with a role in the assessment and granting of leases, licences or occupancy agreements for Council properties. This policy is not applicable to short term or casual bookings or hire agreements.

4.3. Definitions

Lease:	An agreement between Council and another party for exclusive use of a Council owned premise.
Licence:	An agreement with Council and another party of non-exclusive access to a Council owned premise.
Current market value	Current market value is the rent that would reasonably be expected to be paid for the property, as between a willing lessor and a willing lessee in an arm's length transaction (where the parties are each acting knowledgeably, prudently and without compulsion).
<u>Market Rent:</u>	<u>Rent value determined via independent assessment reflecting reasonable commercial expectations.</u>

5.4. Content

Council has a range of premises available for use by commercial operators ~~orsions~~ and community groups. Leases and licences are granted to achieve a diverse range of outcomes for the Council and the community, including creating social, artistic, cultural, health, economic, educational or recreational benefits.

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1.1. Rental Rates4.1 Rental AssessmentCommercial tenants pay full market rent.Community and NFP groups may receive subsidies based on their organisational structure, revenue, community impact, and alignment with Council priorities. This is detailed in the rental assistance policy.**1.2. Capital Contributions**Groups undertaking approved capital upgrades may receive further rent reductions in recognition of their investment. These will be assessed according to value, alignment with Council's Asset Management Plan, and amortised over time. Leases and licences to commercial organisations will be based on the current market value of the commercial rent for the premises established through an independent assessment made by a suitably qualified third party.Leases to Bowling Clubs will attract a 50% discount on the current market value of the commercial rent for the premises.Leases and licences to all other local community groups and not for profit organisations will attract an 80% discount on the current market value of the commercial rent for the premises.**1.2.1.3. Term of Leases**

Council will grant leases and licences to community organisations for a maximum of 5 years, after which there may be a simplified and timely consultation process.

No such restrictions apply to the term for the leasing of operational land to commercial interests.

1.2.1.4. Insurance

Lessees and licensees are required to take out public liability insurance in the names of both of the lessee or licensee and the Council and any other applicable Government agency in the amount of \$~~10-20~~ million, or such greater amount as may from time to time be considered necessary.

Where the lease or licence is with or is related to/supported by a large organisation, Council may require them to also insure the building.

1.2.1.5. Maintenance

Lessees and licensees are required to maintain premises in good condition and shall be responsible for repairs, general upkeep and internal maintenance. ~~general maintenance~~, termite inspections, fire safety equipment inspections and painting.

Council maintains structural integrity unless otherwise negotiated.

Council will conduct building inspections every ~~18 months~~ two years and provide a report to the lessee or licensee on repairs required and will specify who is responsible for the work.

1.2.1.6. Utilities and other Charges

The lessee or licensee is responsible for the establishment and ongoing cost of all utilities and the payment of any applicable rates and/or charges.

1.2.1.7. No smoking policy

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Leases and ~~licences~~licenses for Council premises will provide for the prohibition of smoking on Council premises in accordance with Council's No Smoking in Public Places Policy.

4.7.1.8. Child Protection

Lessees and licensees are required to comply with all Child Protection Legislation and ensure that all staff or volunteers engaged with children or providing services to children have a verified Working with Children check.

Leases and Licences will provide for the lessee or licensee to indemnify Council in respect of any claim or demand made or action commenced by any person that may be made by parents, children, or other member of the public, government agencies and/or authorities arising out of alleged or actual offences committed against children or young persons who allegedly have been victims of violent, abusive, or sexual acts and/or acts of indecency perpetrated by employees, invitees, agents of the lessees or trespassers upon premises or in connection with the Lease.

4.8.1.9. Reportable Allegation or Conviction – Child Protection under the Children's Guardian Act 2019

Lessees and licensees to notify and provide details immediately to the Council's General Manager after becoming aware of any reportable allegation or conviction made against employees, volunteers or certain contractors who provide services to children; and to enable any required reporting obligations under the NSW *Children's Guardian Act 2019*, by the Council's General Manager or delegate to be made within 7 business days. Details to include:

- date report received
- type of reportable conduct
- whether Police notified
- whether a ROSH (risk of significant harm) report was made
- nature of initial risk assessment and management e.g. whether the employee has been moved
- other additional information (if known)
- an update on the status of the investigation within 30 calendar days and the interim or final report.

It is an offence under Section 43B (failure to protect) and under Section 316A (failure to report of child abuse) under the NSW *Crimes Act 1900*.

There are penalties for failure to comply with the 7 business day notification requirements and to provide the 30 calendar days interim/final report under the NSW *Children's Guardian Act 2019*.

Sections 68 and 69 create immunity from liability for any person who gives a report, makes a complaint, gives the Children's Guardian a notification of a reportable allegation, or complies with Part 4 of the NSW *Children's Guardian Act 2019*.

1.10. Accessibility

Council is committed to progressively upgrading its facilities to meet accessibility standards, in line with the requirements of the current Building Code of Australia (BCA) depending on available funding as detailed in the Long-Term Financial Plan and Asset Management Plan.

6.5. Related Policies, Management Directives, Procedures, or Other Documents

POLICY-CS-01-Leasing of Council Property

Document Number	Document Title	Records Reference
POL-ES-03	Smoke-free public places Policy	
POL-HS-06	Child protection Safe Policy	
POL-HS-03	Rental Assistance Policy	

7.6. Related Legislation

1. Local Government Act, 1993
2. Retail Leases Act, 1994
3. Roads Act, 1993
4. Child Protection (Working With Children) Act 2012
5. Children's Guardian Act 2019
6. Crimes Act 1900 (sections 43B and 316A)

8.7. 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 10503	Council	15/01/1979	Original Policy adopted in Council Report
1.1	Amendment C02003	Council	21/04/08	Policy adopted in Council
2.0	POL-CS-01	Council	17/07/17	Policy adopted in Council
3.0		Council	xx/xx/21	Policy adopted in Council

9.8. Administrative Details

Policy Title	Leasing of Council Property
Policy Number	POL-CS-01
Approval Authority	Council
Date Approved & Commenced	17/07/17
Department/ Responsible Officer (Responsible for implementing, monitoring & reviewing this policy)	Corporate Services General Manager Unit
Records Reference	TRIM: 44072/17
Publication Rights	Public

10. Diagrams, Forms, Checklists and Flowcharts

Nil

Item No: 6
Subject: Council Policies Review - Pedestrian Plaza and Public Space Policy
Record No: SU6840 - 29753/25
Division: Community and Culture Division
Author(s): Stephanie Kelly

Executive Summary

This report presents a revised draft policy ('the policy') governing the use of public pedestrian thoroughfares, including footpaths and plazas, for stalls, street performances, displays, and outdoor dining.

The policy consolidates existing procedures and introduces new provisions relating to child safety, street performances, equitable access, and clarity around rules for the spaces. Council is requested to place the draft policy on public exhibition for community consultation.

Background

Council currently manages the use of footpaths, plazas, and public pedestrian spaces. These include conditions for outdoor dining, temporary stalls, signage, and community activations. The revised draft aims to create a more user-friendly policy document and updates key provisions in response to evolving community needs, safety requirements, and urban activation strategies.

Discussion

The revised policy aims to provide a consistent, equitable, and transparent framework for the temporary use of public pedestrian spaces. It balances the need for vibrant, activated public areas with the safety, accessibility, and amenity expectations of the broader community.

Key updates include:

- a) Adding in the changes to political advertising
- b) More clearly prohibiting the use of balloons
- c) Clear guidelines for community and commercial stalls
- d) Defined conditions for street performances and the live music zone
- e) Child safety principles for all public space uses
- f) Improved measures to support accessibility
- g) Improved controls on signage and noise
- h) Increasing the Public Liability Insurance value

Importantly, the policy:

- Supports activation of high-traffic pedestrian zones while protecting public access
- Provides clarity for community organisations, traders, and performers seeking to use public spaces
- Incorporates feedback from past user groups and Council officers
- Aligns with Council's goals for inclusivity, child safety, and responsible urban design

The consolidated policy will also streamline administrative processes and enhance Council's ability to manage competing uses of space.

Community Consultation

Statement of Intent

The consultation is designed to engage the community in the review of the Pedestrian Plaza and Public Spaces Policy. Any comments received will be reviewed and evaluated to determine whether or not to proceed with all elements of the policy.

Method

Level of Participation	Inform	Inform	Consult
Form of Participation	Open	Targeted	Open
Target Audience	Lane Cove Community	Community groups and local charities Local businesses based around the plaza	Lane Cove Community
Proposed Medium	Advertisement and eNewsletter	Notification Letters to local businesses and organisations directly affected by the policy and in online publications	Website Exhibition and Survey
Indicative Timing	Timing of consultation 31 May 31 to 14 July	Timing of consultation throughout June	Timing of consultation 31 May to 14 July

Conclusion

The revised Pedestrian Plaza and Public Space Policy provides a clear and future-focused framework for managing the use of Council's pedestrian areas. It supports a vibrant, inclusive, and well-regulated public realm by addressing emerging priorities such as child safety, accessibility, and responsible activation.

The policy ensures consistent standards for users while safeguarding community amenity and public infrastructure. By placing the draft on public exhibition, Council invites valuable community input to shape a policy that reflects shared values and local needs.

RECOMMENDATION

That Council:

1. endorses the Draft Draft Pedestrian Plaza and Public Space Policy for the purposes 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. provide a further report to Council following the public exhibition period

Stephanie Kelly
Director - Community and Culture
Community and Culture Division

ATTACHMENTS:

AT-1 [View](#) Draft Pedestrian Plaza and Public Space Policy

POL-ES-06

Use of Public Pedestrian Thoroughfares Draft Pedestrian Plaza and Public Space Policy

1. Purpose

To establish the circumstances under which commercial organisations and non-commercial organisations (community groups, charities and not-for-profit organisations) may seek approval to use public pedestrian thoroughfares (footpaths, plazas, roads, lanes and similar public places) under the care, control and management of Council and the general conditions that will apply to such use.

The purpose of this policy is to permit a variety of uses which support the activation of vibrant community spaces whilst remaining compatible with Council and community expectations as to safety and equity of access.

2. Scope

This policy is applicable to areas in the Lane Cove Local Government Area under the care, control and/or management of Council that are in use for pedestrian movements. These areas are generally in the areas under the Local Environmental Plan zoned B1, B2, B3 or B4 but may apply to other areas.

The policy applies to commercial business, community groups and other interests seeking to make use of Council's public pedestrian thoroughfares for either casual, regularly recurring or long-term use.

Organised activities that community or sporting groups may wish to conduct in parks and reserves are subject to an approval process under Council's park booking procedures.

Council prohibits political advertising at all Council events, including but not limited to:

- stalls held by any political parties; and
- electoral candidates, councillors or members of parliament or third-party organisations promoting political parties or campaigns through flyers, posters, promotional items, or clothing.

3. Definitions

Outdoor Dining Area	means an area which is the portion of a café, restaurant, take away food shop or other premises directly in front of such premises which is on Council owned land and on which food is served.
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Public Spaces	means any area or part area zoned B1, B2, B3 or B4 under the Local Cove Local Environmental Plan used as a footpath, plaza, park or other space owned, operated or managed by Council and used for pedestrian movements by the community. It does not include roadways or thoroughfares intended predominantly for vehicular traffic or privately owned arcades or plazas.
Public pedestrian thoroughfares	means a footpath/plaza/road/lane/other public area available continuous for public access on a continuous or substantially continuous basis thoroughfare.

Regulatory Officers Council staff including Rangers as well as other government officials

4. Content

4.1 Background

This policy responds to the need to regulate commercial and community use of Public Space where there is pedestrian movement that may be obstructed by temporary or permanent fixtures, so as to ensure safe passage and equitable access to such spaces.

4.2 Stalls in public pedestrian thoroughfares- casual use

Advertising boards and A-frame signs shall not be displayed on footpaths or public places.

Stalls are not permitted to display or distribute balloons.

~~4.2~~

4.2.1 Stalls for Community Groups, Charities and Not For Profit organisations

Council supports the use of plazas and other public pedestrian thoroughfares by local community organisations, not-for-profit organisations and registered charities in order to promote themselves, their services and/or to raise funds.

Theses spaces may be approved for use by groups for the conduct of stalls and displays and will be subject to the following conditions:

- Stalls may be held on any day of the week but there will be a maximum of three stalls per day (inclusive of commercial stalls) in any single locality.
- Groups must provide their own table - which will be considered one stall. For some pre-existing arrangements with some organisations Council will supply the table.
- All stall operators shall exhibit on the stall a sign identifying the name of the group or organisation which is conducting the stall.
- Stallholders must only operate from their stall site and must keep the area free of rubbish
- In the event that there are spaces available up to two (2) weeks beforehand, the General Manager may approve use of the space by organisations which are not locally registered or locally active organisations, but which in their opinion are suitable organisations. This includes

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charitable organisations not based within Lane Cove and those charities/not-for-profits that utilise the services of paid collectors. However, such groups may not have more than two (2) days of bookings in any calendar year.

- f. Applications are required in writing, seven (7) days prior to the date of booking.
- g. Applications for approval for the use of a plaza area for any purpose other than those designated herein are required to be put in writing not less than three (3) weeks in advance, fully detailing the proposed use and providing the name of the organisation and contact details for the person in charge.
- h. Should approval be given to the holding of a stall, the stallholder will be advised of the site allocated, by letter of authority. This letter of authority is to be held by the stallholder on the day and to be produced to Regulatory Officers if required.
- i. Hirers are required to provide evidence of current public liability insurance unless an exemption has been granted by the General Manager. Such an exemption is solely at the General Managers discretion.

4.2.2 Commercial stalls

Commercial displays/stalls erected on public pedestrian thoroughfares which are deemed to be of interest to the local community may be approved subject, but not limited to, the following conditions:

- a. Stalls may be held on any day of the week but there will be a maximum of three (3) stalls per day (inclusive of community stalls) in any single locality.
- b. Groups must provide their own table - which will be considered one stall.
- c. All stall operators shall exhibit on the stall a sign identifying the name of the group or organisation which is conducting the stall.
- d. A maximum of three (3) staff are permitted per stall.

~~e. Groups must only operate from their stall site and must keep the area free of rubbish.~~

~~e-f. No items should be affixed to public structures.~~

~~f-g. Commercial/trade stalls may have no more than two (2) consecutive days and no more than ten (10) days in the same space in any calendar year.~~

~~g-h. Applications are required in writing, seven (7) days prior to the date of booking.~~

~~h-i. Should approval be given to the holding of a stall, the stallholder will be advised of the location of the site allocated by letter of authority. This letter of authority is to be held by the stallholder on the day and to be produced to Regulatory Officers if required. No other location can be utilised.~~

~~i-j. Evidence of the organisations current public liability insurance must be provided to Council as part of the booking process.~~

4.2.3 Stalls at markets

Conditions applying to Council-approved markets with multiple stalls and to film screenings will be determined on a case-by-case basis, and may not be those applying under 4.2.1.

~~4.2.4 Street Performances and Public Entertainment Performances and film screenings~~

Council may approve the conduct of performances and film screenings in plaza areas. The conditions

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applying will be determined on a case by case basis.

Council recognises the role of live street performances (e.g. music, dance, visual art displays, roving acts) in activating public spaces and enhancing the vibrancy of the town centre. Council may approve these activities at its discretion.

For non-Council supported programs the following conditions must be adhered to:

- Performances are limited to a maximum of 2 hours per day per performer or group at the Live Music Zone.
- Permitted hours for performances are between 9:30am and 12:30pm to minimise disruption to surrounding businesses and residential areas.
- All content must be family-friendly, non-disruptive, and non-offensive. Music must be tuneful and appropriate to the context of a shared community space.
- If Council receives more than one complaint regarding a performer, the performance can be asked to cease immediately.remove this as
- Solicitation of funds is permitted only through a passive receptacle (e.g. an open case or hat) located within the performer's designated area. Active solicitation is not permitted.
- No amplification devices may be used outside the Live Music Zone without prior written permission and levels must be limited 70dB at all times.

4.3 Displays of goods and advertising signage in public pedestrian thoroughfares by retail shops

Council will not permit goods for sale to be displayed on public pedestrian thoroughfares that are plazas.

Displays on Council footpaths may be approved.

Where approved, such displays must:

- not extend more than 1.0 metre from the shop associated with the display
- be in a display area that is clearly defined;
- be designed to a high standard, soundly constructed and sympathetic to the streetscape;
- be clearly visible and not in a position where people are likely to collide
- not have any sharp or dangerous projections.

Such displays must not:-

- restrict the public use of the footway or road;
- endanger the public use of the footway or road;
- create a hazard or be likely to cause injury
- obstruct the footway or road; or
- interfere with the public's convenience.

Advertising boards and A-frame signs shall not be displayed on footpaths or public places.

Shopkeepers are not permitted to install planter boxes on the footway.

4.3 Sale/display of food in commercial areas

Food must not be displayed or sold other than in accordance with the relevant provisions of the *Food Act 2003*, and food safety standards, other food related legislation or any Council policy.

BBQs are only permitted in a plaza area if part of a local charitable organisation's fund-raising event and must comply with all relevant aspects of this Policy.

All BBQ facilities must be fully partitioned with suitable barriers to prevent injury to the public. A floor

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mat to protect the pedestrian surface must be used under all cooking equipment including BBQ's.

All waste from BBQs must be managed to ensure that there is no resulting litter on the pavement or surrounding area.

4.4 Tables and chairs for food and beverage services

Council permits the public pedestrian thoroughfares to be used for space for tables and chairs for outdoor dining purposes. The extent of this use needs to be regulated in the interest of maintaining the prime purpose of plaza areas as a community space, and to ensure equity amongst traders.

Licences may be established between Council and individual businesses for the use of the Lane Cove Plaza or any other public pedestrian thoroughfare area for outdoor ~~eating~~dining.

The owners of premises providing tables with umbrellas are not permitted to use umbrellas displaying ~~alcohol~~ advertising that is not directly related to their own business or suppliers and covers more than 40% of the structure.

4.5 Shop and business advertising signage

Lane Cove Council's Development Control Plan (DCP) Part N Signage and Advertising is intended to ensure the character of buildings, streetscapes and vistas is consistent with Council's desired future character of the LGA.

The DCP sets out the signage controls that apply to all forms of signage, including but not limited to:

- signs on windows;
- temporary signage;
 - advertising structures;
 - advertising in bus shelters and telephone booths;
 - signs on, above and under awnings; pylons, plinths and poles,
 - signs on laneways;
 - illuminated signs; and
 - first floor tenancy signs.

A copy of Council's DCP is available on Council's website www.lanecove.nsw.gov.au.

4.6 Prohibited Activities in public thoroughfares

Face-to-face selling or soliciting of donations in pedestrian public thoroughfares is not permitted other than from approved stalls. An exception exists for to face-to-face selling of Legacy and Remembrance Day items by community volunteers and school children.

Speeches and other broadcasts with or without amplification broadcasts are not permitted unless prior approval has been granted:

4.7 Accessibility and Safety Requirements for Temporary Uses

To ensure safe and equitable access to public thoroughfares, all approved temporary uses must comply with the following:

- A minimum 1.8-metre-wide clear pedestrian path must be maintained at all times.
- All equipment (tables, signage, display units) must be stable, well-maintained, and not present a trip hazard.
- Operators must cease activities immediately and vacate the space if requested by Council officers for safety, emergency, or operational reasons.
- Temporary infrastructure must not obstruct accessibility features such as kerb ramps, tactile indicators, or accessible parking bays.

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4.7 Noise Management

To ensure a balanced use of shared spaces:

- All approved activities must comply with the Protection of the Environment Operations Act 1997 noise guidelines.
- Activities generating noise (music, announcements) must not exceed ambient background noise by more than 5Db and must not disrupt adjacent businesses or residences.
- Amplified sound is only permitted where explicit prior approval has been granted and may be subject to additional conditions (e.g. noise level, direction of speakers).

4.8 Digital Activations and Temporary Installations

Council may consider applications for temporary digital, artistic, or interactive installations that promote community engagement or cultural celebration. These are subject to:

- Detailed design submission and risk assessment
- Compliance with pedestrian safety, sight lines, and accessibility guidelines
- Temporary approvals (maximum 28 days unless otherwise resolved by Council)
- Removal and site reinstatement at the applicant's cost

4.9 Child Safety in Public Spaces

Council is committed to ensuring that all activities conducted in public pedestrian thoroughfares promote a safe, inclusive, and welcoming environment for children and families.

The following conditions apply to all permitted uses of public spaces to uphold child safety:

- All displays, performances, signage, and promotional materials must be suitable for general public viewing and free from content that could reasonably be considered inappropriate, distressing, or unsafe for children.
- Organisers of approved activities involving children (e.g. school groups, performances, fundraising stalls) must ensure appropriate adult supervision is in place at all times.
- Any infrastructure (e.g. BBQ setups, stages, display stands) must be securely installed and include measures to prevent injury to children, such as barriers around hot surfaces, cables, or moving equipment.
- Activities targeted at or involving children must be located in clearly visible areas with good passive surveillance. Activities must not be placed in isolated or concealed parts of a public thoroughfare.
- Photographing or filming children at public events must comply with Childsafe standards. Written consent is required from parents or guardians for identifiable images used for promotional purposes.
- Any concerns regarding child safety should be reported immediately to Council staff or Regulatory Officers. Council reserves the right to revoke approvals where child safety concerns are identified.

4.74.10 Fees

Council will establish applicable fees for stalls, displays and other such activities and these are listed in Council's Fees and Charges available at www.lanecove.nsw.gov.au

4.84.11 Penalty Provisions

Council will actively enforce the removal of all non-approved obstructions in public pedestrian thoroughfares.

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Any breach of this Policy may result in future bookings being cancelled or refused.

Where Council approval for a display, stall or structure involves a licence, penalty provisions will provide that failure by a licensee to abide by the terms and conditions of the licence may invoke a penalty. Such penalty amount may be withdrawn from bond funds lodged with Council.

Council may withdraw a licence and the further use of the licensed area shall cease where non conformance with this Policy are in evidence.

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

Document Number	Document Title	Records Reference
	Lane Cove DCP Part N Signage and Advertising	
	SEPP 64 Advertising and Signage	

6. Related Legislation

1. *Local Government Act 1993*
2. *Crown Lands Act 1999*
3. *Food Act, 2003*

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	Authoriser	Date	Details/Reference
1.0	Original P02007	Council	18/06/12	
2.0	Original	Council	21/08/17	Merged policy: Use of Plaza; Display of Goods on Footpaths; Displays in the Plaza, Filming in Public Places; Umbrellas in the Plaza; Use of the Plaza – Charity Street Stalls; Performances in the Plaza; Tables and Chairs in the Plaza; Advertising Structures.

8. Administrative Details

Policy Title	Policy
Policy Number	POL-ES-06

POL-ES-06

Approval Authority	Council
Date Approved & Commenced	21 August 2017
Department/ Responsible Officer <i>(Responsible for implementing, monitoring & reviewing this policy)</i>	Environmental Services
Records Reference	50696/17
Publication Rights	Public

9. Diagrams, Forms, Checklists and Flowcharts

Nil

Subject: 2024/25 Budget - Third Quarter Review
Record No: SU10041 - 29243/25
Division: Corporate and Strategy Division
Author(s): Don Johnston

Executive Summary

The 2024/25 Budget - Third Quarter Review involves a number of variations to both income and expenditure estimates.

Notably, it includes an update to Council's depreciation expense which has been offset by the inclusion of fair value adjustments for investment properties and Council's membership of Civic Risk Mutual. The same adjustments were included in the recently considered and exhibited 2025/26 Draft Budget.

Program Budget summary:

Capital expenditure has been increased by \$218K to \$77,387K. When transfers to and from Reserves are taken into account, the net result of the quarterly review is balanced with no change to the program budget result.

Income Statement summary:

Taking into consideration the proposed variations in this Review, the projected 2024/25 operating result before capital grants and contributions has been revised to a deficit of (\$229K) from the original budget surplus of \$109K. The overall operating result (including capital grants and contributions) is forecast to be a surplus of \$20,802K compared to the original budget surplus of \$12,569K due mainly to the forecast increase in developer contributions.

The forecast (\$229K) deficit before capital grants and contributions is a reflection of the same challenges faced in preparing the 2025/26 Draft Budget which forecasts a deficit of \$598K. Increasing costs of service delivery and depreciation outstrip any growth in income leading to an operating deficit.

It is recommended that the 2024/25 Budget be varied in accordance with this report.

Background

Council is required to prepare a Budget Review Statement each quarter, in accordance with Clause 203 of the Local Government (General) Regulation 2021. The purpose of these reviews is to ensure that the impacts of financial variations are reflected in the forecast of Council's financial position to 30 June 2025, and that it remains satisfactory.

Discussion

A summary of Council's revised Budget for 2024/25 and a summary of budget movements have been included in this report:

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2024/25 BUDGET - THIRD QUARTER REVIEW**

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	Original Budget (000's)	Rollovers (000's)	First Quarter Review* (000's)	Second Quarter Review (\$'000)	Third Quarter Review (\$'000)	Revised Budget (000's)
Income from continuing operations	77,405	703	2,345	7,400	3,235	91,088
Expenses from continuing operations	(64,836)	(358)	(986)	(349)	(3,757)	(70,287)
Surplus/ (Deficit) before Capital Grants/Contributions	109	(69)	88	(24)	(334)	(229)
Surplus/(Deficit) including Capital Grants/Contributions	12,569	345	1,359	7,051	(522)	20,802
Operating Budget Reserve movements:						
Net transfer from/(to) Reserves	(5,806)	94	197	(4)	71	(5,448)
Non-cash items – depreciation, leave entitlements accrual, book value of assets disposed	12,463	-	-	28	369	12,859
Loan principal repayments / liability reduction	(870)	-	-	-	(26)	(896)
Capital Expenditure	(55,921)	(13,417)	(8,482)	652	(218)	(77,387)
<i>Funded by:</i>						
Transfers from Reserves	41,101	12,979	6,927	(740)	120	60,387
Grants and Contributions	8,829	413	1,270	88	18	10,619
Internal Plant Hire	96	-	-	-	-	96
Program Budget Result - Surplus	-	-	-	-	-	1

* The First Quarter Review figures include Revotes from 2023/24

A copy of all material proposed budget adjustments can be found in **AT-1**.

Summary of Budget Movements

Income from continuing operations:

The Review includes a \$3,235K net increase in income from continuing operations made up of: -

- \$931K in additional interest on investments arising from higher average returns and a larger portfolio than forecast. \$500K of this amount has been transferred to the Capital Works Reserve.
- \$345K in additional income from work zones and crane permits, mainly associated with St Leonards South developments.
- \$252K from an insurance claim recovery for works undertaken at Blackman Park, with \$200K being transferred to the Insurance Reserve and \$52K used to fund additional Governance & Risk expenditure (improved document scanning solution).
- \$240K in additional income from restorations across the LGA (offset by a \$200K increase in expenditure)
- \$140K from an EPA Joint Procurement grant, offset by expenditure.
- \$123K in additional income from The Canopy associated with events and reimbursements which, net of additional expenditure, has been transferred to The Canopy Capital Replacement Reserve
- \$97K in additional Section 7.11 administration income arising from the additional contributions forecast in the second quarter Budget Review
- \$75K from indexation of investment property rents
- \$32K in additional Rates revenue in line with Rates levied year-to-date.
- \$20K in additional sportsground hire fees.

- \$18K in advertising signboard income from Market Square for 2023/24 and 2024/25, identified during consideration of the 2025/26 Draft Budget.
- (\$206K) reduction in Section 7.11 contributions to recognise administration fees, offset by a reduction in the transfer to the Section 7.11 Reserves.
- \$115K in all other income budget variations.

In addition to the above changes, two non-cash income items have been added to the budget, being: -

- \$835K increase in the fair value of Council's investment properties; and
- \$220K increase in value of Council's membership of Civic Risk Mutual

These latter changes are consistent with those included in the 2025/26 Draft Budget.

Expenditure from continuing operations:

The Review includes a \$3,757K net increase in operating expenditure made up of: -

- \$602K for payment of leave entitlements on resignation/termination, funded from the Employee Leave Entitlements Reserve
- \$395K required for other salary related expenditure.
- \$350K for tree contract works, bringing the total budget to \$733K for the year, and noting that an increased budget allocation has been included in the 2025/26 Draft Budget for these works.
- \$200K for additional restoration works (offset by increased income as noted above).
- \$140K additional expenditure associated with the EPA Joint Procurement grant received.
- \$125K for the residual value of streetlights replaced in the recent LED upgrade.
- Transfers between budgets have been made to facilitate the required \$65K in major repairs to seniors' fitness equipment at Blackman Park with no net change to the budget.
- \$95K for lift and car park repairs and waste and promotion expenses at The Canopy, offset by additional income.
- \$52K for subscription to and implementation of an improved document scanning solution (funded from additional income)
- \$50K initial budget for legal costs associated with the Wadanggari Park defects liability period.
- \$45K for unforeseen irrigation repairs at the golf course, funded from the Carryover Works Reserve
- \$40K for urgent sewer replacement works at Council's 174 Longueville Road property.
- \$40K for the implementation of and licencing for a flexible direct debit module.
- \$25K for General Manager recruitment.
- A transfer from the Capital Budget to fund \$25K in repairs and maintenance at Little Street.
- \$20K to prepare St Leonards South properties for leasing (partly offset by additional income).
- \$11K net increase in all other expenditure budgets.

In addition to the above budget variations, a number of adjustments have been included in relation to unpaid strata levies at Council's 150 Epping Road affordable housing properties. Council has owned fifteen apartments in the complex since 2016. It has recently become evident that Council has not been invoiced for its share of the complex's running costs. The amount payable by Council for the period 13 July 2016 to 4 July 2024 is \$421,377. Council has negotiated and entered into an agreement to repay this amount over 4 years at \$105,344 per year (\$26,336 per quarter) with the first instalment having been paid on 1 April 2025. An estimated \$55,000 is payable for the 2024/25 financial year.

This arrangement has required the following budget adjustments in the 2024/25 Budget:

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2024/25 BUDGET - THIRD QUARTER REVIEW**

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- \$421K to recognise the liability (non-cash item)
- \$26K for the first quarterly repayment (offset by reducing the transfer to the Affordable Housing Reserve)
- \$55K for the 2024/25 strata levies (also offset by a reduction in the transfer to Affordable Housing Reserve)

Also, as noted in the Executive Summary, additional depreciation non-cash expenses totalling \$1,002K have been included in the Budget Review, offset by additional non-cash income.

Capital Expenditure

The Review includes a \$218K net increase in capital expenditure made up of: -

- \$240K for the additional cost of electric vehicles
- \$18K for the completion of works at Blackman Park
- (\$15K) reduction in Playground Equipment expenditure to fund seniors' fitness equipment repairs at Blackman Park (included in the operating budget)
- (\$25K) reduction in the Little Street capital expenditure to fund additional repairs and maintenance (included in the operating budget)

Reserve Movements

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

Operating Budget	
<i>Transfers to Reserves:</i>	
Capital Works Reserve – transfer part of additional interest earned to Reserve	\$500K
Insurance Reserve – transfer Blackman Park claim recovery to Reserve, net of additional expenditure	\$200K
The Canopy Capital Replacement Reserve – net additional income transferred to Reserve	\$55K
Kindy Cove Reserve – reduced transfer to Reserve to offset additional expenditure	(\$9K)
Carryover Works Reserve – transfer from Reserve to fund unforeseen golf course irrigation maintenance	(\$45K)
Affordable Housing Reserve – reduction in the transfer to Reserve to cover strata levy expenses (\$26K repayment plus \$55K 2024/25 levies)	(\$81K)
Section 7.11 Reserves – reduced transfer to Reserves arising from administration fees deduction and recalculation of interest earnings	(\$295K)
Employee Leave Entitlements Reserve – transfer from Reserve to fund leave entitlements paid on terminations which could not be absorbed in the operating budget	(\$602K)
Net Operating Budget transfer from Reserves	(\$277K)
Capital Budget	
<i>Transfers from Reserves:</i>	
Carryover Works Reserve – transfer balance of Reserve to part fund electric vehicle purchases	(\$36K)
Plant Replacement Reserve – transfer from Reserve to part fund electric vehicle purchases	(\$84K)
Net Capital Budget transfer from Reserves	(\$120K)

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Conclusion

The variations recommended in the Third Quarter Review see the projected 2024/25 operating result before capital grants and contributions forecast to be a deficit of (\$229K). The overall operating result is now forecast to be a surplus of \$20,802K with the inclusion of capital grants and contributions. Capital expenditure has been increased by \$218K. When transfers to and from Reserves are taken into account, the net result of the Review is effectively balanced.

The following statement by the Responsible Accounting Officer is made in accordance with Clause 203(2) of the Local Government (General) Regulation 2021.

It is my opinion that the 2024/25 Quarterly Budget Review Statement for Lane Cove Council for the quarter ended 31 March 2025 indicates that Council's projected financial position will be satisfactory at year end 30 June 2025, having regard to the projected estimates of income and expenditure and the original budgets for income and expenditure.

RECOMMENDATION

That Council adopt the Third Quarter Review adjustments as follows: -

	Original Budget (000's)	Rollovers (000's)	First Quarter Review (000's)	Second Quarter Review (\$'000)	Third Quarter Review (\$'000)	Revised Budget (000's)
Income from continuing operations	77,405	703	2,345	7,400	3,235	91,088
Expenses from continuing operations	(64,836)	(358)	(986)	(349)	(3,757)	(70,287)
Surplus/(Deficit)	12,569	345	1,359	7,051	(334)	(229)
Surplus/ (Deficit) before Capital Grants/Contributions	109	(69)	88	(24)	(522)	20,802
Operating Budget Reserve movements:						
Net transfer from/(to) Reserves	(5,806)	94	197	(4)	71	(5,448)
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Loan principal repayments / liability reduction	(870)	-	-	-	(26)	(896)
Capital Expenditure	(55,921)	(13,417)	(8,482)	652	(218)	(77,387)
Funded by:						
Transfers from Reserves	41,101	12,979	6,927	(740)	120	60,387
Grants and Contributions	8,829	413	1,270	88	18	10,619
Internal Plant Hire	96	-	-	-	-	96
Program Budget Result - Surplus	-	-	-	-	-	1

Stephen Golding
Acting Director - Corporate and Strategy
Lane Cove Council

ATTACHMENTS:

AT-1 [View](#) QBRs Report Attachment - Third Quarter Review

Available
Electronically

Item No: 8
Subject: 2025 National General Assembly of Local Government 24-27 June 2025
Record No: SU2073 - 28912/25
Division: Lane Cove Council
Author(s): Stephen Golding

Executive Summary

This report is for Council's consideration for funding Councillors' attendance at the 2025 National General Assembly of Local Government (NGA) being held in Canberra 24 - 27 June 2025.

Background

The [2025 National General Assembly of Local Government \(NGA\)](#), including the Regional Cooperation and Development Forum, will be held in Canberra from 24 to 27 June 2025.

This year's theme, "National Priorities Need Local Solutions," highlights the critical role local governments play in delivering place-based initiatives that tackle Australia's major challenges.

The NGA program will again feature concurrent listening sessions that provide deep engagement on four key national issues: emergency management, safer roads, housing and community infrastructure, and local government jobs and skills.

Council has not historically provided funding for Councillors to attend this event, however it is noted the Conference has grown in popularity over recent years and feedback received from neighbouring councils indicates the Conferences have been extremely worthwhile.

Council's Policy on Payment of Expenses and Provision of Facilities to Councillors allows Councillors to attend conferences, training and development and similar functions by Council Resolution or where it is not practical to submit a report to Council prior to the event such requests can be approved by the Mayor and General Manager.

Discussion

Requests for Councillors to attend Conferences, inclusive of costs, are addressed in Council's Policy on Payment of Expenses and Provision of Facilities to Councillors.

The [registration fees](#) for the 2025 National General Assembly of Local Government (NGA) are:

All sessions (not including regional session)	\$979 (early bird available until 30 May 2025)
All Sessions	\$1,099 (late registrations after 30 May 2025)
Daily session (Wednesday only)	\$529
Daily Session (Thursday only)	\$529
Daily session (Friday only)	\$329
Dinner in Parliament House	\$179

[Local accommodation](#) starts from \$219, depending on availability.

Meals and allowance would be based on Council's Policy on Payment of Expenses and Provision of Facilities to Councillors, *Section 4.3.4 Out of Pocket expenses*. This is capped at \$150 per Councillor per day.

Travel cost as per the policy is to use the most economical option, such as economy airfare, rail, Council vehicle, or private vehicle at the ATO kilometer rate, including parking and tolls. Considering that travel to Canberra takes approximately 3.5 hours by car from Lane Cove, Council may opt to use its fleet pool vehicles and/or the electric fleet pool vehicle to help reduce travel costs and/or the carbon footprint of the trip.

The 2024/25 Councillor Training Expenses Budget has sufficient funds available to accommodate those Councillors who may be interested in attending the Conference. Councillors are welcome to express their interest at the Council Meeting.

RECOMMENDATION

That Council authorise all interested Councillors to attend the National General Assembly Conference in Canberra between 24 and 27 June 2025 with funding sourced from 2024/25 Councillor Training Expenses Budget.

Steven Kludass
Acting General Manager
General Managers Unit

ATTACHMENTS:

There are no supporting documents for this report.

Ordinary Council Meeting 22 May 2025
LOCAL GOVERNMENT REMUNERATION TRIBUNAL ANNUAL REPORT AND
DETERMINATION - COUNCILLOR FEES

Item No: 9

Item No: 9
Subject: Local Government Remuneration Tribunal Annual Report and Determination - Councillor Fees
Record No: SU839 - 29284/25
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 to the Mayor and Councillors for the 2025/26 financial year, commencing 1 July 2025. The Tribunal has approved a 3.0% 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 2024/25, an increase of 3.75% was determined by the Tribunal and was accepted by Council at the Ordinary Council Meeting 20 June 2024.

Discussion

In the Tribunal’s report to the Minister for Local Government dated 17 April 2025 **(AT-1)**, it determined that, for the financial year 2025/26, an increase of 3.0% 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	\$49,170	\$22,420	\$50,650
Councillors	\$22,540	\$10,530	\$23,220

Council’s Draft Budget for 2025/26 has sufficient funds to accommodate the proposed 3.0% increase as determined by the Tribunal.

RECOMMENDATION

That Council determine the following annual fees to be paid for the 2025/26 financial year, commencing 1 July 2025:-

1. Mayor: \$50,650 (in addition to the Councillor fee); and
2. Councillors: \$23,220.

Ordinary Council Meeting 22 May 2025
LOCAL GOVERNMENT REMUNERATION TRIBUNAL ANNUAL REPORT AND
DETERMINATION - COUNCILLOR FEES

Item No: 9

Steven Kludass
Acting General Manager
General Managers Unit

ATTACHMENTS:

AT-1	View	Annual Report and Determination - Local Government Remuneration Tribunal - 2025	47 Pages	Available Electronically
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Ordinary Council Meeting 22 May 2025
POLICY ON PAYMENT OF EXPENSES AND FACILITIES TO COUNCILLORS

Item No: 10
Subject: Policy on Payment of Expenses and Facilities to Councillors
Record No: SU834 - 28899/25
Division: Lane Cove Council
Author(s): Stephen Golding

Item No: 10

Executive Summary

The purpose of this report is to consider a revised Policy on Payment of Expenses and Provision of Facilities to Councillors **(AT-1)**, developed in accordance with Section's 252-254 of the Local Government Act 1993.

It is recommended that Council adopt the revised Policy subject to community consultation.

Background

This policy was last reviewed, amended, and adopted at the Ordinary Meeting of Council on 27 October 2022, Council Resolution 120. That review incorporated the NSW Office of Local Government (OLG), Better Practice template as reference in the NSW OLG Circular 17-17 Councillor Expenses and Facilities Policy – Better Practice Template.

Section 252 of the Local Government Act 1993 requires a Council within the first twelve (12) months of each Council term to adopt a policy concerning the payment of expenses and provision of facilities to Councillors. Council must give public notice for 28 days of the intention to adopt the policy and consider any submissions made before adopting the policy.

Discussion

An administrative review has been undertaken on the Payment of Expenses and Provision of Facilities to Councillors policy **(AT-1)** with tracked changes indicated in RED font. Part of the review included the review of *Section 4.3.6, Carer Expenses*, with revised carer hourly rate changed from up to \$22.50 per hour to up to \$30.00 per hour based on research of the median care worker base hourly rate in Australia.

Community Consultation

Statement of Intent

The consultation is designed to consult with community. Any comments received will be reviewed and evaluated and will be reported back to Council.

Level of Participation	Inform	Consult
Form of Participation	Open	Open
Target Audience	Lane Cove Community	Lane Cove Community
Proposed Medium	eNewsletter	Public Exhibition and Website Exhibition

Conclusion

It is recommended that Council endorse the Draft Policy for public exhibition purposes. Following a six-week community consultation period, as outlined in this report, a further report will be prepared for Council's consideration.

RECOMMENDATION

That Council:

1. endorses the Draft Policy for the purposes 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 Policy on Payment of Expenses and Facilities to Councillors, together with a report on any submissions received and any proposed amendments, be considered at the Ordinary Council meeting to be held in July 2025.

Steven Kludass
Acting General Manager
General Managers Unit

ATTACHMENTS:

AT-1 View	Draft - Payment of Expenses and Provision of Facilities to Councillors (Policy CS-15)	12 Pages
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POLICY – CS15 – Payment of Expenses and Provision of Facilities to Councillors

Draft - Payment of Expenses and Provision of Facilities to Councillors

1. Purpose

The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors or Administrators of Council. The policy also ensures that the facilities provided to assist Councillors and Administrators of Council, to carry out their civic duties are reasonable.

The objectives of this policy are to:-

- outline the criteria for payment of expenses for attendance by Councillors at conferences and training and development;
- outline the facilities provided to the Mayor, Deputy Mayor and Councillors;
- outline the approval process for the payment of expenses and facilities;
- outline the procedure for the return of facilities at the end of the Council term; and
- ensure facilities and expenses provided to Councillors meet community expectations.

2. Scope

This Policy applies to all Councillors and any Administrators and has been developed in compliance with Sections 252-254 of the Local Government Act to enable the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to assist them in undertaking their Civic duties. The Policy also sets out where appropriate, maximum amounts Council will pay for specific expenses and facilities

3. Definitions

The Act:	<i>Local Government Act 1993 (NSW)</i>
The Regulations:	<i>Local Government (General) Regulation 2005</i>
The Code:	The Model Code of Conduct for Local Government officials
Councillors:	An elected representative on Lane Cove Council
General Manager:	Means the General Manager of Council and includes their delegate or authorised representative
Long distance	
Intrastate travel:	Means travel to other parts of NSW of more than three hours duration by private vehicle.

POLICY – CS15 – Payment of Expenses and Provision of Facilities to Councillors

- Official business:** Means functions that the mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes:
- meetings of council and committees of the whole
 - meetings of committees facilitated by council
 - civic receptions hosted or sponsored by council
 - meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council
- Professional development:** Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor.

4. Content

Principles

Council commits to the following principles:

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

POLICY – CS15 – Payment of Expenses and Provision of Facilities to Councillors

4.1 Authorisation for AttendanceConferences and Training/Professional Development

Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community and the local government sector in general.

Councillors are authorised to attend conferences, training and development and similar functions by:-

4.1.2 Resolution of the Council; or

4.1.3 Approval by the Mayor and General Manager (or Deputy Mayor when the Mayor is nominated to attend) when it is not practical to submit it to Council prior to the event but subject to budgetary requirements. When this occurs a report is to be submitted to the next Council Meeting advising of the approval. No interstate or international travel will be approved in arrears.

4.1.4. Written requests for Conference attendance, outlining the benefits for Council, should be submitted to the General Manager. The Mayor may nominate a substitute attendee for functions where the Mayor is unable to attend, such attendee may claim for reimbursement of expenses. With the exception of Annual Conferences of the Local Government NSW, councillors shall provide a written report to Council on the aspects/learning's of the conference and training and development relevant to council business and/or the local community.

The Conferences and training and development that Councillors will generally attend are:-

- (i) Local Government NSW Annual Conference;
- (ii) Special "One-off" conferences called by Local Government NSW;
- (iii) Annual conferences and seminars of the major professions in Local Government; and
- (iv) Seminars which assist Councillors in increasing their awareness and improving their understanding of their legal and other obligations and responsibilities as elected representatives.

4.1.5 Approval for professional development activities and approval to attend a conference or seminar are subject to 4.1.2 or 4.1.3 outlining the:

- details of the proposed professional development and relevance to Council priorities and business
- relevance of the Conference or seminar topics and presenters to current council priorities and business
- relevance to the exercise of the Councillor's civic duties
- cost of the conference, seminar or professional development activities in relation to Council budget.

4.1.6 In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG).

POLICY – CS15 – Payment of Expenses and Provision of Facilities to Councillors

4.2 Authorisation for Overseas, Interstate and Intrastate Travel

Any request for payment of Overseas travel must be approved by a resolution of the Council prior to the Councillor undertaking the travel. Any request should be in the form of a report to Council (The use of a Mayoral Minute to obtain Council approval for travel is not appropriate as it is not consistent with principles of openness and transparency) and include the following:-

- Details of how the overseas travel has a direct and tangible benefit for Council and the community;
- The purpose, duration, itinerary and approximate total costs of each trip; and
- Details of the councillors undertaking the trip.

Travel must be approved on an individual trip basis. Council will not retrospectively reimburse overseas travel expenses unless prior authorisation of the travel has been obtained.

After returning from overseas, Councillors, or an accompanying member of Council staff, should provide a detailed written report to a meeting of Council on the aspects of the trip relevant to Council and the community.

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

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

4.2.3 For interstate and long-distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.

4.2.4 For interstate journeys by air of more than three hours, the class of air travel may be premium economy.

4.2.5 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

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

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

POLICY – CS15 – Payment of Expenses and Provision of Facilities to Councillors

4.3 Payment of Expenses4.3.1 Registration

Council will pay all normal registration costs which are charged by organisers, including the cost of official functions which are relevant to the interests of Council and/or assist Councillors to discharge the functions of their civic office.

4.3.2 Travel

All reasonable travel costs will be met by Council. All travel is to be undertaken with due expedition, by the shortest practical route and utilising the most economical mode of transportation. The standard of travel to be paid shall be economy class airfare, rail fare, Council vehicle or private vehicle at the appropriate "rate per kilometre" as determined from time to time by the Australian Tax Office, inclusive of any associated costs such as parking and road tolls. The cost of vehicle hire and/or taxi/ride-share programs such as Uber fares which are reasonably incurred and where tax invoices can be issued, shall be reimbursed by Council. However, while travelling in a private or council vehicle, the driver is personally responsible for any and all traffic or parking fines incurred.

4.3.3 Accommodation

Reasonable accommodation costs shall be reimbursed, including the night before and/or after the event where this is necessary. Where accommodation is not included as part of the registration fee, accommodation shall be of a reasonable standard up to 4 star NRMA rating.

4.3.4 Out of Pocket Expenses

Council will pay reasonable amounts for "out of pocket" expenses, where receipts are provided, e.g. meals not included in registration. This expense is subject to a reimbursement limit of \$150 per Councillor per day.

Councillors will not be reimbursed for alcoholic beverages.

4.3.5 Spouse/Partner

Council will not pay any costs associated with attendance by a spouse/partner.

4.3.6 Carer Expenses

Council will pay for the reasonable cost of carer arrangements, including childcare expenses and the care of elderly, disabled and/or sick immediate family members of the Councillors, where there is no other suitable carer available during the time when a councillor is required to attend a Council endorsed Meeting.

Reimbursement will be to a maximum of ~~\$90~~120 to cover a four-hour engagement of a carer (including the period of 30 minutes before and prior to the scheduled commencement time of the meeting). With respect to the above, an additional hourly rate of up to ~~\$22.50~~30.00 per hour will be paid for meetings and working parties that go beyond the four-hour engagement period referred to above.

All reimbursements are subject to the provision of receipts. Reimbursement is subject to a formal claim being lodged not later than one (1) month after the expense was incurred.

POLICY – CS15 – Payment of Expenses and Provision of Facilities to Councillors

4.3.7 Protection & Security Expenses

Council may provide protection to Councillors in order to reduce the risk and protect members from any adverse security breaches resulting from their civic service. Approval of the General Manager must be sought and gained prior to any expenses being incurred.

The General Manager will consider all requests and determine appropriate security and protection measures which may include, but is not limited to, security assessments, installation of security systems and/or physical monitoring. The General Manager may authorise expenditure up to a limit of \$3,000 per year per Councillor.

4.4. General Allowance and Private Benefit

Council will not pay any general allowances or reimburse any costs associated with a private benefit. This includes, but is not limited to, attendance by a councillor at any political fundraising event or any donation to a political party/candidate's electoral fund. If a councillor receives a private benefit, the cost associated with that private benefit shall be reimbursed to Council.

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

4.4.2 Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:

- production of election material
- use of council resources and equipment for campaigning
- use of official council letterhead, publications, websites or services for political benefit
- fundraising activities of political parties or individuals, including political fundraising events.

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

4.5. Councillor Annual Fees

The Annual Fees paid to Councillors does not fall within the scope of this policy. The Annual Fee range is determined by the Local Government Remuneration Tribunal in accordance with Section 241 of the Act and reviewed annually. Council must adopt its Annual Fees within the set range annually.

4.6. Reimbursement

Any reimbursement of legal expenses to Councillors is to be applied for within 5 years of the cost being incurred. All other reimbursement of expenses are to be applied for within 3 months of the cost being incurred, except for carer expenses outlined in 4.3.6.

POLICY – CS15 – Payment of Expenses and Provision of Facilities to Councillors

4.7. Making a Claim

All claims for expenses under this policy shall be submitted to the General Manager as soon as possible from the date they are incurred and approval shall be determined by the General Manager and the Mayor or in case of a claim by the Mayor, the Deputy Mayor.

If a claim is refused, council will inform the councillor in writing that the claim has been refused and the reason for the refusal.

4.8. Methods of Payment

- (i) Council will normally pay registration fees, accommodation deposits and airline tickets direct in advance. Where this is not appropriate or possible a cash advance or cheque equivalent will be paid to the attendee in advance.
- (ii) An allowance for estimated "out of pocket" expenses may be paid to an attendee in advance upon request, subject to a reimbursement limit of \$150 per Councillor per day; and
- (iii) In respect of (i). and (ii). above, an itemised reconciliation statement and verification of expenses must be submitted, and any unexpended amount refunded within ten days of the close of the conference, seminar or function.

4.9 Facilities for Mayor and Councillors**4.9.1. Mayor**

In addition to those facilities provided to the Councillors, the Mayor is entitled to:-

- (i) Reimbursement of expenses incurred by the Mayor when attending official functions representing Council;
- (ii) Secretarial services relating to the discharge of the Office of Mayor (shared with the General Manager);
- (iii) Administrative Assistance associated with civic functions, meetings and the like; and
- (iv) Office refreshments to a maximum annual limit of \$500.

Staff in the mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

POLICY – CS15 – Payment of Expenses and Provision of Facilities to Councillors

4.9.2 Councillors

All Councillors are entitled to:-

- (i) Provision of business cards, name badge, postage and stationery to a maximum annual limit of \$500;
- (ii) Meals and refreshments associated with Council/Committee meetings, Councillor briefings and Council receptions/ functions;
- (iii) Transport to official functions (if needed);
- (iv) Provision of a portable personal computer i.e. Ipad and printers (optional) in accordance with Council policy with a maximum annual limit of \$200 for printer consumables;
- (v) Provision of internet access for the portable personal computer to an annual limit of \$360;
- (vi) A monthly allowance of \$30 for telephone expenses;
- (vii) Provision of lockers for storage of items at the Civic Centre; and

Provisions of a proximity card (security card) which provides out of hours access to certain parts of the Civic Centre and lockers.

Any facilities in addition to those described in this policy will require a resolution of the Council.

Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

4.10 Insurance for Councillors

In accordance with Section 382 of the Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.

Councillors are entitled to insurance in respect of:-

- (i) Personal injury for Councillors and their partners/spouses, subject to the scope and/or conditions set out in the policy of insurance;
- (ii) Professional indemnity for matters arising out of a Councillor's performance of civic duties or exercise of their functions as Councillors, provided the performance or exercise of the relevant civic duty or function is in the opinion of Council bona fide and/or proper and subject to any limitations or conditions set out in the policy of insurance; and
- (iii) Public liability insurance for matters arising out of Councillor's performance of civic duties or exercise of their functions as Councillors and subject to any limitations or conditions set out in the policy of insurance.

POLICY – CS15 – Payment of Expenses and Provision of Facilities to Councillors

4.11 Legal Assistance for Councillors

4.11.1 In the event of:-

- (i) A Councillor defending an action arising from the performance in good faith of a function under the Local Government Act (refer Section 731 of the *Local Government Act 1993*) provided that the outcome of the legal proceedings is favourable to the councillor; or
- (ii) A Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor; or
- (iii) A Councillor for proceedings before an appropriate investigative or review body, provided:-
 - the subject of the proceedings arises from the performance in good faith of a function under the Act;
 - the matter before the investigative/review body has proceeded past any initial assessment phase to a formal investigation or review; and
 - the investigative or review body makes a finding that is not substantially unfavourable to the Councillor; or
 - A Councillor defending a conduct complaint, where the matter has been referred by the General Manager to a Conduct Reviewer / Conduct Review Committee to make formal enquiries into the matter in accordance with the procedures in the Code of Conduct and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.

4.11.2 Council shall reimburse such Councillor, at times approved by Council from time to time, for all expenses properly and reasonably incurred given the nature of the matter on a solicitor/client basis, provided that :-

- (i) The amount of such reimbursements shall be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis;
- (ii) A Councillor's performance or exercise of the civic duty or function was in the opinion of the Council undertaken in good faith; and
- (iii) The amount of such reimbursement shall be limited to the equivalent hourly rate being charged by Council's solicitors to undertake such a course of action.

POLICY – CS15 – Payment of Expenses and Provision of Facilities to Councillors

4.11.3 Council will not meet the costs of:-

- (i) Legal action initiated by a Councillor or council employee as plaintiff in any circumstances;
- (ii) a Councillor or council employee seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation; and
- (iii) legal proceedings that do not involve a Councillor performing their role as a councillor.

4.12 Dispute Resolution

In the event of a dispute as to the reimbursement of expenses or provision of facilities under this policy, the Mayor and General Manager jointly, will make a decision on the matter in dispute. If a dispute exists with the Mayor, the Deputy Mayor and the General Manager jointly will make a decision on the matter in dispute. If any matter is still in dispute after the joint decision of the Mayor/Deputy Mayor and General Manager, then the matter in question will be referred to a full Council Meeting for determination.

4.13 Returning of Facilities at the End of the Council Term

At the end of each Council Term, Councillors who do not continue in their role as Councillors for Lane Cove Council are required to return all equipment issued to them during their time at Council and return the key to their locker and proximity cards.

However, an outgoing Councillor may seek approval from the General Manager to purchase issued equipment such as a portable personal device i.e. iPad. The General Manager may approve the purchase on the basis the equipment is no longer required by Council and on payment of full market value for the item.

- 4.13.1 The prices for all equipment purchased by Councillors under Clause 4.13 will be recorded in Council's annual report.

4.14 Reporting

- 4.14.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.

- 4.14.2 Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

4.15 Auditing

- 4.15.1 The operation of this policy, including claims made under the policy, will be included in Council's audit program.

POLICY – CS15 – Payment of Expenses and Provision of Facilities to Councillors

4.16 Breaches

4.16.1 Suspected breaches of this policy are to be reported to the General Manager.

4.16.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

4 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
001	Code of Conduct	27102/19
	Council Circular 17-17 – Councillor Expenses and Facilities Policy – Better Practice Template	
	Council Circular 11-27 Findings from review of councillor expenses and facilities policies	
	Council Circular 09-36 – Release of Revised Councillor Expenses and Facilities Guidelines	
	Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009	

5 Related Legislation

This policy is in accordance with the requirements of:-

- 1 Local Government Act 1993
- 2 Local Government (General) Regulation 2005

POLICY – CS15 – Payment of Expenses and Provision of Facilities to Councillors

6 Recording Document Versions/History

This Policy is now required to be reviewed within the first twelve (12) months of each term of Council, in accordance with section 252 of the Act. All changes approved through that review process are to be recorded as shown in the following table:

Version	Original or Amendment	Authorised By	Date	Details/Reference
1	Policy C04004	No Council	10 Oct 1994	Policy Adopted in Council Report
2	Policy C04004	No Council	4 Dec 2006	Policy Adopted in Council Report
3	Policy C04004	No Council	3 Dec 2007	Policy Adopted in Council Report
4	Policy C04004	No Council	20 Oct 2008	Policy Adopted in Council Report
5	Policy C04004	No Council	13 Sep 2010	Policy Adopted in Council Report
6	Policy C04004	No Council	7 Nov 2011	Policy Adopted in Council Report
7	Policy C04004	No Council	15 Oct 2012	Policy Adopted in Council Report
8	Policy C04004	No Council	19 Aug 2013	Policy Adopted in Council Report
9	Policy C04004	No Council	17 Aug 2015	Policy Adopted in Council Report
10	Policy CS - 15	Council	21 May 2019	Policy Adopted in Council Report
11	Policy CS - 15	Council	26 October 2020	Resolution 149 (October 2020 Council Meeting) Addition - Section 4.3.7
12	Policy CS - 15	Council	15 February 2021	Resolution 20 - Endorsed after community consultation.
13	Policy CS - 15	Council	27 October 2022	Resolution 192 - Endorsed after community consultation
14	Policy CS - 15	Council	TBD	TBD

7 Administrative Details

Policy Title	Payment of Expenses and Provision of Facilities to Councillors
Policy Number	CS-15
Approval Authority	Council
Date Approved & Commenced	27 October 2022
Division/ Responsible Officer (Responsible for implementing, monitoring & reviewing this policy)	Corporate Services
Records Reference	
Publication Rights	Public and Internal

8 Diagrams, Forms, Checklists and Flowcharts

Nil

Item No: 11
Subject: Greenwich Village Games 2025
Record No: SU2741 - 29170/25
Division: Corporate and Strategy Division
Author(s): Lorie Parkinson

Executive Summary

The Greenwich Village Games ('the Games') are conducted approximately every four years by the Greenwich Village Games Organising Committee ('the Committee'). This report recommends that Council support the conduct of the 2025 Games and recommends the appointment of nominated community representatives and the three (3) East Ward Councillors to the Organising Committee.

Background

The Games are a community run event which have occurred approximately every four years since 1988. The Games involve about 25 events held over a three-day weekend, which are conducted on a cost neutral basis.

The Games are conducted by a Council Committee - the Greenwich Village Games Organising Committee. The most recent games occurred in 2012, 2016 and 2022, noting that the 2020 games were delayed until 2022 due to the Covid pandemic.

Discussion

The next Games are scheduled to be held from 5 – 7 December 2025, with events mostly occurring around Bob Campbell Oval. Historically Council has assisted the Committee through the booking of facilities and logistical support for the preparation and use of the Council maintained venues. Support is also provided through the payment of expenses incurred by the Committee based on a full cost recovery arrangement to be recovered from participant fees.

The Charter of the Greenwich Village Games Organising Committee (**AT-1**) requires Council to make the appointments to the Committee, and includes that Council is represented on the Committee by the three East Ward Councillors. This report recommends the appointment of the following community representatives to the Committee:

Committee Members

Jon Tindall - Chair	Lynne Spencer - Secretary
Alex Crossing	Adam Benjafield
Eloise Oliver	David Johnson
Anthony Foley	Bruce Spencer
Penny Williams	Peter Walton
Rich Sicobo	Natalie Speer
Mareena Von Behr	Jo Cooke
Sarah Tilley	Barbara Sallway
Craig Stafford	

Conclusion

The Greenwich Village Games are a prime example of an inclusive community-run event which demonstrates the uniqueness of the Lane Cove local government area (LGA) and our strong sense of community and participation. The Games are reflective of the ideals of Council's *Love Where You Live* approach to developing civic pride in the Lane Cove LGA and its village identity.

RECOMMENDATION

That Council:

1. support the 2025 Greenwich Village Games that are conducted by the Greenwich Village Games Organising Committee; and
2. appoint the following people to the 2025 Greenwich Village Games Organising Committee
 - a) East Ward Councillors Southwood, Greenwell and Roenfeldt; and
 - b) Jon Tindall (Chair), Lynne Spencer (Secretary), Alex Crossing, Adam Benjafield, Eloise Oliver, David Johnson, Anthony Foley, Bruce Spencer, Penny Williams, Peter Walton, Rich Sicobo, Natalie Speer, Marena Von Behr, Jo Cooke, Sarah Tilly, Barbara Sallway and Craig Stafford.

Stephen Golding
Acting Director - Corporate and Strategy
Lane Cove Council

ATTACHMENTS:

AT-1 [View](#) Greenwich Village Games Charter 2020

Available
Electronically

Item No: 12
Subject: Delivery Program and Operational Plan - 2024/25 Third Quarter Review
Record No: SU238 - 26067/25
Division: Lane Cove Council
Author(s): Stephen Golding

Executive Summary

This report outlines the 2024/25 Third Quarter progress towards achieving the projects and activities listed in the adopted 2024/25 Delivery Program and Operational Plan.

It is recommended that the report be received and noted.

Discussion

The 2024/25 Delivery Program and Operational Plan was adopted by Council on 20 June 2024.

Council's 2024/25 Delivery Program and Operational Plan outlines the strategies, actions and new initiatives proposed to be undertaken during the financial year in order to advance the goals and objectives of the Community Strategic Plan: Liveable Lane Cove: 2035. The Third Quarter Review of the 2024/25 Delivery Program and Operational Plan is attached at **AT-1**. The report indicates the responsible work area and includes a short progress report and action status.

Some highlights for the Third Quarter include:-

- A review of the Community Strategic Plan was initiated, following an exhaustive community consultation program that involved over 850 local people participating during a six week period
- More than 100 community members, Councillors and staff came together to mark Lane Cove Library's 70th anniversary. NSW State Librarian Dr Caroline Butler-Bowdon joined Mayor Merri Southwood to launch new Library cards, unveil a new art exhibition by Mark Gowing, and celebrate with speeches, a staff-produced film, and birthday cake. Artist Carla Gottgens also created a vibrant multilayered cardboard artwork honouring the Library's role in Lane Cove, which will remain on display in the foyer all year
- Public art by local Northwood artist Francoise Coquelin was installed, The Dreamer & The Bird sculpture at Greenwich and Mystery Key at Riverview, and Neighbours a sculpture by Mark Cuthbertson & Jonathan Thompson, an artist with lived experience of disability, was installed at Lane Cove West continuing the Lane Cove Villages Public Art Program
- The newly opened Pottery Lane Performance Space was officially launched, with over 100 people in attendance, and there was a smoking ceremony and musical performances. The space was also programmed with film screenings, the first productions from Lane Cove Theatre Company, Jazz events, a Lane Cove Choristers Performance, and public speaking workshops—creating a dynamic new creative hub for the community
- This quarter featured a strong focus on cultural diversity and inclusion - Lunar New Year and Holi celebrations (500 people in attendance) as part of the Kaleidoscope of Lane Cove, Mardi Gras celebrations in the village, grant-funded Art exhibition featuring LGBTQIA+ Artists and a Small Business Soirée during Women's Week. First Fridays, Saturday Sounds, citizenship ceremonies and the Weaving Stories Film Festival also added vibrancy to the local calendar

- Programs for children and families continue to grow. Council launched a new Children and Families eNewsletter and hosted a Maggie Dent talk to support early learning. In contrast, the Love Where You Play program delivered new play kits and a pop-up play gym in Lane Cove Plaza
- Libraries introduced a new LEGO Club
- The Love Where You Live brand continues to gain visibility, with stickers shared across teams and regular use of the marquee at events. New branding was also developed for the Seed Library (Grow), Maker Space (Make) and play-based initiatives (Play). These small activations help build local pride and identity and support ongoing community engagement efforts
- Seniors Week was a sell-out success, with celebrations across the community. Seniors Week events reached capacity, including the highlight Time to Shine event held in Blackman Park. Activities promoted connection, wellness, and celebration among older residents
- New digital tools and communications boost our community reach. Issuu was introduced to make Council publications more accessible online. Digital engagement continues to grow, with a 20% increase in Facebook views, 15% on Instagram, and over 160,000 people reached. Click-through engagement rose by 90% on Facebook and 254% on Instagram, reflecting stronger engagement with Council information and events
- Sunset in the Village programming in January and February included Australia Day citizenship ceremony with over 400 people. The ceremony welcomed 89 new citizens and included meaningful cultural elements to acknowledge Aboriginal and Torres Strait Islander Traditional Owners
- The Home Library Service made 426 deliveries to 119 individual clients and 11 institutions in the Lane Cove and Hunters Hill local government areas
- Council launched a digital engagement program with 13 Instagram reels posted, reaching 13,897 people and receiving 6,236 views, sharing dynamic content about Council news and programs
- The final component of the Weaving Climate Stories Project was delivered in March, with a film festival at The Canopy to showcase the 10 short films created by local community members and an art piece constructed by indigenous artist Dr Virginia Keft using components woven by community member who had participated in her weaving and yarnning workshops. The film festival was well attended, with close to 350 audience members enjoying films on topics ranging from water conservation, the importance of plants, community action, low waste entertaining, and the impacts of a changing climate. Funded through the NSW Social Cohesion Grants for Local Government, the broader Weaving Climate Stories Program had over 300 participants in weaving and yarnning workshops with Indigenous artist Dr Virginia Keft, Climate Fresk workshops, and the filmmaking workshops led by Digital Storytellers,
- Council launched the resident-run Meet Your Neighbours program in January, offering support for residents to organise local events designed to build connection and strengthen community. Several events have been held this quarter, with further events scheduled through April and May,
- Council delivered a Recycle Rehome Reuse Day at Blackman Park in February where residents could drop off used bicycles to repair or donate, bric-brac, clothing and soft plastics for reuse or recycling. Delivered with Revolve Recycling and Southern Cross Recycling the event attracted over 180 attendees and diverted over 2 tonnes of material from landfill, which was made up of 102 bikes and scooters, 1,356 kg of clothing, 440 kg of bric-a-brac, and 122 kg of soft plastics,

- Council received funding of \$140,000 from the NSW EPA through their Joint Procurement Funding Program to work with Hunters Hill Council to undertake a review of existing collections and processing contracts to understand the feasibility of contract variations and conduct a bin reconciliation to provide accurate bin numbers for modelling and the establishment of a food organics collection service,
- A new Waste Services Guide was developed to provide residents with an overview of the range of waste services provided by Lane Cove Council. The guide is available on our website, and will be distributed to local real estate agents, building managers, and stratas to be shared with new residents,
- Six new kerbside electric vehicle (EV) chargers have been installed across Lane Cove by Plus ES with support from the NSW Government's EV Charging Grant Program. Utilising existing power poles, the chargers are conveniently located on Little St Lane Cove, Mowbray Rd West Lane Cove North, and Bellevue Avenue Greenwich. These latest installations bring the total number of kerbside charging points in Lane Cove to 15, complemented by an additional 22 charging stations located in Council carparks. Residents can access details of the various locations and charging specifications by visiting Council's Parking webpage,
- On The Verge provided 306 plants for nature strips and pocket parks; and
- The Lane Cove Community Nursery requisitioned a total of 1,296 free native plants for various Council programs such as Bush Friends, Backyard Habitat, Bushcare, On the Verge, citizenship ceremonies, bush regeneration contractors, sustainability events and workshop giveaways.

RECOMMENDATION

That the Third Quarter Review of the 2024/25 Delivery Program and Operational Plan be received and noted.

Steven Kludass
Acting General Manager
General Managers Unit

ATTACHMENTS:

AT-1 View	Delivery Program and Operational Plan - 3rd Quarterly Review - 2024-2025	195 Pages	Available Electronically
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Item No: 13
Subject: NSW Public Library Statistics 2023/24 – Lane Cove Library
Record No: SU1737 - 29744/25
Division: Community and Culture Division
Author(s): Stephanie Kelly; Karen Mitchell

Executive Summary

The State Library of NSW released the 2023/24 Public Library Statistics in April 2025. Lane Cove Library Services was ranked No.1 in New South Wales for loans per capita, continuing its long-standing record of outstanding library service delivery.

Background

The State Library of NSW collects public library statistics in support of the Library Council of NSW's duty to make careful inquiry into the administration and management of local libraries provided by local authorities which have adopted the Library Act 1939.

NSW Public Library statistical measures have been gathered, collated and published by the State Library of NSW since 1973. The annual public library financial and statistical data, along with research into services and trends, represents a significant body of information that assists the development of policy and proactive advice.

Discussion

The 2023/24 public library statistics show a continuation in growth, post-pandemic. Statistics collected include expenditure and subsidy, circulation (loans), membership, service points/hours of opening, library material (age, type of material etc), acquisitions and discards, document delivery (Inter-library loans), library visits, internet access, customers service requests, library programs, website visits and digitisation of collections.

Highlights include:

- a) Loans per capita – Lane Cove ranked No.1 across NSW. Lane Cove has been ranked No.1 across the state/No.1 across metropolitan libraries since 2002
- b) Loans (total) 635,195 ranked No.23 overall out of 90 libraries
- c) Loans across Shorelink was 1,461,302 with Newcastle Library ranked No.1 overall with 1.7million loans
- d) Membership – Lane Cove Library has 24,465 members which exceeds the NSW average of 18,504 members
- e) Visitors – Lane Cove Library had 483,222 people visit one of their libraries while the NSW average is 296,607 visits
- f) Enquiries – Lane Cove Library responded to 53,682 customer enquiries, compared to the NSW average of 41,826.
- g) Programs and Events: 926 programs delivered to 24,632 attendees. While below the state average in number of events (NSW average: 1,149), Lane Cove attracted higher than average attendance, indicating strong community engagement and quality programming.

Conclusion

Lane Cove Library Services continues to deliver exceptional value to the community, consistently outperforming state averages across key metrics. The No.1 ranking for loans per capita—held for over two decades—reflects both the dedication of library staff and the high levels of community engagement with library services.

These results demonstrate the importance of sustained investment in public library infrastructure, collections, and programs. Council can take pride in the strong performance of its library service, which remains one of the most well-utilised and valued in New South Wales.

RECOMMENDATION

That Council:

1. Receive and note the report on the NSW Public Library Statistics 2023/24 – where Lane Cove Library was acknowledged for the highest number of loans per capita; and
2. Formally acknowledge and thank the Library Services staff for their dedication, innovation, and ongoing commitment to delivering exceptional library services to the Lane Cove community.

Stephanie Kelly
Director - Community and Culture
Community and Culture Division

ATTACHMENTS:

There are no supporting documents for this report.

Item No: 14
Subject: Council Snapshot April 2025
Record No: SU220 - 30263/25
Division: General Managers Unit
Author(s): Corinne Hitchenson

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 April 2025 at AT-1.

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

RECOMMENDATION

That Council receive and note the report.

Steven Kludass
Acting General Manager
General Managers Unit

ATTACHMENTS:

AT-1 View	Resolution Tracker for 22 May 2025 Council meeting	27 Pages	Available Electronically
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