



s

**COUNCIL MEETING**  
**ATTACHMENT BOOKLET**

*Council Chambers  
Canada Bay Civic Centre  
1a Marlborough Street  
Drummoyne*

*Tuesday, 15 March 2022  
Commencing at 6.00pm*

# TABLE OF CONTENTS

## Council Meeting

15 March 2022

## Attachments

|  |     |
|--|-----|
| Item 4 - Attachment 1 - Letter from the Department of Planning, Industry and Environment dated 23 December 2021..... | 3   |
| Item 5 - Attachment 1 - Traffic Committee Meeting Minutes - 24 February 2022.....                                    | 5   |
| Item 7 - Attachment 1 - Wire Mill Off-leash Trial - Community Consultation Report 2022.....                          | 16  |
| Item 7 - Attachment 2 - Wire Mill Park Informal Dog Off Leash Area 2022.....   | 40  |
| Item 8 - Attachment 1 - Lysaght Park - Review of Environmental Factors.....  | 41  |
| Item 8 - Attachment 2 - Lysaght Park and Campbell Park Acoustic Report.....  | 52  |
| Item 8 - Attachment 3 - Lysaght Park and Campbell Park Traffic Report.....   | 73  |
| Item 9 - Attachment 1 - Six Monthly Report on Progress July to December 2021.....                                    | 79  |
| Item 10 - Attachment 1 - Investment Report February 2022.....  | 162 |
| Item 11 - Attachment 1 - Privacy Management Plan 2022.....   | 174 |
| Item 12 - Attachment 1 - National General Assembly of Local Government 2022 - Discussion Paper.....                  | 187 |
| Item 13 - Attachment 1 - Draft Code of Conduct Policy - March 2022.....  | 196 |



**Item 4 - Attachment 1 - Letter from the Department of Planning, Industry and Environment dated 23 December 2021**

PP-2021-6169 / IRF21/4559

Mr John Clark  
General Manager  
Canada Bay Council  
1A Marlborough Street  
DRUMMOYNE 1470

via email: [john.clark@canadabay.nsw.gov.au](mailto:john.clark@canadabay.nsw.gov.au)

Dear Mr Clark,

**Planning proposal for 176-186 George Street, Concord West (PP-2021-6169)**

I refer to planning proposal PP-2021-6169 forwarded to the Department for Gateway determination on 12 October 2021, under section 3.34(1) of the *Environmental Planning and Assessment Act 1979*.

The Department understands the planning proposal is seeking to rezone land, increase the maximum building heights and increase the floor space ratio (FSR) controls at 176-186 George Street, Concord West. The site is located within the Homebush North precinct of the Parramatta Road Corridor Urban Transformation Strategy (PRCUTS).

The Department appreciates that Council previously resolved to forward the planning proposal to the Department for a Gateway determination in March 2018 and March 2019. In February 2020, the Department wrote to Council to advise that the planning proposal would not be progressed as the planning proposal was inconsistent with Ministerial Direction 7.3 as the precinct wide traffic study had not been completed.

Since Council's resolution to forward the current planning proposal to the Department for a Gateway determination, a significant amount of work has been undertaken by Council to prepare and progress a Council-led planning proposal to implement PRCUTS for the Stage 1 precincts. This planning proposal is a precinct-based approach, informed by a strong evidence base of supporting studies and as such was recently issued a Gateway determination by the Department.

The planning proposal PP-2021-6169 seeks to introduce controls for the site which are consistent with Council's PRCUTS planning proposal. Therefore, progressing the planning proposal for 176-184 George Street would be a duplication in process.

Since July 2020, the Department has been working to reform the planning system and a key part of the reform program involves delivering improved processes for assessing and finalising planning proposals more efficiently. Progressing the assessment of the planning proposal does not align with the objectives of these reforms which aims to reduce timeframes and improve processes.

It is the Department's position not to progress the planning proposal at this time and as such, we respectfully request that Council withdraw the planning proposal.

The Department looks forward to working with Council to progress the Council-led Stage 1 PRCUTS planning proposal in a timely manner.

If you have any questions in relation to this matter, I have arranged for Mr Tim Green to assist you. Mr Green can be contacted on 8275 1065.

Yours sincerely

A handwritten signature in black ink, appearing to be 'LR', written in a cursive style.

**23 December 2021**

**Laura Locke**

**Director, Eastern and South Districts**

**Item 5 - Attachment 1 - Traffic Committee Meeting Minutes -  
24 February 2022**



**TRAFFIC COMMITTEE**

**24 February 2022**

***(VIA EMAIL)***

**MINUTES**

**Committee Members:**

|                  |                            |
|------------------|----------------------------|
| Cr Michael Megna | Chair                      |
| Sergeant S Tohme | NSW Police                 |
| Kathryn Hawkins  | Transport for NSW          |
| Mr J Sidoti      | Local Member of Parliament |

**Advisory Members:**

|                    |  |
|--------------------|--|
| Mr B MacGillicuddy | CCB Council                              |
| Ms M Carpenter     | CCB Council                              |
| Mr L Huang         | CCB Council                              |
| Mr S Lindsay       | CCB Council                              |
| Mr S Pandey        | CCB Council                              |
| Mr P Whitney       | State Transit Authority, Sydney Buses    |
| TBA                | Access Committee                         |
| Mr G Ashton        | Bay Bug – Canada Bay Bicycle Users Group |

|                      |                   |             |
|----------------------|-------------------|-------------|
| <b>Minute Taker:</b> | Ms Shobna Maharaj | CCB Council |
|----------------------|-------------------|-------------|

# INDEX

## Traffic Committee Meeting 24 February 2022

|        |   |    |
|--------|---|----|
| ITEM-1 | BREAKFAST POINT TRAFFIC MANAGEMENT .....                                | 3  |
| ITEM-2 | 94 BURWOOD ROAD, CONCORD, INSTALLATION OF MIPPS ....                    | 6  |
| ITEM-3 | FRANKLYN STREET, CONCORD – CONSTRUCTION WORKS<br>ZONE .....             | 7  |
| ITEM-4 | TRAFFIC COMMITTEE MEETING SCHEDULE – GENERAL<br>BUSINESS .....          | 8  |
| ITEM-5 | TFNSW ADMINISTERED PROJECTS UPDATE – GENERAL<br>BUSINESS .....          | 9  |
| ITEM-6 | ILLEGAL BUS PARKING ON BLACKWALL POINT ROAD –<br>GENERAL BUSINESS ..... | 11 |

## **APOLOGIES**

Nil

## **DECLARATIONS OF PECUNIARY INTEREST**

Nil

## **CONFIRMATION OF MINUTES**

Traffic Committee Meeting – 10 December 2021

## **COMMITTEE RECOMMENDATION**

THAT the minutes of the Traffic Committee Meeting of 10 December 2021 be confirmed.

## **ITEM-1            BREAKFAST POINT TRAFFIC MANAGEMENT**

### **REPORT**

The streets within Breakfast Point are privately owned and maintained. As they are publicly accessible, Councils is however still the roads authority from which approval is required for changes to the management of traffic and parking.

The Breakfast Point Community Association (CA) previously proposed a number of traffic management changes around Breakfast Point. These were supported at the Traffic Committee meeting on 21 June 2018. They were subsequently approved by Council and progressively implemented over a number of years by the CA.

Two further sets of speed cushions in Admiralty Drive were supported at the Traffic Committee meeting on 27 May 2021. They were subsequently approved by Council and implemented by the CA.

The CA has recently approached Council with proposals for additional speed cushions in Admiralty Drive and Peninsula Drive as outlined below. These would be of the same standard detail as previously installed speed cushions.

#### **Admiralty Drive:**

There has been feedback from the community regarding some drivers on Admiralty Drive failing to stop and give way to traffic on Breakfast Point Boulevard. Whilst there is no corresponding serious crash history, there is anecdotal evidence of minor crashes and near misses.

To enhance safety at this intersection, the CA has proposed the installation of two sets of speed cushions in Admiralty Drive either side of Breakfast Point Boulevard. It is also proposed to remove one on-street parking space as outlined on the attached plan.

There is currently inadequate clearance between the double centreline and this parking space. As a result, through traffic is currently forced to cross the double centreline when a vehicle is occupying this parking space.

Most of Breakfast Point is currently signposted and enforced as a Restricted Parking Area, Parking in Bays Only. As such, the subject parking bay will be removed through removal of the parking bay linemarking.

**Peninsula Drive:**

Sightlines when exiting 2-4 Peninsular Drive are constrained due to an adjoining curve in the roadway. It is proposed to install one additional set of speed cushions immediately west of this driveway.

This is near an existing set of speed cushions and as such in combination they should significantly constrain vehicle speeds. Whilst the proposed speed cushions could be located further west to even out the spacing between existing/proposed speed cushions, this is undesirable as it would move them away from the key area of concern.

**Consultation:**

The Breakfast Point Community Association and sub strata plans are responsible for consulting with their residents. The various impacted strata plans have had various meetings to discuss the proposals and information has been circulated to residents.

**Implementation:**

All the proposed works are to be at a cost to, and managed by, the Breakfast Point Community Association.

**STAFF RECOMMENDATION**

1. THAT two sets of speed cushions be installed in Admiralty Drive either side of its intersection with Breakfast Point Boulevard as outlined in the attached plan.
2. THAT one on-street parking space be removed on the south side of Admiralty Drive immediately east of Breakfast Point Boulevard
3. THAT one set of speed cushions be installed in Breakfast Point just east of the driveway to number 2-4 as outlined in the attached plan.



## **DISCUSSION**

The Sydney Buses representative requested that the speed cushions be no more than 75mm high for bus to safely access.

Council staff confirmed that whilst they are not located on any existing bus route, the speed cushions will in any case be 75mm high.

## **COMMITTEE RECOMMENDATION**

1. THAT two sets of speed cushions be installed in Admiralty Drive either side of its intersection with Breakfast Point Boulevard as outlined in the attached plan.
2. THAT one on-street parking space be removed on the south side of Admiralty Drive immediately east of Breakfast Point Boulevard
3. THAT one set of speed cushions be installed in Breakfast Point just east of the driveway to number 2-4 as outlined in the attached plan.

**ITEM-2            94 BURWOOD ROAD, CONCORD, INSTALLATION OF  
MIPPS**

**REPORT**

Council received a request for the installation of a Mobility Impaired Person Parking Space (MIPPS) in front of 94 Burwood Road, Concord.

Council Officers investigations noted that Burwood Road near the property has unrestricted parking and parking demand is moderate. The property does have off-street parking. However, access to the rear of the property is constrained due to the narrow nature of the driveway down the side of the property. Whilst the gate could be widened, the driveway would still be narrow as it passes the front of the building. It is therefore unreasonable to get to the rear of the property where a vehicle could be parked.

Council sort for additional evidence from a medical practitioner to help support this request. It was advised by a doctor that the resident was not capable of performing a reversing manoeuvre to gain access to the property.

As such, it is proposed that a MIPPS be installed on the western side of Burwood Road in front of property 94 as detailed in the locality plan.

**STAFF RECOMMENDATION**

THAT a MIPPS be installed on the western side of Burwood Road out the front of number 94 and the MIPPS register updated accordingly.

**DISCUSSION**

Item is in order.

**COMMITTEE RECOMMENDATION**

THAT a MIPPS be installed on the western side of Burwood Road out the front of number 94 and the MIPPS register updated accordingly.

**ITEM-3            FRANKLYN STREET, CONCORD – CONSTRUCTION  
WORKS ZONE**

**REPORT**

Council has received an application for a Construction Works Zone on Franklyn Street on the frontage of 18 Franklyn Street, Concord. This zone is to be used to facilitate demolition and construction of a two-storey dwelling.

The proposed ‘Works Zone’ is 12m long operating ‘7am-5pm Mon-Sat’ with an initial operating period of 6 months requested to commence as soon as possible.

**STAFF RECOMMENDATION**

THAT the installation of the ‘Works Zone 7am-5pm Mon-Sat’ in Franklyn Street in front of 18 Franklyn Street be approved.

**DISCUSSION**

Item is in order.

**COMMITTEE RECOMMENDATION**

THAT the installation of the ‘Works Zone 7am-5pm Mon-Sat’ in Franklyn Street in front of 18 Franklyn Street be approved.

**ITEM-4            TRAFFIC COMMITTEE MEETING SCHEDULE –  
GENERAL BUSINESS**

**REPORT**

The Traffic Committee meeting needs to occur a minimum two weeks before the Council meeting to ensure it can be included in the Council agenda. Noting this and to provide a degree of consistency, the meeting schedule outlined in the following table is proposed.

In general, meetings are proposed to be held on the **last Thursday** of the month. There are some exceptions to this towards the end of the year as outlined.

This meeting schedule will be reviewed again at the end of the year to align with the adopted Council meeting schedule for 2023.

| <b>Traffic Committee – Proposed</b>    | <b>Council</b>                       |
|--|--------------------------------------|
| 31 March                               | 19 April                             |
| 28 April                               | 17 May                               |
| 26 May                                 | 14 June (2 <sup>nd</sup> Tuesday)    |
| 30 June                                | 19 July                              |
| 28 July                                | 16 August                            |
| 25 August                              | 20 September                         |
| 29 September                           | 18 October                           |
| 20 October (3 <sup>rd</sup> Thursday)  | 8 November (2 <sup>nd</sup> Tuesday) |
| 17 November (3 <sup>rd</sup> Thursday) | 6 December (1 <sup>st</sup> Tuesday) |
| 8 December (2 <sup>nd</sup> Thursday)  | TBC February                         |

**ITEM-5 TFNSW ADMINISTERED PROJECTS UPDATE –  
GENERAL BUSINESS**

**REPORT**

Council receives funding through various safety and accessibility programs that are administered by Transport for NSW (TfNSW). They have requested that an update on these projects be included in the Traffic Committee agenda.

The below table summarises the various projects and their current status. Whilst there have been some delays, all projects are on track for completion well in advance of the end of the Financial Year.

| <b>Project Description</b>   | <b>2021-22 Funding Offered (\$)</b> | <b>Type of Funding</b> | <b>Status / Upcoming activities / Comments</b>   |
|--|-------------------------------------|------------------------|--|
| McCulloch Street, Russell Lea - Install kerb extension and pram ramps on McCulloch Street on north side of intersection with Whittall Street           | <b>\$30,000</b>                     | <b>100% Federal</b>    | Construction works are complete  |
| Rawson Avenue, Drummoyne - Raise existing pedestrian crossing  | <b>\$80,000</b>                     | <b>100% Federal</b>    | Major civil works are complete with minor works remaining. This includes lighting upgrades that are being separately funded by Council.                              |
| Tranmere Street, Drummoyne - Raise existing pedestrian crossing  | <b>\$80,000</b>                     | <b>100% Federal</b>    | Currently finalising details of inter-related project for flood lighting upgrade and associated tree impacts.  |
| Thompson Street, Drummoyne - Reconstruct island on south side of roundabout and construct kerb extension and pram ramps to provide a pedestrian refuge | <b>\$75,000</b>                     | <b>100% Federal</b>    | Detail design has been finalised and contractor procurement process is underway.   |
| Stanley Street, Concord - Raise existing pedestrian crossing   | <b>\$80,000</b>                     | <b>100% Federal</b>    | The original design is no longer feasible due to issues raised by Ausgrid. As an alternative, it is currently proposed to instead construct speed cushions on either |

|   |           |              |   |
|---|-----------|--------------|---|
|   |           |              | side of the existing pedestrian crossing and leave the crossing at grade. Ausgrid has supported this alternative. Revised plans are currently being finalised to enable re-consultation with the community and approval by Traffic Committee/Council. |
| First Avenue, Five Dock - Reconstruct splitter islands at roundabout to meet refuge standards, realign existing pram ramps and construct new pram ramps on east and west sides of roundabout where not currently provided | \$90,000  | 100% Federal | Construction is currently underway  |
| Ingham Avenue, Five Dock - Construct footpath on west side of Ingham Avenue between First Avenue and Fairlight Street   | \$40,000  | 100% Federal | Construction is currently underway  |
| <b>Burwood Road &amp; Crane Street, Concord</b><br>Construction of new pram ramps on all sides of the intersection  | \$344,923 | 100% State   | Footpath works and signal post relocations are largely complete. Resurfacing of the road is to be completed shortly, followed by traffic signal loops, linemarking, etc. to finish off works.   |

**ITEM-6            ILLEGAL BUS PARKING ON BLACKWALL POINT  
ROAD – GENERAL BUSINESS**

**REPORT**

The TfNSW representative advised that they had received correspondence dated 21 January 2022 regarding buses illegally parking in a ‘No Stopping’ zone on Blackwall Point Road, Chiswick.

This ‘No Stopping’ zone is located on the north side of Blackwall Point Road, to the east of Parkview Road, on the approach to a pedestrian crossing. It has been reported that pedestrians using the crossing cannot see approaching traffic due to the illegally parked buses blocking sight lines.

Council staff advised that this matter had also already been brought to their attention. Council’s Law Enforcement officers have been directed to regularly patrol the area and take appropriate action. Council staff have also already liaised with Sydney Buses representatives who confirmed that they would circulate a notice to their drivers.

The area is continuing to be monitored by Council staff to determine if and what further action is required.

**Item 7 - Attachment 1 - Wire Mill Off-leash Trial - Community  
Consultation Report 2022**

# Wire Mill Park Off-leash Area Trial

## Community Consultation Report

February 2022

### Contents

|                                  |    |
|----------------------------------|----|
| Background .....                 | 2  |
| Consultation methods.....        | 2  |
| Notification methods .....       | 2  |
| Consultation summary.....        | 2  |
| Collaborate reach.....           | 2  |
| Social media reach .....         | 3  |
| Results.....                     | 3  |
| Community survey .....           | 3  |
| Drop-in sessions .....           | 7  |
| Feedback via phone/email.....    | 8  |
| Conclusion.....                  | 9  |
| Appendices.....                  | 10 |
| A. Survey questions.....         | 10 |
| B. Notification methods.....     | 13 |
| C. Social media reach .....      | 15 |
| D. Detailed survey results ..... | 16 |



## Background

In February 2021, Council received a petition from residents in Chiswick requesting that Wire Mill Park be investigated as a potential off-leash dog park. In response to this petition, Council undertook community consultation from 12 April to 5 May 2021 to understand the sentiment of the wider community.

Findings from this initial consultation were taken to Council in June 2021 where it was decided a trial off-leash area would take place to better understand community views and concerns. The trial ran from 8 December 2021 – 23 February 2022 and community feedback was collected throughout this period. Findings outlined in this report will assist Council to reach a decision regarding the future use of the space.

## Consultation methods

- Collaborate survey (see appendix A)
- Feedback via paper forms at drop-in session
- Feedback via phone and email

## Notification methods

The following methods were implemented to notify the community of this consultation:

- Notification letter delivered to 2,641 residents
- 3 x site posters
- Collaborate project page: <https://collaborate.canadabay.nsw.gov.au/wiremillpark>
- Social media
- Direct email to building management and strata for the Riviera Apartments
- Direct email to participants from the first round of consultation
- 2 x drop-in sessions in Wire Mill Park



See appendix B for more detail.

## Consultation summary

### Collaborate reach

- 1,788 page views
- 1,111 unique site visitors
- 169 people following the project for updates

## Social media reach

This consultation was promoted via the following Council social media channels:

- 4 x Facebook posts
- 4 x Instagram post

Collectively, these social posts reached 5,800 people and achieved 549 engagements (post likes, comments, and shares). See appendix C for more details.

## Results

### Community survey

The community survey received 304 responses and aimed to answer the following questions:

- *Should a permanent off-leash area be established in Wire Mill Park? (why/why not)*
- *What issues arose during the trial?*
- *If the area were to be established as a permanent off-leash area, what improvements would need to be made to the park for it to be successful?*

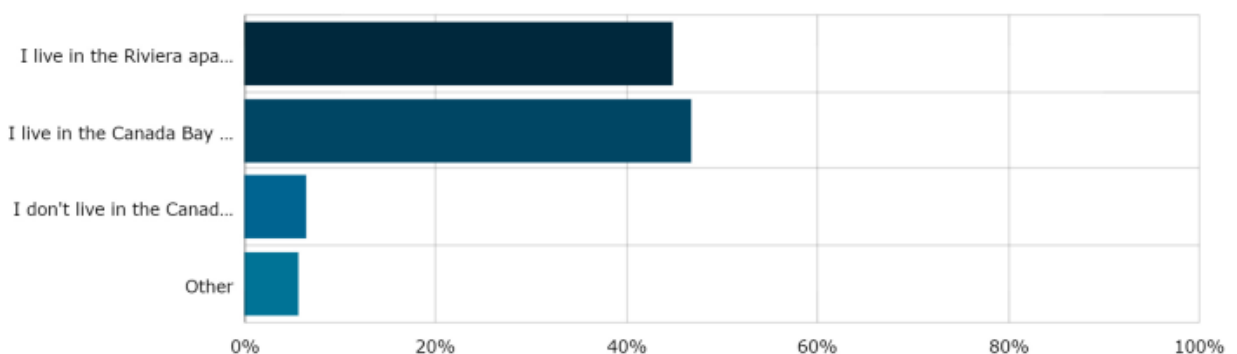
Results are summarised below. For more detail, refer to appendix D.

### Respondent demographics

- 47% live in the Canada Bay area
- 45% live in apartments overlooking the park (perimeter residents)
- 6% live out of area
- 83% visit the park daily or a few times a week

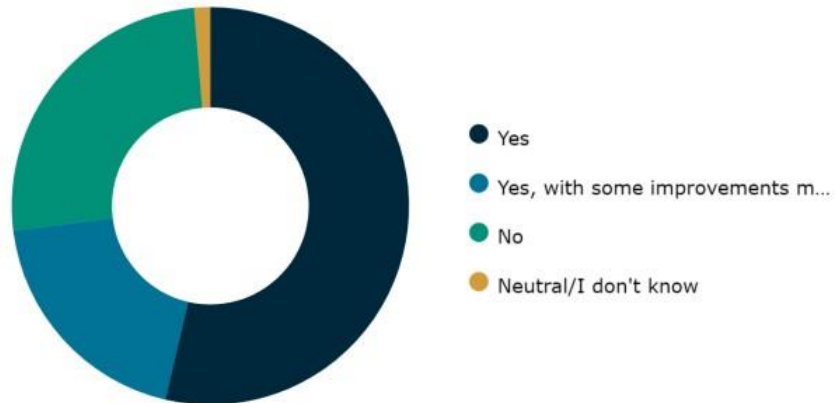
#### 12. What is your relationship to the area? Required

Multi Choice | Skipped: 0 | Answered: 304 (100%)



## Support for establishing a permanent off-leash area in Wire Mill Park

1. Do you support a permanent off-leash area being established in Wire Mill Park? Required  
Multi Choice | Skipped: 0 | Answered: 304 (100%)



| Answer choices                               | Percent | Count |
|--|---------|-------|
| Yes  | 53.62%  | 163   |
| Yes, with some improvements made to the park | 19.41%  | 59    |
| No   | 25.66%  | 78    |
| Neutral/I don't know                         | 1.32%   | 4     |

It's important to note:

- 5% of respondents were in support of a permanent off-leash area being established despite having not visited the park during the trial

### Dog ownership

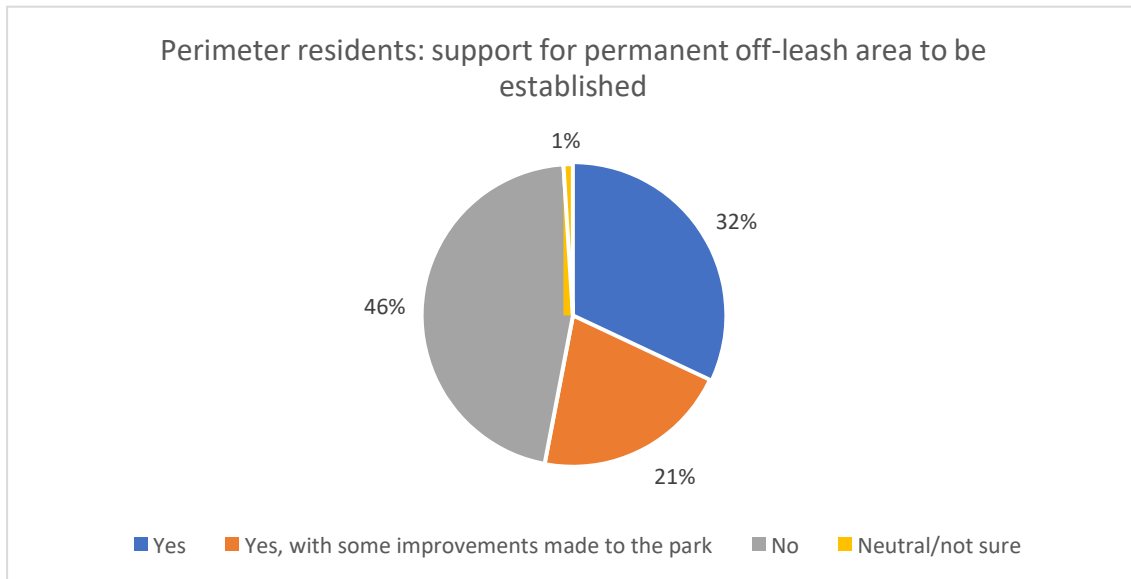
- 67% of respondents own a dog, of which the majority (64%) own adult dogs
- 11% don't currently own a dog but might in the future
- 19% don't own a dog
- 2% provide dog walking services

### Peak periods

During the trial, most respondents visited the park in the evenings from 4pm onwards.

### Perimeter residents

45% of survey respondents live in apartments overlooking the park (perimeter residents) and of this group, response towards the trial was mixed. 46% of perimeter residents do not believe the park should be a designated off-leash area.



### Key issues observed during the trial

- Owners not picking up their dog's droppings (61%)
- Owners not being able to control their dogs well enough (58%)
- Dogs bothering cycles and people walking through the park (48%)

Other issues mentioned:

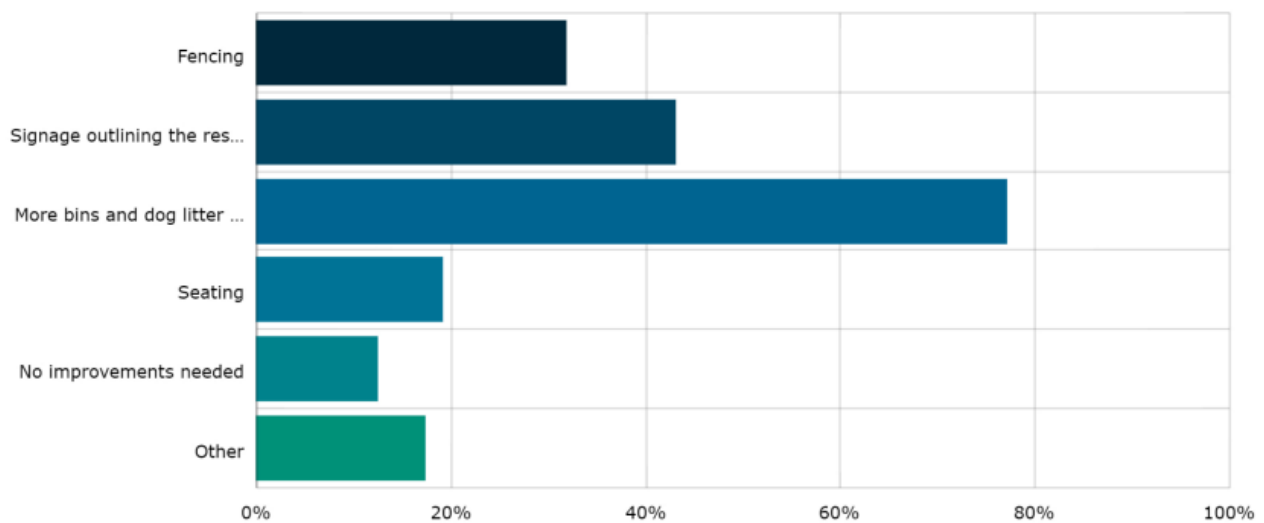
- Noise (14)
- Dogs disturbing park users (7)
- Unfriendly interactions between dog owners and other park users (7)
- Dogs off-leash outside the designated off-leash area (4)

Issues noted above were most prevalent in the evenings (4pm onwards) and on the weekend.

## Park improvements needed

6. If the off-leash area were to be established permanently, what improvements would you like to see in the park?

Multi Choice | Skipped: 20 | Answered: 284 (93.4%)



| Answer choices                                       | Percent | Count |
|--|---------|-------|
| Fencing  | 31.69%  | 90    |
| Signage outlining the responsibilities of dog owners | 42.96%  | 122   |
| More bins and dog litter bags                        | 77.11%  | 219   |
| Seating  | 19.01%  | 54    |
| No improvements needed                               | 12.32%  | 35    |
| Other  | 17.25%  | 49    |

Other suggestions put forward by 2 or more respondents include:

- Drinking fountain for dogs and park users (17)
- Enforcement to ensure the off-leash boundary is respected (8)
- Time restrictions (3)
- More lighting (3)
- Shade (3)

### Additional feedback

Respondents were invited to provide any extra feedback or comments on the trial. 174 respondents answered this question and results are summarised below.

Comments were categorised into 4 sentiment types:

- Positive – statements which show support for a permanent off-leash area
- Mixed – statements which provide suggestions for improvements to the park

- Negative – statements which do not support what has been drafted
- Neutral – statements outside the scope of this consultation

Sentiment



Tags



| Tag                | Percent | Count |
|--------------------|---------|-------|
| Safe for dogs      | 19%     | 33    |
| More enforcement   | 15.5%   | 27    |
| Sense of community | 11.5%   | 20    |
| More bins          | 8.6%    | 15    |
| Needs fencing      | 7.5%    | 13    |
| Clear signage      | 6.9%    | 12    |
| Time restrictions  | 4%      | 7     |
| Noise              | 3.4%    | 6     |

### Drop-in sessions

Council officers were at Wire Mill Park on Wednesday 2 February from 4:30-6:30pm and Saturday 12 February from 8:30-10:30am to talk to residents about this consultation and gather further feedback. Approximately 50 members of the community were present at these drop-ins and the following feedback was submitted:

- 15 pieces of written feedback submitted
- 12 hard copy surveys completed

Completed surveys were input into the online survey to collate results. A summary of written feedback received is provided below.

### Support for permanent off-leash area

- 8 respondents (53%) were in favour of a permanent off-leash area being established
- 7 (47%) were opposed

Reasons for and against are listed below. The number of respondents who put forward the same idea is included in parenthesis.

#### Reasons for:

- Good location as it's safe for dogs (3)
- Creates a sense of community (1)

#### Reasons against:

- There are suitable off-leash areas nearby (4)
- Aggressive dog behaviour (3)
- Excessive noise (1)
- Park will become too busy (1)

#### **Suggestions for park improvements**

- Bins and doggy bags (4)
- No fencing (1)
- Close to the gate to the boat ramp (1)
- Water fountain (1)

#### [Feedback via phone/email](#)

Council officers received 37 emails and phone calls providing feedback on the trial. Of these:

- 68% (25 respondents) were against the establishment of a permanent off-leash area
- 27% (10 respondents) support the establishment of a permanent off-leash area
- 5% (2 respondents) did not comment on future use of the park but requested more bins and doggy bags be provided

The main reasons noted for opposing the off-leash area include:

- Excessive noise (11)
- Aggressive dog behaviour (10)
- Community members won't be able to use the space for other recreational purposes (10)
- Safety concerns for children and older residents (9)
- Dog droppings not being collected by owners (8)
- The off-leash area at Lysaght Park is nearby (7)
- The park will become too crowded (5)
- Off-leash boundaries are not being respected and dogs are off-leash in bordering parks (4)
- The park is too small to be an off-leash area (4)
- Dogs cause damage to the lawn/park (3)

The main reasons in support of the off-leash area include:

- The off-leash area fosters a strong sense of community (6)
- There is greater demand for more dog parks due to an increase in pet owners during the pandemic (4)
- Lysaght Park is not safe for dogs (3)
- Dog owners have displayed responsible ownership during the trial (3)

## Suggestions for park improvements

- More bins and doggy bags (3)
- More enforcement (2)
- Improve site signage promoting responsible dog ownership (1)

In addition to the feedback summarised above, numerous instances of inappropriate behaviour were reported during the trial, from dog owners towards residents and park users, and from residents towards dog owners.

## Conclusion

The community is divided on whether a permanent off-leash area should be established in Wire Mill Park. While most survey respondents support a permanent off-leash area, a number of concerns were raised during the trial including dog droppings left in the park, aggressive dog behaviour and dogs bothering other park users. Residents overlooking the park are particularly concerned about increased noise, aggressive dog behaviour and the risk this poses for children and older people using the park.

Those in favour of establishing a permanent off-leash area believe more off-leash areas are needed as dog ownership in the area increased during the pandemic. Many park users have also commented on the sense of community that has been fostered during the trial, as the park has been a great place for dog owners and dog lovers to socialise. While the off-leash area at Lysaght Park is nearby, many respondents highlighted that it is not safe for dogs as the park is not fenced and is bordered by busy roads.

If an off-leash area were to be established permanently the community believes more bins with dog litter bags are needed, as well as clear signage outlining the boundary of the off-leash area and the responsibilities of dog owners. There was also a call for more enforcement of the off-leash boundary and some park users suggested introducing time restrictions to mitigate noise to nearby apartments. Support for fencing was not strong, with a number of respondents noting that fencing is not required as the water creates a natural barrier for dogs.



## Appendices

### A. Survey questions

**1. Do you support a permanent off-leash area being established in Wire Mill Park?**

- Yes
- Yes, with some improvements made to the park
- No
- Neutral/I don't know

**2. Have you visited Wire Mill Park during the trial period?**

- Yes
- No

**3. What time of day have you visited Wire Mill Park during the trial period?** Please select all that apply.

- Weekday morning (before 10am)
- Weekday, in the middle of the day (10am-4pm)
- Weeknight (4pm onwards)
- Weekend morning (before 10am)
- Weekend, in the middle of the day (10am-4pm)
- Weekend evening (4pm onwards)

**4. Have you observed any of the following issues during the off-leash area trial?** Please select all that apply, or none at all.

- Increased litter
- Aggressive dog behaviour towards people or other dogs
- Owners not picking up their dogs' droppings
- The park becoming too busy at certain times
- Dogs bothering cyclists and people walking through the park
- Dogs left unattended in the park
- Too many dogs being brought in by one owner
- Owners not being able to control their dogs well enough
- Other (please specify): \_\_\_\_\_

**5. At what times do you notice these issues are most prevalent?**

- Weekday mornings (before 10am)
- Weekdays, in the middle of the day (10am-4pm)
- Weeknights (4pm onwards)
- Weekend mornings (before 10am)
- Weekends, in the middle of the day (10am-4pm)
- Weekend evenings (4pm onwards)

**6. If the off-leash area were to be established permanently, what improvements would you like to see in the park? Please select all that apply.**

- Fencing
- Signage outlining the responsibilities of dog owners
- More bins and dog litter bins
- Seating
- No improvements needed
- Other (please specify)

**7. How important are the following elements to ensuring a safe and successful off-leash dog area? Please use an 'x' to indicate your response, with 1 being not important and 5 being extremely important.**

|   | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Seating for dog owners                                      |   |   |   |   |   |
| A drinking fountain with pet bowl                           |   |   |   |   |   |
| A varied terrain/landscape                                  |   |   |   |   |   |
| Natural shade   |   |   |   |   |   |
| Dog litter bags and bins provided                           |   |   |   |   |   |
| Regular maintenance of the park                             |   |   |   |   |   |
| Providing separate areas for large and small dogs           |   |   |   |   |   |
| Making the area entirely fenced in                          |   |   |   |   |   |
| No fencing, to allow the park to be used for other purposes |   |   |   |   |   |
| Signage outlining the responsibilities of dog owners        |   |   |   |   |   |
| Ensuring the area is accessible for people of all abilities |   |   |   |   |   |

**8. Please share any other feedback you have about the trial.**

---



---

## **About you**

### **9. a) How often do you visit the park?**

- Daily
- A few times a week
- Once a week
- Once a month
- A few times a year
- Never
- Other (please specify): \_\_\_\_\_

### **b) What is the primary reason you visit the park?**

- Exercise
- To get some fresh air
- To take my dog for a walk
- To socialise with friends and/or family
- Other (please specify): \_\_\_\_\_

### **c) If an off-leash area were to be established permanently, when would you most often visit?**

- Weekday mornings (before 10am)
- Weekdays, in the middle of the day (10am-4pm)
- Weeknights (4pm onwards)
- Weekend mornings (before 10am)
- Weekends, in the middle of the day (10am-4pm)
- Weekend evenings (4pm onwards)

### **d) What is your relationship to the area? Please select the response which best applies.**

- I live in the Riviera apartments or another apartment overlooking the park
- I live in the Canada Bay area
- I don't live in the Canada Bay area but visit the park often
- Other (please specify): \_\_\_\_\_

### **e) Are you a dog owner?**

- Yes
- No
- No, but I provide dog walking services or similar
- No, but I might be in the future

### **f) What life stage is your dog?**

- Puppy
- Adult

┌ Senior

**g) Did you provide feedback in April/May 2021 when we consulted the community about establishing an off-leash area in Wire Mill Park?**

┌ Yes

┌ No

┌ Not sure

**B. Notification methods**



12 April 2021

The Resident

**Off-leash dog area consultation — Wire Mill Park, Chiswick**

The City of Canada Bay is seeking feedback on a proposal to establish a new dog off-leash exercise area in a portion of Wire Mill Park (as shown on overleaf).

Our process for considering proposals for new dog off-leash exercise areas is listed in our Dogs in Public Places Strategy (available at [canadabay.nsw.gov.au](http://canadabay.nsw.gov.au)). Such proposals will be assessed against a number of criteria including feedback from residents, proximity to existing dog parks, and environmental considerations.

We are now inviting you to have your say so that all views can be considered prior to any decisions being made.

You are invited to provide feedback via either of the methods below:

- Online survey on [collaborate.canadabay.nsw.gov.au/wiremillpark](http://collaborate.canadabay.nsw.gov.au/wiremillpark)
- Email feedback to [openspace@canadabay.nsw.gov.au](mailto:openspace@canadabay.nsw.gov.au)

The consultation period runs from 12 April until 5 May 2021.

If you have any questions regarding this letter, please contact Council's Parks Planner, Robert Marshall, on 9611 6329.

Kind regards,

Russell Wolfe  
Manager Parks and Recreation



Proposed off-leash area

Canada Bay Civic Centre Drummoyle  
1a Marlborough Street Drummoyle NSW 2047  
Locked Bag 1470 Drummoyle NSW 1470  
ABN 79 130 029 350

Tel 9911 6555  
[council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au)  
[www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)

# Wire Mill Park

## Off-leash dog area consultation

The City of Canada Bay has received resident requests to establish an off-leash dog area here at Wire Mill Park, adjacent to Fig Tree Bay Reserve.

Tell us what you think about the proposal.

All feedback will be considered before a decision is made about the future of this space.



### Have your say

[collaborate.canadabay.nsw.gov.au/wiremillpark](https://collaborate.canadabay.nsw.gov.au/wiremillpark)

[openspace@canadabay.nsw.gov.au](mailto:openspace@canadabay.nsw.gov.au)

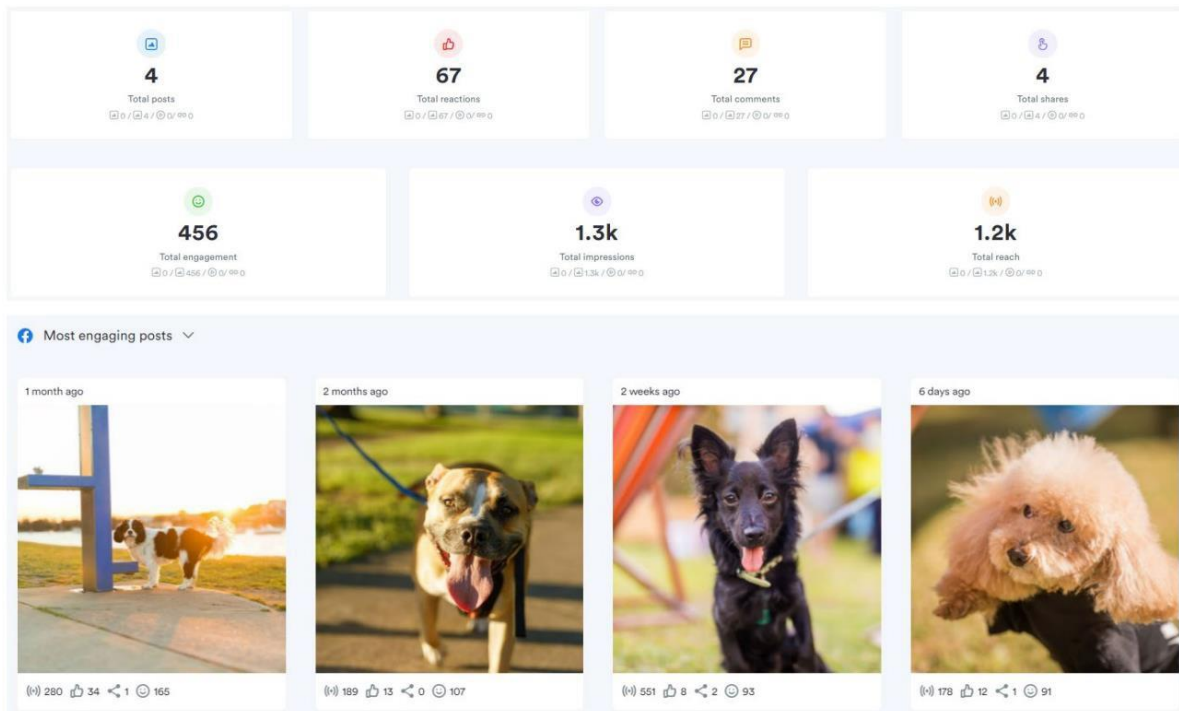
9911 6555

Drop-in session onsite: Wednesday, 21 April 5-6:30pm

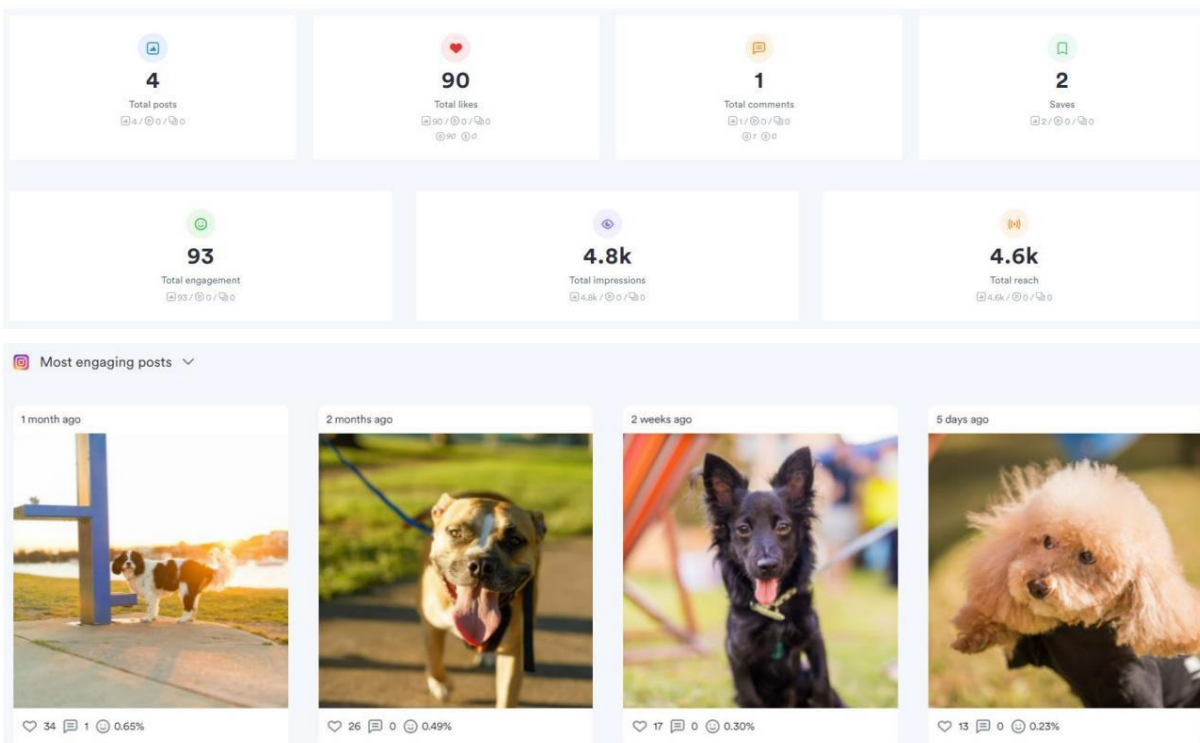


## C. Social media reach

### Facebook posts



### Instagram posts

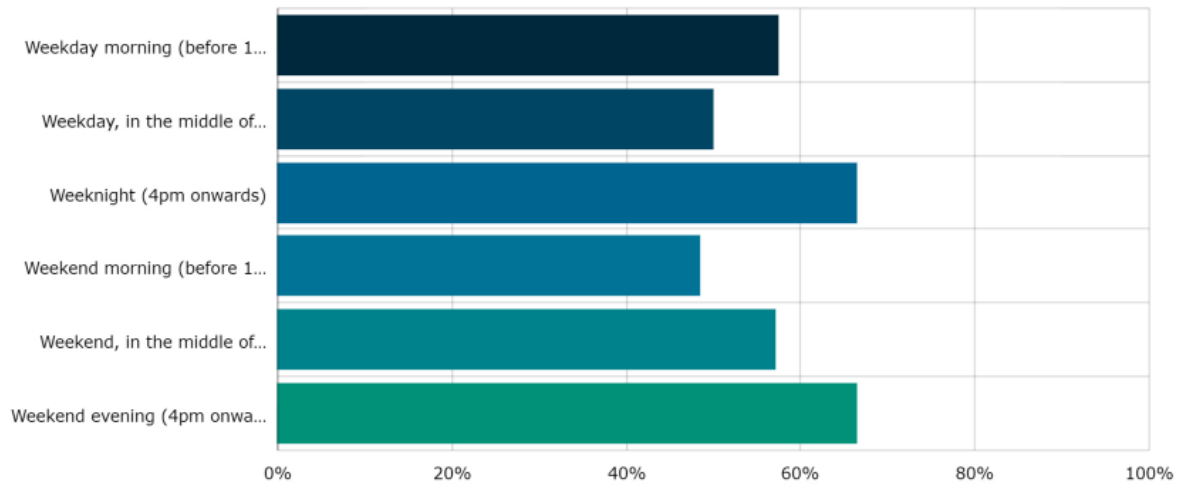


## D. Detailed survey results

### Peak periods

#### 3. What time of day did you visit?

Multi Choice | Skipped: 15 | Answered: 289 (95.1%)

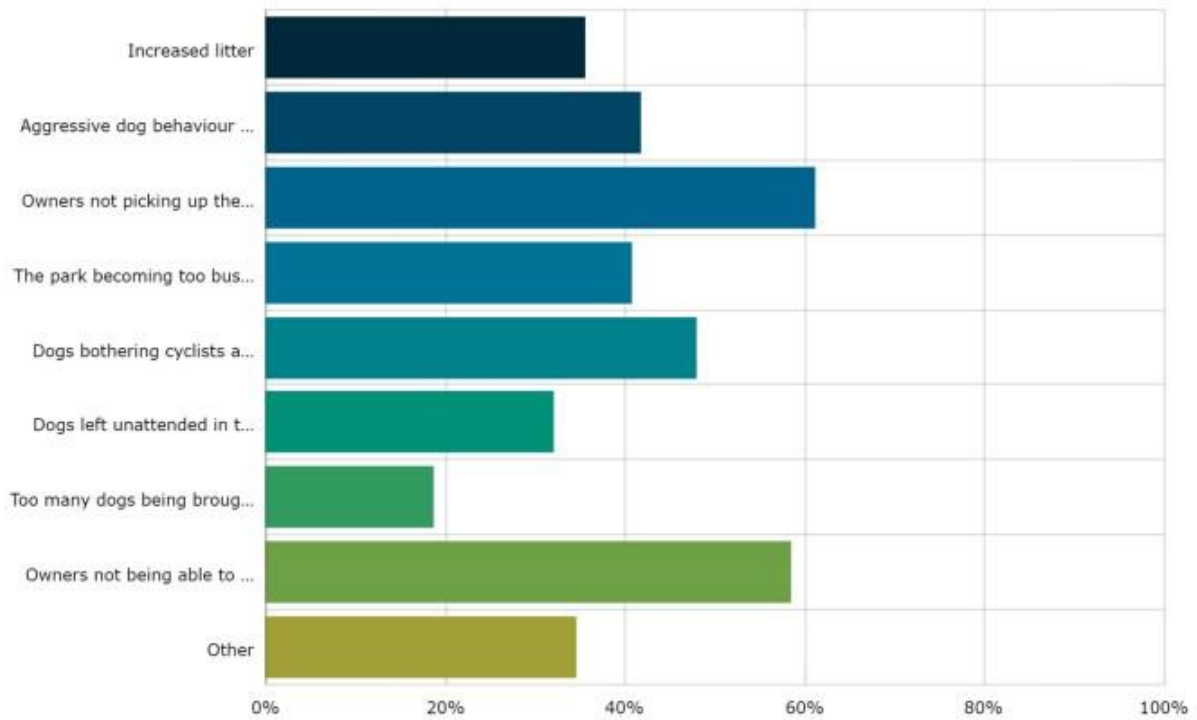


| Answer choices                               | Percent | Count |
|--|---------|-------|
| Weekday morning (before 10am)                | 57.44%  | 166   |
| Weekday, in the middle of the day (10am-4pm) | 49.83%  | 144   |
| Weeknight (4pm onwards)                      | 66.44%  | 192   |
| Weekend morning (before 10am)                | 48.44%  | 140   |
| Weekend, in the middle of the day (10am-4pm) | 57.09%  | 165   |
| Weekend evening (4pm onwards)                | 66.44%  | 192   |

## Key issues observed during the trial

### 4. Have you observed any of the following issues during the off-leash area trial?

Multi Choice | Skipped: 191 | Answered: 113 (37.2%)



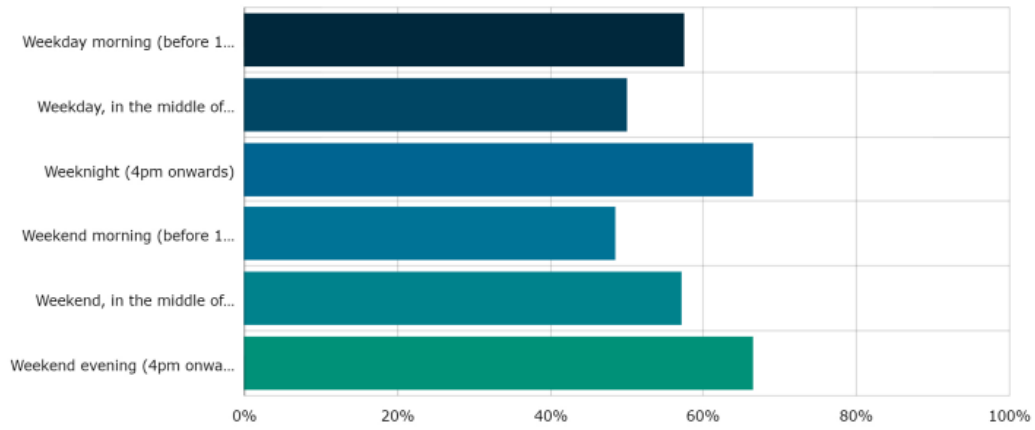
| Answer choices  | Percent | Count |
|---|---------|-------|
| Increased litter  | 35.40%  | 40    |
| Aggressive dog behaviour towards people or other dogs       | 41.59%  | 47    |
| Owners not picking up their dogs' droppings                 | 61.06%  | 69    |
| The park becoming too busy at certain times                 | 40.71%  | 46    |
| Dogs bothering cyclists and people walking through the park | 47.79%  | 54    |
| Dogs left unattended in the park                            | 31.86%  | 36    |
| Too many dogs being brought in by one owner                 | 18.58%  | 21    |
| Owners not being able to control their dogs well enough     | 58.41%  | 66    |
| Other   | 34.51%  | 39    |



## Use of Wire Mill Park

### 3. What time of day did you visit?

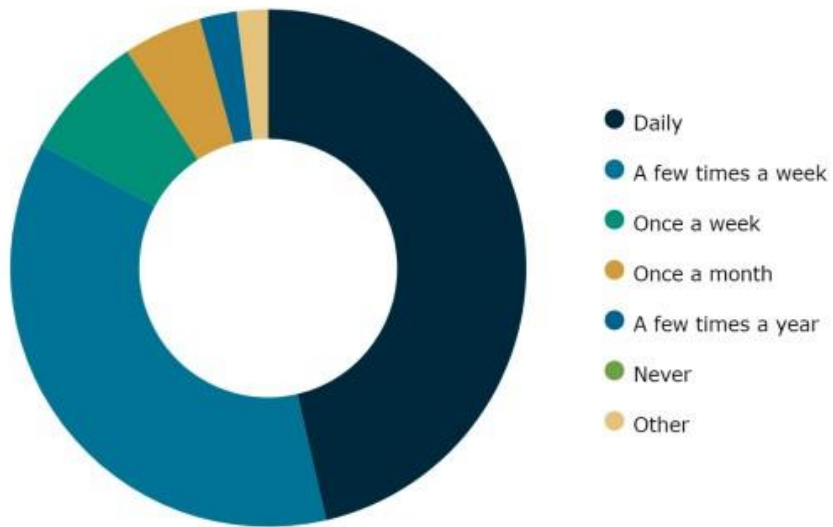
Multi Choice | Skipped: 15 | Answered: 289 (95.1%)



| Answer choices                               | Percent | Count |
|--|---------|-------|
| Weekday morning (before 10am)                | 57.44%  | 166   |
| Weekday, in the middle of the day (10am-4pm) | 49.83%  | 144   |
| Weeknight (4pm onwards)                      | 66.44%  | 192   |
| Weekend morning (before 10am)                | 48.44%  | 140   |
| Weekend, in the middle of the day (10am-4pm) | 57.09%  | 165   |
| Weekend evening (4pm onwards)                | 66.44%  | 192   |

9. How often do you visit the park? Required

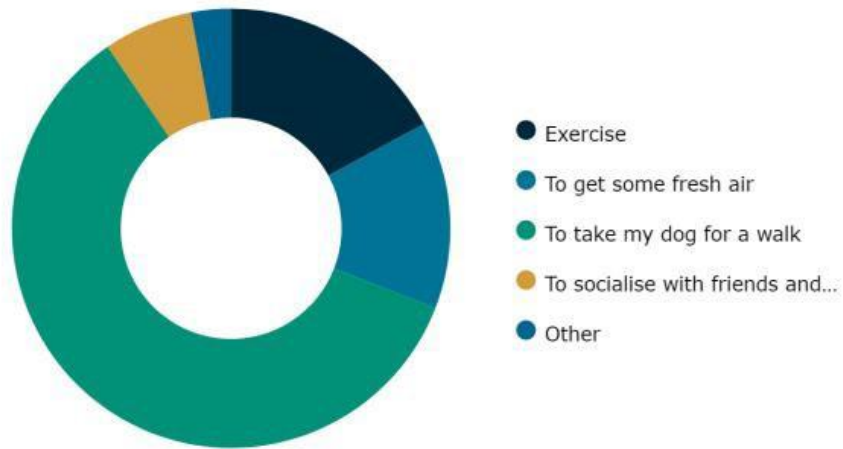
Multi Choice | Skipped: 0 | Answered: 304 (100%)



| Answer choices     | Percent | Count |
|--------------------|---------|-------|
| Daily              | 46.38%  | 141   |
| A few times a week | 36.51%  | 111   |
| Once a week        | 7.89%   | 24    |
| Once a month       | 4.93%   | 15    |
| A few times a year | 2.30%   | 7     |
| Never              | 0%      | 0     |
| Other              | 1.97%   | 6     |
| Total              | 100.00% | 304   |

### 10. What is the primary reason you visit the park? Required

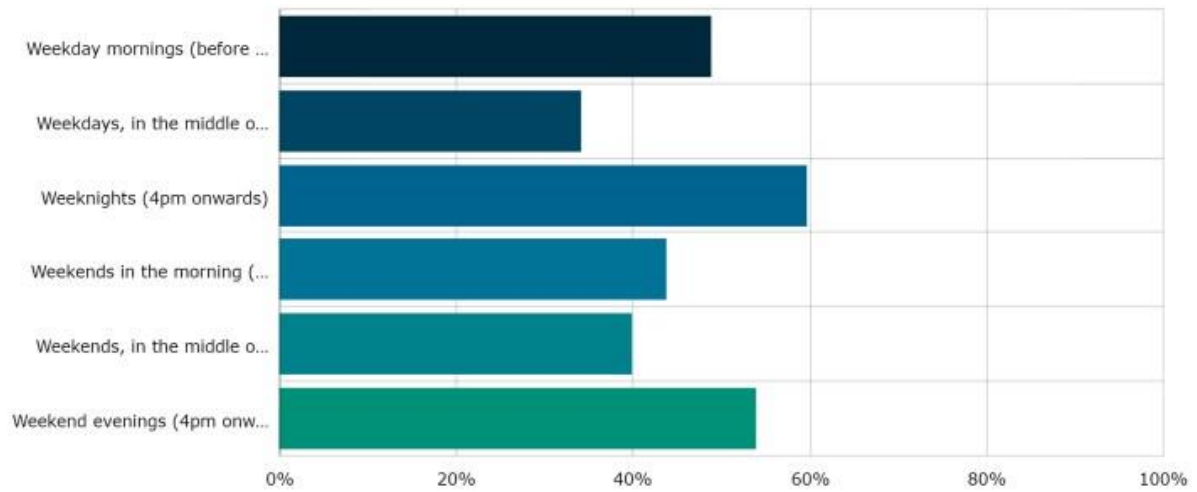
Multi Choice | Skipped: 0 | Answered: 304 (100%)



| Answer choices                          | Percent | Count |
|---|---------|-------|
| Exercise                                | 17.11%  | 52    |
| To get some fresh air                   | 13.82%  | 42    |
| To take my dog for a walk               | 59.54%  | 181   |
| To socialise with friends and/or family | 6.58%   | 20    |
| Other                                   | 2.96%   | 9     |
| Total                                   | 100.00% | 304   |

11. If an off-leash area were to be established permanently, when would you most often visit?

Multi Choice | Skipped: 27 | Answered: 277 (91.1%)

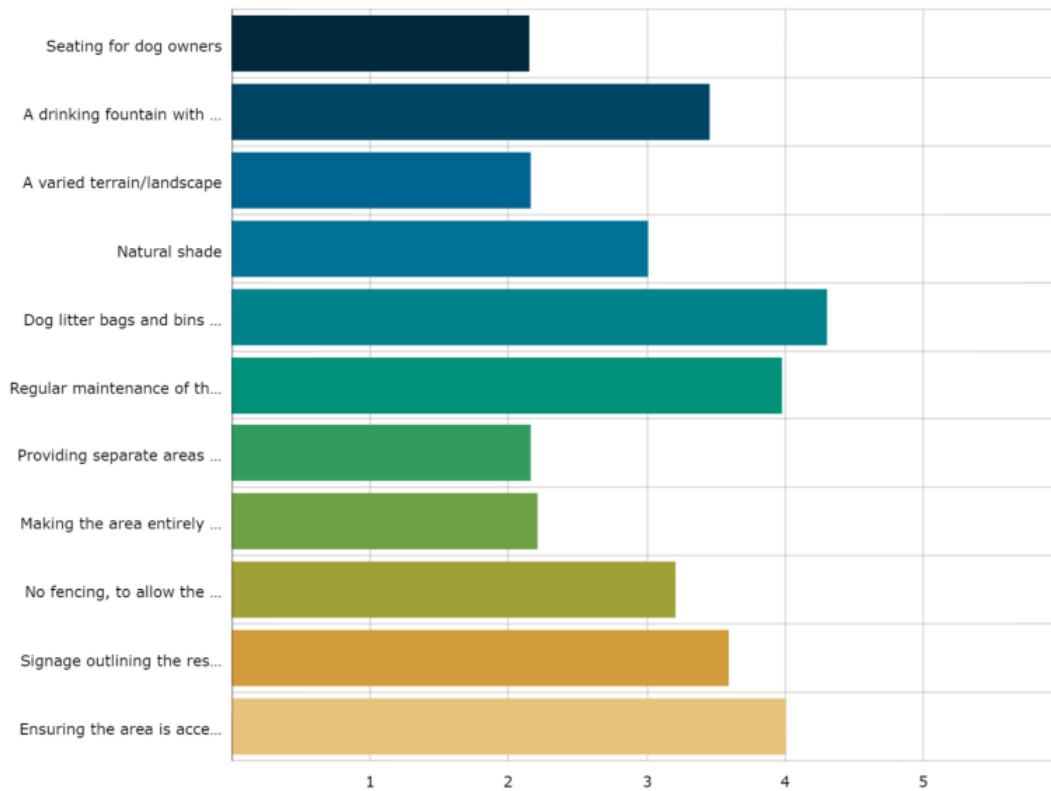


| Answer choices                                | Percent | Count |
|---|---------|-------|
| Weekday mornings (before 10am)                | 48.74%  | 135   |
| Weekdays, in the middle of the day (10am-4pm) | 33.94%  | 94    |
| Weeknights (4pm onwards)                      | 59.57%  | 165   |
| Weekends in the morning (before 10am)         | 43.68%  | 121   |
| Weekends, in the middle of the day (10am-4pm) | 39.71%  | 110   |
| Weekend evenings (4pm onwards)                | 53.79%  | 149   |

## Elements to ensure a safe and successful off-leash area

7. How important are the following elements to ensuring a safe and successful off-leash dog area? (with 1 being not important and 5 being extremely important) Required

Matrix | Skipped: 0 | Answered: 304 (100%)



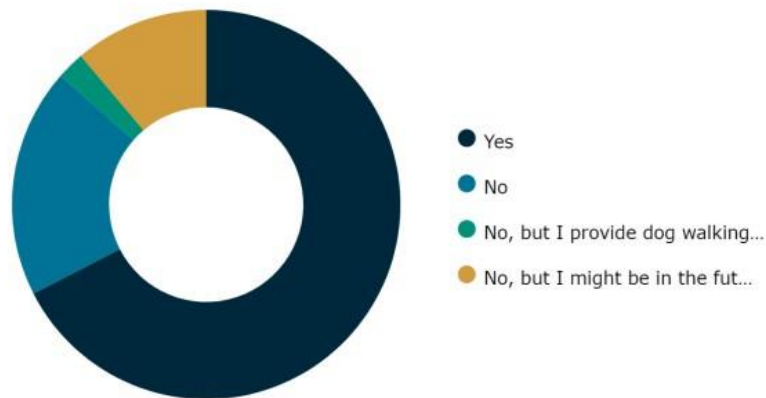
|                                   | 1             | 2            | 3            | 4            | 5             | Count | Score |
|-----------------------------------|---------------|--------------|--------------|--------------|---------------|-------|-------|
| Seating for dog owners            | 46.05%<br>140 | 17.11%<br>52 | 21.38%<br>65 | 7.57%<br>23  | 7.89%<br>24   | 304   | 2.14  |
| A drinking fountain with pet bowl | 19.41%<br>59  | 7.57%<br>23  | 18.42%<br>56 | 18.09%<br>55 | 36.51%<br>111 | 304   | 3.45  |
| A varied terrain/landscape        | 49.01%<br>149 | 14.80%<br>45 | 18.09%<br>55 | 8.22%<br>25  | 9.87%<br>30   | 304   | 2.15  |
| Natural shade                     | 25.99%<br>79  | 10.20%<br>31 | 25.00%<br>76 | 15.13%<br>46 | 23.68%<br>72  | 304   | 3.00  |
| Dog litter bags and bins provided | 7.24%<br>22   | 3.62%<br>11  | 7.24%<br>22  | 15.79%<br>48 | 66.12%<br>201 | 304   | 4.30  |
| Regular maintenance               | 6.25%<br>19   | 6.25%<br>19  | 16.78%<br>51 | 25.66%<br>78 | 45.07%<br>137 | 304   | 3.97  |

| of the park   |               |              |              |              |               |     |      |
|---|---------------|--------------|--------------|--------------|---------------|-----|------|
| Providing separate areas for large and small dogs           | 50.00%<br>152 | 14.47%<br>44 | 18.42%<br>56 | 4.28%<br>13  | 12.83%<br>39  | 304 | 2.15 |
| Making the area entirely fenced in                          | 53.62%<br>163 | 12.50%<br>38 | 10.86%<br>33 | 6.58%<br>20  | 16.45%<br>50  | 304 | 2.20 |
| No fencing, to allow the park to be used for other purposes | 28.62%<br>87  | 7.89%<br>24  | 13.82%<br>42 | 14.14%<br>43 | 35.53%<br>108 | 304 | 3.20 |
| Signage outlining the responsibilities of dog owners        | 15.13%<br>46  | 8.88%<br>27  | 19.74%<br>60 | 14.80%<br>45 | 41.45%<br>126 | 304 | 3.59 |
| Ensuring the area is accessible for people of all abilities | 10.86%<br>33  | 4.28%<br>13  | 16.45%<br>50 | 10.86%<br>33 | 57.57%<br>175 | 304 | 4.00 |

## Dog ownership

### 13. Are you a dog owner? Required

Multi Choice | Skipped: 0 | Answered: 304 (100%)



| Answer choices                                    | Percent | Count |
|---|---------|-------|
| Yes   | 67.43%  | 205   |
| No  | 19.08%  | 58    |
| No, but I provide dog walking services or similar | 2.30%   | 7     |
| No, but I might be in the future                  | 11.18%  | 34    |
| Total   | 100.00% | 304   |

#### 14. What life stage is your dog?

Multi Choice | Skipped: 110 | Answered: 194 (63.8%)



| Answer choices | Percent | Count |
|----------------|---------|-------|
| Puppy          | 25.77%  | 50    |
| Adult          | 63.92%  | 124   |
| Senior         | 10.31%  | 20    |
| Total          | 100.00% | 194   |

**Item 7 - Attachment 2 - Wire Mill Park Informal Dog Off Leash Area 2022**



The City of Canada Bay believes that the information contained herein is correct. However, it does not warrant the accuracy of that information. The City of Canada Bay disclaims all responsibility for any omissions, inaccuracies, discrepancies, errors or scale inconsistencies that may exist between the actual and the plan representation. The City of Canada Bay further disclaims all responsibility for any loss or damage that may be suffered by any person relying upon such information, whether that loss or damage is caused by any negligence on the part of The City of Canada Bay or its employees.

**All Map Data should be verified on site**

**Wire Mill Park - Informal dog off leash area**



Created on 13/07/2021  
by Petrina Nelson





7 September 2021

## **Item 8 - Attachment 1 - Lysaght Park - Review of Environmental Factors**

John Clark  
General Manager  
City of Canada Bay Council  
GPO Box 1470  
Drummoyne NSW 2047

Dear Mr Clark

### **PROPOSED EXTENSION OF USE TO EXISTING SPORTS FIELD IN LYSAGHT PARK 1P SWANNELL AVENUE, CHISWICK (LOT 1 DP 909058)**

We refer to the proposed extension of the sports use of Lysaght Park from 2pm to 5pm, Saturdays and Sundays located at 1P Swannell Avenue, Chiswick (Lot 1 DP 909058). This Statement of Environmental Effects has been prepared for the City of Canada Bay Council by Milestone (AUST) Pty Limited (Milestone).

This report has been prepared with reference to the following:

- Noise Impact Assessment prepared by Blakett Acoustics dated September 2021.
- Letter of Advice prepared by McLaren Traffic Engineers dated 2 September 2021.

This submission identifies the site and its context, describes the proposal and provides an assessment of the likely impacts.

### **STATEMENT OF ENVIRONMENTAL EFFECTS**

#### **1. SITE AND BACKGROUND**

##### **1.1 Site Description**

Lysaght Park is located at 1P Swannell Avenue, Chiswick (Lot 1 DP 909058). The site currently accommodates one full sized field (which can be used as smaller mini fields) and is interspersed with open and grassed recreation areas including pedestrian and bicycle paths. Lysaght Park includes an unrestricted off-leash dog area.

Lysaght Park is currently used by the Abbotsford Juniors Football Club during the winter season. The park includes sports field lighting to enable winter season weeknight training. The active sports use of Lysaght Park occurs on Saturday and Sunday from 9am-2pm and Tuesday, Wednesday and Thursday nights until 9pm. Outside of these times the park supports community use.

Lysaght Park is bordered by on-street car parking on Byrne Avenue, Bibby Street and Swannell Avenue (refer to **Figure 1**).

The site is not identified as a Heritage Item nor is it located within a Heritage Conservation Area in accordance to Council's Local Environmental Plan 2013.



Figure 1: Aerial View of Lysaght Park, Chiswick  
 Source: Six Maps 2021



Photo 1: Subject site, view north east



Photo 2: Parramatta River, view north from eastern end of Lysaght Park



**Photo 3: Subject Site, view south**

### 1.2 Site Context

Development to the immediate north and south of the site consists of predominately low density established residential development. Residential properties immediately surrounding the site are located along Byrne Avenue to the south and Swannell Avenue to the north. These residential dwellings are generally one and two storeys and include off street car parking which typically includes single spaced garages, double spaced garages, covered carports and driveways. There are also residential apartment buildings located to the north west of the site.

The site is bound by, and accessible from Bibby Street to the west and Byrne Avenue to the south and Swannell Avenue to the north. The Parramatta River bounds the site to the east. There is a shared pedestrian and bike path to the east of Lysaght Park in addition to a pedestrian path to the east of the site adjacent to the boundary with Parramatta River.

St Andrew's Anglican Church and St Andrew's Abbotsford Playgroup are located to the south of the site at the intersection of Sibbick Street and Bryne Avenue. To the west of the site is Campbell Park inclusive of existing playing fields, an amenities block, community room and sports field lighting and a smaller reserve. Campbell Park is currently the base of Abbotsford Junior Football Club.



**Photo 4: View east on Swannell Avenue from Bibby Street**



**Photo 5: View west on Byrne Avenue, from southern end of Lysaght Park**





**Photo 6: Residential Apartment Building located north at 54A Blackwall Point Road**



**Photo 7: St Andrew's Anglican Church (on right), view east from Bryne Avenue**

## **2. DESCRIPTION OF PROPOSAL**

### **2.1. Extension of Use- Saturdays and Sundays**

This proposal seeks approval for the extension of the sports use of Lysaght Park sporting field from 2pm to 5pm, Saturdays and Sundays. The proposed extension of the use of the sports field is required to accommodate the current and projected participation growth and demand of active sports participation within the Canada Bay LGA.

Lysaght Park is currently hired by Abbotsford Juniors Football Club during the winter season and it is currently used on the weekend from 9am – 2pm Saturday and Sundays. The proposed extended weekend use of the site will accommodate an increase in the active sports use of the site for competitions.

The proposed extension of the weekend use of the site is for three hours in the afternoon on Saturdays and Sundays. The proposal does not seek approval for any physical works and the existing sports field lighting will be maintained without change.

### **2.2. Car Parking**

The proposed extended weekend use of Lysaght Park has been accompanied by a parking assessment prepared by McLaren Traffic Engineering dated 2 September 2021. This assessment examines the car parking implications of the proposed extension of hours for the use of both Lysaght Park and Campbell Park and concludes:

- *The total car parking capacity within 200m of either park is 734 car parking spaces;*
- *The car parking occupancy within the surrounding road network is expected to reach 530 car spaces (72%) on a Saturday afternoon at 4:30pm.*
- *The proposal's parking demand increase will not have an adverse impact on the community within the surrounding road network, and therefore supportable.*

The Car Parking assessment relies on car parking surveys undertaken in 2018 as given the COVID-19 outbreak any data would not be reliable in context of the suspension of the 2020 and 2021 soccer seasons.

## **3. STRATEGIC PLANNING CONTEXT**

### **3.1. A Metropolis of Three Cities – The Greater Sydney Region Plan**

The Greater Sydney Commission leads metropolitan planning for the Greater Sydney region. The key strategic plans prepared by the Greater Sydney Commission are “A Metropolis of Three Cities - the Greater Sydney Region Plan” and five District Plans, all released in March 2018. A Metropolis of Three Cities - the



Greater Sydney Region Plan is the 40-year vision underpinning each of the 20-year District Plans. The Plan envisages Sydney’s economic and population growth being located in the following three cities within the Greater Sydney region:

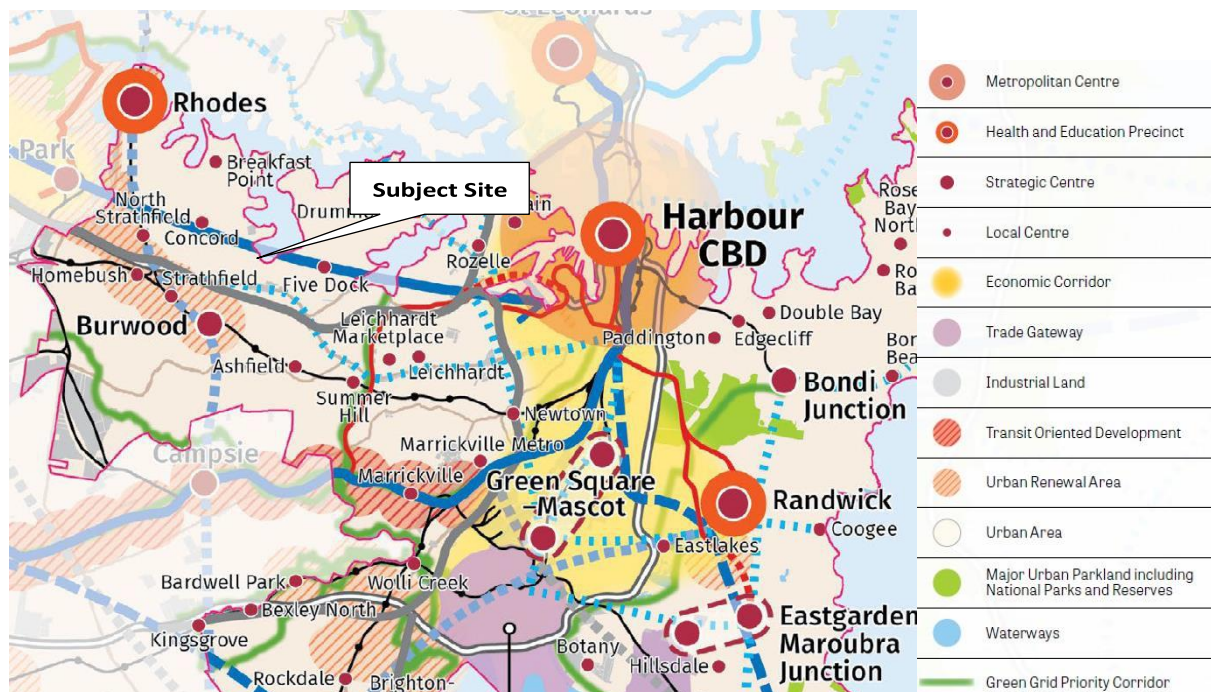
- Western Parkland City;
- Central River City; and
- Eastern Harbour City.

The Plan outlines four goals for Sydney:

- “A competitive economy with world-class services and transport;
- A city of housing choice that meets our needs and lifestyles;
- A great place to live with communities that are strong, healthy and well connected; and
- A sustainable and resilient city that protects the natural environmental and has a balanced approach to the use of land and resources.”

### Eastern Harbour City District Plan

The site is located in Eastern Harbour City District (refer to **Figure 2**).



**Figure 2: Eastern District Plan**  
**Source: A Metropolis of Three Cities - the Greater Sydney Region Plan (2018)**

On 18 March 2018, the Greater Sydney Commission released the District Plans in conjunction with *A Metropolis of Three Cities - the Greater Sydney Region Plan*. The purpose of each District Plan is:

*“...a 20-year plan to manage growth in the context of economic, social and environmental matters to achieve the 40-year vision of Greater Sydney. It is a guide for implementing the Greater Sydney Region Plan, A Metropolis of Three Cities, at a district level and is a bridge between regional and local planning.”*

The site is located approximately 1.5km east of Concord and approximately 3km north east of Burwood. Burwood is designated a “Strategic Centre” and Concord a “Local Centre” in the Eastern Harbour City District Plan and Lysaght Park is recognised as recreational area for the Eastern City District. The Eastern City District Plan identifies the Eastern “Harbour CBD” as being a place for providing innovative recreational and open space areas.

**Table 1** provides an assessment of the proposal against the relevant objectives, Planning Priorities and Actions of the Eastern Harbour City District Plan.

**Table 1: Eastern Harbour City District Plan Priorities, Objectives and Actions - A Metropolis of Three Cities - the Greater Sydney Region Plan (2018)**

| Actions  | Compliance   |
|--|--|
| <p><b>Planning Priority E18</b><br/>Delivering high quality open space<br/><u>Objective 31</u><br/>Public open space is accessible, protected and enhanced.</p>  | <p><b>Complies.</b></p> <p>The proposal involves the extension of weekend use of Lysaght Park for sporting active use. The proposal will support the long term use of the site as high quality open space for the community including the continued growth in active sports participation.</p>   |
| <p>Action 67. Maximise the use of existing open space and protect, enhance and expand public open space by:<br/>a. providing opportunities to expand a network of diverse, accessible, high quality open spaces that respond to the needs and values of communities as populations grow.<br/>e. delivering shared and co-located sports and recreational facilities including shared school grounds and repurposed golf courses.</p> | <p><b>Complies.</b></p> <p>The proposal includes the extension of the weekend use of Lysaght Park and will continue to support existing community use as well as continue the utilisation of community open spaces.</p> <p>The proposal is an efficient use of the site and continues to support the community needs for recreational areas.</p> |
| <p><u>Objective 7</u><br/>Communities are healthy, resilient and socially connected.</p>   | <p><b>Complies.</b></p> <p>The proposal supports sporting activities and will further enhance the utilisation of the site.</p>   |

#### 4. STATUTORY PLANNING FRAMEWORK AND ENVIRONMENTAL ASSESSMENT

##### 4.1. Generic Action Plan for the Sportsground Category

There is no plan of management for Lysaght Park and therefore Council’s generic Plan of Management is applicable. Chapter 7 of the generic Plan of Management stipulates the following key strategies and actions for land categorised as a ‘sportsground’:

###### 7.1 Multiple use

- Provide for a range of complementary experiences at sportsgrounds.
- Undertake improvements, including (but not limited to) playgrounds, seating and picnic facilities beside some sportsgrounds to improve and broaden the recreational experience of spectators,

###### 7.2 Quality of facilities

- Undertake improvements at sportsgrounds where need is established, where environmental and social impacts are negligible, and where funds permit.
- Liaise regularly with clubs to get priority lists for sportsground improvements.
- Report on the quality of these sportsgrounds, including playing surfaces and ancillary facilities (amenities, lighting, kiosks, seating, scoreboards, goals, etc). Rank these improvements in order of priority.
- Investigate optimum ways to increase use while maintaining reasonable surface conditions (for example, the installation of irrigation systems, synthetic surfaces, and field rotations).”

The proposal includes the extension of the active use of Lysaght Park sporting field from 2pm to 5pm, Saturdays and Sundays and will further support the continued growth in active sports participation and will result in tangible community benefits. The proposal is considered to be consistent with the actions and desired outcomes of the generic action plan for sportsgrounds.

##### 4.2 Canada Bay Development Control Plan 2020

Given that DCP 2013 does not have any provisions relating to development on land classified as Public Recreational Zone. The proposed extended use has been assessed against the light and noise provisions within Part G5 for Industrial Development. Part G5 of this DCP 2013 outlines the following objectives:

“O1. To ensure industrial development maintains the amenity of surrounding development.



02. To ensure appropriate noise attenuation measures are incorporated into building design and site layout.  
 03. To ensure lighting does not distract or annoy vehicle drivers or the occupants of adjoining properties.”

The proposal represents a minor extended use of three hours on Saturdays and Sundays and will have minimal overall impacts to the amenity of surrounding residential developments. The additional noise impacts generated from the proposed extended will not be any higher than the noise impacts associated with the current competition use of Lysaght Park from 9am -2pm each Saturday and Sunday.

**Table 4** provides an assessment of the extended use to the controls outlined within DCP 2020.

**Table 4: Assessment of Light and Noise Controls against proposed development**

| Performance Criteria   | Assessment  |
|--|---|
| Sources of noise, where practicable, should be sited away from adjoining properties and where necessary, be screened by acoustical treatments. | <b>Complies.</b><br><br>The proposal will support the existing open space use of the site and will achieve compliance during the daytime period (7am to 6pm) at surrounding residential receiver locations. No mitigation measures are required for the extended use of Lysaght Park for Saturdays and Sundays. Refer to the Noise Impact Assessment prepared by Blackett Acoustics dated 21 September. |
| High-intensity noise generating industries will not normally be permitted in close proximity to residential uses.                              | <b>Not applicable.</b>  |
| Light sources should be directed away from adjoining residential properties.   | <b>Not applicable.</b>  |

#### Social and Economic impacts

The extended weekend use of the playing field at Lysaght Park for competitions is consistent with the park’s core function for use for community sporting activities and will support positive social and health outcomes. The proposal will support the demand for active recreational open space as well as satisfy the intended use of managing the utilisation of open spaces. Lysaght Park will maintain the exclusive community passive use after 5pm and the bicycle and pedestrian paths along the foreshore will not be impacted by the extended sporting use on Saturdays and Sundays.

The proposed extended use of the site will provide a positive contribution to the community, by way of the increased usage and patronage for sporting purposes. The proposal is expected to provide long term social and economic benefits through enhanced facility use for sporting activities.

Lysaght Park will continue to provide an ongoing use and management of the park with positive safety outcomes with minimal environmental impacts in accordance with the objectives of Council’s Recreation and Facilities Strategy (2019) and the Canada Bay Local Strategic Plan 2018-2030 (June 2018).

#### Acoustic Amenity

This application is accompanied by a Noise Impact Assessment, prepared by Blackett Acoustics dated September 2021. Having regard to this assessment, matters relating to acoustic amenity relating to the proposed weekend use of field operations will achieve compliance during use between 2-5pm on Saturdays and Sundays.

The site is within close proximity to residential development to the north and south of the site and is a long standing open space use within a residential setting. The proposal will extend the operating parameters for activity in the day time between 2-5pm on weekends.

It can reasonably be expected that dwellings adjoining a park site will experience some minor visual privacy impacts as a result of activity and patronage due to being able to play soccer matches in the afternoon on Saturdays and Sundays, however any visual and privacy impacts to surrounding properties is considered to be minimal and as per existing site context conditions.

#### Car Parking

The proposed extended weekend use of Lysaght Park has been accompanied by a parking assessment prepared by McLaren Traffic Engineering dated 2 September 2021. This assessment examines the car parking implications of the proposed extension of hours for the use of both Lysaght Park and Campbell Park and concludes:

- *The total car parking capacity within 200m of either park is 734 car parking spaces;*
- *The car parking occupancy within the surrounding road network is expected to reach 530 car spaces (72%) on a Saturday afternoon at 4:30pm.*
- *The proposal's parking demand increase will not have an adverse impact on the community within the surrounding road network, and therefore supportable.*

The Car Parking assessment relies on car parking surveys undertaken in 2018, given the COVID-19 outbreak will not result in reliable new data in context of the suspension of the soccer season.

In summary, there is sufficient on-street car parking in the surrounding road network around Lysaght Park and Campbell Park to accommodate the car parking demand associated with the proposed extended hours of use of the park and as a result there will be no significant adverse traffic or car parking impacts on the locality.

#### On-going Operations

The proposed extension of sporting weekend use at Lysaght Park seeks to extend the operating parameters for activity in the daytime, from 2pm to 5pm and therefore there will be an extended active use in relation to people activity and car parking at the site during this period on Saturdays and Sundays. .

The proposal will provide a positive contribution to sporting groups and the community, by way of the increased usage for sporting use and associated patronage to Lysaght Park, a key place of public recreation within the Canada Bay LGA.

It is acknowledged that the off leash dog use will be restricted until after 5pm on the weekends. To this end there are other nearby off leash dog parks within close proximity to Lysaght Park, including at Halliday Park providing the community alternative location options.

#### *4.3 Suitability of the Site for the Proposal*

Having regard to the matters contained within this report, the proposed extension of weekend use is considered to be highly suitable for the site. The proposal will directly respond to the sporting recreational needs of the community through the provision of enhanced use of a sporting field. The proposal is consistent with the zoning objectives of the RE1 Public Recreation Zone. The proposal provides positive social and health impacts whilst having an overall minimal environmental impact.

#### *4.4 The Public Interest*

The proposed extended use is considered to be in the public interest as it facilitates the orderly use of land zoned for recreational purposes that is well served within the area. The proposed extension of weekend use promotes social community connection and interaction, which is in the public interest. The proposal directly responds to the identified need for additional sporting facilities and will also result in the improved utilisation of an existing open space asset.

The proposal will provide a tangible benefit to the local community and sporting groups and contribute to the enhanced management and utilisation of key public assets and Crown Land.

## **5. CONCLUSION**

This proposal seeks consent for the extension of sporting use of Lysaght Park from 2pm to 5pm Saturdays and Sundays at the property known as 1P Swannell Avenue, Chiswick (Lot 1 DP 909058). The proposal will

directly support the demonstrated increased demand in sporting activities and will result in tangible community benefits as well as contribute to the management and utilisation of Lysaght Park.

The proposal has been assessed against the applicable planning framework and achieves a high level of compliance.

Minor impacts associated with the proposal will include additional vehicular movements, demand for on-street parking, additional noise impacts and loss of community passive use including the displacement of off-leash dog play area. However these impacts will be limited in duration from 2-5pm, and the degree of the impact is considered to be minimal and acceptable in the context of the existing use of the site for public recreation purposes including sporting activities.

Having regard to the matters within this report, and in the absence of any significant environmental impacts as a result of the proposal, and considering the broader social, economic and health benefits of the proposal, it is considered a satisfactory development for the site.

In light of the merits of the proposal and in the absence of any significant adverse environmental impacts, we have no hesitation in recommending that the proposal be approved, subject to Council's standard conditions.

Yours sincerely

**Milestone (AUST) Pty Limited**



**Lisa Bella Esposito**  
Director



# Blackett Acoustics

Noise & Vibration Consultants

Item 8 - Attachment 2 - Lysaght Park and Campbell Park Acoustic Report

## PROPOSED EXTENSION OF HOURS AT LYSAGHT AND CAMPBELL PARK NOISE IMPACT ASSESSMENT

Report No BA210528  
Version B

September 2021

Prepared  
for

Milestone Town Planning Pty Ltd  
Suite 9 of 17 Thurlow Street  
Redfern, NSW 2016



---

## TABLE OF CONTENTS

|            |  |           |
|------------|--|-----------|
| <b>1</b>   | <b>INTRODUCTION .....</b>  | <b>4</b>  |
| <b>2</b>   | <b>SITE DESCRIPTION AND IDENTIFIED RESIDENTIAL RECEIVERS.....</b>          | <b>4</b>  |
| <b>3</b>   | <b>EXISTING ACOUSTIC ENVIRONMENT AND SITE-SPECIFIC NOISE CRITERIA.....</b> | <b>7</b>  |
| <b>4</b>   | <b>SOURCE NOISE LEVELS AND NOISE MODEL VALIDATION .....</b>                | <b>9</b>  |
| <b>4.1</b> | <b>Source Noise Levels .....</b>   | <b>9</b>  |
| <b>4.2</b> | <b>Noise Model Validation .....</b>  | <b>10</b> |
| <b>5</b>   | <b>ASSESSMENT OF OPERATIONAL NOISE .....</b>                               | <b>17</b> |
| <b>6</b>   | <b>CONCLUSION.....</b>   | <b>21</b> |

## GLOSSARY

Most environments are affected by environmental noise which continuously varies, largely as a result of road traffic. To describe the overall noise environment, a number of noise descriptors have been developed and these involve statistical and other analysis of the varying noise over sampling periods, typically taken as 15 minutes. These descriptors, which are demonstrated in the graph below, are defined below.

**Maximum Noise Level ( $L_{Amax}$ )** – The maximum noise level over a sample period is the maximum level, measured on fast response, during the sample period.

**$L_{A1}$**  – The  $L_{A1}$  level is the noise level which is exceeded for 1% of the sample period. During the sample period, the noise level is below the  $L_{A1}$  level for 99% of the time.

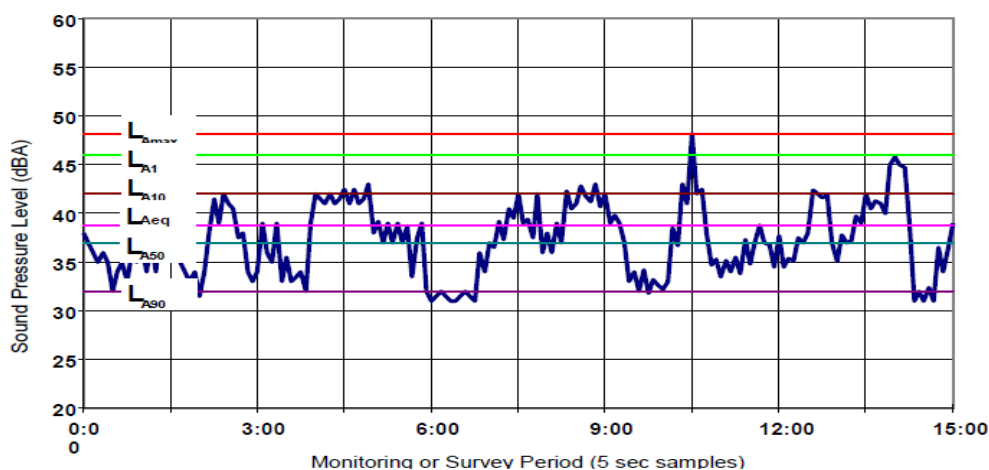
**$L_{A10}$**  – The  $L_{A10}$  level is the noise level which is exceeded for 10% of the sample period. During the sample period, the noise level is below the  $L_{A10}$  level for 90% of the time. The  $L_{A10}$  is a common noise descriptor for environmental noise and road traffic noise.

**$L_{Aeq}$**  – The equivalent continuous sound level ( $L_{Aeq}$ ) is the energy average of the varying noise over the sample period and is equivalent to the level of a constant noise which contains the same energy as the varying noise environment. This measure is also a common measure of environmental noise and road traffic noise.

**$L_{A90}$**  – The  $L_{A90}$  level is the noise level which is exceeded for 90% of the sample period. During the sample period, the noise level is below the  $L_{A90}$  level for 10% of the time. This measure is commonly referred to as the background noise level.

**ABL** – The Assessment Background Level is the single figure background level representing each assessment period (daytime, evening and night time) for each day. It is determined by calculating the 10<sup>th</sup> percentile (lowest 10<sup>th</sup> percent) background level ( $L_{A90}$ ) for each period.

**RBL** – The Rating Background Level for each period is the median value of the ABL values for the period over all of the days measured. There is therefore an RBL value for each period – daytime, evening and night time.



## 1 INTRODUCTION

Blackett Acoustics has been engaged to provide an acoustic assessment of the potential noise impact (if any) for the proposed extension of hours of Lysaght and Campbell Park for sports practices and competitions.

This report has been prepared to support the Modification Application of Campbell Park and Development Application of Lysaght Park to be lodged with City of Canada Bay Council. Furthermore, this assessment has been based on:

- Measurement data presented in a report previously prepared by Marshall Day Acoustics entitled “Lysaght Park Floodlights Planning Assessment” (Report No. Rp 001 r04 20171264) dated 4 October 2019.
- The prediction of noise emission levels from the typical truck movement events (with and without noise mitigation) to the immediately surrounds.

## 2 SITE DESCRIPTION AND IDENTIFIED RESIDENTIAL RECEIVERS

Lysaght Park and Campbell Park are used for soccer games by Abbotsford Junior Football Club as a part of the Canterbury and District Football Soccer Association. The parks are used for sports trainings on weekday evenings and for competitions on Saturdays and Sunday. The existing and proposed hours of use for both parks are presented in Table 2-1.

**Table 2-1 Existing and Proposed Hours of Use**

| Ground     | Day                 | Existing Hours of Use | Proposed Hours of Use |
|------------|---------------------|-----------------------|-----------------------|
| Campbell 1 | Tuesday to Thursday | 4.30pm to 9.00pm      | 4.30pm to 9.45pm      |
|            | Saturday and Sunday | 9.00am to 5.00pm      | 9.00am to 5.00pm      |
| Campbell 2 | Tuesday to Thursday | 4.30pm to 9.00pm      | 4.30pm to 9.45pm      |
|            | Saturday and Sunday | 9.00am to 5.00pm      | 9.00am to 5.00pm      |
| Campbell 3 | Tuesday to Thursday | 4.30pm to 9.00pm      | 4.30pm to 9.45pm      |
|            | Saturday and Sunday | 9.00am to 5.00pm      | 9.00am to 5.00pm      |
| Lysaght    | Tuesday to Thursday | 4.30pm to 9.00pm      | 4.30pm to 9.00pm      |
|            | Saturday and Sunday | 9.00am to 2.00pm      | 9.00am to 5.00pm      |

As there are a substantial number of existing residential receivers surrounding Lysaght Park and Campbell Park, for ease of reference, the existing residential receivers have been grouped into different noise catchment areas (NCAs).

The NCAs are as follows:

- **NCA 1** – Identified residential receivers along Swannell Avenue located north of Lysaght Park.
- **NCA 2** – Identified residential receivers located south of Byrne Avenue and to the east of Campbell Park.
- **NCA 3** – Identified residential receivers along Parkview Road Avenue located south of Campbell Park.
- **NCA 4** – Identified residential receivers located at the intersection of Parkview Road and Weddle Avenue to the west of Campbell Park.
- **NCA 5** – Identified residential receivers located north of Campbell Park.

The identified NCAs are further illustrated in Figure 2-1.



**Figure 2-1 Aerial Outlining NCAs and Noise Monitoring Location**



### 3 EXISTING ACOUSTIC ENVIRONMENT AND SITE-SPECIFIC NOISE CRITERIA

This Section presents the existing acoustic environment and site-specific noise criteria previously established by Marshall Day Acoustics. The report in reference is entitled “Lysaght Park Floodlights Planning Assessment” (Report No. Rp 001 r04 20171264) dated 4 October 2019.

Long term unattended background noise measurements were previously conducted by Marshall Day Acoustics. The monitoring location was the front landscaped area of St Andrews Anglican Church for the period between Wednesday, 14 March 2018 to Tuesday, 27 March 2018.

In addition to unattended noise monitoring, short-term operator attended noise monitoring was conducted along Swannell Avenue by Marshall Day Acoustics to quantify if there is a reduction in background noise levels along Swannell Avenue as compared to Byrne Avenue. Based on a comparison of the attended measurement and the unattended noise logging data made by Marshall Day Acoustics, a -2dBA correction is derived for the background along Swannell Avenue.

The operator attended noise monitoring and long-term unattended noise monitoring locations are as shown in Figure 3-1.

**Figure 3-1 Attended and Unattended Noise Monitoring Locations**

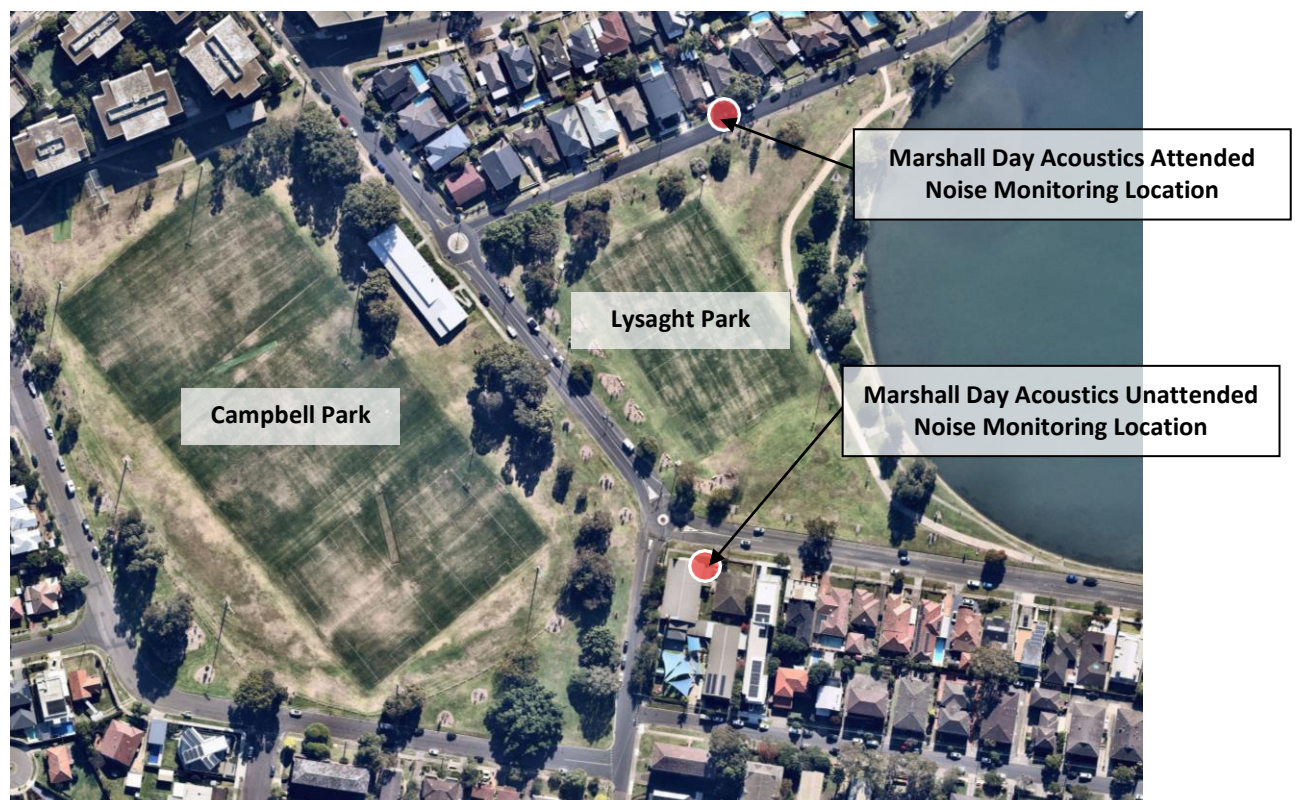


Table 3-1 presents the relevant time period background noise levels recorded during survey period in March 2018 and the corrected background noise levels.

**Table 3-1 Measured Background Noise Levels – dBA**

| Location        | Measured Rating Background Levels |         |            |
|-----------------|-----------------------------------|---------|------------|
|                 | Daytime                           | Evening | Night Time |
| Byrne Avenue    | 46                                | 48      | 42         |
| Swannell Avenue | 44                                | 46      | 40         |

Note: Daytime (7.00am-6.00pm), Evening (6.00pm-10.00pm) and Night time (10.00pm-7.00am).

The Marshall Day Acoustics report made reference to the NSW Noise Policy for Industry (NPfI) and Camden Council Environmental Noise Policy when establishing site-specific noise criteria. Table 3-2 presents the established site-specific  $L_{Aeq,15min}$  noise criteria.

**Table 3-2 Site-Specific  $L_{Aeq,15min}$  Noise Criteria – dBA**

| Location        | Established $L_{Aeq,15min}$ Noise Criteria |         |            |
|-----------------|--|---------|------------|
|                 | Daytime                                    | Evening | Night Time |
| Byrne Avenue    | 54   | 52      | -          |
| Swannell Avenue | 52   | 50      | 0          |

Note: Daytime (7.00am-6.00pm), Evening (6.00pm-10.00pm) and Night time (10.00pm-7.00am).

For the purpose of establishing a conservative noise assessment, daytime criterion of 52dBA and evening time criterion of 50dBA will be adopted.

## 4 SOURCE NOISE LEVELS AND NOISE MODEL VALIDATION

### 4.1 Source Noise Levels

For this assessment, the source noise levels previously used in the referenced Marshal Day Acoustics report will be adopted to maintain consistency.

Table 4-1 presents the noise levels measured and used by Marshal Day Acoustics for noise levels from training sessions which include small and large group training for a range of ages and ability levels including a final competitive game for open age men's teams of 11-a-side.

**Table 4-1 Summary of Measured  $L_{Aeq,15min}$  Noise Levels from Training**

| Measurement No. | Description of Activity  | Measured $L_{Aeq,15mins}$ @ 10m |
|-----------------|--|---------------------------------|
| 1               | Youth team practise match<br>Approx. 15 players lower half of pitch<br>Following squad warming up 20m away<br>Excited shouting, kicking noises, encouragement from spectators approx. 15m away | 54                              |
| 2               | Senior/open age men<br>2 squads of 11/13 players (half pitch each)<br>Stretching, running laps, penalty practise<br>General shouting, laughing and encouragement                               | 54                              |
| 3               | Senior/open age men<br>2 squads of 11/13 players (half pitch each)<br>Cross drills<br>Generally more concentration and lower noise levels  | 52                              |
| 4               | Senior/open age<br>Full pitch practise game<br>22 players with subs behind southern goal practising and talking<br>Shouting and encouragement  | 57                              |

## 4.2 Noise Model Validation

All noise emission levels were modeled using the ISO9613-2 algorithms implemented in the “CadnaA” acoustic noise prediction software. Factors that have been taken into consideration in the noise modeling are:

- screening effects from adjacent buildings
- building envelope locations
- ground topography
- noise attenuation due to geometric spreading
- ground absorption

The measured  $L_{Aeq,15min}$  noise levels for various training activities were conducted at a setback distance of 10m. Blackett Acoustics interprets that the 10m setback is relative to the edge of the field. This will be taken into considerations when establishing the sound power level (SWL) associated with each activity.

To validate the noise model, a number of receiver points representing the operator attended noise monitoring locations at 10m setback were established in the model. The noise model was then used to calculate noise level at the receiver points.

### Validation Scenario A –

- Youth team practise match.
- Approx. 15 players lower half of pitch.
- Following squad warming up 20m away.
- Excited shouting, kicking noises, encouragement from spectators approx. 15m away.
- $L_{Aeq,15min}$  noise levels are predicted to validation points at setback distance of 10m from edge of noise source.

### Validation Scenario B –

- Senior/open age men.
- 2 squads of 11/13 players (half pitch each).
- Stretching, running laps, penalty practise.
- General shouting, laughing and encouragement.
- $L_{Aeq,15min}$  noise levels are predicted to validation points at setback distance of 10m from edge of noise source.

**Validation Scenario C –**

- Senior/open age men.
- 2 squads of 11/13 players (half pitch each).
- Cross drills.
- Generally more concentration and lower noise levels.
- $L_{Aeq,15min}$  noise levels are predicted to validation points at setback distance of 10m from edge of noise source.

**Validation Scenario D –**

- Senior/open age.
- Full pitch practise game.
- 22 players with subs behind southern goal practising and talking.
- Shouting and encouragement.
- $L_{Aeq,15min}$  noise levels are predicted to validation points at setback distance of 10m from edge of noise source.

Figure 4-1 to Figure 4-4 present 3D view showing the assumed noise emission points modelled and the assumed validation points.

The results of noise measurements conducted by Marshall Day Acoustics from typical training sessions and model calculations based on the same scenario assumptions are compared in Table 4-2.

The established model validates well with the measured noise emission levels at both all validation points (C1, C2 and C3) and the established SWL ( $L_{weq}$ ) for each of the activities are as below:

- SWL ( $L_{weq}$ ) for Scenario A – 94dBA
- SWL ( $L_{weq}$ ) for Scenario B – 93dBA
- SWL ( $L_{weq}$ ) for Scenario C – 91dBA
- SWL ( $L_{weq}$ ) for Scenario D – 99dBA

The established SWL will be used for predicting noise levels to the surrounding receiver locations.

Figure 4-1 Validation Scenario A – 3D View of Assumed Noise Emission Points and Validation Points

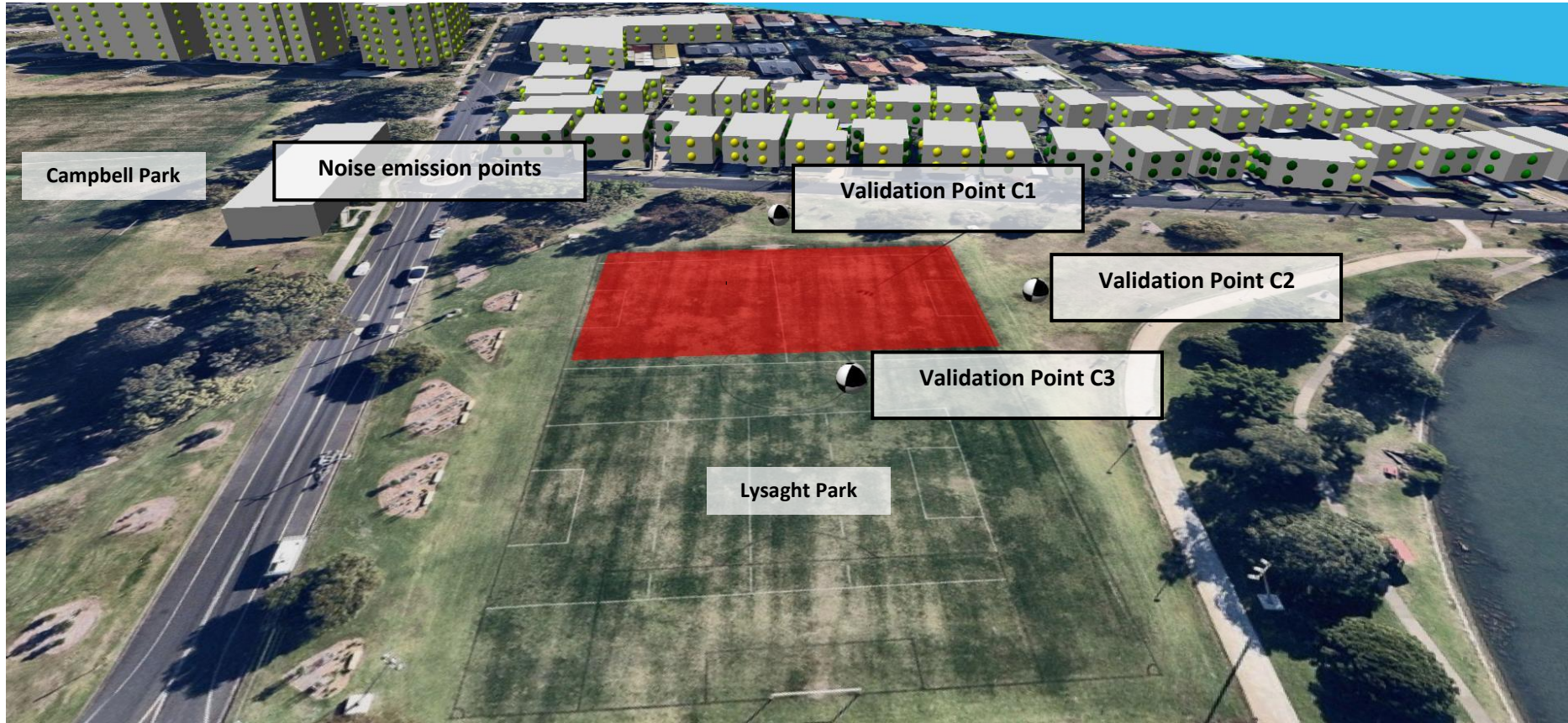


Figure 4-2 Validation Scenario B – 3D View of Assumed Noise Emission Points and Validation Points

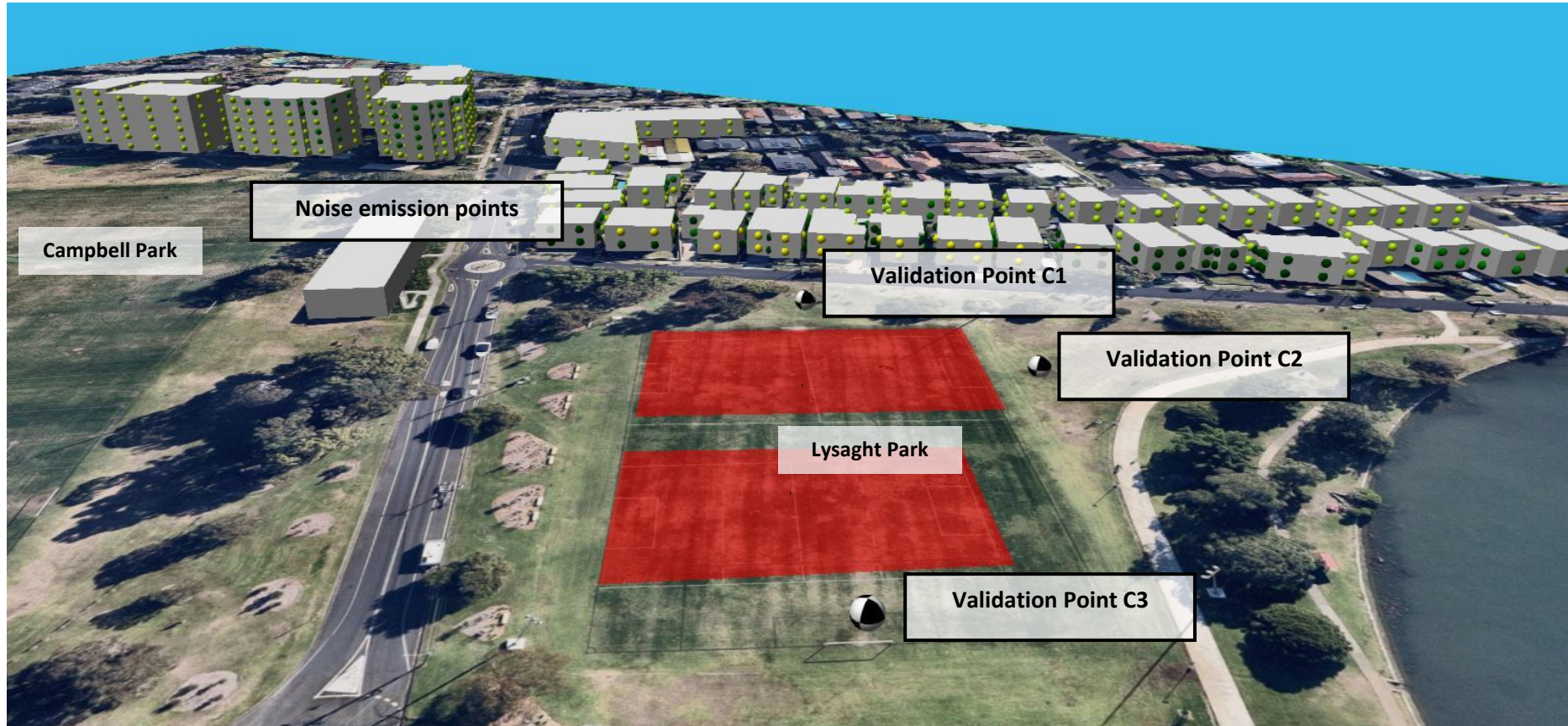




Figure 4-3 Validation Scenario C – 3D View of Assumed Noise Emission Points and Validation Points

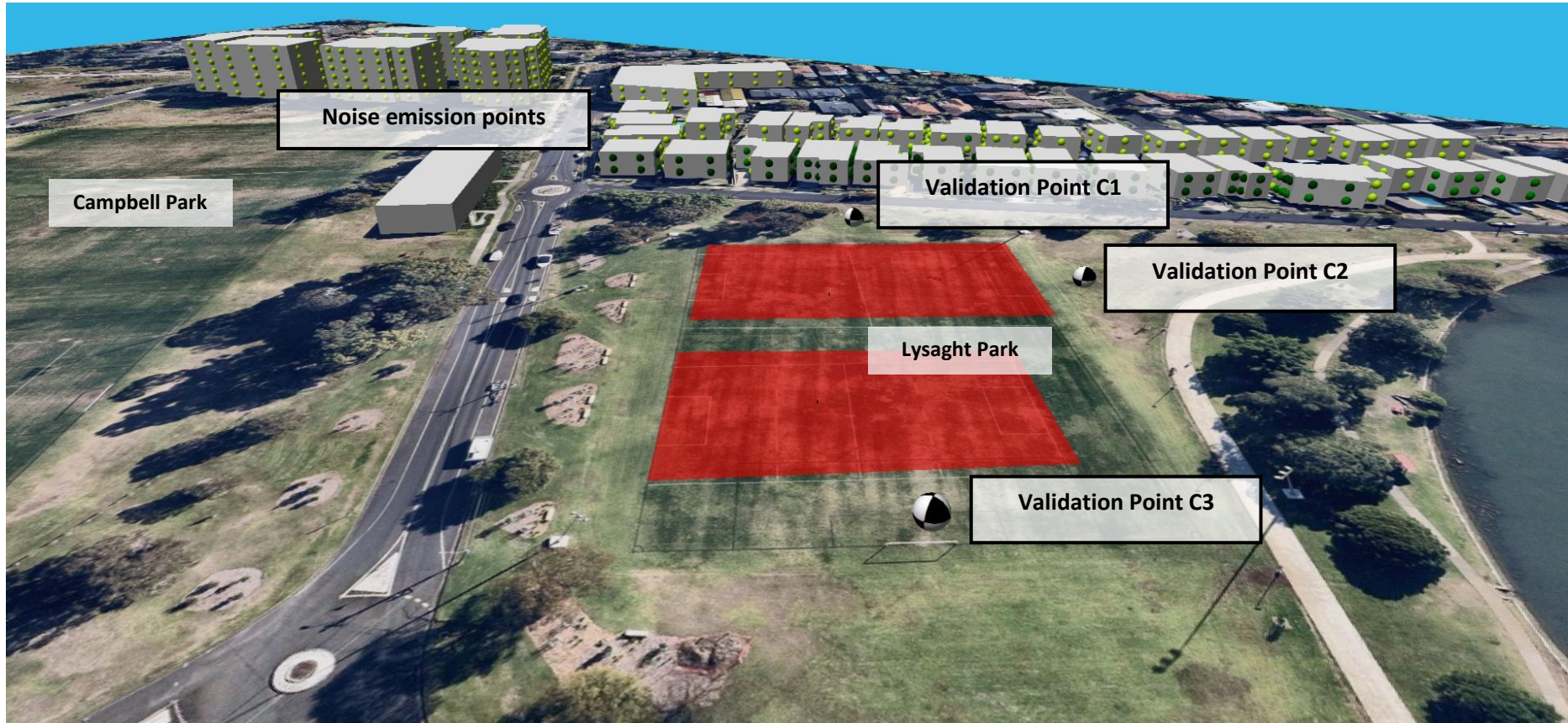
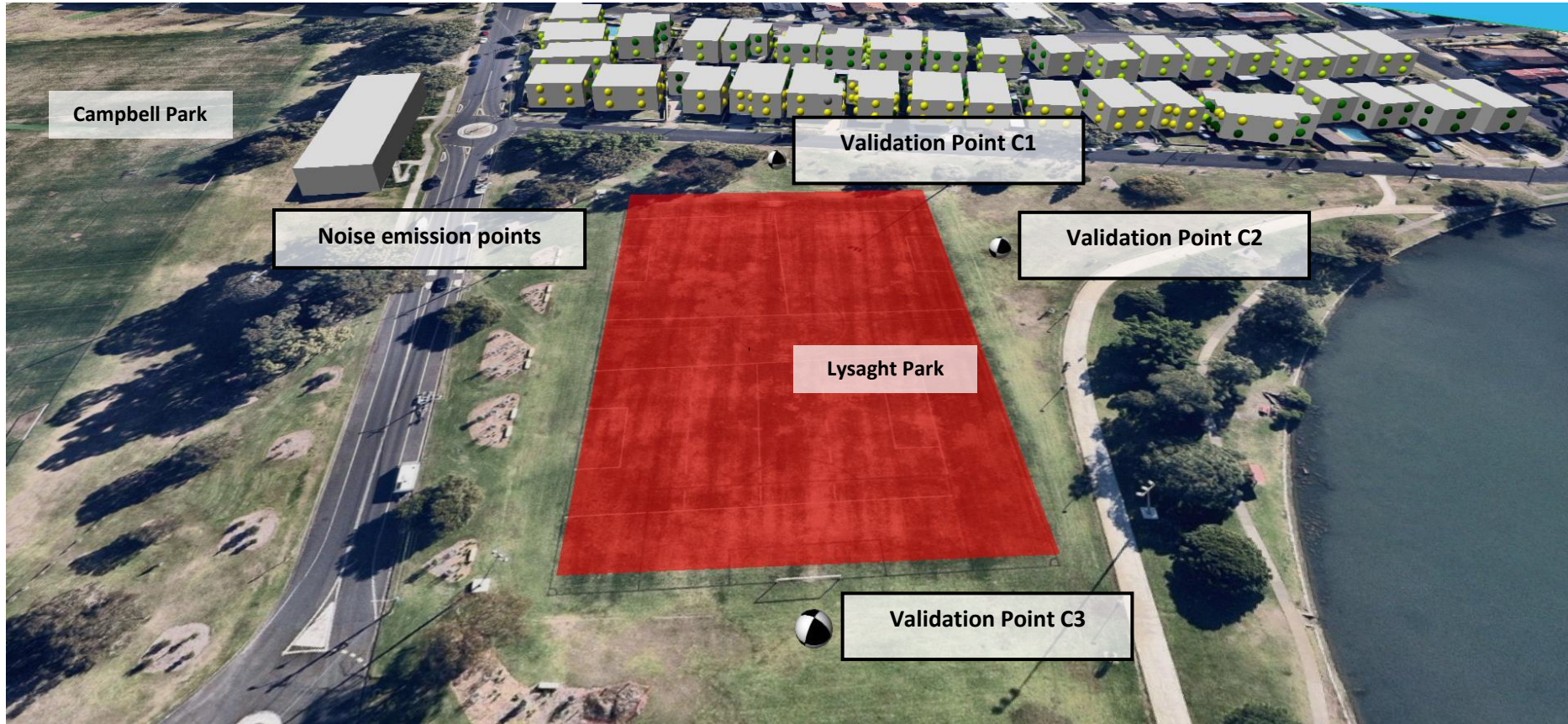


Figure 4-4 Validation Scenario D – 3D View of Assumed Noise Emission Points and Validation Points



**Table 4-2 Measured and Calculated  $L_{Aeq,15min}$  Noise Levels During a Typical Training Sessions– dBA**

| Description           | Measured $L_{Aeq,15min}$ Noise Levels @10m | Predicted $L_{Aeq,15min}$ Noise Levels @10m |    |    |
|-----------------------|--|---|----|----|
|                       |  | C1  | C2 | C3 |
| Validation Scenario A | 54   | 55  | 54 | 55 |
| Validation Scenario B | 54   | 55  | 54 | 55 |
| Validation Scenario C | 52   | 53  | 52 | 53 |
| Validation Scenario D | 57   | 57  | 57 | 57 |

## 5 ASSESSMENT OF OPERATIONAL NOISE

In order to assess the potential noise impact to the surrounding noise sensitive residential receivers, it is necessary to predict the noise emission levels associated with each operating scenario.

For noise modelling and assessment purposes, only the worst-case scenario during any 15 minutes period will be considered. For the purpose of this assessment, scenarios with and without noise mitigations have been considered.

### **Scenario 1 – Assessment of $L_{Aeq}$ Operational Noise During Youth Practise Matches**

The assumptions are as below:

- A total of 8 youth team practise matches and a SWL of 94dBA is assumed for each team.
- Approx. 15 players occupying half of each pitch.
- Following squad warming up 20m away.
- Excited shouting, kicking noises, encouragement from spectators approx. 15m away.
- $L_{Aeq,15min}$  noise levels are predicted to the surrounding NCAs.

### **Scenario 2 – Assessment of $L_{Aeq}$ Operational Noise During Adult Team Matches**

The assumptions are as below:

- A total of 4 senior/open age full pitch practise matches and a SWL of 99dBA is assumed for each game.
- 22 players with subs behind southern goal practising and talking.
- Shouting and encouragement.
- $L_{Aeq,15min}$  noise levels are predicted to the surrounding NCAs.

Figure 5-1 and Figure 5-2 present 3D views showing the assumed noise emission points modelled.

Table 5-1 and Table 5-2 present the predicted external  $L_{Aeq}$  noise levels that may be expected at the nearest identified NCAs without the implementation of any noise mitigation measures.

Figure 5-1 Scenario 1 – 3D View of Assumed Noise Emission Points for 8 Youth Teams Practise Matches



Figure 5-2 Scenario 2 – 3D View of Assumed Noise Emission Points for 4 Full Pitch Practise Matches



**Table 5-1 Scenario 1: Predicted  $L_{Aeq,15min}$  Noise Levels at Surrounding Residential Receivers (Without Noise Mitigation) – dBA**

| NCA   | Established $L_{Aeq,15min}$ Intrusiveness Noise Criteria |         |            | Predicted $L_{Aeq,15min}$ Noise Level |
|-------|--|---------|------------|---------------------------------------|
|       | Daytime  | Evening | Night Time |                                       |
| NCA 1 | 52   | 50      | n/a        | 35-49                                 |
| NCA 2 |  |         |            | 32-49                                 |
| NCA 3 |  |         |            | 42-50                                 |
| NCA 4 |  |         |            | 37-50                                 |
| NCA 5 |  |         |            | 41- <b>54</b>                         |

Note: Daytime (7.00am-6.00pm), Evening (6.00pm-10.00pm) and Night time (10.00pm-7.00am).

**Table 5-2 Scenario 2: Predicted  $L_{Aeq,15min}$  Noise Levels at Surrounding Residential Receivers (Without Noise Mitigation) – dBA**

| NCA   | Established $L_{Aeq,15min}$ Intrusiveness Noise Criteria |         |            | Predicted $L_{Aeq,15min}$ Noise Level |
|-------|--|---------|------------|---------------------------------------|
|       | Daytime  | Evening | Night Time |                                       |
| NCA 1 | 52   | 50      | n/a        | 37- <b>51</b>                         |
| NCA 2 |  |         |            | 34- <b>51</b>                         |
| NCA 3 |  |         |            | 44- <b>52</b>                         |
| NCA 4 |  |         |            | 39- <b>52</b>                         |
| NCA 5 |  |         |            | 43- <b>53</b>                         |

Note: Daytime (7.00am-6.00pm), Evening (6.00pm-10.00pm) and Night time (10.00pm-7.00am).

Based on the predicted  $L_{Aeq,15min}$  noise levels presented in Table 5-1 and Table 5-2, the following can be established:

- Operation of the Lysaght Park and Campbell Park will achieve compliance during daytime period (from 7.00am to 6.00pm) at most receiver locations except for NCA 5. Marginal exceedance of up to 2dBA above the daytime noise criteria is predicted at NCA 5. This includes typical worst-case scenarios with 8 youth teams training and 4 adults full pitch practice matches.
- Noise levels up to 4dBA above the evening time period criterion is predicted at the surrounding NCAs during typical worst-case training activities. Receiver within NCA 5 is identified to be the worst affected on all occasions.

The predicted  $L_{Aeq,15min}$  noise levels presented in Table 5-1 and Table 5-2 are based on worst-case scenarios with the fields at full utilisation concurrently. The typical usage of Lysaght Park and Campbell Park will be less and is likely to have a reduction in noise emission levels to the surrounding residential receivers.

## 6 CONCLUSION

Blackett Acoustics has now conducted a noise assessment which considers the potential noise impacts associated with the expected increase in usage at Lysaght Park and Campbell Park in Chiswick.

The assessment has identified the nearest surrounding residential receiver locations potentially most affected by noise emanating from the use of both parks and considers the typical worst-case noise emission scenarios.

Based on the predicted noise levels resulting from the worst-case activities considered, higher than background noise levels will be experienced at the surrounding residential receivers within each identified NCAs.

As the pitches are all outdoor, the only feasible mitigation option is in the form of an acoustically non transparent barrier of at least 3m in height. However, it is recognised that the proposed implementation of a noise barrier may also counter the objectives of reducing visual impact and be contrary to CPTED principles and therefore may not be recommended.

Whilst this assessment has taken into the considerations of the absolute worst case operating scenarios based on noise measurements, calculations and findings with regards to noise impacts to the surrounding residential receivers, the positive sporting field activity and the social merit of the proposal should also be considered.

### Note

**All materials specified by Blackett Acoustics have been selected solely on the basis of acoustic performance. Any other properties of these materials, such as fire rating, chemical properties etc. should be checked with the suppliers or other specialised bodies for fitness for a given purpose.**

| Version | Status | Issue Date       | Prepared by |
|---------|--------|------------------|-------------|
| A       | Draft  | 12 August 2021   | Jimi Ang    |
| B       | Final  | 2 September 2021 | Jimi Ang    |



## M<sup>c</sup>LAREN TRAFFIC ENGINEERING

Address: Shop 7, 720 Old Princes Highway Sutherland NSW 2232  
Postal: P.O Box 66 Sutherland NSW 1499

Telephone: (02) 9521 7199  
Fax: +61 2 9521 7199  
Web: [www.mclaretraffice.com.au](http://www.mclaretraffice.com.au)  
Email: [admin@mclaretraffice.com.au](mailto:admin@mclaretraffice.com.au)

Division of RAMTRANS Australia ABN: 45067491678 RPEQ: 19457

Transport Planning, Traffic Impact Assessments, Road Safety Audits, Expert Witness

2 September 2021

Reference: 210524.01FA

### Item 8 - Attachment 3 - Lysaght Park and Campbell Park Traffic Report

Milestone Town Planning  
17 Thurlow Street, Suite 9  
Redfern NSW 2016  
Attention: Lisa Bella Esposito

#### LETTER OF ADVICE FOR THE PROPOSED EXTENSION OF HOURS AT LYSAGHT AND CAMPBELL PARK

Dear Lisa Bella,

Reference is made to your request to provide a Letter of Advice for the Proposed Extension of Hours of Lysaght and Campbell Park for sports practices and competitions. The existing approved hours are fully discussed and justified in *M<sup>c</sup>Laren Traffic Engineering (MTE)'s Traffic and Parking Impact Assessment Report (TPIA)* dated 3<sup>rd</sup> October 2019. This letter addresses the existing approved hours of use and the car parking implications for the proposed extension of hours.

#### **1 PROJECT BACKGROUND**

The proposal's context with reference to the previously completed assessment is summarised in the following subsections.

##### **1.1 Proposal Description**

Lysaght Park and Campbell Park are used for soccer games by *Abbotsford Junior Football Club* as a part of the *Canterbury and District Football Soccer Association*. The parks are used for sports trainings on weekday evenings and for competitions on Saturdays and Sundays. The existing and proposed hours of use are described in **Table 1**.

**TABLE 1: EXISTING AND PROPOSED HOURS OF USE**

| Day                | Approved Hours  | Additional Proposed Hours | Purpose of Additional Hours | Location      |
|--------------------|-----------------|---------------------------|-----------------------------|---------------|
| Tuesday – Thursday | 5:00pm - 9:00pm | 9:00pm - 9:45pm           | Training                    | Campbell Park |
| Friday             | N/A             | 5:00pm - 9:45pm           | Training and Competition    | Campbell Park |
| Saturday – Sunday  | 9:00am - 2:00pm | 2:00pm – 5:00pm           | Competition                 | Lysaght Park  |

As described, the proposed increases include an extension of hours by 45 minutes is proposed on Tuesday – Thursday for trainings, a new day of training and competitions on Friday evenings 5:00-9:45pm and an extension of competition times by three (3) hours on the weekends.

### 1.1.1 Weekday usage

Campbell Park is currently approved for use between Tuesday – Thursday from 5:00pm – 9:00pm. The proposal wishes to extend the hours of use by 45 into hours where no other official activity occurs at Campbell Park.

### 1.1.2 Weekend Usage

Lysaght Park and Campbell Park are both used for competitions on Saturdays and Sundays, however, Lysaght Park currently ceases hosting competitions by 2pm. Lysaght Park has one (1) full field and Campbell Park has three (3) full fields. For Junior games, a full field can be split into three junior fields such that a single full field can host up to four (4) small-sided junior games at a time.

## 1.2 **Car Parking Surveys and Demand**

As a part of the 2019 TPIA, MTE analysed parking data from three separate weekdays and one Saturday in 2018, in which Campbell Park was utilised for training purposes on weekdays and both parks were used for competitions on the Saturday. Data was collected between 4pm-9:30pm on the weekdays and 7:30am-6:30pm on the Saturday for car parking availability within 200m walking distance of either Lysaght or Campbell Park. It was apparent from the car parking surveys that there was a large amount of available car parking within these areas during all survey periods. MTE inferred the following parking demand rates from the collected data:

- Weekday trainings
  - *42.3 car parking spaces per field*
- Weekend competitions
  - *25.9 car parking spaces per Junior game*
  - *42 car parking spaces per full-field game*

## 1.3 **Impact of COVID-19**

Milestone Planning commissioned this letter of advice during the COVID-19 outbreak in Sydney. The NSW Government's COVID-19 restrictions has forced *Canterbury and District Football Soccer Association* to suspend the season. Similarly, the restrictions have significantly altered citizens' behaviours such that undertaking a car parking survey at the time of this report would not result in reliable data. As such, the additional time periods have not been surveyed.

It is the position of MTE that it is reasonable to utilise the car parking surveys undertaken in 2018 as a baseline set of data. There have been no significant infrastructure projects completed within the area that would meaningfully alter the car parking conditions within the area. Similarly, data for Friday has been taken as the average for Tuesday – Thursday. This is reasonable given the development locality within a residential zone, as there are no restaurants, retail or other commercial facilities nearby that would significantly impact Friday parking conditions compared to Tuesday – Thursday.

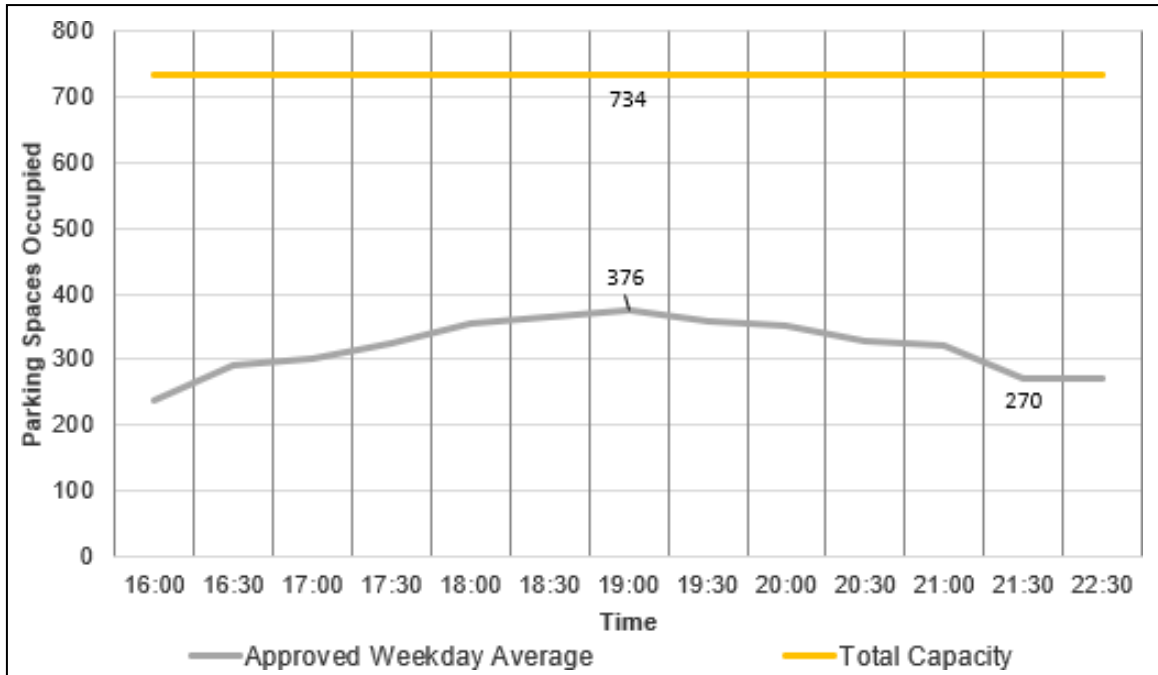
For an added layer of conservativity and security, MTE recommends that monitoring be undertaken for the first 2-3 consecutive Fridays a minimum of one (1) month after the implementation of the extended hours. The monitor will be required to observe parking conditions within 200m walking distance of both parks and take note how the extended hours of use impact the community. Additionally, complaints can be made through the Council's general telephone number 9911 6555, or via Council's general email address [council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au) or in person via Council's service counter (outside of COVID lockdown restrictions).

## 2 PARKING ASSESSMENT

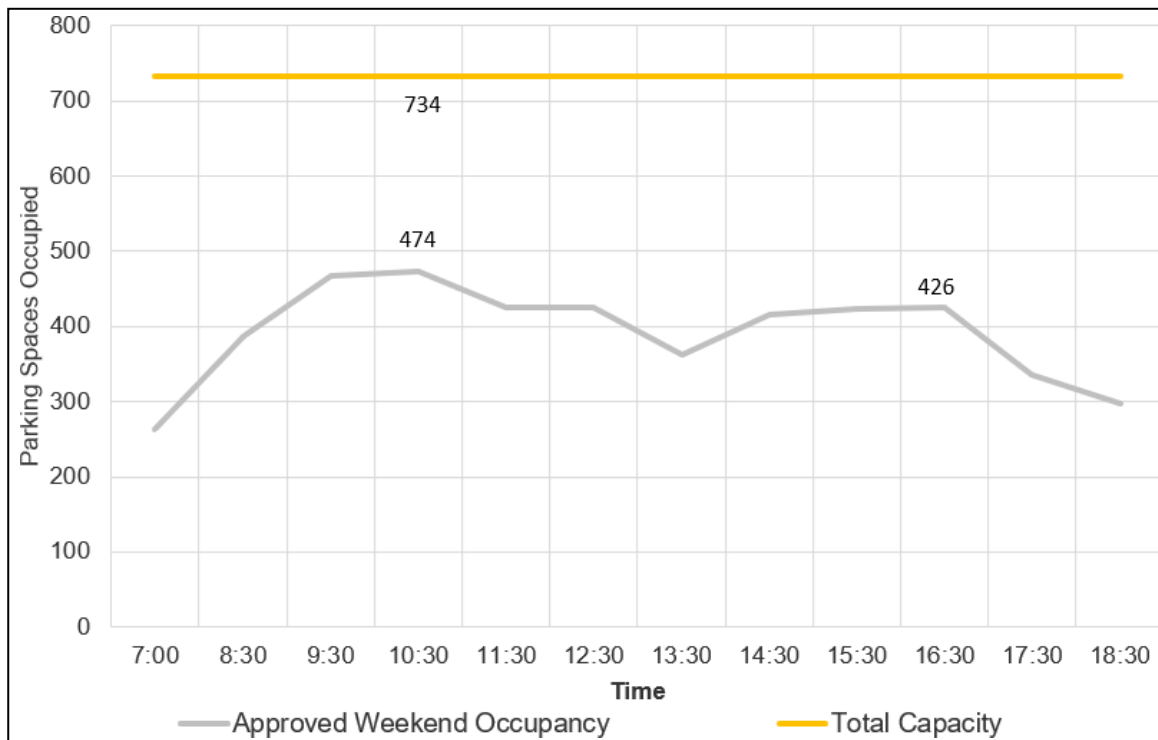
The proposal's parking implications have been assessed and are provided in the following subsections.

### 2.1 Approved Parking Conditions

The data discussed in **Section 1.2** was superimposed onto the 2018 parking conditions for both the weekday and weekend periods. The resultant car parking conditions for the weekday and weekend periods are summarised in **Figure 1** and **Figure 2**.



**FIGURE 1: APPROVED WEEKDAY CAR PARKING OCCUPANCY**



**FIGURE 2: APPROVED WEEKEND CAR PARKING OCCUPANCY**

As shown, the maximum occupancy is 376 spaces on an average weekday and 474 spaces on an average weekend. This represents 51% and 65% occupancy, respectively.

## 2.2 Additional Demand (Worst Case)

As discussed, the proposal wishes to extend the use of Campbell Park from 9:00-9:45pm on Tuesday – Thursday and proposes to add an additional day of training and competitions on Fridays from 5:00pm-9:45pm. As a worst case, it is assumed that Friday will be for competition purposes, as this demands a higher amount of car parking. Given that Campbell Park has three (3) fields, it can host up to 12 small-sided junior games at any one time. It is noted once more that this is a worst- case assessment as the club is not likely to host 12 junior games at one time. The additional car parking demand on weekdays and Fridays is summarised in **Table 2**.

On weekends, the use of Lysaght Park is sought for Junior games from 2:00pm-5:00pm. Lysaght Park has one field, which as discussed is sought for up to four (4) small-sided junior games at any one time. The additional parking demand on weekends is summarised in **Table 2**.

**TABLE 2: ADDITIONAL CAR PARKING DEMAND**

| Time              | Location      | Fields | Additional Games/Trainings <sup>(1)</sup> | Parking Rate                            | Additional Parking Demand |
|-------------------|---------------|--------|---|---|---------------------------|
| Tuesday-Thursday  |               |        |   |   |                           |
| 9:00pm - 9:45pm   | Campbell Park | 3      | 1 training                                | 42.3 spaces per training                | +42.3 spaces              |
| Friday            |               |        |   |   |                           |
| 5:00pm-9:45pm     | Campbell Park | 3      | 12 games                                  | 25.9 car parking spaces per Junior game | +311 spaces               |
| Saturday – Sunday |               |        |   |   |                           |
| 2:00pm-5:00pm     | Lysaght Park  | 1      | 4 games                                   | 25.9 car parking spaces per Junior game | +104 spaces               |

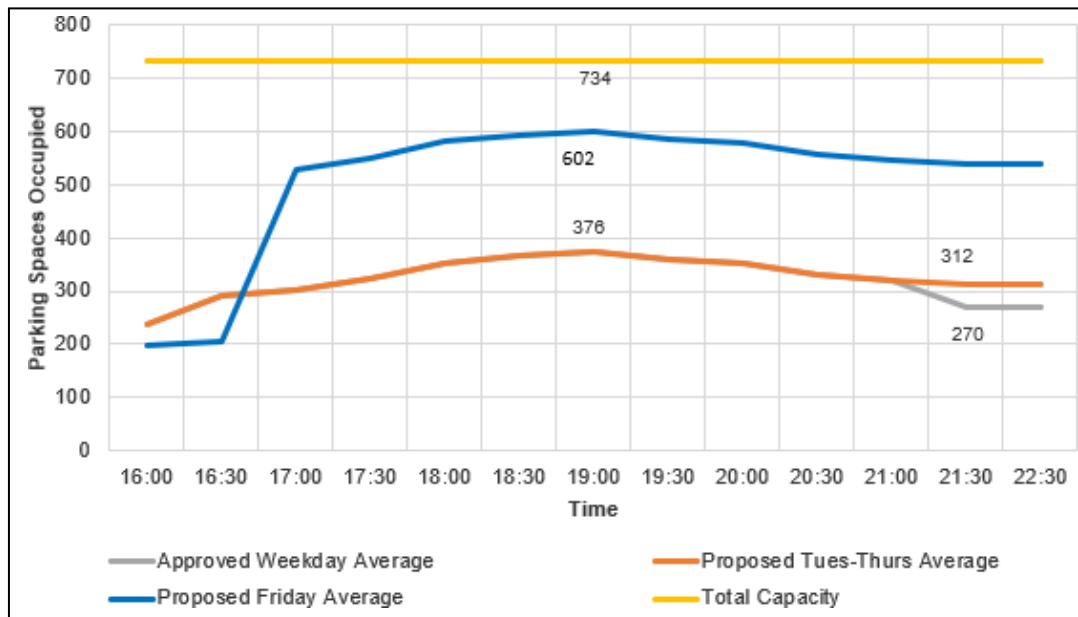
**Note (1):** The additional games assume that all fields are used at capacity simultaneously for Junior games.

As shown, the proposal is expected to demand an additional 42.3 spaces on Tuesday – Thursday between 9:00-9:45pm, an additional 311 spaces on Friday between 5:00-9:45pm and an additional 104 spaces on weekends between 2:00pm-5:00pm.

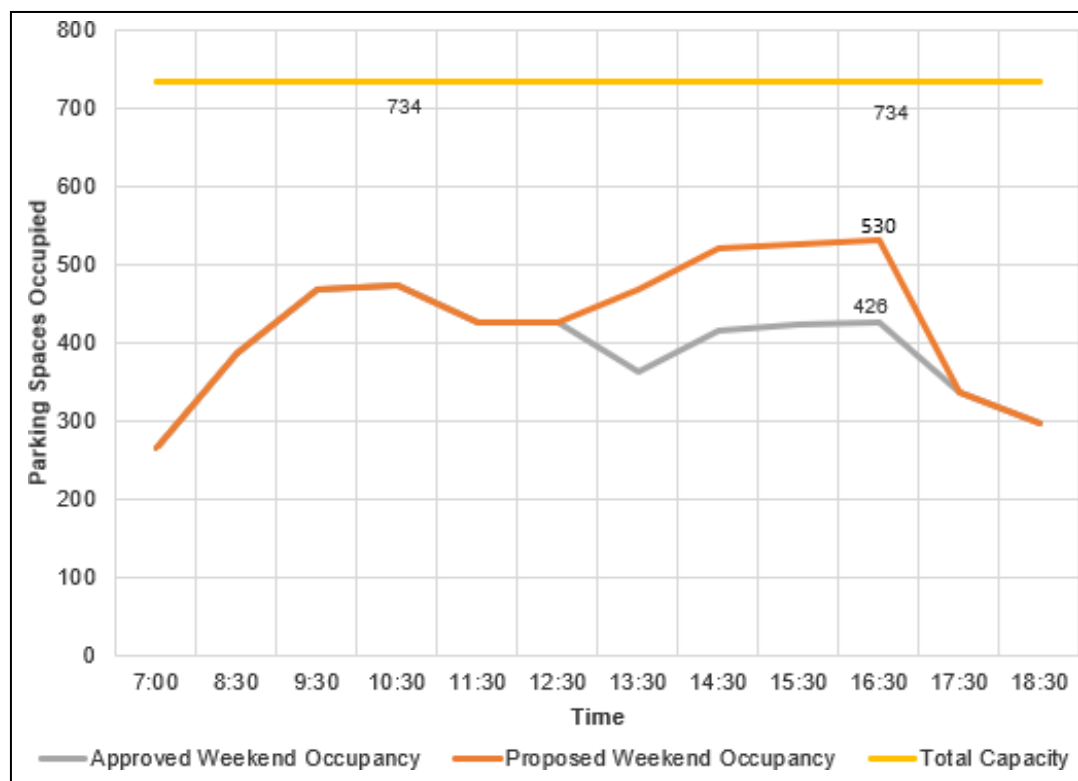
It is once again noted that this is a worst-case scenario, as the demand for hosting junior games on Friday evenings is not expected to meet the 12-game hosting capacity of Campbell Park. Additionally, there are currently no activities on Fridays. Therefore, the existing parking demand related to the trainings currently occurring at Lysaght Park and Campbell Park (one training on each park) were subtracted from the approved parking occupancy from the Tuesday – Thursday data to obtain a baseline “no-activity” data set for Fridays.

### 2.3 Proposed Worst Case Parking Conditions

The additional parking demand data from **Table 2** has been superimposed onto the approved parking conditions for both the weekday and weekend periods. The resultant car parking conditions for the weekday and weekend periods are summarised in **Figure 3** and **Figure 4**.



**FIGURE 3: PROPOSED WEEKDAY CAR PARKING OCCUPANCY**



**FIGURE 4: PROPOSED WEEKEND CAR PARKING OCCUPANCY**

As shown, the maximum occupancy is expected to be 376 spaces on a Tuesday – Thursday, 602 spaces on a worst-case Friday and 530 spaces on a weekend. These data points represent 51%, 82% and 72% occupancy, respectively. This level of occupancy is acceptable and will not have an adverse impact on the parking conditions in the surrounding road network.

### **3 SUMMARY**

The car parking implications of the proposed extension of hours for the use of Lysaght and Campbell Park have been assessed. The following conclusions can be drawn.

- The total car parking capacity within 200m of either park is 734 car parking spaces;
- On a Tuesday-Thursday, the car parking occupancy within the surrounding road network is expected to remain unchanged from 5pm-9:00pm and increase slightly from 270 to 312 car parking spaces from 9:00pm-9:45pm;
- The car parking occupancy within the surrounding road network is expected to reach a maximum of 602 car spaces (82%) at 7pm on a Friday evening. This is a worst-case assessment as it assumes that Campbell Park will host 12 small-sided junior games, which is the hosting capacity of Campbell Park's three (3) full fields.
- The car parking occupancy within the surrounding road network is expected to reach 530 car spaces (72%) on a Saturday afternoon at 4:30pm.
- It is recommended that the surrounding streets be monitored on 2-3 consecutive Fridays a minimum of one (1) month after the implementation of the extended hours of use.
- The proposal's parking demand increase will not have an adverse impact on the community within the surrounding road network, and therefore supportable.

Please contact the undersigned on 9521 7199 should you require further information or assistance.

Yours faithfully,

**M<sup>c</sup>Laren Traffic Engineering**



**Daniel Fonken**

**Supervising Traffic Engineer**

Bachelor of Science Civil Engineering

SafeWork NSW Prepare a Work Zone Traffic Management Plan (TCT0016942)

Road Safety Auditor (Level 1)



# Report on Progress

July to December 2021

DELIVERY PROGRAM 2018-2022  
OPERATIONAL PLAN 2021-2022



## TABLE OF CONTENTS

|   |    |
|---|----|
| GENERAL MANAGER'S MESSAGE .....               | 3  |
| CAPITAL WORKS UPDATE .....                    | 4  |
| Parks and Recreation .....                    | 4  |
| Roads and Traffic .....                       | 11 |
| Strategic Asset Services and Innovation ..... | 16 |
| Major Projects.....                           | 17 |
| Buildings and Property.....                   | 21 |
| MEASURING OUR PERFORMANCE .....               | 24 |
| Inclusive, involved and prosperous.....       | 25 |
| Environmentally responsible .....             | 42 |
| Easy to get around.....                       | 53 |
| Engaged and future focused.....               | 62 |
| Visionary, smart and accountable.....         | 66 |



## GENERAL MANAGER'S MESSAGE

In June 2021, the City of Canada Bay adopted its Operational Plan 2021–22, prepared under the Integrated Planning and Reporting requirements of the Local Government Act 1993. The Operational Plan 2021–22 outlines the activities Council has committed to undertake in the year to achieve the Delivery Program commitments. The Delivery Program details the activities Council will undertake during its term to achieve the goals and aspirations identified by the local community in our Community Strategic Plan, YOUR future 2030.

Council's planning and reporting is informed and shaped by the five key vision areas identified by our community:

1. Inclusive, involved, and prosperous
2. Environmentally responsible
3. Easy to get around
4. Engaged and future focused
5. Visionary, smart, and accountable.

During this six-month reporting period, Council continued the implementation of the 130 actions identified in the Operational Plan 2021–22. This includes delivering community programs, managing our infrastructure, hosting events, pursuing efficiencies, and seeking to reduce our carbon footprint.

Highlights from this period include:

- \$511,000 invested into rebuilding and improving the field at St Luke's Oval
- \$35,000 spent on increasing our urban canopy through planting and establishing new trees
- Construction commenced on the Brays Bay River Activation and McIlwaine Park Foreshore Upgrade
- Accessibility works throughout the City, including bus stop upgrades, new footpath links, and kerb ramp upgrades
- Construction commenced on the new \$1.8 million amenities building project at Goddard Park.

We have also made significant progress on our program of capital works and have invested \$34 million into capital works projects from July to December 2021. More information about the capital works program can be found on the following pages.

I would also like to take this opportunity to acknowledge the hard work and contributions made by Council's staff and volunteers to progress our City's services and projects.



John Clark  
GENERAL MANAGER

## CAPITAL WORKS UPDATE

A number of capital works projects committed to in the Delivery Program have been completed in the first half of the 2021–22 financial year, with a total value of approximately \$34 million.

### Parks and Recreation

Council adopted the Let's All Play Strategy in November 2019. This document guides the design and outcome of our future playground facilities with a focus on inclusive, well-designed, diverse, and high value outdoor play spaces to attract and capture people of all ages and abilities.

In line with this strategy, several playground projects were undertaken in the first half of the 2021–22 financial year within the local government area including:

#### Henley Park playground upgrade

Following two rounds of community consultation, Henley Park playground was upgraded to be more inclusive for playground users. These works were completed in October 2021 and cost \$163,000.



#### Fred Kelly Place playground refresh

The playground at Fred Kelly Place was given a facelift and some more inclusive items were introduced. These works were completed in November 2021 and cost \$36,500.



### Wangal Reserve stage two upgrade and new playground

Following on from the opening of our \$1.7 million Wangal Reserve upgrade in December 2020, we have built an accessible kayak launch area along the sandy side of the reserve. These works totalled \$12,000.



### Timbrell Park BMX track refresh

The BMX trail area in Timbrell Park was re-opened in December 2021, with restoration of the beginner level trails to a safe and usable level for the community. The renewal works totalled \$25,000.



### **Disability Inclusion Action Plan — parks and playgrounds**

In late 2021 Council completed accessibility improvements connecting the bus stops at the entry to Cabarita Park, with a new accessible pathway providing connection to the playground and Cabarita Park Conservatory. These works totalled \$65,000.



### **St Luke’s Oval field rebuild — field widening and athletics upgrade**

New field irrigation works and connections to both potable water and Council’s recycled water line have been completed. A new long jump area was completed, as well as excavating the eastern mound to widen the field. The kerb and gutter along Stanley Street were upgraded as well. The cost for these works was approximately \$511,000.



### Urban canopy planting — Grow our Canopy Project

During the reporting period Council spent \$35,000 on increasing our canopy through planting and establishing new trees. Council has been awarded three rounds of funding from the 5 Million Trees Program by the Department of Planning, Industry and Environment (DPIE) and Local Government NSW (LGNSW). The first round saw over 800 trees planted and these have been further maintained and established during 2021–22. Council has consulted with the community on rounds two and three which will see 1,300 trees planted across the City in autumn/winter 2022.

New trees are planted in locations identified in the adopted Urban Tree Canopy Strategy and contribute to Council’s target to increase our canopy by 6% by 2036. In total the City of Canada Bay has been awarded \$1,385,000 through grants, with Council’s contribution at \$410,000.



### Queen Elizabeth Park playground upgrade

The upgrade of Queen Elizabeth Park playground has commenced with planning, initial design, and a first round of community consultation to provide input into the new playground design.

### **Livvi's Place playground improvements**

Following the success of receiving a \$55,000 funding from the Department of Planning, Industry and Environment's Everyone Can Play Program (2020–21), Council has conducted community consultation to inform the partial upgrade of Livvi's Place at Timbrell Park. The improvements will include modification of the sand and water play area, better pathway linkages, some new play equipment, and an accessible water bubbler and seating.



### **Parks renewal program (non-playground works)**

Council installed a high chain wire fence at Murphy Reserve in Mortlake to prevent basketballs from exiting the park. These works cost \$59,000.



## Create a swimsite at Bayview Park

A Development Application for the proposed netted swimming enclosure at Bayview Park has been approved with an updated design, with works to commence on site in March 2022.



## Brays Bay River Activation and McIlwaine Park Foreshore Upgrade

Construction commenced on-site in late 2021 to deliver the Brays Bay River Activation and foreshore upgrade project. The facility will include foreshore access improvements, pathway, and lighting. Designs have been developed following a successful consultation day in August 2019 and include improved accessibility.



### **Nield Park sports field lighting — replacement**

The sports field lighting in Nield Park is being renewed at a total cost of \$160,000. A Development Application for the works was approved in August 2021 and new light poles have been procured. Works commenced on ground in January 2022.



### **Majors Bay Reserve recreation precinct**

Council has been awarded \$4,750,000 towards recreation improvements at Majors Bay Reserve, Concord West. We have engaged a design consultant to prepare a masterplan to allow implementation of exciting improvements for the precinct. Improvements may include a multi-use court, outdoor fitness equipment, adventure playground, pump track and enviro hub. It is also intended to provide picnic shelters and accessible pathways to connect to the foreshore for the community.

### **Howley Park East beautification works**

Council has been awarded \$1,363,636 to design and deliver beautification works to Howley Park East at the end of Victoria Place, Drummoyne. The project will include an accessible pathway to the water's edge, improved biodiversity, and returning the area to the community. Preliminary engineering and designs are underway with construction planned for mid to late 2022.



## Roads and Traffic

### Traffic and Transport

#### Concord to Bay Run — the East West Regional Cycleway

Detailed concept plans were prepared for a \$7 million East West Regional Cycleway that is being funded through the NSW Government's Parramatta Road Urban Amenity Improvement Program (PRUAIP). Construction of some components of the cycleway commenced in mid-2021.

Whilst the detailed design of various segments is still under development, construction of the route is occurring progressively. Recent works includes shared path widening at St Lukes Park and intersection treatments at Barnstaple Road and Henry Street, Five Dock.



### Federal Government Stimulus Road Safety (school zone) program

Council has committed \$450,000 this financial year to improving pedestrian crossings, pedestrian refuges, and footpaths around local schools. The various improvement works will create a safer environment for all members of the community from school children to older adults. Kerb extension works at McCulloch Street and Whittall Street near Russell Lea Public School have recently been completed. Further works are planned around Drummoyne Public School and St Mark's Catholic School in Drummoyne, and Domremy Catholic College, Five Dock.



### Canada Bay Bike Plan implementation

As part of improving our bike networks, Council has recently completed a shared pathway along Byrne Avenue, Russell Lea at a cost of \$220,000. The works are located approximately midway between Sibbick Street and The Parade. The works include a new 3.5 metre wide shared path, new kerb and gutter, drainage improvement, road resurfacing, and landscaping. These works were undertaken to complete the missing link between the existing shared paths in Russell Park and Lysaght Park. The new shared path is part of our overall bike plan that seeks to improve the safety and local amenity for all users.



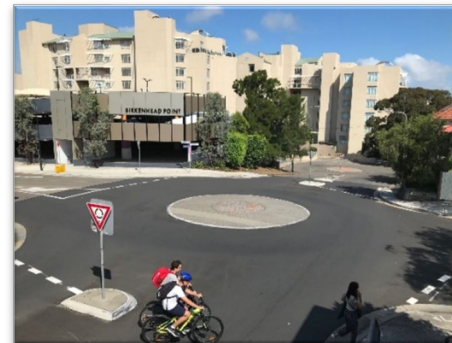
### Accessibility works program

Council will spend \$600,000 this year as part of an annual accessibility program that seeks to improve aspects of accessibility, safety, and amenity for the community. The program includes bus stop upgrades, new footpath links, and kerb ramp upgrades. A total of six bus stops have been upgraded as part of the program. A new footpath link was constructed along the northern side of Norman Street, Concord and Bayswater Street, Drummoyne at a cost of \$150,000 and \$80,000 respectively.



### Road resurfacing and pavement renewal programs

Council is investing \$6 million in local roads this financial year as part of our Annual Roads Resurfacing Program. The program will see 45 roads renewed in 2021–22 as part of our commitment to improving infrastructure in the City of Canada Bay. Approximately 88,000 square metres of road pavement is being resurfaced this year, requiring 22,000 tonnes of asphalt.



### Strathfield triangle public domain works

Streetscape improvement works at the Strathfield triangle are currently underway. The works include improvements such as new parking bays, road resurfacing, new footpaths, landscaping, and drainage along Cooper Street, Clarence Street, Hilts Road, Chapman Lane, and Bakers Lane.

Works along Clarence Street and the western side of Cooper Street have recently been completed at a cost \$200,000. While road resurfacing works are still to follow the public domain civil works, the project is anticipated to cost about \$1.2 million.



### Footpath, kerb and gutter maintenance and renewals program

Annual kerb and gutter works have been undertaken at a cost of \$250,000 in various streets throughout the City of Canada Bay. Kerb and gutter, road pavement, footpath and driveways were reconstructed in Argonne Street, North Strathfield recently at a cost of \$200,000. Footpath renewal works are being undertaken across the local government area at a cost of approximately \$450,000. The footpath along Parramatta Road (under Arnott's Bridge) has recently been renewed at a cost of \$90,000.



**New pedestrian crossings — Gale Street, Concord and Shoreline Drive, Rhodes**

Council has built a new pedestrian and cyclist crossing at the intersection of Shoreline Drive and Gauthorpe Street, Rhodes. The \$220,000 crossing will help to make the intersection safer for our community with a new raised crossing, pram ramps, and fencing. The works also include new kerbs, gutters, and a garden bed.

A new pedestrian crossing has also been constructed on Gale Street, Concord. This has improved pedestrian access to St. Patrick’s Church and schools in the area.



## Strategic Asset Services and Innovation

### Stormwater and marine infrastructure

#### Stormwater pit inlet safety program

Council has completed safety inspections of 6,300 stormwater pits, as well as assessing the condition of the pits, and their propensity for blockage and clearing to refine maintenance and renewal schedules.



#### Stormwater pipeline CCTV inspection

The City of Canada Bay manages a stormwater network of 130 kilometres. Council has completed two kilometres of CCTV inspections of our stormwater network at a cost of approximately \$100,000. These inspections are used to identify maintenance and renewal programs essential for continued function of our stormwater network.



## Major Projects

### Five Dock Streetscape Upgrade — stage two

Five Dock Streetscape Upgrade — stage two comprises of various streetscape upgrades along Great North Road and adjacent streets, between Henry Street and Queens Road. Construction was ongoing throughout the reporting period, with completion expected in February 2022. The total project cost is approximately \$6.52 million including new paving, new kerb and guttering and drainage, street furniture and tree planting, as well as the upgrade of Fred Kelly Reserve.



### Timbrell Park amenities building

The Timbrell Park amenities building upgrade project is delivering a new facility for the community and various users of Timbrell Park. Construction commenced in this reporting period, with on-site works and off-site pre-fabrication of the building structure. The project will be completed in 2022 at a total estimated cost of \$2.2 million.



### Goddard Park amenities building

A new amenities building at Goddard Park has been designed, including a new external groundskeeper's storage, sports storage, committee room, changeroom, landscaping improvements, and a covered spectator viewing area. Works have now commenced on site, with the project expected to cost \$1.8 million.





### **Halliday Park public toilet**

Construction is underway on a new public toilet facility in Halliday Park, Five Dock. The facility comprises of an external hand washing facility, baby change facility, enclosed water tanks harvesting rainwater for toilet operation, and associate landscaping.

The project is expected to be completed by early March 2022 and has a budget of \$475,000.



### **Redevelopment of Concord Oval and Rhodes Recreation Centre**

Work continues on Council’s two flagship projects: the Redevelopment of Concord Oval and the Rhodes Recreation Centre, with a combined value of over \$140 million.

#### **Redevelopment of Concord Oval**

Archaeological works were completed in September 2021 and significant progress has been made on the building structures in this reporting period, with approximately \$20 million spent between July and December 2021.



## Rhodes Recreation Centre

Excavation was completed and basement works started at the site of the future Rhodes Recreation Centre. Council worked in parallel to the developers to negotiate a revised Deed of Variation that ensures the facility best meets the needs of the community. This was approved in October 2021. Construction is ongoing with the centre due for completion in late 2023.

Approximately \$8.9 million was spent from July–December 2021.



## Buildings and Property

The Buildings and Property team have been working through a schedule of planned renewal and capital work projects this year providing upgrades and improvements to Council's assets. Works are diverse throughout the portfolio, and the below is a snapshot of works completed between June and December 2021. The sum of these works is \$851,000.

### Drummoyne and Cabarita off season works

A program of works at both Cabarita and Drummoyne swimming centres were completed through a busy and challenging four-month off-season given the significant COVID-19 restrictions.

At Cabarita extensive work was undertaken to complete a concrete finish on the main deck, and a new colour scheme was applied to the toddler pool to brighten up the facility. Timber decking and walls were refreshed throughout, and the main staircase was replaced.

Drummoyne Swimming Centre received major treatment to the pool deck, grandstand, steel structures, roofs, and pool shell, as well as updating the colour scheme to provide a more vibrant look and feel to the facility. The cost for this project was \$431,000.



## Drummoyne Occasional Care

Water diversion and retaining works were completed to prevent water entering the Occasional Care. Works involved construction of new storm water lines, retaining walls, fencing, and waterproofing treatment, at a cost of \$46,000.

## Five Dock Library — upgrade works to flooring and repainting of library

The old timber flooring was removed and replaced with new carpet, and the library was repainted. These works cost \$134,000 over the reporting period.

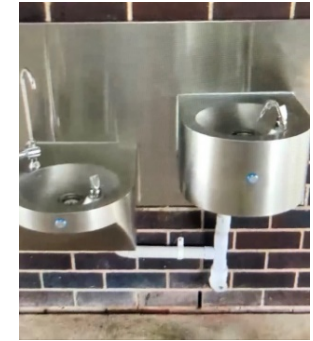
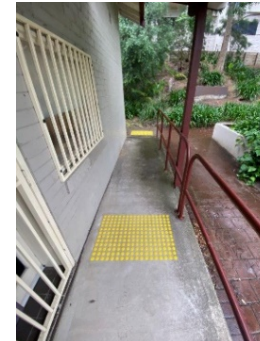


## Accessibility program

Works included:

- New handrails to improve accessibility to our centres
- Tactile installs to ensure DDA compliant access points
- Accessible compliant drinking water fountains.

These works cost \$21,000.



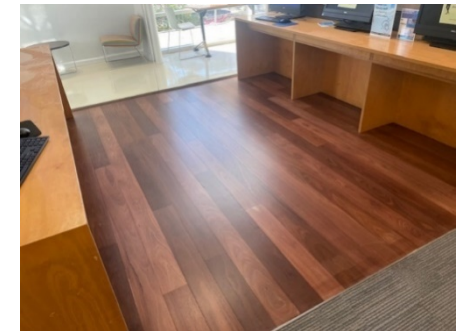
### Wellbank Children's Centre

Replaced torn and weather affected sail with a new sail and installation of new automated blinds to provide security in the event of an emergency for the centre. These works cost \$6,000.



### Concord Library

Refurbishment of worn and damaged timber floors to study rooms and computer areas was carried out including sanding and refinishing, at a cost of \$8,000.



### Kokoda track — new office

A new office was constructed in the Kokoda track educational centre to accommodate on site staff and provide a separate work area. These works cost \$145,000.



## MEASURING OUR PERFORMANCE

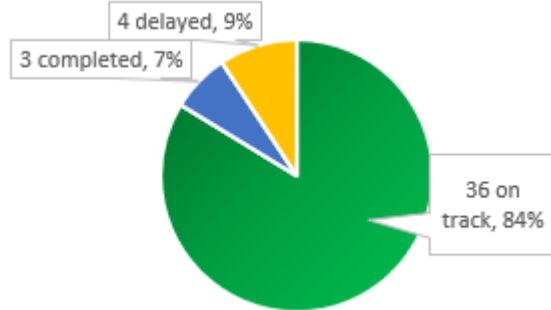
Our strategies and actions to achieve the community’s vision for the future of the City are prioritised under the below themes.

This report is set out with a status on all actions included in the 2021–22 Operational Plan. The traffic light symbols contained in the report identify the status of each action.

The pie charts below represent how Council is tracking against each of the **130 actions** by theme.

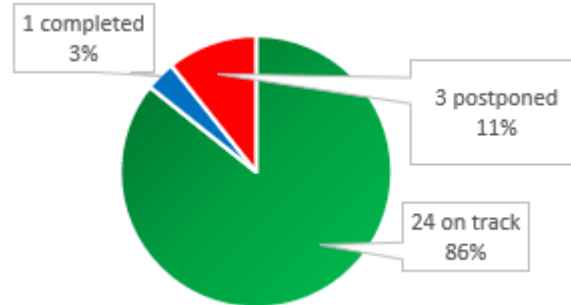
### Theme 1: Inclusive, involved and prosperous

Actions: **43**



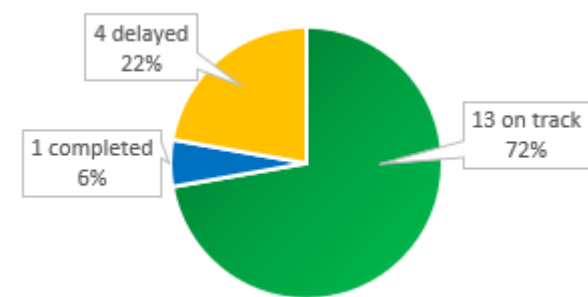
### Theme 2: Environmentally responsible

Actions: **28**



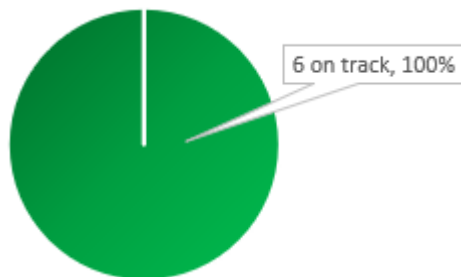
### Theme 3: Easy to get around

Actions: **18**



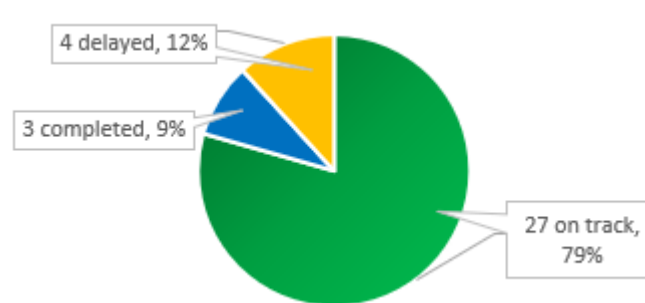
### Theme 4: Engaged and future focused





Actions: **6**



### Theme 5: Visionary, smart and accountable

Actions: **35**



|   |                     |   |           |
|---|---------------------|---|-----------|
|   | On track or ongoing |   | Completed |
|  | Delayed             |  | Postponed |

## Inclusive, involved and prosperous

### Goal 1.1.

All residents have full access to high-quality services that facilitate inclusion and participation in community life.

#### Service Performance




| Community services  | Performance measure  | Baseline           | Target   | YTD result |
|---|--|--------------------|----------|------------|
| Provides community support, services, and advocacy to enhance social wellbeing, diversity and, community connections. <ul style="list-style-type: none"> <li>• Advocacy and support for children and families</li> <li>• Advocacy for young people and related services</li> <li>• Seniors' advocacy and services including community bus</li> <li>• Community support and advocacy</li> <li>• Community and club grants</li> <li>• Community safety and crime prevention</li> <li>• Disability inclusion advocacy and advice</li> <li>• Drummoyne Community Centre support</li> <li>• Homeless persons advocacy and support</li> <li>• Social infrastructure (community facilities and services).</li> </ul> | # of Access and Inclusion Committee meetings held per year.    | 6                  | 6        | 0 *        |
|   | # of internal stakeholder DIAP committee meetings per year.    | Data not available | 6        | 3          |
|   | % of capacity of Bay Connection bus trips.                     | 80%                | 75%      | 69% *      |
|   | % of capacity of Active Adults bus trips.                      | 100%               | 85%      | 68% *      |
|   | # of community groups funded through community grants program. | 45                 | Maintain | 49         |
|   | % of grant funding distributed to community groups.            | 100%               | 100%     | 88% *      |

\* COVID-19 affected

| Early childhood education and care  | Performance measure                                | Baseline              | Target                  | YTD result              |
|---|--|-----------------------|-------------------------|-------------------------|
| Provides high quality care and education to children from birth to five years of age, delivering innovative, inclusive, and meaningful experiences for well-rounded learning and development. <ul style="list-style-type: none"> <li>• Victoria Avenue Children's Centre and precinct</li> <li>• Wellbank Children's Centre</li> <li>• Operational and business support.</li> </ul> | Average % utilisation of children's centres.       | 98%                   | 100%                    | 99%                     |
|   | Level of ACECQA National Quality Framework rating. | Meeting all standards | Exceeding all standards | Exceeding all standards |
|   | Families' satisfaction with children's centres.    | 90%                   | 95%                     | Survey due March 2022   |


| Emergency management  | Performance measure   | Baseline | Target                    | YTD result |
|---|---|----------|---------------------------|------------|
| Provides emergency management services including managing the Local Emergency Management Committee (The Bays) and Recovery Committees, working with state agencies to identify and prioritise risk mitigation options, educating and preparing the community for an emergency and providing resources and support to disaster response and recovery operations. <ul style="list-style-type: none"> <li>• Emergency management planning</li> <li>• Emergency management response</li> <li>• Community resilience.</li> </ul> | # of Local Emergency Management Committee meetings held.                        | 3        | 3                         | 25         |
|   | Vulnerable communities listing maintained every six months (July and December). | 100%     | 100%                      | N/A        |
|   | # of after-hours emergencies responded to.                                      | 149      | N/a for trending purposes | 83         |

**1.1.1. Promote disability Inclusion to enhance positive community attitudes and behaviours and improved access which results in a more liveable community for people with disability.**


| Reporting Responsibility        | Action Status   | Operational Plan Action   | Measure   | Performance commentary   |
|---------------------------------|---|---|---|--|
| <b>Buildings &amp; Property</b> |    | <b>1.1.1.1</b><br>Scope and implement Accessible Buildings Program including a four and ten year works program to make our community buildings accessible | Works completed as per the scheduled program for 2021–22. | The program of accessible works is on track for completion by 30 June 2022.  |
| <b>Five Dock Leisure Centre</b> |   | <b>1.1.1.2</b><br>Partner with Sports NSW to deliver an inclusion event run at Five Dock Leisure Centre such as an inclusion sports day/information day.  | Event held.   | Five Dock Leisure Centre was closed for three months, and COVID-19 restrictions were in place during the first six months of the financial year. The leisure centre will look to deliver an event in the first half of 2022. |
| <b>Strategic Planning</b>       |  | <b>1.1.1.3</b><br>Prepare and exhibit a Disability Inclusion Action Plan for the City of Canada Bay.  | Disability Inclusion Action Plan adopted.                 | The Disability Inclusion Action Plan was adopted in September 2021.  |



**1.1.2. Provide children and family services and facilities to support children’s and families’ health, education and welfare.**

| Reporting Responsibility      | Action Status   | Operational Plan Action   | Measure                          | Performance commentary  |
|-------------------------------|---|---|----------------------------------|---|
| Community Services Operations |  | <p><b>1.1.2.1</b></p> <p>Drive the implementation of Council as a Child Safe Organisation as per the Children’s Guardian Act:</p> <ul style="list-style-type: none"> <li>• Review Council’s policies procedures with stakeholders</li> <li>• Facilitate risk assessments</li> <li>• Train staff in Child Protection Policy</li> <li>• Facilitate Child Safe Organisation Committee</li> <li>• Develop Child Safe Working Plan in consultation with internal Child Safe Working Group.</li> <li>• Participate in the Local Government NSW Child Safe Working Group.</li> </ul> | Child Safe Working Plan adopted. | <p>Council has undertaken the following actions to ensure Council is a Child Safe Organisation:</p> <ul style="list-style-type: none"> <li>• Updated People and Culture’s Child and Young Person Protection Policy</li> <li>• Presented at the local Sports Forum to ensure sporting clubs understand their obligations under the new legislation</li> <li>• Co-hosted the NSW Local Government Child Safe Committee Forum aimed at ensuring councils understand their obligations under the new legislation</li> <li>• Provided feedback on the Children’s Guardian Amendment Bill</li> <li>• Held three Child Safe Working Group meetings.</li> </ul> |


**1.1.3. Provide services for seniors and a range of facilities to harness the skills and wisdom of our ageing population and to support their participation in our community.**

| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure                                 | Performance and commentary   |
|--------------------------|---|--|---|--|
| Strategic Planning       |  | <p><b>1.1.3.1</b></p> <p>Prepare a Social Sustainability Strategy that addresses social issues experienced by our community and consolidates relevant strategies into a single document.</p> | Social Sustainability Strategy adopted. | An issues paper was prepared to identify social themes of relevance to the City of Canada Bay. The issues paper will inform the draft Social Sustainability Strategy that is to be prepared by mid-2022. |

**1.1.4. Support young people by providing information and services, which promote connection with the community, safe spaces, and participation in active and passive recreation.**

Refer Service Performance — Community services



**1.1.5. Ensure Grant Programs support local community development outcomes.**

| Reporting Responsibility | Action Status   | Operational Plan Action                                | Measure                                     | Performance and commentary  |
|--------------------------|---|--|---|---|
| Place Management         |  | <b>1.3.4.4</b><br>Update Council's Sponsorship Policy. | New Sponsorship Policy reported to Council. | Policy revised and improved and a report for Council completed. Presentation postponed to be considered by the new Council. |

**1.1.6. Implement a range of Community Safety programs to make the physical environment safer, to raise awareness of safety and to minimise crime.**

Refer Service Performance — Emergency management

**1.1.7. Participate in emergency management planning and service provision to ensure readiness in times of emergencies.**

| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure                                       | Performance and commentary   |
|--------------------------|---|--|---|--|
| Roads & Traffic          |    | <b>1.1.7.1</b><br>Review Evacuation Centres in the Local Emergency Management Plan for suitability in accordance with guidelines established by Resilience NSW.                | Evacuation Centres reviewed for suitability.  | This review of evacuation centres previously identified within the Canada Bay local government area will be completed in mid-2022. |
| Roads & Traffic          |  | <b>1.1.7.2</b><br>Review a minimum of at least two Consequence Management Guides for assessed risks in preparation for the 2023 review of the Local Emergency Management Plan. | # of Consequence Management Guides completed. | This review will be undertaken in mid-2022.  |

## Goal 1.2.

The community has a diverse range of opportunities to engage in recreation and lifelong learning that promotes health and wellbeing.

### Service Performance

| Libraries   | Performance measures                | Baseline | Target              | YTD result                |
|---|-------------------------------------|----------|---------------------|---------------------------|
| Facilitates life-long learning by connecting the community, collections, programs, technology and facilities. <ul style="list-style-type: none"> <li>• Five Dock Library, Concord Library and The Learning Space</li> <li>• Library programs               <ul style="list-style-type: none"> <li>○ Children's programs</li> <li>○ Young Adult programs</li> <li>○ Outreach programs</li> <li>○ Technology programs</li> <li>○ Local studies</li> </ul> </li> <li>• Library planning and strategy.</li> </ul> | Satisfaction with libraries overall | 95%      | Maintain or improve | 91%                       |
|   | # of hard-copy loans per annum      | 450,000  | 400,000             | 78,212 *                  |
|   | # of online loans per annum         | 60,000   | 60,000              | 48,135                    |
|   | # of members                        | 40,000   | Increase            | 38,601                    |
|   | # of programs                       | 1,000    | 700                 | 70 *                      |
|   | # of attendees at programs          | 32,000   | 22,000              | 795 + 1,696 video views * |
|   | # of visits                         | 245,000  | Increase            | 69,597 *                  |
|   | Satisfaction with library programs  | 88%      | Maintain or improve | 85%                       |

\* COVID-19 affected

| Recreation coordination  | Performance measures   | Baseline           | Target            | YTD result        |
|--|--|--------------------|-------------------|-------------------|
| Oversees the strategic planning and contract management for the provision of recreational opportunities. <ul style="list-style-type: none"> <li>• Cabarita and Drummoyne swimming centres</li> <li>• Recreation planning</li> <li>• Management of Barnwell Park and Massey Park golf courses</li> <li>• Booking and use of parks and open space</li> <li>• Major events and Drummoyne Oval.</li> </ul> | % customer satisfaction with Barnwell Park Golf Course                                       | Data not available | To be established | To be established |
|  | # of rounds played at Barnwell Park Golf Course  | 33,987             | Maintain          | 23,926            |
|  | % customer satisfaction with Massey Park Golf Course   | Data not available | To be established | To be established |
|  | # of rounds played at Massey Park Golf Course  | 43,500             | Maintain          | 30,044            |
|  | Customer satisfaction as measured by Net Promoter Score (NPS)* for Cabarita Swimming Centre  | +40                | >+40              | 72.5              |
|  | # of swims at Cabarita Swimming Centre   | 43,586             | Increase          | 11,799 *          |
|  | Customer satisfaction as measured by Net Promoter Score (NPS)* for Drummoyne Swimming Centre | +40                | >+40              | 68.5              |
|  | # of swims at Drummoyne Swimming Centre  | 70,481             | Maintain          | 15,055 *          |
|  | % customer satisfaction with open space booking service                                      | Data not available | To be established | To be established |

\* NPS Scores range from -100 to + 100. A higher score is desirable.

\* COVID-19 affected



| Five Dock Leisure Centre  | Performance measures                | Baseline 2019-20 | Target | YTD result |
|---|-------------------------------------|------------------|--------|------------|
| Manages, maintains and provides the community with recreation services such as gymnastics, Health Club, personal training, group fitness, sports court hire, social sport competitions, crèche and holiday care. <ul style="list-style-type: none"> <li>• Health club</li> <li>• Gymnastics</li> <li>• Stadium</li> <li>• Operations</li> <li>• Children's programs.</li> </ul> | % customer satisfaction             | 93%              | ≥90%   | 93%        |
|   | # of health club members            | 1,100            | 1,250  | 736 *      |
|   | # of gymnastics enrolments          | 900              | 1,100  | 761 *      |
|   | % court occupancy during peak times | 71%              | ≥75%   | 68% *      |

\* COVID-19 affected



**1.2.1. Provide library services that engage the community in lifelong learning and provide recreational and social opportunities in accessible and people-friendly surrounds.**


Refer Service Performance — Libraries

**1.2.2. Provide quality active and passive recreation services and facilities that contribute to health and wellbeing.**




| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure   | Performance and commentary  |
|--------------------------|---|---|---|---|
| Recreation Coordination  |    | <b>1.2.2.1</b><br>Review and implement service standards for open space and recreation facilities including: <ul style="list-style-type: none"> <li>- Barnwell Park Golf Course</li> <li>- Massey Park Golf Course</li> <li>- Cabarita Swimming Centre</li> <li>- Drummoyne Swimming Centre</li> <li>- Drummoyne Oval</li> <li>- Open Space Booking Service</li> <li>- Other as required</li> </ul> | Service standards adopted.  | The service standard review has commenced through reviews of Plans of Management and policy.  |
| Recreation Coordination  |  | <b>1.2.2.2</b><br>Procure and implement an online booking system for open space in collaboration with relevant teams.   | Integrated online booking system procured and implemented with minimal disruption to customers during the transition. | The Recreation Team has worked with the Venues Team and have procured a new online booking system. This system is in the process of being implemented for parks and open space. |

| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure  | Performance and commentary  |
|--------------------------|---|---|--|---|
| Recreation Coordination  |    | <b>1.2.2.3</b><br>Review the Sportsfields Service Framework to optimise the sustainability of the service.  | Sportsfields Service Framework reviewed and updated  | The Sportsfield Service Framework review has commenced. An audit of current utilisation has been completed and maintenance service standards for district sportsgrounds have been completed.  |
| Recreation Coordination  |    | <b>1.2.2.4</b><br>Support increased access to swimming pools through public access to communal pools in private developments.   | # of pools participating in the program  | Initial approach has been made to strata organisations in Rhodes. This has not resulted in any interest.  |
| Recreation Coordination  |    | <b>1.2.2.5</b><br>Investigate opportunities to utilise golf courses for increased access to public open space and recreation facilities and deliver identified needs. | Investigation completed and recommendations presented to Council.  | Investigations are underway and potential opportunities to increase access to public open space will be considered by Council before June 2022.   |
| Five Dock Leisure Centre |    | <b>1.2.2.6</b><br>Optimise the integration of the new Charles Heath Reserve Playground.   | Level of integration between FDLC operations and Charles Heath Playground.   | Discussions continue between Council teams to achieve optimum integration for the community between Five Dock Leisure Centre and Charles Heath Playground.  |
| Five Dock Leisure Centre |    | <b>1.2.2.7</b><br>Prepare for the opening of the new recreation centre at Concord Oval. Includes adaptation of FDLC following relocation of Health Club.              | New facility opened in accordance with agreed opening plan.  | Project Plan has been created outlining time frames and milestones. Fortnightly meetings to commence in 2022 with FDLC staff and stakeholders.  |
| Five Dock Leisure Centre |  | <b>1.2.2.8</b><br>Complete the recommended actions from the Child Safe audit report and embed into the culture and operations of the Five Dock Leisure Centre.        | Recommended actions are completed.<br><br>Child safe practices are evident in the culture and operations of the centre (as measured by observation, reports and customer and staff surveys). | Council is continually improving the centre's child safe practices. These are now evident in the culture and operations at FDLC with more staff observing and reporting items in children, resulting in meaningful discussions with parents. A number of parents have sent positive emails regarding the work FDLC staff are doing to keep children safe. |

| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure                          | Performance and commentary  |
|--------------------------|---|--|----------------------------------|---|
| City Projects            |  | <p><b>1.2.2.9</b><br/>           Deliver Charles Heath Reserve project, proposing the construction of a new regional playground and café including:</p> <ul style="list-style-type: none"> <li>• integrated play experience with DDA compliant Access</li> <li>• multi-level tower and slides</li> <li>• swings and climbing elements</li> <li>• sand and water play</li> <li>• shade structure</li> <li>• public art</li> <li>• fitness trail</li> <li>• space for future community garden.</li> </ul>                  | Delivered on time and on budget. | The tender process for the construction works commenced in December 2021 with works anticipated to start in late March 2022 and completion in the first quarter of 2022–23 financial year.            |
| City Projects            |  | <p><b>1.2.2.10</b><br/>           Deliver Goddard Park amenities building upgrade. The project will deliver a community facility to be which will include:</p> <ul style="list-style-type: none"> <li>• demolition of existing amenities buildings and associated infrastructure</li> <li>• provision of temporary amenities during the works</li> <li>• construction of a new building and associated infrastructure including change rooms, sports storage and community room</li> <li>• landscaping works.</li> </ul> | Delivered on time and on budget. | A contractor was appointed in late 2021 and works will commence on-site in February 2022. Engagement with the associated sporting clubs and stakeholders will continue through to project completion. |


| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure                          | Performance and commentary   |
|--------------------------|---|--|----------------------------------|--|
| City Projects            |  | <p><b>1.2.2.11</b><br/>           Deliver Timbrell Park amenities building upgrade. The project will deliver a community facility to be which will include:</p> <ul style="list-style-type: none"> <li>• Demolition of existing amenities buildings and associated infrastructure</li> <li>• Provision of temporary amenities during the works</li> <li>• Construction of a new building and associated infrastructure including change rooms, sports storage and community room</li> <li>• Landscaping works</li> </ul> | Delivered on time and on budget. | Prefabricated building production has progressed off-site, while final site issues with differing services and utilities locations have been resolved. The buildings will be delivered to the prepared site in March 2022 for installation and completion. |

**1.2.3. Provide community facilities that are accessible and available for use by all members of the community.**

| Reporting Responsibility | Action Status  | Operational Plan Action   | Measure   | Performance and commentary  |
|--------------------------|--|---|---|---|
| Venue Management         |   | <p><b>1.2.3.1</b><br/>Develop Councils Fee Waiver Policy for venues, to ensure fee waivers are processed consistently and the process is open and transparent, providing clear guidelines and directions for applicants, and Council staff.</p>   | Policy is adopted and implemented.  | The fee waiver form has been amended to reflect eligibility of all fee waivers (in accordance with the Local Government Act). Policy to be adopted and implemented by April 2022. |
| Venue Management         |   | <p><b>1.2.3.2</b><br/>Develop a Venues Strategy to ensure they:</p> <ul style="list-style-type: none"> <li>• are fit for purpose</li> <li>• align with the recommendations coming out of the Social Infrastructure (Community) Strategy and Action Plan</li> <li>• identify a short, medium and long term action plan for all of our venues.</li> </ul> | Venue Strategy developed.   | In progress to be completed by June 2022.   |
| Venue Management         |  | <p><b>1.2.3.3</b><br/>Implement a new venues booking system that is cloud based, improves the customer experience, and includes reporting capability.</p>   | <p>Booking system implemented.</p> <p>Customers able to book on-line, reporting done monthly and regular bookings to be made efficiently.</p> | Booking system has now been implemented.  |



**1.2.4. Provide affordable housing to support people working in essential services who require affordable accommodation to rent.**

| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure               | Performance commentary  |
|--------------------------|---|---|-----------------------|---|
| Buildings & Property     |  | <p><b>1.2.4.1</b><br/>Investigate the next contract for an Affordable Housing provider, in line with Councils adopted policy and Planning Controls.</p> | New contract awarded. | This is on track for award of a new contract in September 2022. |






### Goal 1.3.





Our sense of place and of belonging is strong with our diversity respected and celebrated and local heritage and character promoted in friendly village neighbourhoods and vibrant and prosperous centres.

#### Service Performance






| Place management   | Performance measures  | Baseline | Target   | YTD result |
|--|---|----------|----------|------------|
| Implements a multidisciplinary approach to the planning, design and management of spaces to achieve a higher level of social, economic and environmental outcomes throughout the City of Canada Bay. <ul style="list-style-type: none"> <li>• Events</li> <li>• Place management</li> <li>• Cultural development</li> <li>• Community sponsorships</li> <li>• Economic development</li> <li>• Smart City</li> <li>• Stakeholder committees.</li> </ul> | # of events/activations delivered                               | 4        | 12       | 12         |
|  | % satisfaction with events                                      | 88%      | 80%      | 80%        |
|  | # of Place Management programs delivered                        | 10       | 4        | 4          |
|  | # of banner campaigns delivered                                 | 4        | 4        | 3          |
|  | Christmas program — # of Christmas trees                        | 4        | 4        | 4          |
|  | Christmas program — # centres with street banners and bin wraps | 8        | 8        | 8          |
|  | # of business events delivered                                  | 5        | 4        | 4          |
|  | # of chamber programs supported                                 | 8        | 6        | 2          |
|  | # of newsletters published                                      | 7        | 4        | 7          |
|  | # of art commissions  | 4        | 4        | 0          |
|  | # of art exhibitions  | 6        | 4        | 1          |
|  | # of cultural programs  | 6        | 4        | 4          |
|  | # of organisations supported with community sponsorship         | 7        | 8        | 8          |
|  | \$ amount of incoming sponsorship/partners                      | \$37,350 | \$40,000 | \$0        |
|  | # of Rhodes Community Committee meetings hosted                 | 4        | 4        | 3          |
| # of Rhodes building managers meetings hosted  | 4   | 4        | 2        |            |
| # of Business Recovery Taskforces hosted   | 3   | 2        | 3        |            |


**1.3.1. Provide place management to enhance spaces and places and bring communities and businesses together.**

| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure   | Performance and commentary  |
|--------------------------|---|---|---|---|
| Place Management         |    | <b>1.3.1.1</b><br>Implement Rodd Point Action Plan including traffic calming artwork and streetscape embellishment. | # of initiatives implemented.                                 | Three initiatives have begun, and one has been completed. These include Christmas decorations program, art brief launched and selected, and planters selection.   |
| Place Management         |    | <b>1.3.1.2</b><br>Implement Five Dock Town Centre Strategy.   | # of activations delivered                                    | Vibrant villages program launched to support businesses including regular Thursday night music. Program for summer months promoted widely including pop up libraries, fitness programs and regular performances.<br>Grant application to support changes to the road was successfully approved for phase two of the program.  |
| Place Management         |    | <b>1.3.1.3</b><br>Implement Drummoynes Urban Design Review shared spaces program.                                   | Shared spaces implemented<br><br># activations.               | Design development program completed for the new shared spaces. Finalised design documentation completed and the tender advertised.<br>Activation program implemented featuring weekly live music and crafters hosted by the Library Services team.   |
| Place Management         |    | <b>1.3.1.4</b><br>Implement Brewer Street Precinct Action Plan.   | # of initiatives delivered.                                   | Four initiatives have been implemented. These are: <ul style="list-style-type: none"> <li>• Clothing bin removed</li> <li>• Landscaping improved to create good sightlines and maintenance</li> <li>• Mobile CCTV trialled and there were no incidents</li> <li>• Traffic study consultation completed and changed opening times for the car park were not supported at traffic committee due to lack of support expressed in the consultation.</li> </ul> Law enforcement surveillance continuing. Completed consultation about neighbourhood watch but a chapter is yet to be established by the local community. |
| Place Management         |  | <b>1.3.1.5</b><br>Implement Majors Bay Road Place Plan.   | # of activations<br><br>% growth in Fitness in Feb promotion. | Love local and vibrant village recovery programs have been key activities during the COVID-19 stay at home orders and restrictions.<br>Highlights include the business COVID Safe sticker program, weekly entertainment launched in Jellicoe Street Square and lunch of Fit in February programs.   |




| Reporting Responsibility | Action Status  | Operational Plan Action   | Measure   | Performance and commentary  |
|--------------------------|--|---|---|---|
| Place Management         |   | <b>1.3.1.6</b><br>Implement the Evening Activation Strategy.  | Evening activation support program launched, including promotion support<br><br># of businesses participating in delivering Evening Economy Program<br><br># of participation in evening pop-ups. | Vibrant village centres program launched with weekly events hosted in Drummoyne, Five Dock, and Concord. Programming in Rhodes and smaller centres are also included in the program.<br>Evening activation grants launched and grants focused on evenings presented.  |
| Place Management         |   | <b>1.3.1.7</b><br>Deliver key activities in the Mortlake Place Plan.  | # of activities delivered.  | Love Local programs have been the key programs of support for the Mortlake peninsula during COVID-19 stay at home orders.   |
| Place Management         |   | <b>1.3.1.8</b><br>Maintain Concord West and Chiswick Place program including supporting local community activities programs, connections with local businesses, and promoting local shopping. | Community and groups projects supported.  | Council's Love Local program supported the Concord West and Chiswick communities during COVID-19 stay at home orders. These local spaces are included in Council's Vibrant Villages program.  |
| Place Management         |  | <b>1.3.1.9</b><br>Implement the Rhodes Place Plan including cross-cultural events/activations and Community Safety Program, and support engagement in major projects.                         | # of cross-cultural events/activations held<br><br>Community Safety Program delivered.  | <ul style="list-style-type: none"> <li>• Neighbourhood watch training was provided in August 2021.</li> <li>• Pedestrian Crossing installed on Blaxland Road.</li> <li>• Burwood Police Area Command discussions hosted for Rhodes Community Committee. Rhodes</li> <li>• Moon Festival was hosted virtually featuring local business, performances, and content from across Council services.</li> <li>• Support for Ebenezer Church cultural events also programmed supporting cross-cultural programs and inclusion for people with disabilities.</li> </ul> |

**1.3.2. Coordinate and facilitate arts and cultural development and recognise our heritage and connection to place.**



| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure   | Performance and commentary   |
|--------------------------|---|---|---|--|
| Place Management         |    | <p><b>1.3.2.1</b></p> <p>Work in partnership across Council and with other agencies and the community to deliver cultural infrastructure in the Rhodes Station precinct and as part of Redevelopment of Concord Oval.</p>           | <p># of public art installations in the Rhodes Station Precinct</p> <p>Public art and support for cultural infrastructure included in the redevelopment plans for Concord Oval.</p> | Public art plan agreed to as part of major project.  |
| Place Management         |    | <p><b>1.3.2.2</b></p> <p>Establish partnerships to deliver creative and cultural programs and events including:</p> <ul style="list-style-type: none"> <li>- Writers Festival</li> <li>- History and Heritage Week event</li> </ul> | # of events and workshops delivered.  | <p>Twelve music events hosted as part of the vibrant village centres program. These include Mariachi bands, singers and DJs.</p> <p>A new craft markets promotions page was launched to support local makers across the City. Council partnered with Library services to host crafternoons in Drummoyne.</p> <p>The Place team partnered with Sustainability team to deliver the Captured photographic exhibition and outdoor theatre program.</p>   |
| Place Management         |    | <p><b>1.3.2.3</b></p> <p>Refresh and relaunch digital products to capture the heritage of Rhodes.</p>   | Level of access of digital content about the heritage of the City of Canada Bay.  | <p>Refresh of the Rhodes Walking App content has been commissioned to create other language editions and also use of the individual chapters available for YouTube channel.</p> <p>Launch of a series of three videos about the Wangal people and culture in the City of Canada Bay.</p>   |
| Place Management         |  | <p><b>1.3.2.4</b></p> <p>Facilitate creative projects in Drummoyne, Rodd Point and Mortlake</p>   | # of projects delivered.  | <p>Art commission launched for the Refresh Rodd Point program and artist appointed.</p> <p>Art approach agreed for the Refresh Drummoyne Program.</p> <p>The site was identified in Mortlake for an installation in Tom Murphy Reserve.</p>  |
| Place Management         |  | <p><b>1.3.2.5</b></p> <p>Celebrate First Nations heritage in the local area including commencement of Breakfast Point First Nations heritage project, Aboriginal Heritage Study, and Reconciliation Action Plan.</p>                | <p>Breakfast Point First Nations heritage project commenced</p> <p>Aboriginal Heritage Study prepared</p> <p>Reconciliation Action Plan commenced.</p>                              | <p>A number of initiatives have begun as part of celebrating First Nations heritage in the local area. Council has submitted a grant application to the Federal Government, and the Aboriginal Heritage Study is on track with site mapping completed.</p> <p>Timbrel Park midden site is deregistered, and heritage signage and video is installed on-site reflecting First Nations living culture in this place.</p> <p>The Place team have completed a signage project with First Nations culture installed around the Bay Run by the Parks Team, and Reconciliation Action Planning Group meetings continue.</p> |

| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure   | Performance and commentary   |
|--------------------------|---|--|---|--|
| Place Management         |  | <b>1.3.2.6</b><br>Prepare a Cultural Development Plan 2021-2026 and a Public Art Plan 2021-2026. | Cultural Development Plan adopted<br>Public Art Plan adopted. | Both plans are in development, including engagement planned for the summer event program and a review of existing plan achievements. |

### 1.3.3. Coordinate and support high quality community events to celebrate diversity, showcase creativity and recognise sporting achievements.

| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure  | Performance and commentary  |
|--------------------------|---|---|--|---|
| Place Management         |    | <b>1.3.3.1</b><br>Deliver key council events including Ferragosto, ANZAC Day, and the Mayors Golf Day.<br><br>Deliver Concord Carnival/or place activations in key locations. | Events delivered<br><br># of event participants (per event)<br><br>\$ sponsorship received for Ferragosto. | Ferragosto was cancelled due to the extended COVID-19 restriction. A decision was taken early to reduce the cost impacts of a late cancellation.<br>The Mayor's Golf Day was postponed until March 2022 and the charity a Bloody Great Cause has been nominated.<br>Concord Carnival has been postponed due to concerns that events would be impacted by COVID-19 restrictions, and a focus on delivering place activations in town centres as part of the Vibrant Villages program.  |
| Place Management         |    | <b>1.3.4.3</b><br>Deliver new Place activation grants programs to encourage day and night activation programs in village centres.   | # of new place and evening activation grants programs delivered and evaluated.                             | The 2021 COVID-19 stay at home orders significantly impacted the take-up of activation funding. The new grant program was launched in March 2021, and funds have been paid out since 1 July. The grant conditions were revised after first-round funding was completed but not exhausted in line with business feedback to create a rolling program.<br>Four grants have been awarded to date. These include: <ul style="list-style-type: none"> <li>• Art Classes — Toco Dining</li> <li>• Street Square Music — Majors Bay Chamber</li> <li>• Fairy Lights — Maranello's</li> <li>• Fairy Lights — 82 Majors Bay Road.</li> </ul> |
| Place Management         |  | <b>1.3.4.5</b><br>Support community events and activations across the City. Support development of the local approvals policy.  | # of community-led activations across village centres<br><br># of incidents.                               | <ul style="list-style-type: none"> <li>• Rhodes Multicultural Community Association - Rhodes Moon Festival (Virtual)</li> <li>• Rotary Club of Five Dock Golf Day</li> <li>• Majors Bay Chamber of commerce — Christmas Carols event</li> <li>• Business promotion program</li> <li>• Community for Communities Carols in Halliday Park</li> <li>• St Bedes Church Christmas Markets.</li> </ul>  |

**1.3.4. Economic Development activities are provided in partnership between businesses and governments to stimulate the economy and visitation.**

| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure  | Performance and commentary   |
|--------------------------|---|---|--|--|
| Place Management         |  | <p><b>1.3.4.1</b></p> <p>Support local businesses participate in business education events.</p> <p>Support Council Chamber of Commerce projects (attend meetings, partner in activities).</p> <p>Deliver Rising to the Challenge of COVID-19.</p> | <p># of businesses participating in business education events</p> <p># of Chamber of Commerce projects supported/meetings attended</p> <p># of partnered activities and support provided</p> <p># of visits to the Business Hub.</p> | <p>Small Business summits held in July, August and September to address issues related to COVID-19. These summits were attended by 120 local businesses. Monthly newsletters distributed to 10,000 local businesses.</p> <p>In addition:</p> <ul style="list-style-type: none"> <li>• 16 business participated in education events.</li> <li>• 1 Chamber event supported at Christmas</li> <li>• 3 Concord Chamber meeting attended (3/4 meetings attended)</li> <li>• 1 Drummoyne Meeting attended (1/1)</li> <li>• 0 Five Dock Chamber meetings attended as they did not host any</li> <li>• Chambers summit hosted on behalf of the Mayor.</li> </ul> |
| Place Management         |  | <p><b>1.3.4.2</b></p> <p>Support tourism in the City of Canada Bay through the implementation of the Colours of Canada Bay promotions and support the NSW Golf Open, linking visitors with local business.</p>                                    | <p># of visits to tourism assets on website</p> <p># of businesses involved in NSW Golf Open promotion.</p>  | <p>Colours of Canada Bay Maps distributed through local promotions, although limited due to no major events last quarter.</p> <p>New online content delivered to support local businesses was commissioned as part of love local.</p> <p>The current digital tourism campaign is at 13,370 views as part of a YouTube playlist. NSW Golf Open is happening in March 2022, outside this reporting period.</p>   |

## Environmentally responsible

### Goal 2.1.

Working together, we adopt practices that sustain our environment.

#### Service Performance

| Cleansing operations — public areas  | Performance measure  | Baseline           | Target | YTD result        |
|--|--|--------------------|--------|-------------------|
| Coordinates work to keep public areas clean including street cleaning, street sweeping, removal of litter and material illegally dumped, emptying and maintaining Council's public litter bins and the cleaning of Council's toilets and amenity facilities in public areas. <ul style="list-style-type: none"> <li>Street and footpath sweeping</li> <li>Amenities cleaning</li> <li>Reactive cleansing</li> <li>Public litter bins</li> <li>Community Recycling Centre operation.</li> </ul> | % compliance with service programs for mechanical street sweeping, footpath sweeping, public litter bins, toilets and amenities. | 94%                | 95%    | 95%               |
|  | % of requests for the removal of dead animals or asbestos completed within 48 hours.   | 66%                | 75%    | 70%               |
|  | % of illegally dumped material removed from parkswithin 5 days.  | 75%                | 75%    | 75%               |
|  | % customer satisfaction with service at the Community Recycling Centre.  | Data not available | 75%    | To be established |

| Environmental sustainability   | Performance measure                                 | Baseline        | Target  | YTD result   |
|--|---|-----------------|---|--|
| Develops policy and strategy to respond to environmental issues and delivers educational programs and sustainability initiatives for the community and Council. <ul style="list-style-type: none"> <li>Environmental sustainability strategies and policies</li> <li>Corporate sustainability</li> <li>Community sustainability</li> <li>Committees and stakeholder groups.</li> </ul> | Net emissions from the City of Canada Bay community | 772,220 t CO2-e | 351,682 t CO2-e by 2035<br>Zero CO2-e by 2050 | 766,328 t CO2-e  |
|  | Net emissions from Council operations               | 7,579 t CO2-e   | 2,983 t CO2-e by 2025<br>Zero CO2-e by 2030   | 19,196 t CO2-e<br>*note this is a 6-month figure in comparison to the target |
|  | # of community sustainability initiatives delivered | 5               | Maintain                                      | 10   |
|  | # of community lead environmental initiatives       | 5 (2017)        | Increase                                      | 16   |

| Garden services and Bushcare  | Performance measure                | Baseline           | Target | YTD result        |
|---|------------------------------------|--------------------|--------|-------------------|
| Provides public garden maintenance to Council sites, parks, roundabouts, traffic islands and shopping strips, and a Bushcare volunteer program that | % customer satisfaction with parks | Data not available | ≥80%   | To be established |



|   |  |                    |                   |       |
|---|--|--------------------|-------------------|-------|
| enables community members to participate in the restoration, enhancement and maintenance of natural areas. <ul style="list-style-type: none"> <li>• Parks, reserves, traffic infrastructure and foreshore maintenance</li> <li>• Bushcare.</li> </ul> | # of Bushcare sites maintained           | 10                 | 12                | 12    |
|   | # of Bushcare volunteers                 | 111                | 125               | 125 * |
|   | # of hours worked by Bushcare volunteers | Data not available | To be established | 30 *  |





\* COVID-19 affected


| <b>Fleet and mechanical workshop</b>  | <b>Performance measure</b>  | <b>Baseline</b>    | <b>Target</b> | <b>YTD result</b> |
|---|---|--------------------|---------------|-------------------|
| Manages the ongoing maintenance and upgrading of Council's fleet vehicles and plant equipment. <ul style="list-style-type: none"> <li>• Vehicle and plant maintenance and repairs</li> <li>• Fleet procurement and disposal.</li> </ul> | % reduction of greenhouse gas emissions generated by operation of the fleet.        | 750 tonnes CO2     | 5%            | 5%                |
|   | % of fleet items within economic life as determined by the Fleet Policy Guidelines. | 73%                | 90%           | 75%               |
|   | % of reactive maintenance requests attended to within 24 hours.                     | Data not available | 75%           | 75%               |
|   | % of scheduled servicing completed on time.   | Data not available | 100%          | 80%               |

| <b>Tree services</b>   | <b>Performance measure</b>                           | <b>Baseline</b> | <b>Target</b> | <b>YTD result</b> |
|--|--|-----------------|---------------|-------------------|
| Provides private tree assessments as well as assessments of nature strip trees including overhanging branches, local service line clearance, trees displaying signs of decline, tree removal, and tree replacement. <ul style="list-style-type: none"> <li>• Public tree services</li> <li>• Private tree services.</li> </ul> | # of customer requests for tree services received.   | 1,500           | Decrease      | 98%               |
|  | % of tree permits processed within 20 business days. | 97%             | ≥80%          | 95%               |

| <b>Waste management</b>   | <b>Performance measure</b>  | <b>Baseline</b>    | <b>Target</b>        | <b>YTD result</b> |
|---|---|--------------------|----------------------|-------------------|
| Provides domestic and commercial waste collection, disposal, recycling and processing and delivers community education on increasing resource recovery, reducing waste to landfill and correct utilisation of services. Waste management also delivers programs and projects to continually improve on waste and resource recovery services and outcomes. <ul style="list-style-type: none"> <li>• Waste collection — contract management</li> <li>• Education</li> <li>• Community events, facilities and programs</li> <li>• Strategic direction</li> <li>• Illegal dumping and waste investigations</li> <li>• Reporting.</li> </ul> | # kg of domestic waste stream to landfill per resident.   | 190 kg/year        | Decrease             | 195               |
|   | % customer satisfaction with domestic waste services (as determined by Council community satisfaction survey, undertaken biennially). | Data not available | 90%                  | 94%               |
|   | # of services reported missed per 10,000 services.  | 7 per 10,000       | Maintain or decrease | 8%                |
|   | # of illegal dumping events.  | 1,270              | Decrease             | 907               |

**2.1.1. Respond to the impacts of Climate Change through planning for environmental sustainability and implementing energy, water, and greenhouse gas mitigation and adaption programs.**





| Reporting Responsibility          | Action Status   | Operational Plan Action  | Measure  | Performance and commentary   |
|-----------------------------------|---|--|--|--|
| <b>Buildings &amp; Property</b>   |    | <b>2.1.1.1</b><br>Deliver building related works from the Emissions Reduction Action Plan - Operational through our capital works program over the next four years.  | All building related works completed in accordance with the 21-22 CAPEX program.   | The program for this financial year is on track and the 2022–23 program is being finalised.  |
| <b>Sustainability &amp; Waste</b> |    | <b>2.1.1.2</b><br>Support three schools to install solar panels.   | Funding approved by Department of Education for three schools<br><br>Panels installed on schools<br><br>Education and Communication developed. | Funding has been provided for three school for solar system installations.<br><br>Victoria Avenue Public School solar system was installed August 2020. The Strathfield North Public School solar system was installed in December 2021. The Abbotsford Public School solar system is expected by January 2022.<br><br>A media release was prepared on the Victoria Avenue Public School solar system installation. Further communications are planned on recently installed systems.  |
| <b>Sustainability &amp; Waste</b> |    | <b>2.1.1.3</b><br>Implement actions from the Emissions Reduction Action Plan • Corporate, including:-<br>Undertake studies and briefs to support implementation of capital projects<br>• Deliver operational energy efficiency projects. | # of briefs and projects completed.  | There were eight briefs prepared on the Program for Energy and Environmental Risk solutions (PEERS) — phase out gas, Race to Zero, and heat pumps.<br><br>The following projects were completed: residential street lighting LED upgrade, The Connection solar upgrade and a Sustainable Procurement Policy.<br><br>The following projects commenced: heat pumps for pools, PEERS 3, LED lighting upgrades, solar expansion, a sustainable facilities policy/standard, a Fleet Strategy to increase EVs, hybrids, modelling feasibility of net zero by 2025.<br><br>Council also joined Race to Zero and voted to phase out gas in council operations. |
| <b>Sustainability &amp; Waste</b> |  | <b>2.1.1.4</b><br>Develop a Resilience Plan/Framework for Council which aligns with the Resilient Sydney Strategy.   | Operational risk assessments conducted<br>Community resilience Plan adopted.   | The draft operational climate risk assessment has commenced, and an internal staff workshop has been held. The Climate Resilience Plan is currently being drafted for endorsement in 2022.   |





| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure   | Performance and commentary  |
|--------------------------|---|---|---|---|
| Sustainability & Waste   |  | <p><b>2.1.2.1</b></p> <p>Implement actions from the Emissions Reduction Action Plan • Community, including:</p> <ul style="list-style-type: none"> <li>• deliver a Community Education Program</li> <li>• support a Community Energy Program</li> <li>• deliver a Community Renewable project.</li> </ul> | <ul style="list-style-type: none"> <li>• # of Workshops</li> <li>• Energy Project developed</li> <li>• # of people engaged</li> <li>• # of audits conducted.</li> </ul> | There were five Strata for Apartment Solar and Energy audits conducted and five reports presented at webinars with apartments. These resulted in savings of 37,943 kWhr solar pa and \$10,500 with a reduction of 39.8 tonnes CO2. Workshops and engagement with buildings were impacted by COVID-19. |


**2.1.2. Engage with the community through innovative community environment programs to provide long term sustainable solutions.**

Refer Service Performance — Environmental Sustainability






2.1.3. Protect and enhance natural resources and biodiversity to ensure resources are there for future generations.





| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure   | Performance and commentary   |
|--------------------------|---|---|---|--|
| Sustainability & Waste   |    | <p><b>2.1.2.2</b></p> <p>Implement a tree program including tree education, community events, and tree giveaway</p>   | <ul style="list-style-type: none"> <li>• # of Social media views</li> <li>• # of participants</li> <li>• # of trees provided</li> </ul> | <p>There were four workshops promoting natives and local species protection, attended by 93 participants. There were also two plant giveaway events in December, distributing 488 plants to 207 residents. There were 11 posts about trees with a reach of 25.4k users on Instagram and Facebook.</p>  |
| Open Space Operations    |    | <p><b>2.1.3.1</b></p> <p>Identify new sites of critical habitat/priority areas that would benefit from establishment of a new Bushcare group where interest has been identified by the community:</p> <ul style="list-style-type: none"> <li>• Werrell Reserve</li> </ul>               | <p>New Bushcare site established at Werrell Reserve.</p>  | <p>Two locations have been identified for new Bushcare sites to be established at Shadrack Shaw Reserve and Werrell Reserve. Council has started restoration works at Shadrack Shaw Reserve to encourage regeneration of Coastal Saltmarsh.</p>  |
| Sustainability & Waste   |    | <p><b>2.1.3.2</b></p> <p>Implement an environmental grant including:</p> <ul style="list-style-type: none"> <li>- migratory shorebird and salt marsh education</li> <li>- installation of signage</li> <li>- regeneration of salt marsh</li> <li>- citizen science activity.</li> </ul> | <ul style="list-style-type: none"> <li># of signs</li> <li># of locations</li> <li># of participants</li> </ul>                         | <p>There were three new signs installed along the Bay Run.</p> <p>There was one migratory shorebird workshop attended by 83 participants.</p> <p>Council engaged the community during lockdown restrictions with the migratory shorebird art competition which received 52 entries. The four winners had their artworks placed within Rodd Point and Hen and Chicken Bay parks.</p> <p>Council also delivered the Godwit Flock campaign, where 135 Godwit cutouts were installed at three sites to raise awareness. There were nine Godwit posts on social media with 571 likes, 47 comments, 28 shares and a reach of 1900 and one story with a reach of 270 along with direct news content (e-news and City of Canada Bay News) and one saltmarsh education video created, viewed 133 times.</p> |
| Open Space Operations    |  | <p><b>2.1.3.3</b></p> <p>Review Council's re-vegetation planting scheme for threatened ecological communities and remnant native vegetation to ensure the correct species are being used for rehabilitation work in line with Council priorities.</p>                                   | <p>Re-vegetation planting scheme for threatened ecological communities and remnant native vegetation reviewed and updated.</p>          | <p>The review of the re-vegetation planting scheme is underway. Planting controls are being drafted and planting zones are being prepared.</p>   |

| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure  | Performance and commentary  |
|--------------------------|---|--|--|---|
| Open Space Operations    |    | <p><b>2.1.3.4</b></p> <p>Educate parks/reserves maintenance and project staff to increase awareness of legislative responsibilities for protection and management of threatened species, populations and ecological communities.</p> <p>Develop training for parks/reserve staff and volunteers in wildlife habitat requirements e.g. retention of shrubs, dead wood and stags, weed and native look-alikes, controlling the spread of weed seed, staged removal of lantana to retain habitat for small birds.</p> | % of parks maintenance staff trained in wildlife habitat requirements and legislative responsibilities for protection and management of threatened species, populations and ecological communities | Council has undertaken on-site training for a number of staff in education and awareness of the value of retaining natural elements.  |
| Open Space Operations    |    | <p><b>2.1.3.5</b></p> <p>Develop Tree Management Guidelines to reflect the outcomes of the Urban Tree Canopy Strategy.</p>   | Tree Management Guidelines developed.  | Guidelines for tree management are being developed in line with Council's Urban Canopy Strategy. It is expected that the draft will be reviewed by mid-2022.  |
| Open Space Operations    |   | <p><b>2.1.3.6</b></p> <p>Create a local 'significant tree' register to identify those trees which have value due to factors such as heritage, species, size and location.</p>  | Significant tree register created.   | As part of the Urban Canopy Strategy Council is commencing creation of a significant tree register. It is expected that this will be achieved by mid-2022   |
| Open Space Operations    |  | <p><b>2.1.3.7</b></p> <p>Control and regulate access to threatened ecological communities with fencing / delineation and signage particularly Sydney Turpentine Ironbark Forest, Swamp Oak, mangrove and saltmarsh remnants subject to high levels of disturbance.</p>   | The threatened ecological communities in Queen Elizabeth Park are fenced, delineated and have signage installed.   | <p>Signs have been installed in several threatened ecological communities to alert the public to their sensitive nature.</p> <p>A study of the Sydney Turpentine Ironbark Forest at Queen Elizabeth Park has been completed to inform the renewal of the playground and will help inform management of the site over the next six months.</p> |




| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure  | Performance and commentary   |
|--------------------------|---|---|--|--|
| Open Space Planning      |  | <b>2.2.1.2</b><br>Support the establishment of the River Watch Monitoring Program for the Parramatta River. | River Watch Monitoring Program for the Parramatta River established. | The River Watch Monitoring Program is in place for all swim sites. |

#### 2.1.4. Provide efficient and effective waste and resource recovery services.

| Reporting Responsibility           | Action Status   | Operational Plan Action   | Measure  | Performance and commentary  |
|------------------------------------|---|---|--|---|
| Resource Recovery & Waste Services |    | <b>2.1.4.1</b><br>Conduct a multi-unit dwelling domestic waste service review project (two-year project).   | % of properties audited.                         | A contractor was engaged in December 2021 to undertake multi-unit dwelling inspections, including bin counts and bin damage assessments. Building inspections are expected to be undertaken from January to May 2022.   |
| Resource Recovery & Waste Services |    | <b>2.1.4.2</b><br>Deliver a Contamination Management Program with a focus on multi-unit developments to target buildings.   | # of audits completed<br>% of buildings engaged  | A total of 83 audits were conducted and 15 buildings engaged in the reporting period. This project was impacted by COVID-19.  |
| Resource Recovery & Waste Services |    | <b>2.1.4.3</b><br>Develop a new Waste Strategy for City of Canada Bay.  | Waste Strategy exhibited and adopted by Council. | Council adopted the Resource Recovery and Waste Strategy at a Council meeting on 20 July 2021.  |
| Resource Recovery & Waste Services |  | <b>2.1.4.4</b><br>Roll out new illegal dumping program developed based upon findings from two illegal dumping trials. New signage to be displayed in identified hot spots and new collateral will be distributed across the City. | # of illegal dumping instances.                  | A city-wide roll-out of the new illegal dumping program has commenced. The Compliance and Enforcement Policy was updated. A mobile CCTV trailer has been deployed to monitor illegal dumping hot spots since late November. There were 381 instances of illegal dumping reported, a 32% reduction on the three-year average for the period. |
| Resource Recovery & Waste Services |  | <b>2.1.4.5</b><br>Conduct a trial of a recycling trailer for e-waste and oversize cardboard at Community Recycling Centre.  | Volume of material collected.                    | The trial has been conducted, and a total of was 4,915kg was collected (2,599kg electronics and 2,316kg cardboard). The Community Recycling Centre was closed from late July 2021 to early October 2021 due to COVID-19. The trial is now being evaluated and collection is continuing.   |

| Reporting Responsibility           | Action Status   | Operational Plan Action   | Measure   | Performance and commentary   |
|------------------------------------|---|---|---|--|
| Resource Recovery & Waste Services |  | <b>2.1.4.6</b><br>Undertake regional waste projects with Southern Sydney Regional Organisation of Councils.   | # of projects undertaken  | Council participated in five key regional projects including: <ul style="list-style-type: none"> <li>Regional Food organics study</li> <li>Regional waste service benchmarking</li> <li>Circular textiles plan for Sydney</li> <li>Procure recycle: paving the way</li> <li>Spolier alert: Recycling Contamination education.</li> </ul> |
| Resource Recovery & Waste Services |  | <b>2.1.4.7</b><br>Analyse multi-unit buildings suitable for smaller vehicle on-site waste collections<br><br>Pre-trial planning for food waste collection trial and pre-tender options.   | Buildings assessed for on-site collection suitability<br><br>Food trial planning underway | A smaller vehicle study commenced in December 2021 with inspections to commence in early 2022.<br>Council applied for a food organics recovery grant to enable a trial program from the NSW Environmental Trust. Initial planning of the trial has commenced.  |
| Resource Recovery & Waste Services |  | <b>2.1.4.8</b><br>Conduct a pilot program for the collection of textiles and soft plastics.   | # of collections<br><br>Volume collected  | Council engaged Recyclesmart to undertake soft plastics and textile collections with a total of 1,635 collections and 6,208kg collected in this period.  |
| Cleansing Operations               |  | <b>2.1.4.9</b><br>Prepare a costed implementation plan to continue the expansion of SMART Cities technology. This builds on the successes achieved in a trial of this technology to measure when litter bins are nearing full. Further implementation will provide efficiency in the service and reduce overflowing litter bins in the community. | Costed implementation plan completed.   | An investigation into the required procurement and installation has been undertaken and budget has been allocated for implementation.  |

**2.1.5. Manage drainage and stormwater infrastructure to prevent local flooding and to provide for harvesting of stormwater for water recycling.**

| Reporting Responsibility              | Action Status   | Operational Plan Action   | Measure                   | Performance and commentary  |
|---------------------------------------|---|---|---------------------------|---|
| Strategic Asset Services & Innovation |  | <b>2.1.5.1</b><br>Undertake Exile Bay Floodplain Risk Management Study and deliver Plan | Study and plan completed. | The Exile Bay Floodplain Risk Management Study is a NSW Government funded project. As grant funding has not yet been issued, the study has not commenced. |
| Drainage Infrastructure               |  | <b>2.1.5.2</b><br>Reline Trunk Drainage Rothwell Park to Rhonda Place, Concord.         | Project completed.        | The project has been deferred in accordance with updated asset management planning.   |
| Drainage Infrastructure               |  | <b>2.1.5.3</b><br>Renew Moala Street Stormwater Culvert at Concord Hospital.            | Stage one completed.      | This culvert renewal project has been deferred to 2022–23 financial year.   |



## Goal 2.2.

Attractive, well maintained and accessible parks and open spaces provide for a range of active and passive recreation uses.



### Service Performance

| Open space planning   | Performance measure                           | Baseline           | Target       | YTD result        |
|---|---|--------------------|--------------|-------------------|
| Identifies, plans and delivers open space assets and manages these spaces to meet the requirements of our growing community. <ul style="list-style-type: none"> <li>Open space planning project delivery</li> <li>Open space asset management</li> <li>Water security and energy efficiency</li> <li>Plans of management and masterplans</li> <li>Urban canopy services</li> <li>Landscape design.</li> </ul> | Capital investment into parks and open spaces | \$7.4              | \$9.1million | \$1.3million      |
|   | # of trees planted per annum                  | 813                | 1,500        | 62                |
|   | % customer satisfaction with playgrounds      | Data not available | ≥80%         | To be established |

| Parks and water operations   | Performance measure  | Baseline           | Target | YTD result        |
|--|--|--------------------|--------|-------------------|
| Ensures the City of Canada Bay's parks, open spaces and nature strips meet community expectations and manages water, lighting and irrigation systems. <ul style="list-style-type: none"> <li>Community mowing</li> <li>Parks maintenance</li> <li>Operation and maintenance of water treatment plants</li> <li>Operation and maintenance of sports field lighting and irrigation</li> <li>Sports field renovation projects.</li> </ul> | % customer satisfaction with parks                         | Data not available | >80    | To be established |
|  | % customer satisfaction with community mowing service      | Data not available | >80    | To be established |
|  | % compliance with Australian Guidelines for Recycled Water | 100%               | 100%   | 100%              |

| Sports fields and golf courses  | Performance measure                                       | Baseline           | Target | YTD result        |
|---|---|--------------------|--------|-------------------|
| Operates and maintains Council's sports fields and golf courses. <ul style="list-style-type: none"> <li>Operation and maintenance of Barnwell Park and Massey Park golf courses</li> <li>Operation and maintenance of sports fields.</li> </ul> | % customer satisfaction with maintenance of golf courses  | Data not available | ≥80%   | To be established |
|   | % customer satisfaction with maintenance of sports fields | Data not available | ≥80%   | To be established |

2.2.1. Plan for, and maintain, parks and open space to provide active and passive recreation opportunities for everyone's enjoyment.


| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure   | Performance and commentary   |
|--------------------------|---|--|---|--|
| Open Space Planning      |  | <p><b>2.2.1.1</b></p> <p>Improve and upgrade the existing foreshore paths/informal trails at key strategic locations to improve connectivity and increase amenity:</p> <ul style="list-style-type: none"> <li>• The Esplanade, Drummoyne (investigate tree planting options along public park edge).</li> <li>• Deakin Street, Mortlake - complete revision of boardwalk design and resolve to enter into a lease agreement with the Department of Planning, Industry and Environment</li> </ul> | <p>Investigation completed</p> <ul style="list-style-type: none"> <li>• # of trees planted (if recommended by investigation)</li> <li>• Revision of Deakin Street boardwalk design completed</li> <li>• Council resolution to enter into a lease agreement (subject to agreeable terms).</li> </ul> | <p>Council is working with the Department of Planning, Industry and Environment (DPIE) to obtain a lease on land along the foreshore behind Deakin Street, Concord. This lease will enable an accessible boardwalk design to be finalised and progress to construction.</p> <p>Council has been successful in obtaining a Metropolitan Greenspace Grant from DPIE to financially support construction of this critical foreshore link.</p> |
| Open Space Planning      |  | <p><b>2.2.1.3</b></p> <p>Review and implement the promotion of the river activation sites at Chiswick baths, Bayview Park and McIlwaine Park.</p>  | <ul style="list-style-type: none"> <li>• River activation sites remain open year round</li> <li>• Council's website maintained with up-to-date information on conditions (eg water quality)</li> </ul> <p>Quarterly promotion through Council's social media channels.</p>                          | <p>Chiswick and Cabarita Park swim sites remained open during the first six months of the year. Up-to-date water quality information was maintained on the Our Living River website. Regular promotion through Council and Parramatta River Catchment Group media channels was delivered, including on progress of the new river activation sites at Bayview Park and McIlwaine Park.</p>  |



## Easy to get around

### Goal 3.1.

Regional and local infrastructure is well planned and resourced to enable connectivity across our City.

3.1.1. Adopt an integrated approach to the provision of major regional infrastructure in order to meet community need.

| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure   | Performance and commentary  |
|--------------------------|---|---|---|---|
| City Projects            |  | <p><b>3.1.1.1</b><br/>Deliver the Concord Oval Project incorporating:</p> <p>Recreation Facility:</p> <ul style="list-style-type: none"> <li>• Four stadium (indoor sports) courts</li> <li>• Functional training gymnasium</li> <li>• Program spaces</li> <li>• Crèche</li> <li>• Reception and amenities</li> </ul> <p>Sport and Event Facility:</p> <ul style="list-style-type: none"> <li>• Function venue</li> <li>• Match day viewing</li> <li>• Wests Tigers training and administration spaces</li> <li>• Dedicated West Harbour Rugby Football Club space.</li> </ul> <p>Outdoor External Areas</p> <ul style="list-style-type: none"> <li>• Inclusion of BBQ, and outdoor basketball court</li> <li>• Public art component</li> <li>• Improved seating to spectator area</li> <li>• Inclusion of external exercise station</li> </ul> | <p>Concord Oval project completed.</p> <p>Level of expenditure.</p> | <p>The project has been delayed by the continuation of archaeological investigation and remediation works on site. The building containing the oval sports amenities and community rooms is likely to be delayed until May 2022 whilst the building containing the new health club and multi-purpose courts is now expected to be completed by September 2022.</p> <p>Wet weather and Public Health Order restrictions throughout COVID-19 have also exacerbated the construction delays.</p> |

| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure  | Performance and commentary   |
|--------------------------|---|--|--|--|
| City Projects            |  | <p><b>3.1.1.2</b><br/>           Deliver the Rhodes Recreation Centre, as the second stage of the Rhodes Station Precinct Development delivered under the adopted Voluntary Planning Agreement (VPA). It will deliver for Council:</p> <ul style="list-style-type: none"> <li>• Childcare</li> <li>• Health Club</li> <li>• Gymnastics</li> <li>• Indoor Sporting Courts</li> <li>• Community Rooms</li> <li>• Commercial/ Retail tenancies</li> <li>• Shared basement carpark.</li> </ul> | <p>Rhodes Recreation centre construction in progress and on track to be completed in late 2023.</p> <p>% Project milestones for 21-22 completed within budget.</p> | Construction of the car park is ongoing and should be completed in early 2022. Detailed design of the recreation centre is in the final stage. |
| City Projects            |  | <p><b>3.1.1.3</b><br/>           Review and update the Asset Management Plan component of Council's Resourcing Strategy.</p>   | Asset Management Plan completed.   | The Asset Resourcing Plan is in preparation and is on track for completion as part of the IP&R suite of documentation.                         |

## Goal 3.2.


A connected network of quality active and public transport routes and services minimise traffic and make it easier to get around.

### Service Performance




| Traffic and transport  | Performance measure  | Baseline           | Target | YTD result |
|--|--|--------------------|--------|------------|
| Manages the operation of the City of Canada Bay's road network including on and off street cycle paths. <ul style="list-style-type: none"> <li>Traffic committee and requests</li> <li>Traffic approvals</li> <li>Line marking and signage works</li> <li>Road safety education</li> <li>Parking management</li> <li>Traffic management</li> <li>Development assessments</li> <li>Transport advocacy</li> <li>Active transport.</li> </ul> | % of responses to community requests for traffic, parking, active transport and road safety matters responded to within two weeks. | 47%                | 40%    | 50%        |
|  | % of applications to stand plant within the road reserve processed within two weeks.   | 73%                | 70%    | 73%        |
|  | % of applications for work zones completed within eight weeks.   | 73%                | 70%    | 75%        |
|  | % of requests for line marking (new or maintenance) completed within 12 weeks.   | Data not available | 75%    | 50%        |
|  | % of assessment of referrals for Development Applications or Planning Proposals within two weeks.                                  | Data not available | 85%    | 27%        |

| Protection and restoration of Council infrastructure  | Performance measure   | Baseline           | Target                    | YTD result        |
|---|---|--------------------|---------------------------|-------------------|
| Ensures all Council infrastructure assets affected by the work of other organisations are restored to the appropriate standard as specified in Council's specifications. Manages the construction/reconstruction of driveway access across nature strips, including managing the delivery process where the applicant requests: <ul style="list-style-type: none"> <li>Road opening applications</li> <li>Utility notification of works</li> <li>Scoping and quoting restoration works</li> <li>Supervision of restoration works</li> <li>Driveways.</li> </ul> | % of restoration work completed within 90 days of notification by applicants. | Data not available | 75%                       | 60%               |
|   | % of Road Opening Applications processed within 10 days.                      | 83%                | 85%                       | 80%               |
|   | % of driveway quotes accepted   | Data not available | 50%                       | 60%               |
|   | # of restorations performed as a result of work by others.                    | Data not available | N/A for trending purposes | To be established |


**3.2.1. Advocate and provide for accessible public transport and related infrastructure that meets the community's needs.**

| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure                  | Performance and commentary   |
|--------------------------|---|--|--------------------------|--|
| Traffic & Transport      |  | <b>3.2.1.1</b><br>Complete projects identified by the Traffic Committee. | % of projects completed. | New traffic islands and additional signage is to be installed in Tavistock Street, either side of its intersection with Marlborough Street. Design work is being undertaken in preparation for construction in early 2022. |

**3.2.2. Provide linked footpaths and cycleways to enable ease of movement around our City and beyond.**

| Reporting Responsibility           | Action Status  | Operational Plan Action   | Measure  | Performance and commentary  |
|------------------------------------|--|---|--|---|
| Traffic & Transport                |   | <b>3.2.2.1</b><br>Implement the projects identified in the Canada Bay Bike Plan for 2021-22.  | % of program completed.  | The construction of a new shared path along Byrne Avenue, Russell Lea has been completed. Planning is currently being undertaken on further cycling projects.   |
| Traffic & Transport                |   | <b>3.2.2.2</b><br>Complete Stage One of the Regional Cycleway, linking Concord Road to Timbrell Drive.  | % of Stage One works for 2021-22 completed.                          | New speed humps and raised intersection treatments have been constructed in Henry Street and Barnstaple Road, Five Dock. Construction has started on a new raised intersection treatment and speed humps in First Avenue.<br><br>Further investigations and detailed design work is being undertaken on other sections of the cycleway. |
| Infrastructure Projects & Delivery |  | <b>3.2.2.3</b><br>Develop detailed design for upgrades to the public domain along Victoria Road, Drummoyne, and commencement of construction works. | Design completed, construction contract awarded and works commenced. | This project will be delivered in stages over multiple financial years, with the detailed design for shared spaces in Church Street and Formosa Street nearing completion. Works are expected to be completed by mid-2022, and the associated footpath upgrades in Victoria Road are to follow.   |

**3.2.3. Provide efficient lighting for streets, public space, parks and sporting fields to ensure a safer environment and to contribute to reducing energy use and greenhouse gas emissions.**

| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure                                 | Performance and commentary  |
|--------------------------|---|---|---|---|
| City Projects            |  | <p><b>3.3.2.1</b><br/>           Deliver Great North Road streetscape upgrade Stage Two, comprising of various streetscape upgrades along Great North Road and adjacent streets. The works are a continuation of the Stage One upgrade works completed in 2018 and include upgrades between Henry Street and Queens Road with new paving finishes, planting, street furniture and stormwater upgrade.</p> | <p>Delivered on time and on budget.</p> | <p>This project has faced a number of delays, including scope changes through consultation with Transport for NSW regarding the state road, with utilities providers and services, and extensive wet weather. The project will be completed in February 2022.</p> |

### Goal 3.3.

Traffic, parking, roads and marine infrastructure provide for safe and efficient travel.


#### Service Performance

| Assessment and construction of driveway and ancillary works   | Performance measure  | Baseline           | Target | YTD result |
|---|--|--------------------|--------|------------|
| Manage driveways and ancillary work approval and construction, road opening permit applications, builders' damage deposits, and liaise with resident and applicant. <ul style="list-style-type: none"> <li>Assessments and inspections</li> <li>Quotations to undertake work for clients</li> <li>Private driveway formwork inspections.</li> </ul> | % of Driveway Applications assessed within 14 days.                              | Data not available | 75%    | 80%        |
|   | % of quoted works completed within 21 days of quote acceptance.                  | Data not available | 80%    | 75%        |
|   | % of formwork inspections completed when organised with client.                  | Data not available | 100%   | 100%       |
|   | % of bonds held for damage to Council's infrastructure processed within 28 days. | Data not available | 100%   | 100%       |
| Infrastructure planning and project delivery  | Performance measure  | Baseline           | Target | YTD result |
| Manages the planning and delivery of annual renewal programs and capital works associated with infrastructure assets. <ul style="list-style-type: none"> <li>Infrastructure asset management</li> <li>Investigations and civil design</li> <li>Project planning and delivery.</li> </ul>  | % of projects designs completed as planned.                                      | Data not available | 80%    | 55%        |
|   | % of road surfaces rated in satisfactory condition or better.                    | 90.6%              | >90%   | 97.6%      |
|   | % of footpaths rated in satisfactory condition or better.                        | 99.5%              | >95%   | 99.5%      |
|   | % of kerb and gutter in satisfactory condition or better.                        | 99.6%              | >95%   | 99.7%      |
| Road maintenance services   | Performance measure  | Baseline           | Target | YTD result |
| Coordinate and manage the maintenance of Council's road infrastructure network including, road pavements, kerb and gutter, footpaths, street signs and street furniture. <ul style="list-style-type: none"> <li>Road pavement maintenance</li> <li>Footpath, kerb and gutter maintenance</li> <li>Signs and streetscape maintenance.</li> </ul>     | % of road pavement potholes repaired within three days.                          | 5%                 | 80%    | 75%        |
|   | % of trip hazard requests made safe within five days.                            | Data not available | 90%    | 80%        |
|   | % of non-regulatory and street name sign work completed within 30 days.          | 36%                | 80%    | 75%        |
|   | % of regulatory sign work completed within 15 days.                              | 36%                | 70%    | 60%        |





| Strategic asset management   | Performance measure  | Baseline | Target | YTD result |
|--|--|----------|--------|------------|
| Provides strategic assets services and systems to support the portfolio managers in provision of their assets to their community. <ul style="list-style-type: none"> <li>• Strategic asset management planning</li> <li>• Stormwater, marine infrastructure, City poles and lights asset custodian</li> <li>• Grant applications</li> <li>• Asset management systems</li> <li>• Floodplain risk management</li> <li>• Engineering development assessments</li> <li>• Asset handover management.</li> </ul> | % of drainage work renewals completed as per the renewal programs. | 80%      | 100%   | 30%        |
|  | % of engineering development referrals completed within 15 days.   | 100%     | 100%   | 80%        |

### 3.3.1. Deliver Traffic and parking infrastructure that supports the use of active and public transport and safe use of roads.

| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure                                      | Performance and commentary  |
|--------------------------|---|--|--|---|
| Traffic & Transport      |  | <b>3.3.1.2</b><br>Implement projects to renew existing traffic facilities. | % of program of works for 2021-22 completed. | The first package of annual traffic facilities works is now complete. Design for Melbourne Street, Concord raised thresholds is nearing completion and the works are expected to commence by February 2022. |

### 3.3.2. Provide quality roads, bridges, kerbs and gutters infrastructure that caters to current and future road transport needs.

| Reporting Responsibility           | Action Status   | Operational Plan Action  | Measure   | Performance and commentary   |
|------------------------------------|---|--|---|--|
| Infrastructure Operations          |  | <b>3.3.2.2</b><br>Review and update standard operating procedures for undertaking common road maintenance tasks to ensure efficiency, quality of outcome and safety for the community and staff. | Standard Operating Procedures reviewed and updated. | New materials and techniques have been introduced to the teams to optimise repairs and efficiency in the maintenance program. A review of Safe Work Method Statements will be completed in early 2022. |
| Infrastructure Projects & Delivery |  | <b>3.3.2.3</b><br>Deliver Road Resurfacing Program, involving the resurfacing and minor patching of roads.   | % of program completed                              | The larger road resurfacing program is nearing completion. Remaining budget will be spent on the smaller package by March.   |

| Reporting Responsibility           | Action Status   | Operational Plan Action  | Measure  | Performance and commentary  |
|------------------------------------|---|--|--|---|
| Infrastructure Projects & Delivery |    | <b>3.3.2.4</b><br>Deliver Local Roads and Community Infrastructure Program.  | % of program completed.  | Planned works under this program are nearing completion, with road resurfacing works in Strathfield the last project to be finalised in early 2022.   |
| Infrastructure Projects & Delivery |    | <b>3.3.2.5</b><br>Deliver The Terrace, Abbotsford - Embankment Stabilisation project. The project will protect the road from erosion on the downhill slope through the construction of protection measures.  | Project completed.   | Design and documentation is nearing completion, with works expected to commence by mid-2022.  |
| Infrastructure Projects & Delivery |    | <b>3.3.2.6</b><br>Deliver the Local Roads Heavy Patching Program.  | % of program completed by 30 June 2022.  | A number of heavy patching works have been completed and a program to expend the remaining budget allocation will be completed by 30 June 2022.   |
| Infrastructure Projects & Delivery |    | <b>3.3.2.7</b><br>Deliver the Annual Regional Roads Program. This project is funded on a 50/50 basis between Council and Transport for NSW.  | % of program completed by 30 June 2022.  | Some defect works have been completed in Harris Road and the slab replacement at Queens Road intersection is planned for early February 2022. Hampden Road slab replacement works are at procurement stage.   |
| Infrastructure Projects & Delivery |    | <b>3.3.2.8</b><br>Deliver the Cooper Street, Strathfield - Hiltz Road to Leicester Avenue road pavement reconstruction.  | Project completed.   | Public domain works in Strathfield are currently underway. Civil works in Clarence Street and the eastern side of Cooper Street are complete, with the associated road resurfacing works to be completed in early 2022.   |
| Infrastructure Projects & Delivery |  | <b>3.3.2.9</b><br>Deliver the intersection upgrade of George Street and Pomeroy Street, North Strathfield. This project is funded by the NSW Governments Housing Acceleration Fund.<br><br>The project is due for completion in 2023, with utility adjustments and property adjustments the main focus in 2021-22. | Project progress and schedule as at 30 June 2022 provide for overall completion in 2023. | Detailed design is complete and a final business case has been prepared. There will be no further action on this until the associated business case for the Concord West flood mitigation is completed in late 2022 working in conjunction with the Department of Planning, Industry and Environment. |
| Infrastructure Projects & Delivery |  | <b>3.3.2.10</b><br>Deliver the Annual Kerb and Gutter Renewal Program.   | % of program delivered   | Kerb and gutter renewal works are now complete.   |

**3.3.3. Provide marine structures to cater for water-based transport and recreational activities.**

Refer Service Performance — Strategic Asset Management

## Engaged and future focused


### Goal 4.1.

The community participates in setting directions for the future.


#### Service Performance

| Community engagement   | Performance measure                               | Baseline | Target | YTD result |
|--|---|----------|--------|------------|
| Strengthens local connections, communication and partnerships to innovate, engage and celebrate in the improvement of our City and provide effective stakeholder management for Council. | # Collaborate Canada Bay members.                 | 3,214    | 5,000  | 6,496      |
|  | # submissions to community consultation projects. | 6,000    | 8,000  | 4,058      |
|  | # visitors to Collaborate Canada Bay projects.    | 35,511   | 40,000 | 59,891     |
|  | # consultation campaigns completed.               | 20       | 25     | 19         |

#### 4.1.1. Community Engagement provides direction for planning and the two-way flow of information contributes to decision making.

| Reporting Responsibility | Action Status  | Operational Plan Action  | Measure  | Performance and commentary   |
|--------------------------|--|--|--|--|
| Place Management         |  | <b>4.1.1.1</b><br>Deliver innovative internal and external engagement for the development of the Community Strategic Plan (CSP). | # engagement activities undertaken<br><br># community members and stakeholders engaged<br><br># staff engaged} | There have been 37 collaborative projects hosted in the reporting period.<br><br>39,658 first time visitors, 4,106 contributions to engagements by community members and stakeholders.<br><br>135,601 unique visitors to the site since its launch in 2019.<br><br>The Community Strategic Planning process has increased the levels of engagement and a record number of contributions and engagements have occurred in this process. |

4.1.2. When planning for our future, ensure the community's aspirations and priorities are embedded in corporate strategy.

| Reporting Responsibility                    | Action Status   | Operational Plan Action  | Measure   | Performance and commentary  |
|---|---|--|---|---|
| Corporate Strategy and Business Improvement |  | <p><b>4.1.2.1</b></p> <p>Develop new suite of Integrated Planning and Reporting documents, including Community Strategic Plan (CSP), Delivery Program (DP) and Operational Plan (OP), ensuring community, staff and Councillor engagement.</p> | # of Councillors workshops conducted for the development of the CSP and DP. | <p>The delayed Local Government Elections from September to December 2021 impacted the development of the full suite of IP&amp;R plans. Status as at 31 December includes:</p> <ul style="list-style-type: none"> <li>• Engagement with our community on their priorities (70% completion rate)</li> <li>• Drafted our new Community Strategic Plan, Our Future 2036 (52% completion rate)</li> <li>• Development of our new Delivery Program and Operational Plan (40% completion rate)</li> <li>• Development our new Resourcing Strategy (30% completion rate).</li> </ul> <p>Two phases of community engagement have been conducted with over 3,000 responses to engagement initiatives, and multiple focus group workshops completed. Councillors will be engaged in the development of the plans in a February councillor workshop and draft plans will be presented to the April 2022 Council meeting for endorsement and public exhibition.</p> |



## Goal 4.2.



High quality sustainable urban design results in innovative development sensitive to existing local character.

### Service Performance

| Strategic planning   | Performance measure  | Baseline                 | Target   | YTD result |
|--|--|--------------------------|----------|------------|
| Investigate, research, advise and prepare plans, policies and maps which address land use, infrastructure and social services to meet current and future needs of the community. <ul style="list-style-type: none"> <li>Land use planning</li> <li>Heritage protection</li> <li>Geographical information system</li> <li>Social planning and community participation</li> <li>Planning and advice and planning certificates</li> <li>Development contributions.</li> </ul> | % of proponent Planning Proposals reported to Council within three months of lodgement.      | No applications received | 70%      | 100%       |
|  | % Planning Certificates (Section 10.7(2) and 10.7(2) & (5)) issued within five working days. | 100%                     | 100%     | 100%       |
|  | # of local heritage grants provided.   | 8                        | Maintain | 11         |

#### 4.2.1. Provide strategic and land use planning to ensure the built and natural environment is highly liveable with quality and sustainable development incorporating best practice design.

| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure   | Performance and commentary   |
|--------------------------|---|--|---|--|
| Strategic Planning       |   | <b>4.2.1.1</b><br>Undertake land use planning to implement the Stage One precincts of the Parramatta Road Urban Transformation Strategy and commence the preparation of background studies to inform the future rezoning of Stage Two precincts. | Planning Proposal for Stage One precincts finalised<br>Background studies for Stage Two precincts prepared. | Planning Proposal for Stage One of the Parramatta Road Corridor received a Gateway Determination from the Department of Planning, Industry and Environment in late 2021. The Planning Proposal will be exhibited in the first quarter of 2022. Consultant briefs to inform a master plan for Stage Two of the Parramatta Road Corridor will be prepared in early 2022. |
| Strategic Planning       |  | <b>4.2.1.2</b><br>Prepare a Local Planning Study for land surrounding proposed Metro West stations in the City of Canada Bay.  | Draft Study prepared and exhibited.   | A draft Planning Study and draft Local Character Statement have been prepared for localities near proposed metro stations in the City of Canada Bay. It is anticipated exhibition of the draft study and character statements will occur in mid-2022.  |

| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure   | Performance and commentary  |
|--------------------------|---|--|---|---|
| Strategic Planning       |  | <b>4.2.1.3</b><br>Commence investigations to inform the delivery of the housing investigation areas (terrace housing) identified in the Canada Bay Local Strategic Planning Statement. | Background report prepared.                     | This project is due to commence in the second half of the financial year.   |
| Strategic Planning       |  | <b>4.2.1.4</b><br>Prepare a new Local Infrastructure Contribution Plan for the City of Canada Bay.   | Local Infrastructure Contribution Plan adopted} | The draft Local Infrastructure Contribution Plan was placed on public exhibition for community feedback. The draft plan will be reported to Council for adoption in early 2022. |

## Visionary, smart and accountable



### Goal 5.1.

The elected Council provides strong leadership for the community that is underpinned by open and transparent governance.


#### Service Performance

| Mayoral and Councillor support   | Performance measure  | Baseline | Target | YTD result |
|--|--|----------|--------|------------|
| Provides high quality administrative support services and outcomes to the Mayor, Councillors, and delivers civic events. <ul style="list-style-type: none"> <li>• Civic events</li> <li>• Support services</li> <li>• Small grants program.</li> </ul> | # of citizenship ceremonies held.                          | 7        | 8      | 25         |
|  | Average # of days taken to respond to Mayor requests.      | 16       | 10     | 10         |
|  | Average # of days taken to respond to Councillor requests. | 13       | 10     | 10         |

#### 5.1.1. The Council governs efficiently and effectively on behalf of the community.

| Reporting Responsibility                  | Action Status   | Operational Plan Action  | Measure  | Performance and commentary   |
|---|---|--|--|--|
| <b>Governance &amp; Customer Services</b> |   | <b>5.1.1.1</b><br>Administer the Local Government Elections for the City of Canada Bay Council, as per the NSW Local Government Act 1993, in conjunction with the NSW Electoral Commission.  | Local Government Elections held.<br>Outcome of Local Government Elections - nine elected Councillors, including popularly elected Mayor.   | The NSW Local Government Elections were administered in conjunction with the NSW Electoral Commission.<br><br>Nine councillors, including a popularly elected mayor were elected to the City of Canada Bay Council following the 4 December 2021 Local Government Elections. |
| <b>Governance &amp; Customer Services</b> |  | <b>5.1.1.2</b><br>Investigate and implement a new business paper solution. <ul style="list-style-type: none"> <li>• Draft Request for Quotation (RFQ)</li> <li>• Implement new solution and roll out across the organisation</li> <li>• Train staff in new business paper solution.</li> </ul> | <ul style="list-style-type: none"> <li>• New Business paper solution rolled out and being utilised by relevant staff</li> <li>• # of staff trained in new business paper solution</li> </ul> | Following from an RFQ process, Council has investigated and sourced a business paper solution, engaging Infocouncil for this project. Implementation is due in April 2022.   |



| Reporting Responsibility                  | Action Status   | Operational Plan Action  | Measure                    | Performance and commentary   |
|---|---|--|----------------------------|--|
| <b>Governance &amp; Customer Services</b> |  | <p><b>5.1.1.3</b></p> <p>Administer and oversee the City of Canada Bay Councillor Induction Program in conjunction with the Executive Team and Managers. Induction to include awareness of key projects, policies and procedures that affect Councillors such as Code of Meeting Practice and Code of Conduct and that they are required to make decisions on.</p> | % of Councillors inducted. | An in house induction program is due for completion in April 2022. This is in conjunction with the Office of Local Government 'Hit the Ground Running' program (for all NSW Councillors) scheduled for February through to April 2022. |

**5.1.2. Provide civic events and citizenship ceremonies to celebrate the diversity and achievements of the community and to welcome newcomers.**

Refer Service Performance — Mayoral and Councillor support

## Goal 5.2.

Leadership of the organisation inspires best practice in everything in which Council is involved.

### Service Performance

| Buildings and trades maintenance   | Performance measure  | Baseline           | Target | YTD result |
|--|--|--------------------|--------|------------|
| Provides programmed, on-request and reactive maintenance services for Council property assets, as well as recreational assets. <ul style="list-style-type: none"> <li>• Building maintenance</li> <li>• Parks and sports field maintenance</li> <li>• Graffiti removal</li> <li>• Miscellaneous support services.</li> </ul>   | % of graffiti on public land removed within 15 working days.                                     | Data not available | 95%    | 100%       |
| Business improvement   | Performance measure  | Baseline           | Target | YTD result |
| Provides value to the organisation through best practice people-focused change, business process management, embedding continuous improvement, and building organisational capability through improvement champions to drive measured improvement across the organisation. <ul style="list-style-type: none"> <li>• Corporate improvement</li> <li>• Process management</li> <li>• Quality assurance.</li> </ul> | % of identified processes documented and published in Promapp.                                   | 23%                | 70%    | 57%        |
|  | # of staff undertaken Lean Six Sigma training.   | 8                  | 20     | 18         |
|  | # of process improvements projects completed.  | 8                  | 20     | 11         |
|  | % of ABEF priority area recommendations implemented  | N/a                | 25%    | On hold    |
| Corporate strategy   | Performance measure  | Baseline           | Target | YTD result |
| Implements the compliance, coordination and development of the Integrated Planning and Reporting (IPR) framework documents and reports. <ul style="list-style-type: none"> <li>• Corporate planning</li> <li>• Corporate reporting.</li> </ul>   | # of staff directly engaged, and/or trained in Integrated Planning and Reporting (IPR) activity. | 25                 | 40     | 47         |

| Council buildings and property   | Performance measure   | Baseline          | Target              | YTD result |
|--|---|-------------------|---------------------|------------|
| Coordinates the management of Council owned properties, leased and licenced properties, building capital works, road closures, easements, road dedications, and footpath dining, as well as strategic functions to buy, sell, and lease Council property. <ul style="list-style-type: none"> <li>• Building management</li> <li>• Capital works — buildings</li> <li>• Leasing and licensing</li> <li>• Footpath dining</li> <li>• Asset management</li> <li>• Strategic property management.</li> </ul> | % vacancy rates of Council’s leased properties.                 | 2% vacancy        | Maintain            | 2%         |
|  | % of expired occupancy agreements.                              | To be established | Improve 5% annually | 54%        |
| Council venue hire   | Performance measure   | Baseline          | Target              | YTD result |
| Manages the operations of all 13 Council community venues for hire, coordinates civic functions and major events at Drummoyne Oval <ul style="list-style-type: none"> <li>• Venue bookings</li> <li>• Venue operations</li> <li>• Coordination of civic functions</li> <li>• Drummoyne Oval events.</li> </ul>   | % utilisation of The Meeting Space (The Connection).            | 15.26%            | Increase 5%         | 6% *       |
|  | % utilisation of The Event Space (The Connection).              | 27.41%            | Increase 5%         | 14% *      |
|  | % utilisation of Cabarita Conservatory.                         | 41.26%            | Increase 5%         | 18% *      |
|  | % utilisation of the Greg Davis Stand (Drummoyne Oval).         | 34.70%            | Increase 5%         | 8% *       |
|  | % customer satisfaction of venues service.                      | 96.97%            | 75%                 | 95%        |
| Customer service — Civic Centre  | Performance measure   | Baseline          | Target              | YTD result |
| Delivers a centralised customer service centre at the Civic Centre and Concord Library, providing information, transaction and consultation to customers via the front counter and call centre. <ul style="list-style-type: none"> <li>• Counter service</li> <li>• Call centre</li> <li>• Administration.</li> </ul>  | % of customer service complaints dealt with within 48 hours.    | 90%               | 90%                 | 90%        |
|  | % of calls answered within 1 minute.                            | 90%               | 90%                 | 87%        |
|  | % of chats answered within 1 minute.                            |                   |                     | 96%        |
|  | Customer satisfaction levels evaluated through Mystery Shopper. | 93%               | 90%                 | 90%        |

\* Covid affected

| Financial management  | Performance measure   | Baseline   | Target  | YTD result  |
|---|---|--|---|---|
| <p>The finance function comprises the two distinct service arms of financial operations and corporate accounting.</p> <ul style="list-style-type: none"> <li>• Strategic financial management</li> <li>• Annual budget management</li> <li>• Corporate financial accounting and reporting</li> <li>• Financial systems maintenance</li> <li>• Cashflow management</li> <li>• Accounts payable</li> <li>• Accounts receivable</li> <li>• Rating services.</li> </ul> | Council's financial position remains within key performance benchmarks.                   | <ul style="list-style-type: none"> <li>• Operating performance Ratio - 1.10%</li> <li>• Own source operating revenue ratio – 83.60%</li> <li>• Unrestricted current ratio – 1.59x</li> <li>• Debt service cover ratio – 17.65x</li> <li>• Cash expense cover ratio – 11.41mnths</li> </ul> | Council's financial position remains within key performance benchmarks. | 0.97% in 20–21<br>56.76%<br>2.68x<br>17.71 in 20–21<br>21.36        |
|   | % of rates collected.   | 96.72%   | 95%   | 95.64%  |
|   | Adopted budgets are in line with Long Term Financial Plan (LTFP) forecasts                | Budget adopted in response to COVID-19 which was not in line with original LTFP forecast.  | Adopted budgets are in line with LTFP forecasts                         | LTFP targets revised down as highlighted in quarter 1 and 2 reviews |
| Governance  | Performance measure   | Baseline   | Target  | YTD result  |
| <p>Ensures that Council has strong and effective governance and oversees the management of processes and protocols for Council's formal decision making that supports Council's capability to fulfil its legal, financial and ethical obligations.</p> <ul style="list-style-type: none"> <li>• Governance</li> <li>• Compliance</li> <li>• Council and committee meetings</li> <li>• Elections</li> <li>• Support for elected representatives.</li> </ul>          | % of Council registers are kept up-to-date in accordance with legislative requirements.   | Data not available   | 100% of registers updated as per legislative requirements.              | 100%  |
| Information systems   | Performance measure   | Baseline   | Target  | YTD result  |
| <p>Develops and maintains highly effective, reliable, secure and innovative information systems to support all our customers and community.</p> <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Application support</li> <li>• Service desk.</li> </ul>  | % of time that external facing technology is available (excluding scheduled maintenance). | 98.5%  | 100%  | 99%   |
|   | % of Helpdesk (internal) request response times between five minutes and four hours.      | 70.23%   | 80 %  | 72%   |
|   | % of uptime of core IT applications during business hours.                                | 99.25%   | 100%  | 97%   |



| Procurement  | Performance measure                                 | Baseline    | Target                | YTD result                    |
|--|---|-------------|-----------------------|-------------------------------|
| <p>Leads staff on procurement, ensuring Council has auditable processes that ensures management of public monies in the best interests of the community and Council, while obtaining best value corporate procurement planning and strategy development.</p> <ul style="list-style-type: none"> <li>• Planning and strategy development</li> <li>• Corporate tendering system management</li> <li>• Corporate contract management and preferred supplier program</li> <li>• Procurement system management and development</li> <li>• Conserve contractor management system.</li> </ul> | Reportable actual savings.                          | \$1,736,534 | \$500,000 per annum   | N/A for this reporting period |
|  | Cost avoidance through use of VendorPanel.          | \$778,546   | \$1 million per annum | \$861,952                     |
|  | # contractors approved on Conserve.                 | 146         | ≥ 200                 | 176                           |
|  | # staff trained in procurement/TechOne.             | 130         | ≥ 100                 | 140                           |
|  | Compliance with Procurement Policy and legislation. | 85%         | 100%                  | 90%                           |




| People and culture  | Performance measure  | Baseline          | Target               | YTD result                    |
|---|--|-------------------|----------------------|-------------------------------|
| <p>Provides strategic and operational human resources services including industrial and employee relations, health, safety and wellbeing and workers compensation, payroll, and organisational capability and development.</p> <ul style="list-style-type: none"> <li>• People and culture operations</li> <li>• Organisational capability and development</li> <li>• Payroll</li> <li>• Health, safety and wellbeing</li> <li>• Workers compensation and injury management.</li> </ul> | % participation achieved in staff engagement survey.             | 66%               | Maintain or increase | N/A for this reporting period |
|   | # of lost days resulting from Lost Time Injuries.                | 228               | Decrease             | 20                            |
|   | % of compliance achieved in StateCover audit.                    | 74.30%            | Increase             | 71.8%                         |
|   | % of payroll processed accurately and on time.                   | To be established | ≥95%                 | 85%                           |
|   | % of staff attending at least three training sessions per annum. | To be established | ≥85%                 | 65%                           |
|   | % satisfaction achieved in staff engagement survey.              | 62%               | Increase             | N/A for this reporting period |

| Records management  | Performance measure  | Baseline | Target | YTD result |
|---|--|----------|--------|------------|
| <p>Manages Council's records and information including access, retrieval, storage and disposal.</p> <ul style="list-style-type: none"> <li>• Information and correspondence management</li> <li>• Records system management and compliance</li> <li>• Government Information and Public Access Act (GIPA).</li> </ul> | % of informal and formal information (GIPA) applications processed within legislated timeframes. | 100%     | 90%    | 90%        |
|   | % of documents registered within three days of receipt.  | 90%      | 90%    | 80%        |

| Risk management   | Performance measure   | Baseline           | Target | YTD result |
|---|---|--------------------|--------|------------|
| <p>Develops, implements and manages Council's Risk Management Framework and the management of Council's commercial insurance function inclusive of general insurance renewals and insurance claims.</p> <ul style="list-style-type: none"> <li>• Business continuity plan and risk framework</li> <li>• Corporate insurances</li> <li>• Corporate claims management.</li> </ul> | % of total number of claims responded to within two working days. | Data not available | 90%    | 78%        |

5.2.1. Provide organisational leadership that is aspirational and inspirational and provide management to enable staff to carry out their roles efficiently and effectively with a positive culture of working with, and for, the community.





| Reporting Responsibility                    | Action Status   | Operational Plan Action   | Measure  | Performance and commentary   |
|---|---|---|--|--|
| Corporate Strategy and Business Improvement |  | <p><b>5.2.1.1</b><br/>Participate in Australasian LG Performance Excellence Program and incorporate the outcome of industry benchmark into operational improvement across targeted area of findings.</p>  | Program implemented and improvement findings incorporated into business planning.  | Council participated in the program and a comprehensive benchmark report was received in December 2021. Analysis of the report and data is to be completed with improvement recommendations to be tabled to the management team for consideration in February 2022.  |
| Corporate Strategy and Business Improvement |  | <p><b>5.2.1.2</b><br/>Develop Performance Measurement Framework by leading the development of corporate and services key measures.</p> <p>Ensure that strategic priorities and principles for success are clearly defined.</p> <p>Clarify the measures required to demonstrate success and develop aligned and cascaded measures throughout the organisation as aligned business and operational metrics.</p> <p>Develop an effective reporting mechanism to monitor progress and increase visibility to staff.</p> | Performance Measurement Framework developed. Strategic alignment of measures cascading from Delivery Program to operational metrics implemented. | <p>Development of performance measures for each service area is in progress, totalling 42 services. This is integrated with the development of the new Operational Plan.</p> <p>Performance measures for the Community Strategic Plan (i.e. measuring how will we know we have arrived) is also in progress.</p> |

| Reporting Responsibility      | Action Status   | Operational Plan Action  | Measure  | Performance and commentary  |
|-------------------------------|---|--|--|---|
| Place Management              |    | <p><b>5.2.1.3</b></p> <p>Deliver key elements of the Our Smart City Plan: An Intelligent City of Canada Bay</p>  | # initiatives implemented.   | <p>Smart City actions completed:</p> <ul style="list-style-type: none"> <li>• Building Certification moved to the online portal.</li> <li>• Smart technology deployed during COVID-19 including bin overflow data in parks and people counting on busy paths.</li> <li>• Online programming to encourage community connection and local business support</li> <li>• Community and business hubs offered workshops, competitions, giveaways, specialist advice, business marketing, education programs, cultural events and online gym classes.</li> <li>• Library programs pivoted to online and significant growth in e-library services. Programs including virtual history tour and online storytimes.</li> <li>• Resilience planning started in collaboration with Resilient Sydney and 20 key stakeholders trained to contribute to the plan.</li> <li>• Additional Solar Panels Installed.</li> <li>• Circular economy projects introduced. Joined an SSROC partnership for road fill including recycled glass. Continued recycling road refurbishment materials as fill-in sports fields and carparks.</li> <li>• Digital Planning has significantly reduced paper forms. Includes Development Applications, certificates and building consents.</li> <li>• Smart process mapping to drive continuous improvements has been launched. Champions have led some key improvements driving the continuous improvement agenda in Council using cloud-based software as a service an online system.</li> </ul> |
| People and Culture Operations |   | <p><b>5.2.1.4</b></p> <p>Focus on the capability of the next tier of leaders, team leaders and coordinators through targeted training, coaching and mentoring.</p> | # of staff who have participated in a leadership programs.                 | Council ran a second Frontline Leadership Program with up to 16 leaders completing the program. Staff also participated in Yellow Belt Six Sigma training and completed projects that have had significant financial and efficiency impacts for Council.  |
| People and Culture Operations |  | <p><b>5.2.1.5</b></p> <p>Improve transparency in reward endowments by streamlining and clearly communicating the rewards and recognition program.</p>              | Overall employee satisfaction from the engagement survey % staff turnover. | <p>Council's Employee Recognition and Excellence program is on track with positive feedback from staff. Employee satisfaction result was at 62% during the last engagement survey in 2020. The next engagement survey is scheduled for March 2022.</p> <p>Turnover for the reportable period is 6.2%.</p>   |




**5.2.2. Provide governance and risk services to ensure compliance with the Local Government Act and other relevant Acts.**

Refer Service Performance – Strategic Asset Management

**5.2.3. Ensure Council’s long-term financial sustainability by providing effective financial management.**

| Reporting Responsibility  | Action Status   | Operational Plan Action  | Measure   | Performance and commentary   |
|---------------------------|---|--|---|--|
| Financial Operations      |    | <p><b>5.2.3.1</b><br/>Prepare for implementation of ATO e-Invoicing requirements. Finalise discussions with ATO certified panelists and be ready for implementation post 1 July 2021.</p>  | <p>% of suppliers signed up.</p> <p>Access point gateway provider appointed.</p>                          | The project start was delayed due to competing priorities and resources in the second quarter of 2021–22, including the TechOne Cloud upgrade. Resources have now been assigned and the project is to commence in April 2022.  |
| Corporate Accounting      |    | <p><b>5.2.3.2</b><br/>Design and establish dashboard reports using CiA Analytics. Initial dashboards to include:</p> <ul style="list-style-type: none"> <li>• budget variance (operating and capital)</li> <li>• supplier expenditure.</li> </ul>                              | Dashboards delivered on time and in line with management requirements.                                    | This project is due to commence in March 2022. It has been delayed because of competing resources in the second quarter of 2021–22.  |
| Corporate Accounting      |   | <p><b>5.2.3.3</b><br/>Review and update the Long Term Financial Plan (LTFP). The 10 year LTFP is a key component of the Resource Strategy that informs the Delivery Program. The revised plan will be informed by updated Asset Management and Workforce Management Plans.</p> | The LTFP presented to Council and incorporates the most current Asset Management and Workforce forecasts. | Council has engaged and is collaborating with an external consultant, Morrison Low and internal stakeholders including Strategic Assets and People & Culture, to develop the Resourcing Strategy for exhibition in April 2022. |
| Infrastructure Operations |  | <p><b>5.2.3.4</b><br/>Review fleet reactive maintenance processing, then identify and implement improvements.</p>  | Identified improvements fully implemented.  | A review has been undertaken, and all vehicle data has been updated in the fleet asset register in Council's corporate database for future fleet asset management planning.  |






|                                  |   |  |   |   |
|----------------------------------|---|--|---|---|
| <b>Infrastructure Operations</b> |  | <p><b>5.2.3.5</b><br/>         Coordinate the delivery and commissioning of motor vehicles identified in the Fleet Replacement Program.<br/>         Decommission and dispose of motor vehicles that have been replaced through the Fleet Replacement Program.</p>               | % of planned motor vehicles replaced.     | COVID-19 has impacted heavily on the availability of fleet, so there have been delays with delivery of procured vehicles. The disposal program has been adjusted to align with delivery of new fleet. |
| <b>Infrastructure Operations</b> |  | <p><b>5.2.3.6</b><br/>         Coordinate the delivery and commissioning of major items of plant identified in the Major Plant Replacement Program.<br/>         Decommission and dispose of major plant that has been replaced through the Major Plant Replacement Program.</p> | % of planned major plant replaced.        | COVID-19 has impacted heavily on the availability of major plant, so there have been delays with delivery. The disposal program has been adjusted to align with delivery of new major plant.          |
| <b>Infrastructure Operations</b> |  | <p><b>5.2.5.4</b><br/>         Implement Ci Anywhere Scheduled Maintenance module.</p>   | Scheduled Maintenance Module implemented. | Preparation work has been undertaken including updating of the fleet asset register data in readiness for the roll out of the scheduled maintenance module in 2022.                                   |



**5.2.4. Provide quality customer services that reach out and positively connect with customers.**

Refer Service Performance — Customer Services — Civic Centre


**5.2.5. Manage information systems to support the operations of the Council and its interaction with the community.**






| Reporting Responsibility     | Action Status   | Operational Plan Action  | Measure   | Performance and commentary   |
|------------------------------|---|--|---|--|
| <b>System Administration</b> |    | <p><b>5.2.5.1</b></p> <p>Migrate Skype to Microsoft Teams:</p> <ul style="list-style-type: none"> <li>• retire Skype for Business</li> <li>• migrate Skype for Business Online to Microsoft Teams and plan upgrades to allow ample time to complete prior to the retirement date.</li> </ul> | Migration completed successfully and Microsoft Teams is the only telephony application for internal and external calls, conferences and meetings. | Initial steps have been undertaken and migration is scheduled to commence from March 2022.   |
| <b>Business Systems</b>      |    | <p><b>5.2.5.2</b></p> <p>Develop and adopt an Information Systems Strategy to consist of objectives, principles, and themes relating to the use of technologies at the Council. Adopt and align action plans and projects to the Strategy.</p>   | Information Systems Strategy completed.   | The Information Systems Strategy 2021–24 was presented to and adopted by the Leadership Team in June 2021.   |
| <b>Information Services</b>  |  | <p><b>5.2.5.3</b></p> <p>Deliver CiA Roadmap and the ongoing transformation from Ci to CiAnywhere (CiA):</p> <ul style="list-style-type: none"> <li>• Rollout Mobility, BI Analytics and Dashboard, E-recruitment modules.</li> </ul>  | Mobility, BI Analytics and Dashboard, E-recruitment modules transferred to CiAnywhere.  | Council’s plan to move TechOne to the cloud on 14 March 2022 is on track. Transfer of Mobility, BI Analytics and Dashboard, and E-recruitment modules has been delayed and is due to be delivered by October 2022. |





5.2.6. Ensure procurement services provide best value outcomes.


| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure  | Performance and commentary  |
|--------------------------|---|--|--|---|
| Procurement              |  | <b>5.2.6.1</b><br>Complete ArcBlue/LGP Leading Efficiency and Analytics Program (LEAP) Year 3 Program, benchmarked nationally on procurement maturity, processes and procedures. | Level achieved in external audit.                              | The ArcBlue/LGP LEAP Program has been completed successfully, and the City of Canada Bay ranked as the highest performing Council in the program. |
| Procurement              |  | <b>5.2.6.2</b><br>Implement Ci Anywhere contracts module.  | An up-to- date uniformed contract management system delivered. | The CiAnywhere contracts module has been implemented. Training and data entry is in progress.   |

5.2.7. Manage Council's Property Portfolio to ensure best value returns and to ensure properties are developed, renewed and maintained for the benefit of the community.


| Reporting Responsibility | Action Status  | Operational Plan Action  | Measure  | Performance and commentary  |
|--------------------------|--|--|--|---|
| Buildings & Property     |  | <b>3.3.1.1</b><br>Conduct investigations into parking in the Five Dock Town Centre, to increase parking on Council owned land in Five Dock:<br><ul style="list-style-type: none"> <li>• develop a plan to improve parking</li> <li>• develop design documentation for car parking to suit the needs of the Five Dock Town Centre.</li> </ul> | The feasibility and detailed design completed. | Investigations have been undertaken and concept designs for multi-storey carpark options will be completed by 30 June 2022. |

| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure  | Performance and commentary  |
|--------------------------|---|---|--|---|
| Buildings & Property     |    | <p><b>5.2.7.1</b><br/>Develop and populate Councils Asset Management System - Buildings module, using building asset condition data.</p> <p>Upon completion, own and manage the system to ensure data is accurate.</p>                          | System developed and live.                       | This project is underway and will be completed by December 2022.  |
| Buildings & Property     |    | <p><b>5.2.7.2</b><br/>Develop Councils Community Leasing Policy, with associated procedures. The policy will provide a consistent approach to the leasing of our community leasing portfolio, considering good governance and transparency.</p> | Draft policy developed.                          | The draft policy will be ready by December 2022.  |
| Building Trades          |    | <p><b>5.2.7.3</b><br/>Develop and deliver a planned preventative maintenance program for parks assets.</p>  | Delivery of the program on time, and on budget.  | The Planned Preventative Maintenance program has been developed and is planned for delivery by June 2022. |
| Buildings & Property     |   | <p><b>5.2.7.4</b><br/>Develop the Asset Management Plan and commence stakeholder engagement to develop a long-term strategy for Drummoyne Oval.</p>   | Asset Management Plan completed.                 | Discussions with stakeholders will continue, with completion by June 2022.                                |
| Buildings & Property     |  | <p><b>5.2.7.5</b><br/>Negotiate the Interface Agreement with Metro West, and associated acquisitions.</p>   | Agreement negotiated, finalised and implemented. | This has been completed and ongoing management is underway.   |

| Reporting Responsibility | Action Status  | Operational Plan Action   | Measure   | Performance and commentary   |
|--------------------------|--|---|---|--|
| Buildings & Property     |   | <p><b>5.2.7.6</b><br/>Develop and implement Councils Property Strategy to ensure that Council's property portfolio is fit for purpose, well utilised, and meeting the community's expectations, with good governance for all property related transactions.</p> | Program of deliverables developed from the strategy.  | This is on track for delivery by 30 June 2023.   |
| Buildings & Property     |   | <p><b>5.2.7.7</b><br/>Develop a plan for enabling foreshore access with relevant land owners to achieve our Foreshore Access Strategy.</p> <p>Commence negotiations.</p>  | Acquisitions are resolved in accordance with the program.   | This is ongoing and negotiations will continue as required.  |
| Buildings & Property     |   | <p><b>5.2.7.8</b><br/>Develop and implement building asset management plans for all Council buildings.</p>  | A program of BAM's developed, and all planned BAMS for 21-22 completed, as per the program.   | Preparation of building asset management plans is on track and plan to have them completed by June 2022. |
| Buildings & Property     |  | <p><b>5.2.7.9</b><br/>Develop the 4 and 10-year building maintenance and renewal program, using asset condition data following, independent review.</p>   | <ul style="list-style-type: none"> <li>• Four-year and 10-year building maintenance and renewal programs developed for all building assets</li> <li>• Annual program of building works completed, incorporating high priority works as identified in independent review.</li> </ul> | This is on track for completion by 30 June 2022.   |

| Reporting Responsibility | Action Status   | Operational Plan Action   | Measure                                  | Performance and commentary  |
|--------------------------|---|---|--|---|
| <b>Building Trades</b>   |  | <b>5.2.7.10</b><br>Deliver a planned preventative maintenance program for Council's buildings using asset condition data. | Program delivered on time and on budget. | The Planned Preventative Maintenance program has been developed and is planned for delivery by June 2022. |

**5.2.8. Ensure workforce management practices provide for a collaborative workplace culture and efficient workforce processes.**

| Reporting Responsibility             | Action Status   | Operational Plan Action   | Measure                              | Performance and commentary  |
|--------------------------------------|---|---|--------------------------------------|---|
| <b>People and Culture Operations</b> |  | <b>5.2.8.1</b><br>Review and update the Workforce Management Plan component of Council's Resourcing Strategy. | Workforce Management Plan completed. | The development of the Workforce Management plan is on track with People and Culture working collaboratively across the organisation. A significant portion of the plan has been completed with feedback from staff being reviewed before finalisation. |

**5.2.9. Ensure workplace health and safety programs to provide for a safe and healthy work environment.**

Refer Service Performance — People and Culture


### Goal 5.3.

The City is well promoted and our community is well informed of the business of Council.

#### Service Performance

| Media and communications  | Performance measure   | Baseline | Target       | YTD result |
|---|---|----------|--------------|------------|
| Promotes Council’s services and operations to develop and exhibit a positive narrative for the City of Canada Bay throughout our community. The Media and Communications team also assists in Mayoral management as well as providing graphic design services for Council. <ul style="list-style-type: none"> <li>• Media relations</li> <li>• External communications</li> <li>• Internal communications</li> <li>• Mayoral management</li> <li>• Council departmental support</li> <li>• Graphic design.</li> </ul> | # of Canada Bay News e-newsletter subscribers                     | 0        | 800          | 2,145      |
|   | # of City of Canada Bay News newsletters distributed to community | 35,000   | 385,000      | 216,000    |
|   | # of Good Living @ Rhodes newsletters distributed to community    | 30,000   | 30,000       | 18,800     |
|   | # of What's On e-newsletter subscribers                           | 4,139    | Increase 20% | 4,274      |
|   | # of Your Rates at Work flyers distributed to community           | 28,000   | 28,000       | 28,000     |

#### 5.3.1. Ensure Council’s Communications provide easily-available information to promote the City and its community and to promote the business of Council.

| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure                        | Performance and commentary  |
|--------------------------|---|--|--------------------------------|---|
| Media and Communications |  | <b>5.3.1.1</b><br>Establish new website and branding for the Concord Oval recreational facility as part of the Redevelopment of Concord Oval (ROCO) project.<br><br>This may also include the transfer of Five Dock Leisure Centre's website and branding. | Website and branding launched. | Initial meetings have taken place and the scope is being defined. This project is on track for completion by September 2022 upon opening of the facility. |

## Goal 5.4.

Compliance services encourage and contribute to quality developments, public health, animal welfare and parking management.

### Service Performance

| Building certification and compliance  | Performance measure   | Baseline           | Target                      | YTD result |
|--|---|--------------------|-----------------------------|------------|
| Performs the assessment, investigation, certification and enforcement of laws, regulations and policies for developments and land-use activities within the City of Canada Bay to ensure their compliance, health, safety and amenity. <ul style="list-style-type: none"> <li>• Construction, complying development and occupation certificates</li> <li>• Registered certifying authority (inspections)</li> <li>• Building compliance and enforcement</li> <li>• Swimming pools</li> <li>• Fire safety.</li> </ul> | # of fire safety audits undertaken.                             | 10                 | Maintain                    | 35         |
|  | # of building inspections.                                      | 50                 | N/A for trending purposes   | 42         |
|  | # of certificates issued (CC, CDC & OC).                        | 100                | N/A for trending purposes   | 13         |
|  | # of notices/orders issued.                                     | 80                 | Maintain                    | 15         |
|  | # of penalty notices issued.                                    | 57                 | Maintain                    | 38         |
|  | # of swimming pool inspections.                                 | 300                | 150                         | 42         |
| Environmental health   | Performance measure   | Baseline           | Target                      | YTD result |
| Provides enforcement and education to improve environmental and public health standards across the City of Canada Bay. <ul style="list-style-type: none"> <li>• Public health compliance</li> <li>• Environmental management compliance.</li> </ul>  | % of food premises inspected.                                   | 100%               | 100%                        | 35% *      |
|  | % of skin penetration premises inspected.                       | 4% *               | 100%                        | 0% *       |
|  | % of all warm water systems inspected.                          | 0% *               | 100%                        | 0% *       |
|  | # of notices/orders/Penalty Infringement Notices issued.        | 108                | N/A for trending purposes   | 5          |
| Law enforcement and parking  | Performance measure   | Baseline           | Target                      | YTD result |
| Investigates and ensures compliance with the regulatory and compliance laws within the community, parking and companion animal issues, and liaises with and educates the community on the regulatory framework. <ul style="list-style-type: none"> <li>• Parking compliance</li> <li>• Ranger services</li> <li>• Companion animal management.</li> </ul>  | # cats and dogs impounded.                                      | Data not available | < 20                        | 4          |
|  | # cats and dogs returned/rehoused.                              | Data not available | > 100                       | 11         |
|  | # education activities attended (school zones, Doggy Day Outs). | Data not available | 2                           | 2          |
|  | # of parking patrols around schools.                            | Data not available | 1 visit per term/per school | 67         |

\* COVID-19 affected



| Statutory planning   | Performance measure                                 | Baseline | Target     | YTD result |
|--|---|----------|------------|------------|
| Processes Development Applications, tree removal and pruning applications for heritage listed properties, provides planning advisory services, manages Land and Environment Court Appeals, and assesses and determines subdivision certificates. <ul style="list-style-type: none"> <li>• Development Applications</li> <li>• Planning appeals</li> <li>• Planning advice</li> <li>• Planning portal.</li> </ul> | Median assessment time of Development Applications. | 78 days  | < 100 days | 98 days    |


5.4.1. Provide transparent and informative statutory development services to assure approval processes are streamlined and timely and effective compliance is achieved.


Refer Service Performance — Statutory Planning

5.4.2. Offer a cost effective and efficient building inspection service to ensure buildings are safe and comply with Standards.

Refer Service Performance — Building certification and compliance

5.4.3. Provide services and encourage the community to take pride in their city to ensure public health for all.

| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure                      | Performance and commentary   |
|--------------------------|---|--|------------------------------|--|
| Environmental Health     |  | <b>5.4.3.1</b><br>Develop and implement an inspection regime for: <ul style="list-style-type: none"> <li>• underground petroleum storage systems following recent hand over from EPA</li> <li>• premises requiring vapour recovery following recent handover from EPA</li> </ul> | Inspection regime developed. | This program has commenced and is on track to be delivered by 30 June. |

| Reporting Responsibility | Action Status   | Operational Plan Action  | Measure             | Performance and commentary   |
|--------------------------|---|--|---------------------|--|
| Environmental Health     |  | <b>5.4.3.2</b><br>Develop and maintain a register for: <ul style="list-style-type: none"> <li>• underground petroleum storage systems</li> <li>• premises requiring vapour recovery</li> </ul> | Register developed. | This program has commenced and is on track to be delivered by 30 June. |

**5.4.4. Provide animal compliance and encourage responsible animal ownership practices.**

Refer Service Performance – Law enforcement and parking

**5.4.5. Provide and enforce parking controls to provide for and maximise use of parking spaces in the City.**

Refer Service Performance – Law enforcement and parking

INVESTMENT  
REPORT  
FEBRUARY 2022

## INVESTMENT REPORT FEBRUARY 2022

## Contents

|  |   |
|--|---|
| FEBRUARY 2022 Investment Report.....                                       | 3 |
| Statement of Cash Investments as at 28 FEBRUARY 2022.....                  | 3 |
| Investment Transactions during February 2022 .....                         | 7 |
| Total Interest Received during February 2022.....                          | 7 |
| Statement of Consolidated Cash and Investments as at 28 February 2022..... | 8 |
| Comparative Graphs .....   | 9 |

## FEBRUARY 2022 Investment Report

## Statement of Cash Investments as at 28 FEBRUARY 2022

| STATEMENT OF CASH INVESTMENTS          |                                      |                  |                         |      |              |            |                     |
|--|--------------------------------------|------------------|-------------------------|------|--------------|------------|---------------------|
| Maturity Date                          | Bank/Issuer                          | Long Term Rating | Fair Value              | Term | Interest     | Issue Date | Investment Type     |
| 04/03/22                               | Commonwealth Bank of Australia       | AA-              | \$4,000,000.00          | 245  | 0.37%        | 02/07/21   | Term Deposits       |
| 10/03/22                               | Members Equity Bank                  | BBB+             | \$3,000,000.00          | 230  | 0.50%        | 23/07/21   | Term Deposits       |
| 17/03/22                               | Commonwealth Bank of Australia       | AA-              | \$2,000,000.00          | 75   | 0.48%        | 01/01/22   | Term Deposits       |
| 24/03/22                               | Members Equity Bank                  | BBB+             | \$2,500,000.00          | 237  | 0.50%        | 30/07/21   | Term Deposits       |
| 01/04/22                               | National Australia Bank              | AA-              | \$2,000,000.00          | 240  | 0.30%        | 04/08/21   | Term Deposits       |
| 08/04/22                               | Commonwealth Bank of Australia       | AA-              | \$2,000,000.00          | 182  | 0.29%        | 08/10/21   | Term Deposits       |
| 14/04/22                               | Commonwealth Bank of Australia       | AA-              | \$2,000,000.00          | 103  | 0.49%        | 01/01/22   | Term Deposits       |
| 04/05/22                               | AMP Bank                             | BBB              | \$2,000,000.00          | 170  | 0.75%        | 15/11/21   | Term Deposits       |
| 04/05/22                               | MyState Ltd                          | BBB+             | \$2,000,000.00          | 365  | 0.50%        | 04/05/21   | Term Deposits       |
| 12/05/22                               | Commonwealth Bank of Australia       | AA-              | \$3,000,000.00          | 365  | 0.39%        | 12/05/21   | Term Deposits       |
| 27/05/22                               | National Australia Bank              | AA-              | \$2,500,000.00          | 269  | 0.30%        | 31/08/21   | Term Deposits       |
| 30/05/22                               | Auswide Bank Ltd                     | BAA2             | \$2,000,000.00          | 181  | 0.65%        | 30/11/21   | Term Deposits       |
| 03/06/22                               | National Australia Bank              | AA-              | \$3,000,000.00          | 365  | 0.35%        | 03/06/21   | Term Deposits       |
| 09/06/22                               | Members Equity Bank                  | BBB+             | \$2,000,000.00          | 280  | 0.45%        | 02/09/21   | Term Deposits       |
| 17/06/22                               | Commonwealth Bank of Australia       | AA-              | \$3,500,000.00          | 288  | 0.36%        | 02/09/21   | Term Deposits       |
| 24/06/22                               | Commonwealth Bank of Australia       | AA-              | \$3,000,000.00          | 364  | 0.43%        | 25/06/21   | Term Deposits       |
| 30/06/22                               | National Australia Bank              | AA-              | \$2,500,000.00          | 303  | 0.31%        | 31/08/21   | Term Deposits       |
| 07/07/22                               | Members Equity Bank                  | BBB+             | \$2,000,000.00          | 367  | 0.50%        | 05/07/21   | Term Deposits       |
| 08/07/22                               | Commonwealth Bank of Australia       | AA-              | \$1,500,000.00          | 308  | 0.36%        | 03/09/21   | Term Deposits       |
| 21/07/22                               | Bank of Queensland                   | BBB+             | \$1,500,000.00          | 237  | 0.65%        | 26/11/21   | Term Deposits       |
| 29/07/22                               | Bendigo and Adelaide Bank            | BBB+             | \$2,000,000.00          | 364  | 1.90%        | 30/07/21   | Term Deposits       |
| 05/08/22                               | National Australia Bank              | AA-              | \$3,000,000.00          | 365  | 0.35%        | 05/08/21   | Term Deposits       |
| 12/08/22                               | National Australia Bank              | AA-              | \$3,500,000.00          | 364  | 0.35%        | 13/08/21   | Term Deposits       |
| 09/09/22                               | Commonwealth Bank of Australia       | AA-              | \$3,000,000.00          | 364  | 0.39%        | 10/09/21   | Term Deposits       |
| 15/09/22                               | Bank of Queensland                   | BBB+             | \$2,000,000.00          | 363  | 0.95%        | 17/09/21   | Term Deposits       |
| 30/09/22                               | MyState Ltd                          | BBB+             | \$2,000,000.00          | 364  | 0.45%        | 01/10/21   | Term Deposits       |
| 03/10/22                               | Westpac Bank                         | AA-              | \$3,000,000.00          | 367  | 0.80%        | 01/10/21   | Term Deposits       |
| 10/10/22                               | AMP Bank                             | BBB              | \$2,000,000.00          | 367  | 0.80%        | 08/10/21   | Term Deposits       |
| 14/10/22                               | National Australia Bank              | AA-              | \$2,000,000.00          | 371  | 0.39%        | 08/10/21   | Term Deposits       |
| 20/10/22                               | Westpac Bank                         | AA-              | \$1,500,000.00          | 367  | 0.47%        | 18/10/21   | ESG TD              |
| 08/11/22                               | National Australia Bank              | AA-              | \$2,000,000.00          | 270  | 0.70%        | 11/02/22   | Term Deposits       |
| 18/11/22                               | Westpac Bank                         | AA-              | \$2,000,000.00          | 364  | 0.54%        | 19/11/21   | ESG TD              |
| 02/12/22                               | Westpac Bank                         | AA-              | \$2,000,000.00          | 364  | 0.58%        | 03/12/21   | ESG TD              |
| 02/05/23                               | AMP Bank                             | BBB              | \$2,000,000.00          | 545  | 1.00%        | 03/11/21   | Term Deposits       |
| 23/06/23                               | National Australia Bank              | AA-              | \$3,000,000.00          | 730  | 0.60%        | 23/06/21   | Term Deposits       |
| 17/07/23                               | Commonwealth Bank of Australia       | AA-              | \$3,000,000.00          | 562  | 0.60%        | 01/01/22   | Term Deposits       |
| 28/07/23                               | National Australia Bank              | AA-              | \$3,000,000.00          | 729  | 0.65%        | 29/07/21   | Term Deposits       |
| 03/08/23                               | National Australia Bank              | AA-              | \$2,000,000.00          | 734  | 0.65%        | 30/07/21   | Term Deposits       |
| 30/10/23                               | Westpac Bank                         | AA-              | \$1,000,000.00          | 732  | 1.11%        | 28/10/21   | ESG TD              |
| 19/02/24                               | Westpac Bank                         | AA-              | \$1,000,000.00          | 731  | 1.08%        | 18/02/22   | ESG TD              |
| 14/11/24                               | Westpac Bank                         | AA-              | \$1,500,000.00          | 1004 | 1.62%        | 14/02/22   | ESG TD              |
| 02/12/24                               | Westpac Bank                         | AA-              | \$1,500,000.00          | 1095 | 1.62%        | 03/12/21   | ESG TD              |
| 17/02/25                               | Westpac Bank                         | AA-              | \$2,000,000.00          | 1095 | 2.02%        | 18/02/22   | ESG TD              |
| 24/02/25                               | Westpac Bank                         | AA-              | \$2,500,000.00          | 1095 | 2.10%        | 25/02/22   | ESG TD              |
| 20/11/25                               | Westpac Bank                         | AA-              | \$1,500,000.00          | 1368 | 1.87%        | 21/02/22   | ESG TD              |
| 16/02/26                               | National Australia Bank              | AA-              | \$2,000,000.00          | 1461 | 1.04%        | 16/02/22   | Term Deposits       |
| 17/02/26                               | Westpac Bank                         | AA-              | \$2,500,000.00          | 1460 | 2.24%        | 18/02/22   | ESG TD              |
| 24/02/26                               | Westpac Bank                         | AA-              | \$2,000,000.00          | 1460 | 2.31%        | 25/02/22   | ESG TD              |
| 16/08/22                               | Suncorp Metway                       | A+               | \$2,500,000.00          | 1390 | 1.05%        | 26/10/18   | Floating Rate Notes |
| 28/10/22                               | Teachers Mutual Bank                 | BBB              | \$1,000,000.00          | 1096 | 0.98%        | 28/10/19   | ESG FRN             |
| 03/02/23                               | Bank of Queensland                   | BBB+             | \$2,000,000.00          | 1635 | 1.11%        | 13/08/18   | Floating Rate Notes |
| 06/02/23                               | Newcastle Permanent Building Society | BBB              | \$2,000,000.00          | 1707 | 1.47%        | 05/06/18   | Floating Rate Notes |
| 24/02/23                               | RACQ Bank                            | BBB+             | \$1,500,000.00          | 1096 | 1.01%        | 24/02/20   | Floating Rate Notes |
| 16/08/23                               | Commonwealth Bank of Australia       | AA-              | \$1,500,000.00          | 1826 | 1.01%        | 16/08/18   | Floating Rate Notes |
| 08/02/24                               | ANZ Bank                             | AA-              | \$1,500,000.00          | 1826 | 1.17%        | 08/02/19   | Floating Rate Notes |
| 29/08/24                               | ANZ Bank                             | AA-              | \$1,500,000.00          | 1827 | 0.85%        | 29/08/19   | Floating Rate Notes |
| 14/11/24                               | Citibank                             | A+               | \$1,000,000.00          | 1827 | 0.95%        | 14/11/19   | Floating Rate Notes |
| 12/02/25                               | Macquarie Bank                       | A+               | \$2,000,000.00          | 1827 | 0.91%        | 12/02/20   | Floating Rate Notes |
| 09/12/25                               | Macquarie Bank                       | A+               | \$1,996,240.00          | 1651 | 0.54%        | 02/06/21   | Floating Rate Notes |
| 15/06/26                               | Teachers Mutual Bank                 | BBB              | \$850,000.00            | 1825 | 0.75%        | 16/06/21   | Floating Rate Notes |
| 19/08/26                               | ING Bank                             | A                | \$500,000.00            | 1826 | 0.48%        | 19/08/21   | Floating Rate Notes |
| 23/12/26                               | Commonwealth Bank of Australia       | AA-              | \$2,000,000.00          | 1917 | 0.48%        | 23/09/21   | ESG FRN             |
| 15/12/22                               | NTTC                                 | AA-              | \$2,000,000.00          | 808  | 0.90%        | 28/09/20   | Fixed Rate Bond     |
| 15/12/23                               | NTTC                                 | AA-              | \$2,000,000.00          | 1186 | 1.00%        | 15/09/20   | Fixed Rate Bond     |
| 15/12/24                               | NTTC                                 | AA-              | \$2,000,000.00          | 1206 | 1.00%        | 27/08/21   | Fixed Rate Bond     |
| 15/06/25                               | NTTC                                 | AA-              | \$2,000,000.00          | 1496 | 1.10%        | 11/05/21   | Fixed Rate Bond     |
|  | AMP Bank                             | BBB              | \$1,000,000.00          |      | 0.55%        |            | AMP 31Day Notice    |
|  | AMP Bank                             | BBB              | \$4,000,000.00          |      | 0.50%        |            | AMP Business Saver  |
|  | Macquarie Bank                       | A+               | \$7,002,324.48          |      | 0.40%        |            | Macquarie CMA       |
| <b>28/02/22</b>                        |                                      |                  | <b>\$150,348,564.48</b> |      | <b>0.76%</b> |            |                     |
| TOTAL INVESTMENTS at 31/1/22           |                                      |                  | \$149,846,240.00        |      |              |            |                     |
| Net Increase/(Decrease) in Investments |                                      |                  | \$502,324.48            |      |              |            |                     |

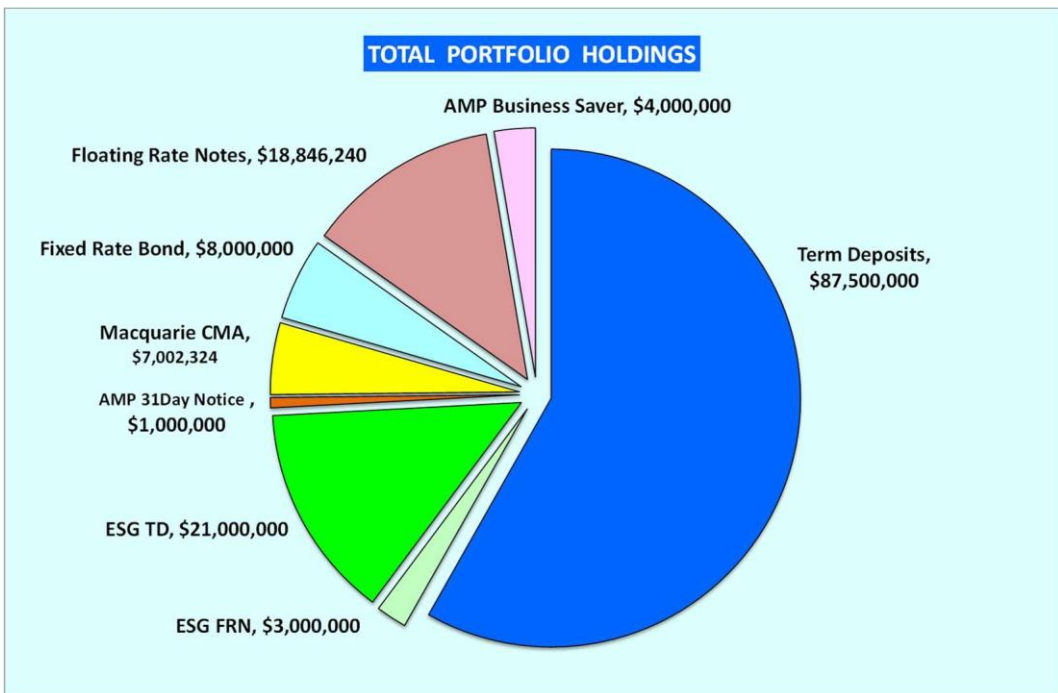
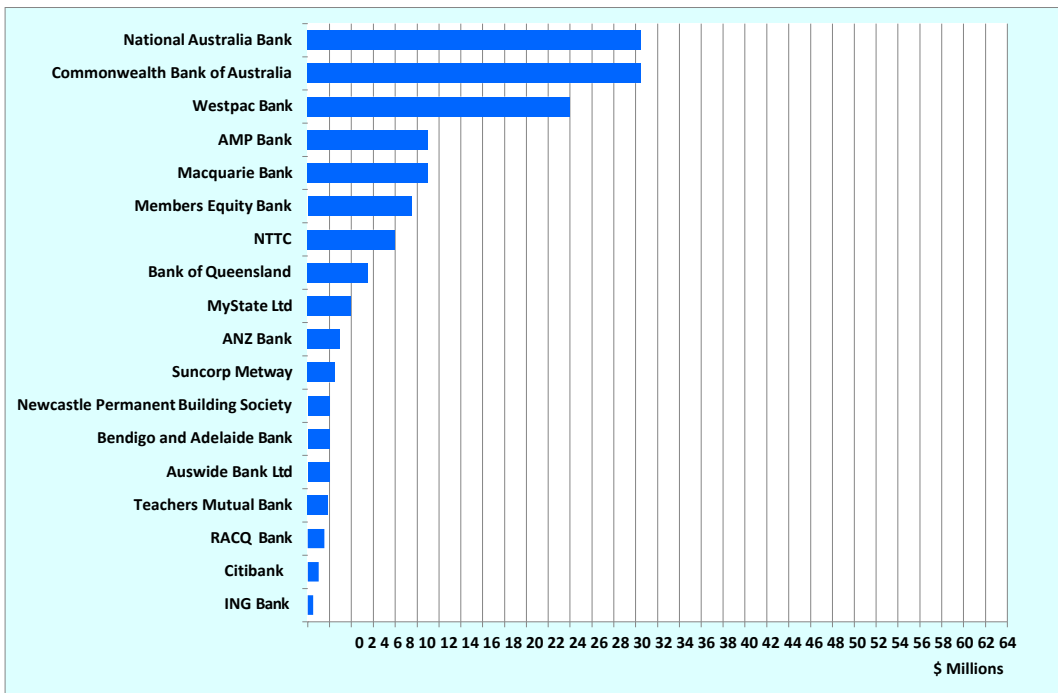
## Certificate of the Responsible Accounting Officer

I certify that as at the date of this report, the investments listed have been made and are held in compliance with Council's Investment Policy and applicable legislation.

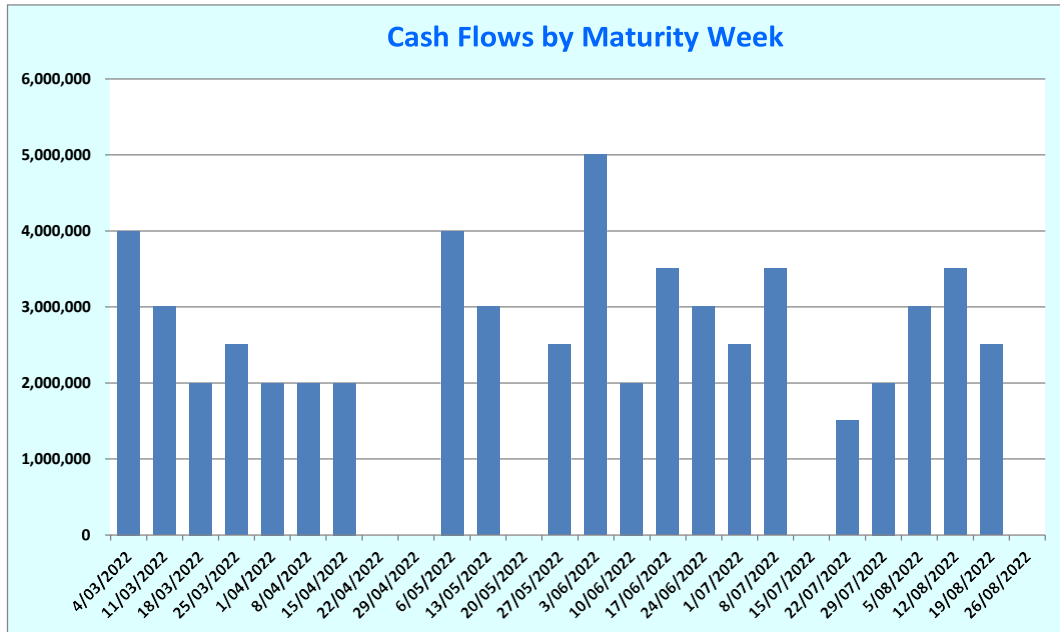
Evan Hutchings

Date: 01 Mar 2022

Total Investment Deposits by Institution as at 28 February 2022



Weekly cash flow forecast for 6 months as at 28 February 2022



### Individual Counterparty Limits for Term Deposits, Fixed Rate Notes, Floating Rate TDs, and FRNs as per Council Investment Policy

| ST Ratings                           | ADI                            | Policy Limit | % of Portfolio |
|--------------------------------------|--------------------------------|--------------|----------------|
| A-1+                                 | ANZ Bank                       | 45%          | 2.00%          |
|                                      | Commonwealth Bank of Australia | 45%          | 20.29%         |
|                                      | NTTC                           | 45%          | 5.32%          |
|                                      | National Australia Bank        | 45%          | 20.29%         |
|                                      | Westpac Bank                   | 45%          | 15.96%         |
| A-1                                  | Macquarie Bank                 | 30%          | 7.32%          |
|                                      | ING Bank                       | 30%          | 0.33%          |
|                                      | Citibank                       | 30%          | 0.67%          |
|                                      | Suncorp Metway                 | 30%          | 1.66%          |
| A-2                                  | AMP Bank                       | 10%          | 7.32%          |
|                                      | Bank of Queensland             | 10%          | 3.66%          |
|                                      | Bendigo and Adelaide Bank      | 10%          | 1.33%          |
|                                      | MyState Ltd                    | 10%          | 2.66%          |
|                                      | Auswide Bank Ltd               | 10%          | 1.33%          |
|                                      | Teachers Mutual Bank           | 10%          | 1.23%          |
|                                      | Members Equity Bank            | 10%          | 6.32%          |
|                                      | RACQ Bank                      | 10%          | 1.00%          |
| Newcastle Permanent Building Society | 10%                            | 1.33%        |                |
|                                      | <b>Total Portfolio</b>         |              | <b>100.00%</b> |

### Counter Party Class Limits for Term Deposits, Fixed Rate Notes, Floating Rate TDs, and FRNs as per Council's Investment Policy (excluding At Call Deposits)

| Type<br>Long Term | Holdings                | Policy Limit | % Portfolio    |
|-------------------|-------------------------|--------------|----------------|
| AA-               | \$96,000,000.00         | Unlimited    | 69.39%         |
| A+                | \$7,496,240.00          | 80%          | 5.42%          |
| A                 | \$500,000.00            | 80%          | 0.36%          |
| A-                | \$0.00                  | 80%          | 0.00%          |
| BAA2              | \$2,000,000.00          | 80%          | 1.45%          |
| BBB+              | \$22,500,000.00         | 30%          | 16.26%         |
| BBB               | \$9,850,000.00          | 30%          | 7.12%          |
| BBB-              | \$0.00                  | 30%          | 0.00%          |
| NR                | \$0.00                  | 15%          | 0.00%          |
| <b>Total</b>      | <b>\$138,346,240.00</b> |              | <b>100.00%</b> |



## Investment Transactions during February 2022

| Date       | Transaction | Bank/Issuer                          | Type          | Term | Int Rate     | Amount                  | Interest Paid       |
|------------|-------------|--------------------------------------|---------------|------|--------------|-------------------------|---------------------|
| 31/01/2022 | Balance     | Investment Balance Fair Value        |               |      |              | \$149,846,240.00        |                     |
| 3/02/2022  | Reset       | Bank of Queensland                   | FRN           | 1635 | 1.10%        | (\$2,000,000.00)        | \$5,545.21          |
| 3/02/2022  | Reset       | Bank of Queensland                   | FRN           | 1635 | 1.11%        | \$2,000,000.00          |                     |
| 4/02/2022  | Maturity    | Commonwealth Bank of Australia       | Term Deposit  | 225  | 0.36%        | (\$3,000,000.00)        | \$6,657.53          |
| 7/02/2022  | Reset       | Newcastle Permanent Building Society | FRN           | 1707 | 1.45%        | (\$2,000,000.00)        | \$7,205.21          |
| 7/02/2022  | Reset       | Newcastle Permanent Building Society | FRN           | 1707 | 1.47%        | \$2,000,000.00          |                     |
| 8/02/2022  | Reset       | ANZ Bank                             | FRN           | 1826 | 1.15%        | (\$1,500,000.00)        | \$4,329.04          |
| 8/02/2022  | Reset       | ANZ Bank                             | FRN           | 1826 | 1.17%        | \$1,500,000.00          |                     |
| 10/02/2022 | Maturity    | Commonwealth Bank of Australia       | ESG TD        | 365  | 0.41%        | (\$2,500,000.00)        | \$10,250.00         |
| 11/02/2022 | Purchase    | National Australia Bank              | Term Deposit  | 270  | 0.70%        | \$2,000,000.00          |                     |
| 14/02/2022 | Reset       | Citibank                             | FRN           | 1827 | 0.93%        | (\$1,000,000.00)        | \$2,309.41          |
| 14/02/2022 | Reset       | Citibank                             | FRN           | 1827 | 0.95%        | \$1,000,000.00          |                     |
| 14/02/2022 | Reset       | Macquarie Bank                       | FRN           | 1827 | 0.88%        | (\$1,500,000.00)        | \$4,532.60          |
| 14/02/2022 | Reset       | Macquarie Bank                       | FRN           | 1827 | 0.91%        | \$2,000,000.00          |                     |
| 14/02/2022 | Reset       | Westpac Bank                         | ESG TD        | 1098 | 1.62%        | (\$1,500,000.00)        | \$6,258.08          |
| 14/02/2022 | Reset       | Westpac Bank                         | ESG TD        | 1004 | 1.62%        | \$1,500,000.00          |                     |
| 16/02/2022 | Reset       | Commonwealth Bank of Australia       | FRN           | 1826 | 0.97%        | (\$1,500,000.00)        | \$3,685.50          |
| 16/02/2022 | Reset       | Commonwealth Bank of Australia       | FRN           | 1826 | 1.01%        | \$1,500,000.00          |                     |
| 16/02/2022 | Reset       | National Australia Bank              | Term Deposit  | 1826 | 1.04%        | (\$2,000,000.00)        | \$20,800.00         |
| 16/02/2022 | Reset       | National Australia Bank              | Term Deposit  | 1461 | 1.04%        | \$2,000,000.00          |                     |
| 16/02/2022 | Reset       | Suncorp Metway                       | FRN           | 1390 | 1.01%        | (\$2,500,000.00)        | \$6,395.26          |
| 16/02/2022 | Reset       | Suncorp Metway                       | FRN           | 1390 | 1.05%        | \$2,500,000.00          |                     |
| 17/02/2022 | Maturity    | Commonwealth Bank of Australia       | ESG TD        | 345  | 0.42%        | (\$2,000,000.00)        | \$7,217.94          |
| 18/02/2022 | Purchase    | Westpac Bank                         | ESG TD        | 1095 | 2.02%        | \$2,000,000.00          |                     |
| 18/02/2022 | Purchase    | Westpac Bank                         | ESG TD        | 1460 | 2.24%        | \$2,500,000.00          |                     |
| 18/02/2022 | Reset       | Westpac Bank                         | ESG TD        | 823  | 1.04%        | (\$1,000,000.00)        | \$2,621.37          |
| 18/02/2022 | Reset       | Westpac Bank                         | ESG TD        | 731  | 1.08%        | \$1,000,000.00          |                     |
| 21/02/2022 | Reset       | ING Bank                             | FRN           | 1826 | 0.45%        | (\$500,000.00)          | \$575.80            |
| 21/02/2022 | Reset       | ING Bank                             | FRN           | 1826 | 0.48%        | \$500,000.00            |                     |
| 21/02/2022 | Reset       | Westpac Bank                         | ESG TD        | 1462 | 1.87%        | (\$1,500,000.00)        | \$7,223.84          |
| 21/02/2022 | Reset       | Westpac Bank                         | ESG TD        | 1368 | 1.87%        | \$1,500,000.00          |                     |
| 24/02/2022 | Reset       | RACQ Bank                            | FRN           | 1096 | 0.98%        | (\$1,500,000.00)        | \$3,686.25          |
| 24/02/2022 | Reset       | RACQ Bank                            | FRN           | 1096 | 1.01%        | \$1,500,000.00          |                     |
| 25/02/2022 | Maturity    | Commonwealth Bank of Australia       | Term Deposit  | 339  | 0.40%        | (\$4,000,000.00)        | \$14,860.27         |
| 25/02/2022 | Purchase    | Westpac Bank                         | ESG TD        | 1095 | 2.10%        | \$2,500,000.00          |                     |
| 25/02/2022 | Purchase    | Westpac Bank                         | ESG TD        | 1460 | 2.31%        | \$2,000,000.00          |                     |
| 28/02/2022 | Reset       | ANZ Bank                             | FRN           | 1827 | 0.82%        | (\$1,500,000.00)        | \$3,047.88          |
| 28/02/2022 | Reset       | ANZ Bank                             | FRN           | 1827 | 0.85%        | \$1,500,000.00          |                     |
|            | Activity    | AMP Bank 31Day Notice                | At Call (AMP) |      | 0.55%        | \$1,000,000.00          |                     |
|            | Activity    | AMP Business Saver                   | At Call (AMP) |      | 0.50%        | (\$1,000,000.00)        | \$1,027.49          |
|            | Activity    | Macquarie Bank                       | At Call (CMA) |      | 0.40%        | \$1,002,324.48          | \$2,817.72          |
| 28/02/2022 |             | <b>EOM Balance</b>                   |               |      | <b>Total</b> | <b>\$150,348,564.48</b> | <b>\$121,046.40</b> |

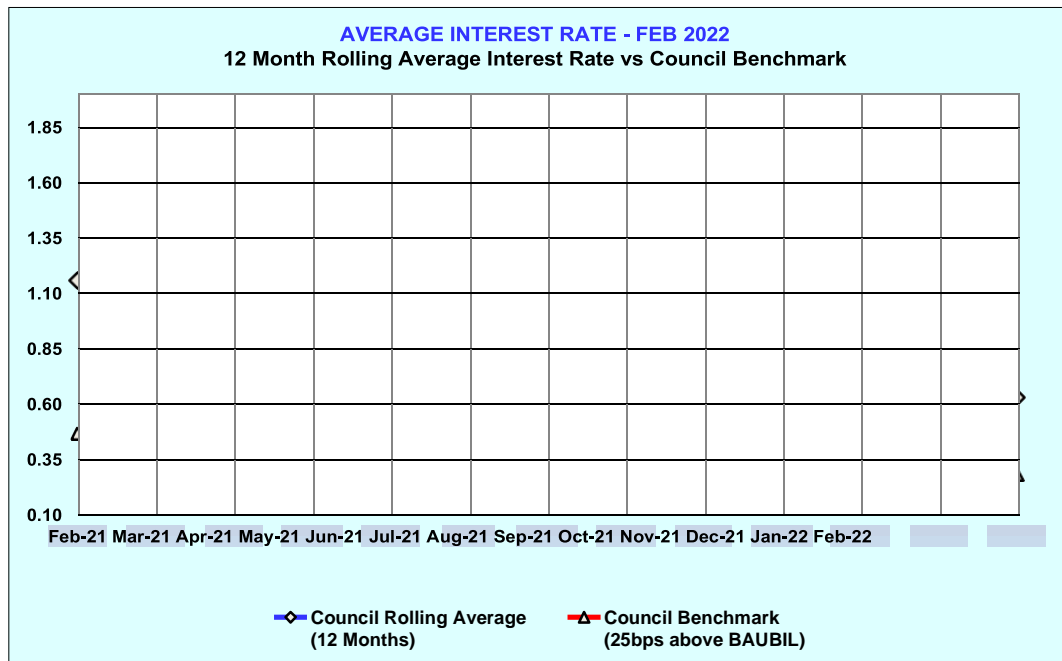
## Total Interest Received during February 2022

| Ledger Account    | Type                 | February            |
|-------------------|----------------------|---------------------|
| 102623-1465-40068 | Investments          | \$95,122.98         |
| 102623-1465-40067 | At Call Accounts     | \$3,845.21          |
| 102585-1465-40068 | Investments-ROCO     | \$22,078.21         |
| 102613-1465-40068 | Investments-RRC      | \$0.00              |
|                   | <b>Sub-Total</b>     | <b>\$121,046.40</b> |
| 102623-1465-40066 | General Bank Account | \$0.00              |
|                   | <b>Total</b>         | <b>\$121,046.40</b> |

## Statement of Consolidated Cash and Investments as at 28 February 2022

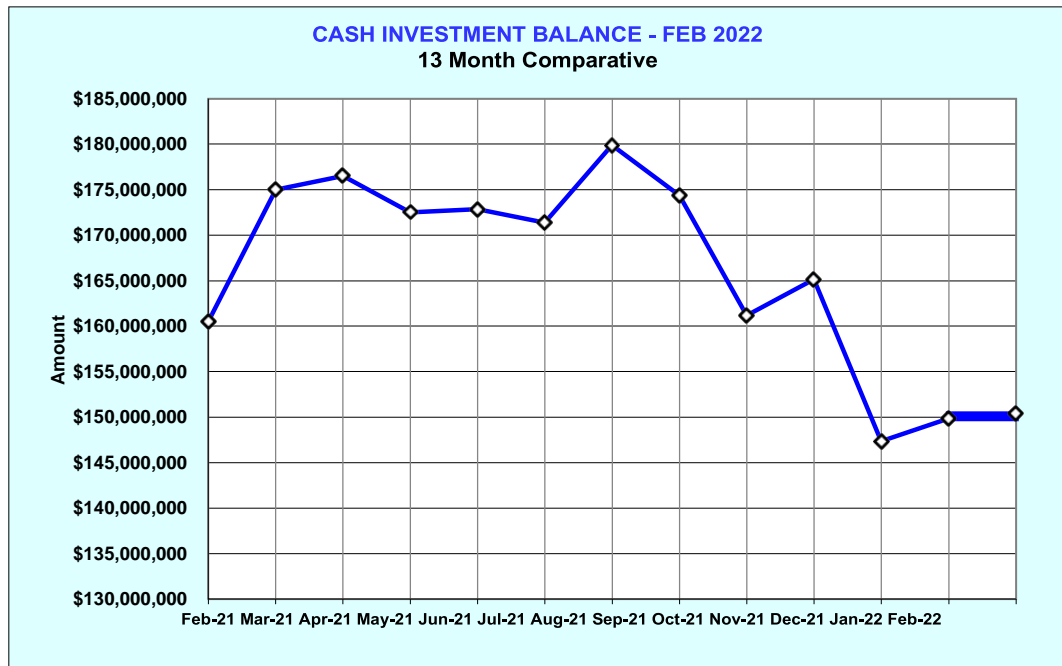
| <b>Consolidated Cash &amp; Investments</b>  |  |                  |                         |
|---|--|------------------|-------------------------|
| <b>Cash &amp; Investments</b>   |  |                  |                         |
| Cash At Bank as at 28 Feb 2022  |  | \$3,148,140.01   |                         |
| Investments at Fair Value   |  | \$150,348,564.48 |                         |
| <b>Total Cash &amp; Investments</b>   |  |                  | <b>\$153,496,704.49</b> |
| The above cash and investments are comprised of:  |  |                  |                         |
| <b>Externally Restricted Reserves</b>   |  |                  |                         |
| Externally restricted reserves refer to funds received that are restricted by externally imposed requirements for expenditure on specific purposes. Externally restricted reserves include unexpended developer contributions under Sections 7.11 and 7.12. |  |                  |                         |
| <b>Total External Restrictions</b>  |  |                  | <b>\$97,517,148.37</b>  |
| <b>Internally Restricted Reserves</b>   |  |                  |                         |
| Internally restricted reserves are funds restricted in the use by resolution or policy of Council   |  |                  |                         |
| <b>Total Internal Restrictions</b>  |  |                  | <b>\$38,703,771.57</b>  |
| <b>Unrestricted Cash &amp; Investments</b>  |  |                  |                         |
| <b>Total Unrestricted Cash &amp; Investments</b>  |  |                  | <b>\$17,275,784.55</b>  |
| <b>Total Cash &amp; Investments</b>   |  |                  | <b>\$153,496,704.49</b> |
| <b>Note: At the time of this report, Council reserves have yet to be finalised for Feb 2022.</b>  |  |                  |                         |

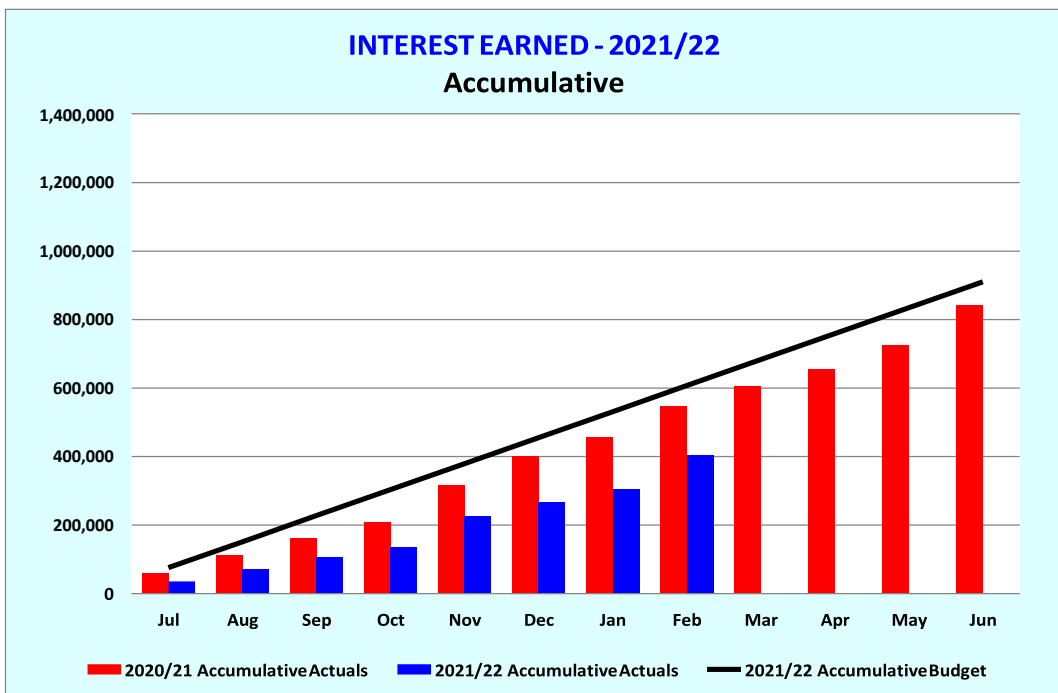
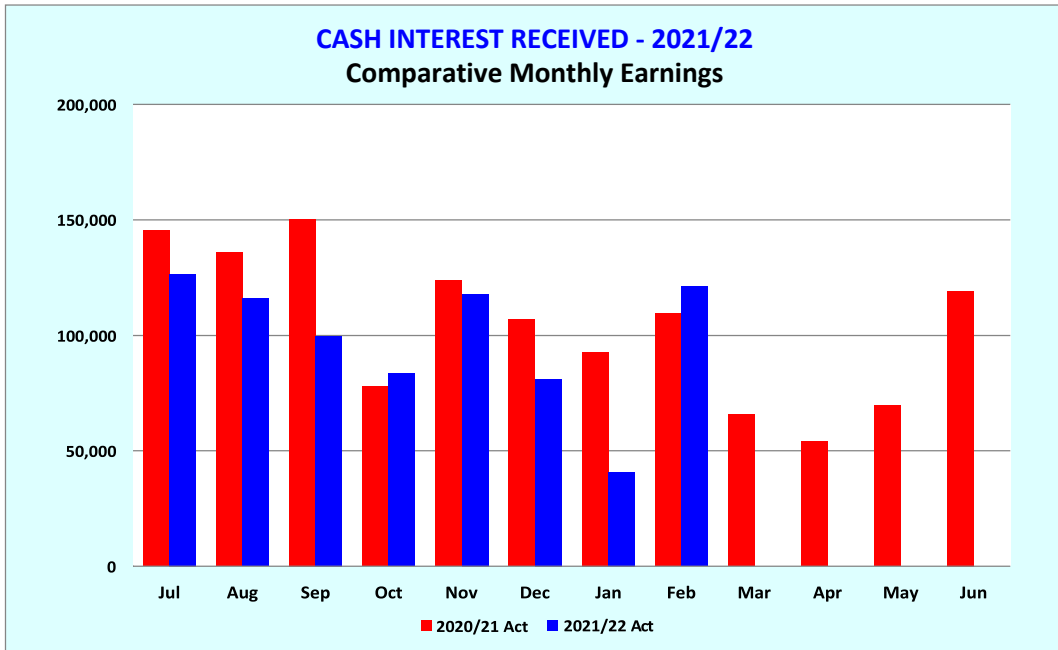
### Comparative Graphs



The BAUBIL (Bloomberg Ausbond Bank Bill) Index is engineered to measure the Australian money market by representing a passively-managed short term money market portfolio. This index is comprised of 13 synthetic instruments defined by rates interpolated from the RBA 24-hour cash rate, 1M BBSW, and 3M BBSW.

The Annual Average BAUBIL plus 25bps (a quarter of 1 percent) forms Council's benchmark rate against which Council's actual investment returns are compared.





This page has been left intentionally blank.

Item 11 - Attachment 1 - Privacy Management Plan 2022

# PRIVACY MANAGEMENT PLAN

Date of Adoption: TBA

Effective Date: TBA

## Contents

|  |                                     |
|--|-------------------------------------|
| <b>Preface</b> .....   | <b>Error! Bookmark not defined.</b> |
| <b>Model Councillor and Staff Interaction Policy</b> .....                     | <b>Error! Bookmark not defined.</b> |
| <b>Part 1 - Introduction</b> .....   | <b>Error! Bookmark not defined.</b> |
| <b>Part 2 - Application</b> .....  | <b>Error! Bookmark not defined.</b> |
| <b>Part 3 - Policy objectives</b> .....  | <b>Error! Bookmark not defined.</b> |
| <b>Part 4 - Principles, roles and responsibilities</b> .....                   | <b>2</b>                            |
| <b>Part 5 - The Councillor requests system</b> .....                           | <b>Error! Bookmark not defined.</b> |
| <b>Part 6 - Access to Council Staff</b> .....                                  | <b>Error! Bookmark not defined.</b> |
| <b>Part 7 - Councillor access to Council buildings</b> .....                   | <b>Error! Bookmark not defined.</b> |
| <b>Part 8 - Appropriate and inappropriate interactions</b> .....               | <b>Error! Bookmark not defined.</b> |
| <b>Revision History</b> .....  | <b>12</b>                           |
| <b>Schedule 1 - Authorised staff contacts for Councillors (template table)</b> | <b>Error! Bookmark not defined.</b> |

## Background

Council collects and holds personal and health information for the purpose of facilitating its business. It is important that the use of this information is confined to the purpose for which it is acquired. In order to properly manage the personal information it holds. The requirements of this policy apply to all Council officials.

## Objective

The Privacy and Personal Information Protection Act 1998 [PPIPA] requires all public sector agencies to prepare, implement and review their Privacy Management Plan at least every three years. This policy outlines how the City of Canada Bay complies with the legislative requirements of the PPIPA, the Health Records and Information Privacy Act 2002 [HRIPA] and the Privacy Code of Practice for Local Government [the Code].

It is designed to inform the community and educate staff on access to personal information and to introduce Council policies and procedures to maximise compliance with the PPIPA and the HRIPA.

## Policy statement

The City of Canada Bay is committed to protecting the privacy of its ratepayers, residents, customers, Councillors, employees, contractors and volunteers.

The Privacy Management Plan details how the City of Canada Bay manages the personal and health information it collects, stores, accesses, uses and discloses in the course of its business activities.

## 1. Introduction

### 1.1 What is personal information?

Personal information is defined as:

- information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from information or opinion. This information can be on a database and does not necessarily have to be recorded in a material form.

### 1.2 What is not personal information?

Personal information does not include information about an individual that is contained in a publicly available publication. Personal information, once it is contained in a publicly available publication, ceases to be covered by the PPIPA.

Where the Council is requested to provide access or make a disclosure and that information has already been published, then the Council will rely on the provisions of the relevant Act that authorises Council to hold that information and not the PPIPA (for example, a formal or informal request under the Government Information (Public Access) Act 2009 [GIPAA]).

In accordance with GIPAA, when inviting public submissions Council will advise submitters that submissions, including any personal information in the submission, may be made publicly available.

### 1.3 What is health information?

Health information is defined in the HRIPA as:

- personal information that is information or an opinion about the physical or mental health or a disability (at any time) of an individual or an individual's express wishes about the future provision of health services to him or her or a health service provided or to be provided to an individual.

## 1.4 Application of this Plan

The PPIPA and this Plan apply, wherever practicable, to:

- Councillors;
- Council employees;
- Consultants and contractors of the Council;
- Volunteers;
- Council owned businesses; and
- Council Committees (including those which may be established under section 355 of the Local Government Act 1993 (LGA)).

## 1.5 Personal and Health information held by Council

The Council holds personal information concerning Councillors, such as:

- personal contact information;
- disclosure of interest returns; and
- entitlements to fees, expenses and facilities.

The Council holds personal and health information concerning its customers, ratepayers and residents, in records such as:

- rates records;
- customer requests;
- library records;
- CCTV footage;
- donation, grant and sponsorship applications;
- submissions and information collected as part of Council's community engagement and consultation activities; and
- development applications and related submissions.

The Council holds personal and health information concerning its current and former employees in records such as:

- recruitment material;
- pre-employment medical information;
- workers compensation investigations;
- public interest disclosure investigations;
- leave and payroll data;
- personal contact information;
- performance management plans;
- disciplinary matters;
- disclosure of interest returns; and
- wage and salary entitlements.

## 1.6 Unsolicited Information

Unsolicited information is personal or health information received by Council in circumstances where Council has not asked for or required the information to be provided. It includes gratuitous or irrelevant information received.

Such information is not deemed to have been collected by Council but the retention, use and disclosure principles of the information will apply to any such information in Council's possession.



## Public Registers

### 1.7 Definition

A public register is defined as — a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee).

Council holds public registers under the LGA, including:

- Land Register
- Records of Approvals
- Register of Disclosures of Interests

\*Note — this is purely indicative. Council may, by virtue of its own practice, hold other public registers, to which PPIPA applies.

Council holds public registers under the Environmental Planning and Assessment Act 1979 [EPA]:

- Register of consents and certificates
- Record of building certificates.

Council holds a public register under the Protection of the Environment Operations Act 1997 [POEO]:

- Public register of licences.

Council holds a public register under the Impounding Act 1993 [IA]:

- Record of impounding.

The purpose for each of these public registers is set out in this Plan.

### 1.8 Disclosure of personal information contained in public registers

Personal information contained in a public register, other than where required by legislation, will only be disclosed where Council is satisfied that it is to be used for a purpose relating to the purpose of the register.

Disclosure in relation to personal information not contained in a public register must comply with the Information Protection Principles as outlined in this Plan.

A person seeking a disclosure concerning someone else's personal information from a public register must make application to Council and outline their reasons and purpose.

### 1.9 Purposes of Public Registers

- **Land Register** - the primary purpose is to identify all land vested in Council, or under its control. The secondary purpose includes a consideration of public accountability as to the land held by Council. Third party access is therefore a secondary purpose.
- **Records of Approvals** - the primary purpose is to identify all approvals granted under the LGA.
- **Register of Disclosures of Interests** - the primary purpose of this register is to determine whether or not a Council official has a pecuniary interest in any matter with which the council is likely to be concerned. There is a corresponding public accountability purpose and third party access is a secondary purpose.
- **Register of consents and certificates** - the primary purpose is to identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates.
- **Record of building certificates** - the primary purpose is to identify all building certificates.
- **Public register of licences** - the primary purpose is to identify all licences granted under the POEO.
- **Record of impounding** - the primary purpose is to identify any impounding action by Council.

### 1.10 Secondary purpose of all Public Registers

Council aims to be open and accountable and it is considered that a secondary purpose for which all public registers are held by Council includes the provision of access to members of the public. Disclosure of specific records from public registers would normally be permitted.

Requests for access, copying or the sale of the whole or a substantial part of a public register will not fit within this purpose. Council will make an assessment as to the minimum amount of personal information that is required to be disclosed with regard to any request.

### 1.11 Other registers

Council may keep other registers that are not public registers. The Information Protection Principles, this Plan, the Code and PPIPA apply to the use and disclosure of information in those registers.

A register that Council keeps that is not a public register is the rates record and Council's position on this record is as follows:

- **Rates Record** - The primary purpose is to record the value of a parcel of land and record rate liability in respect of that land. The secondary purpose includes recording the owner or lessee of each parcel of land. Public access to the rates record will only be granted where the purpose of the access is to obtain information necessary for a statutory purpose such as the service of a notice under the Dividing Fences Act 1991 and will require the submission of a statutory declaration. The rates record will also be used by Council to notify relevant land owners of development applications and other matters where Council is required or wishes to consult its local community.

### 1.12 Applications for access to own personal information

A person wishing to have access to Council's records to confirm and/or alter their own personal information will be required to do so in writing and provide proof of identity.

### 1.13 A person about whom personal information is contained (or is proposed to be contained) in a public register, may request Council to have the information suppressed on the register by submitting an application in the form of a Statutory Declaration.

If Council is satisfied that the safety or well-being of any person would be affected by not suppressing the person's personal information, Council will suppress the information in accordance with the request unless Council is of the opinion that the public interest in maintaining public access to the information outweighs any individual interest in suppressing the information.

The information may still be used in the exercise of Council functions, but it cannot be disclosed to other parties.

## 2. Policies and Legislation

Public access to information and documents held by Council is facilitated by Council's Access to Information Policy. This Policy has regard to the Government Information (Public Access) Act 2009, Government Information (Public Access) Regulation 2009 and the Local Government Act 1993.

This Plan should be read in conjunction with Council's Access to Information Policy, the Privacy Code of Practice for Local Government, together with Council's Agency Information Guide. Council's Access to Information Policy and Council's Agency Information Guide are available for viewing at [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)

- Environmental Planning and Assessment Act 1979 (EPAA)  
The EPAA contains provisions that require Council to make development applications and accompanying information publicly available and provides a right for people to inspect and make copies of plans during the submission period.

The EPAA is available for viewing at [www.austlii.edu.au/](http://www.austlii.edu.au/)

- **Health Records and Information Privacy Act 2002 (HRIPA)**  
The HRIPA governs both the public and private sector in NSW. It contains a set of 15 Health Privacy Principles and sets up a complaints mechanism to ensure agencies abide by them.  
The HRIPA is available for viewing at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)
- **Privacy and Personal Information Protection Act 1998 (PPIPA)**  
In addition to requirements covered in this plan. The PPIPA prohibits disclosure of personal information by public sector officers that are not done in accordance with the performance of their official duties  
The PPIPA is available for viewing at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

### 3. Information Protection Principles

3.1 Council complies with the Information Protection Principles (IPPs) prescribed under PPIPA and Health Privacy Principles (HPPs) prescribed under HRIPA as follows:

- **HRIPP Offences**  
Offences can be found in S68-70 of the HRIPP Act. It is an offence for the City of Canada Bay to:
  - Intentionally disclose or use health information for an unauthorised purpose.
  - Offer to supply health information that has been disclosed unlawfully.
- **HRIPP Offences**  
Offences can be found in Part 8 of the PPIP Act. It is an offence for the City of Canada Bay to:
  - Supply personal information that has been disclosed unlawfully
  - intentionally disclose or use personal information accessed as part of our work for an unauthorised purpose.
- **IPP 1 & HPP 1 Lawful collection**  
Council will collect personal and/or health information that is reasonably necessary and for a lawful purpose that is directly related to its functions and/or activities. Such personal and health information may include names, residential address, phone numbers, email addresses, signatures, medical certificates, photographs and video footage (CCTV).
- **IPP 2 & HPP 2 Direct collection**  
Personal information will be collected directly from the individual, unless that person consents otherwise. Parents or guardians may give consent for minors.  
Health information will be collected directly from the person concerned, unless it is unreasonable or impracticable to do so. Collection may occur via phone, written correspondence to Council, email, facsimile, Council forms or in person.
- **IPP 3 & HPP 3 Requirements when collecting**
  - a. Council will inform individuals that their personal information is being collected, why it is being collected and who will be storing and using it. Council will also inform the person how they can view and correct their information. A Privacy Statement is published on Council's website, and included on forms where personal or health information is collected and available to the public.

- b. Council will inform persons why health information is being collected about them, what will be done with it and who might see it. Council will also inform the person how they can view and correct their health information and any consequences if they do not provide their information. If health information is collected about a person from someone else, reasonable steps will be taken to ensure that the person has been notified as above.

- **IPP 4 & HPP 4 Relevance of collection**

Personal and health information collected will be relevant to Council's functions and services, accurate, up-to-date, complete and not excessive. The collection will not unreasonably intrude into the individual's personal affairs.

Council will in normal circumstances rely on the individual to supply accurate, complete information, although in special circumstances some verification processes may be necessary.

- **IPP 5 & HPP 5 Secure storage**

Council will store personal information securely, for no longer than as required by the General Retention and Disposal Authorities for Local Government Records issued by the State Records Authority of NSW, and will be disposed of appropriately. It will be protected from unauthorised access, use or disclosure by application of appropriate access levels to Council's electronic data management system and staff training.

If it is necessary for the information to be given to a person in connection with the provision of a service to the Council (e.g. consultants and contractors), everything reasonably within the power of the Council will be undertaken to prevent unauthorised use or disclosure of the information.

- **IPP 6 & HPP 6 Transparent access**

Council will provide reasonable detail about what personal and/or health information is stored on an individual. Council stores information for the purpose of carrying out its services and functions and in order to comply with relevant records keeping legislation.

Individuals have a right to request access to their own information to determine what, if any information is stored, how long it will be stored for and how it is stored (e.g. electronically with open or restricted access to staff or in hard copy.)

- **IPP 7 & HPP 7 Access to own information**

Council will ensure individuals are allowed to access their own personal and health information without unreasonable delay or expense by way of implementation of appropriate procedures for access to this information.

- **IPP 8 & HPP 8 Right to request to alter own information**

Council will, at the request of a person, allow them to make appropriate amendments (i.e. corrections, deletions or additions) to their own personal and health information. Applications will be required to be in writing, with proof of identity and where necessary appropriate evidence must be provided as to why the amendment is needed, e.g. marriage certificate.

- **IPP 9 & HPP 9 Accurate use of information collected**

Taking into account the purpose for which the information is proposed to be used, Council will ensure that personal and health information is accurate before using it. Council will take all reasonable steps to ensure that the information it proposes to use is the most recent information within its Corporate System.

- **IPP 10 & HPP 10 Limits to use of information collected**

Council will only use personal and health information for the purpose for which it was collected, for a directly related purpose or for a purpose for which a person has given consent. It may also be used without consent in order to deal with a serious and imminent threat to any person's life, health or safety, or to find a missing person. Additionally, a secondary purpose includes investigation of suspected unlawful activity, to exercise complaint handling functions or investigative functions.

- **IPP 11 & HPP 11 Restricted and Limited disclosure of personal and health information**

Council will only disclose personal and health information with the individual's consent or if the individual was told at the time of collection that it would do so. Council may also disclose information if it is for a related purpose and it considers consent in order to deal with a serious and imminent threat to any person's life, health, safety, or to find a missing person. Additionally, a secondary purpose includes investigation of suspected unlawful activity, to exercise complaint handling or investigation functions.

- **IPP 12 Special limits on disclosure**

Council will not disclose sensitive personal information relating to an individual's:

- ethnic or racial origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- health or sexual activities unless the disclosure is necessary to prevent a serious or imminent threat to the life or health of the individual concerned or another person.

Council will not disclose this information to any person or body who is in a jurisdiction outside New South Wales unless:

- relevant privacy law that applies to the personal information concerned is in force in that jurisdiction; or
- The disclosure is permitted under a Privacy Code of Practice.

## Specific Health Information Privacy Principles

Health information is given a higher level of protection regarding use and disclosure than is other personal information. In addition to the privacy principles, above, that apply to personal and health information, the following four additional principles apply specifically to health information.

The specific Health Privacy Principles are:

- **HPP 12 Unique Identifiers**

Council will only assign identifiers to individuals if the assignment of identifiers is reasonably necessary to enable the Council to carry out any of its functions efficiently.

- **HPP 13 Anonymity**

Wherever it is lawful and practicable, individuals must be given the opportunity to not identify themselves when entering into transactions with or receiving any health service(s) from Council.

- **HPP 14 Transborder data flow**

Health information must only be transferred outside NSW if Council reasonably believes that the recipient is subject to laws or obligations substantially similar to those imposed by the HRIPA or consent has been given or transfer is under a contract between Council and the individual or transfer will benefit the individual or to lessen

a serious threat to an individual's health and welfare, or steps have been taken to ensure that the information will not be handled inconsistently with the HRIPA or transfer is permitted or required under any other law.

- **HPP 15 Cross-organisational linkages**

Council will seek the express consent of individuals before participating in any system that links health records across more than one organisation. Health information or the disclosure of their identifier for the purpose of the health records linkage system will only be included if the person has given express consent.

### 3.1 How the Privacy Code of Practice for Local Government affects the IPPs

With regard to IPPs 2, 3, 10 and 11 the Code makes provision for Council to depart from these principles where the collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

With regard to IPP 10, in addition to the above, the Code makes provision that Council may use personal information for a purpose other than the purpose for which it was collected where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s.

With regard to IPP 11, in addition to the above, the Code makes provision for Council to depart from this principle in the circumstances described below:

1. Council may disclose personal information to public sector agencies or public utilities on condition that:
  - i. the agency has approached Council in writing;
  - ii. Council is satisfied that the information is to be used by that agency for the proper and lawful function/s of that agency, and
  - iii. Council is satisfied that the personal information is reasonably necessary for the exercise of that agency's function/s.
2. Where Council is requested by a potential employer, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

## 4. Part 5 – Dissemination of the Privacy Management Plan

### 4.1 Compliance strategy

During induction and on a regular basis all employees will be made aware of this Plan and it will be made available on Council's Intranet and Council's website.

Councillors, employees, contractors and volunteers will be regularly acquainted with the general provisions of the PPIPA and HRIPA and, in particular, this Plan, the Information Protection Principles, the Public Register provisions, the Privacy Code of Practice for Local Government and any other applicable Code of Practice.

### 4.2 Communication strategy

Council informs its employees, Councillors and the community of their rights under PPIPA and this Plan by:

- publishing the Privacy Management Plan and associated documents on Council's website together with a link to the Information & Privacy Commission website;
- including privacy statements on application forms.

## 5. Complaints and procedures for internal review

### 5.1 Internal Review

Any person is entitled to obtain access to any personal information that Council holds about them. They may request alterations be made to their personal details or request information on the way their personal details have been used.

If an individual is not satisfied with Council's conduct in relation to their privacy request, disclosure of personal information on a public register or believe Council is contravening a privacy principle or privacy code of practice they can make an application for internal review of Council's conduct or decision by writing to Council's Privacy Contact Officer.

The written application must be addressed to Council, include a return postal address in Australia and be received by Council within 6 months of the individual becoming aware of the conduct or decision that is the subject of the application.

### 5.2 How does the process of Internal Review operate?

The Privacy Contact Officer will appoint a Reviewing Officer to conduct the internal review. The Reviewing Officer will report their findings to the Privacy Contact Officer.

The review is to be completed within 60 days of receipt of the application. The applicant will be notified of the outcome of the review within 14 days of its determination.

The Privacy Commissioner will be notified by the Privacy Contact Officer of a review application as soon as is practicable after it is received. Council will brief the Privacy Commissioner on the progress of an internal review and notify them of the outcome.

The Privacy Commissioner may make submissions to Council in relation to the subject matter of the application for internal review. Council may, if it deems it appropriate, ask the Privacy Commissioner to conduct the internal review.

### 5.3 What happens after an Internal Review?

If the applicant remains dissatisfied with the outcome of a review, an application may be made to the NSW Civil and Administrative Tribunal for a review of Council's conduct.

If the applicant is dissatisfied with an order or decision made by the Tribunal they may make an appeal to an Appeal Panel of the Tribunal.

### 5.4 Alternative to lodging an application for internal review

If a person does not want to lodge an application for internal review with Council, they may contact the Privacy Commissioner directly.

## 6. Specific Exemptions in PPIPA and HRIPA Relevant to Council There are a number of exemptions from compliance with the PPIPA and HRIPA that apply directly to Council. These relate to situations where:

- information is collected in connection with proceedings (whether commenced or not) before any Court or Tribunal;
- information is collected for law enforcement purposes;
- information is used for a purpose reasonably necessary for law enforcement purposes or to protect the public revenue;
- Council is authorised or required by a subpoena or search warrant or other statutory instrument;
- Council is investigating a complaint that may be referred or made to an investigative agency;

- Council is permitted by a law or Act not to comply;
- compliance would prejudice the interests of the individual to whom the information relates;
- the individual to whom the information relates has given express consent to Council not to comply; or
- disclosure is permitted under the Privacy Code of Practice for Local Government.

## 7. Other Information

### **City of Canada Bay**

Privacy Contact Officer Locked Bag 1470  
Drummoyne NSW 1470  
Phone: (02) 9911 6555  
Email: [council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au)

### **Information & Privacy Commission**

GPO Box 7011  
SYDNEY NSW 2001  
Phone: 1800 472 679  
Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)  
Web: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

### **NSW Civil and Administrative Tribunal (NCAT)**

Level 10, John Maddison Tower  
86-90 Goulburn Street  
SYDNEY NSW 2000  
Phone: (02) 9377 5711  
Fax: (02) 9377 5723



## Revision History

| Amended by<br>(name and position) | Date | Change Description | Owner Approved | Version | DocsetID |
|-----------------------------------|------|--------------------|----------------|---------|----------|
| Melissa Lee                       |      |                    |                |         |          |
|                                   |      |                    |                |         |          |

DRAFT





AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

Item 12 - Attachment 1 - National General Assembly  
of Local Government 2022 - Discussion Paper

v,  
v,  
w  
c::  
o  
o  
c::  
a.  
z  
()  
o::  
LU  
Z  
1-  
o::

# 20 22

## NATIONAL GENERAL ASSEMBLY

19 - 22 JUNE 2022

# CALL FOR MOTIONS

## DISCUSSION PAPER



**NGA22.COM.AU**

## SUBMITTING MOTIONS

This discussion paper is a call for councils to submit motions for debate at the 2022 National General Assembly (NGA) to be held in Canberra 19 – 22 June 2022.

It has been prepared to assist you and your council in developing your motions. You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s can address one or more of the issues identified in the discussion paper.

Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au) and received no later than 11:59pm AEST on Friday 25 March 2022.

The theme of the 2022 NGA is – Partners in Progress.

The NGA aims to focus on how partnerships, particularly between the Australian Government and Local Governments, can tackle immediate challenges facing communities as well as confidently facing the future.

In submitting your council's motion/s you are encouraged to focus on how partnership can address national issues at the local level, and new ways the Australia Government could partner to strengthen the local government sector to advance community well-being, local economic development, create jobs, address environmental challenges, climate change and complex social issues such as housing affordability.

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda and promote new ways of strengthening the local government sector and our communities.

Note: If your council does submit a motion there is an expectation that a council representative will be present at the National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2022 NGA.



**To submit your motion go to:**  
[alga.asn.au/](http://alga.asn.au/)



## KEY DATES CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally
2. not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic importance and should be discussed at a national conference
3. be consistent with the themes of the NGA
4. complement or build on the policy objectives of your state and territory local government association
5. be submitted by a council which is a financial member of their state or territory local government association
6. propose a clear action and outcome i.e. call on the Australian Government to do something; and
7. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs.

Motions should commence as follows - *This National General Assembly calls on the Australian Government to .....*

*Example*

*This National General Assembly calls on the Australian Government to restore Local Government Financial Assistance Grants to a level equal to at least 1% of Commonwealth taxation revenue.*

## OTHER THINGS TO CONSIDER

Please note that it is important to complete the background section on the form. Submitters of motions should not assume that NGA delegates will have background knowledge of the issue. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note that motions should not be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed and relatively simple. Complex motions with multiple dot point can be difficult to implement and to advance.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-Committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate where there are numerous motions on a similar issue, the ALGA Board NGA Subcommittee will group the motions together under an overarching strategic motion. The strategic motions have either been drafted by ALGA or are based on a motion submitted by a council which best summarises the subject matter. Debate will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au). All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received no later than 11:59pm AEST on Friday 25 March 2022.



## Introduction

As Australia emerges from the crisis management phase of the COVID-19 global pandemic, attention now turns to rebuilding and to the future.

By the time of the NGA in June 2022, the next federal government and 47th Parliament of Australia, will almost certainly have been elected.

Prior to the election the major political parties will have campaigned on priorities and made numerous policy and programs commitments that will help shape our nation's future.

Invariably, in government, these policies and programs will need to be refined, developed and implemented. Almost certainly they will need to be adapted to meet changing circumstances, emerging issues and local and regional needs.

We know from previous elections that governments will not be able to achieve their policy agenda alone. They need reliable partners committed to playing their part in taking the nation forward, working together on mutual goals and advancing national prosperity for all.

During the election campaign, ALGA will be working extensively with state and territory local government association members, and many of you, to advance the national priorities highlighted in the Federal Election manifesto 'Don't' Leave Local Communities Behind'.

These priorities were significantly influenced by many of the resolutions of past NGAs.

Whether the Coalition Government is returned or a new Government formed, the 2022 NGA provides the first major opportunity to engage with relevant portfolio Ministers and key members of the new Government.

Most importantly, it provides you - the elected representatives of Australia's local councils and communities - with the opportunity to reaffirm our national priorities and to place new ideas on the national policy agenda.



## The Immediate Recovery Challenges

Government at all levels have collaborated to avert the worst possible health and economic outcomes of the COVID-19 pandemic across Australia.

By November 2021 most states had reached or made significant progress in reaching the 80% or more vaccination threshold.

Every community was affected, some more than others, and local government has been at the forefront of developing local solutions to local challenges.

*Given the economic and social impacts of the COVID pandemic on communities over the past 2 years, are there issues that need to be addressed by a new partnership between the Commonwealth Government and local governments?*

*Given the impacts of the COVID pandemic on your council and other councils around the country, are their issues that a partnership between the Commonwealth Government and local government should address?*

## Jobs

In September 2021 the national, seasonally adjusted unemployment rate, was 5.2% (ABS). The underemployment rate was 9.5% with monthly hours worked decreasing by 1 million hours. Roy Morgan's survey work suggests Australian unemployment (unadjusted) was 9.2% in October with underemployment at 8.6%.

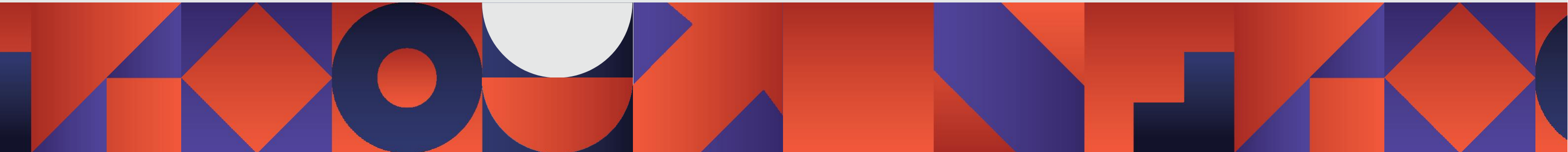
National statistics however mask variations at the state, regional and local level. State and Territory unemployment ranged from 3.9% in Western Australia and the Northern Territory, 5.1% in Queensland and Tasmania, 5.3% in South Australia, NSW 5.4%, Victoria 5.6% and the Australian Capital Territory 6.6%. Similarly, regional and local community unemployment vary from the national average reflecting local circumstances and the different impact of the COVID-19 pandemic, lockdowns and their flow-on effects have on the local economy. Youth unemployment and Aboriginal and Torres Strait Islander unemployment is also consistently higher.

As an employer of staff and of contractors, as well as a facilitator of local economic development, local government can play a key role in addressing unemployment and underemployment.

In keeping with the ALGA Federal election manifesto, 'Don't' Leave Local Communities Behind' local solutions are required for local circumstances.

*What new partnership program could the Australian Government develop to take advantage of local government's knowledge of the local economy, geographic spread across the country and its ability to create jobs?*

*As an employer, what are the pre-requisites for councils to create more good quality, secure local jobs that build community capacity and address local workforce skills shortages?*



## Building Back Better Businesses

The economic shock of the past 2 years has caused unprecedented disruption to local businesses and communities. While many businesses have adapted to difficult circumstances, some have not survived. The current vacant shops fronts and offices of the streetscapes in our cities and towns is evidence of the challenges that our local businesses, local industry and communities have faced.

*The capacity of the private sector, and small business in particular, to bounce back is untested.*

*What new partnership programs could the Australian Government introduce to take advantage of local government's role in economic development, including to support local businesses?*

## Opening Australia's Borders

As previously mentioned, by November 2021 most states had reached or made significant progress in reaching the 80% or more vaccination threshold. At this point, under the National Plan to Transition Australian National COVID-19 Response, governments were committed to introducing new measures such as opening international borders, minimising cases in the community without ongoing restrictions or lockdowns, Covid vaccination boosters encouraged and provided as necessary, and allowing uncapped inbound arrivals for all vaccinated persons, without quarantine.

As Australia opens-up its international borders economic recovery is expected to accelerate. The return of expats, international students, overseas migration and international tourism will increase population, supply of labour and demand for goods and services including for accommodation.

In the first instance, economic activity can be expected to return to pre-Covid levels. Over time, with appropriate support, it will grow.

The closure of borders and particularly international borders affected many parts of the tourism industry and the economies of many local communities. While domestic visitors helped fill a gap, recovery of many parts of the industry and the economy of communities that depend heavily on tourism will depend on the return of international travel.

To do this Australia must position itself to compete in international markets. This comes through offering high quality destinations, services and experiences that highlight the quality and value available in Australia. In addition to delivering a better visitor experience, this should also increase productivity, efficiency and innovation.

*In the short term, what new partnership programs could the Australian Government introduce to assist local government meet the return of international students and stronger migration now and into the future?*

*What new programs could the Australian Government develop to partner with local government to facilitate tourism and the traveller economy?*

## Workforce Shortages and Re-engineering Work

In November 2021 business representatives report significant labour shortages particularly in the agriculture and hospitality sectors. The lack of backpackers, overseas students and migrant workers, combined with people not wanting to return to the workforce, are just some of the reasons attributed to these shortages.

While opening borders may increase the supply of labour, some argue that there is a more fundamental change in Australia's workforce and workplaces.

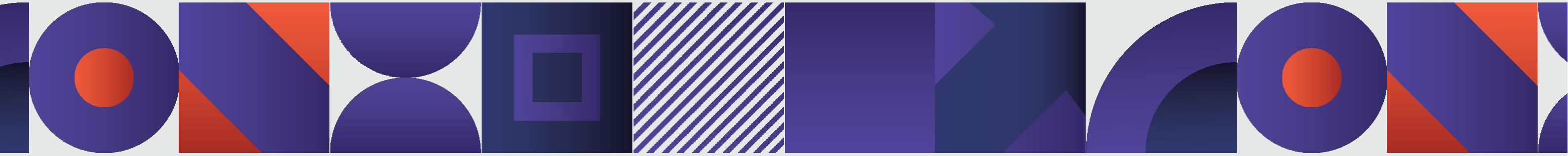
Although not reported in Australia yet, in the United States the post Covid workforce has been associated with what some have called the 'Great Resignation' as employees have adjusted their expectations, work life balance and priorities and simply not returned to their old jobs.

Many workers have been required to work from home for extended periods during the pandemic, including working remotely and now look for greater flexibility in their work. Technology and automation are transforming work and the workplace.

Many are prepared to change jobs to maximise this flexibility and the benefits derived from it. Traditionally this has led to wage pressure but coupled with demand for greater workplace flexibility employers need to be innovative to attract and retain employees. As an employer, councils are not immune and will also need to develop these strategies.

*What new programs could the Australian Government develop to partner with local government to help support an influx of skilled migrants?*

*What new programs could the Australian Government develop to partner with local government to help councils attract and retain appropriately trained workers and employees?*



## Climate change

The United Nations Conference (COP) of Parties 26 held in Glasgow 2021 focused global attention on climate change and global and national efforts to achieve net zero emissions by 2050 and limit global warming to 1.5 degrees.

For decades local governments have played an important leadership role in addressing climate change. Councils have supported the adoption of a wide range of community-based programs and initiatives to lower the carbon footprint of local communities. As a sector, local government has led the debate for lowering carbon emissions, sourcing renewable energy, responded creatively to reduce greenhouse gas emissions from landfills, facilitated the construction of green buildings and water sensitive design of cities and towns.

Pragmatically, local government has been at the forefront to address the impacts of climate change and adaptation to climate change. These impacts include an increased number of days with high temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, stronger cyclones, and sea level rise. These changes will increase stress on Australia's infrastructure and physical assets and natural ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management.

*How do we work together to ensure that there is local adaptation to climate change and climate extremes?  
What partnerships are available to achieve climate neutrality?*

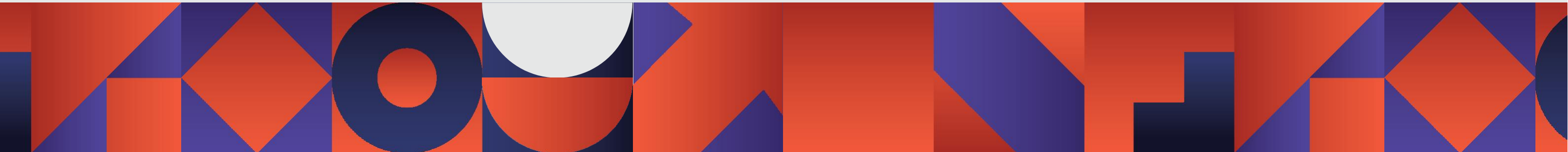
## Natural Disasters

With the high-risk weather season commencing, many councils will be engaging with their communities about disaster preparedness, resilience and recovery. Not only have we experienced one of Australia's worst bushfire seasons in 2019-20, but some councils also had to deal with multiple disaster events within a 12 month period. Some councils have had to deal with bushfires, followed by storms, flooding, hailstorms, more flooding and COVID-19. These multiple disasters have had a devastating effect on many councils' financial sustainability and their ability to fund mitigation measures for the upcoming high risk weather season. Smaller rural and regional councils are further financially challenged and require help with preparedness and mitigation, as they currently have zero capacity to fund major mitigation projects.

The Royal Commission into National Natural Disaster Arrangements recognised that councils need help. It concluded that without assistance many local governments cannot undertake the roles and responsibilities allocated to them by their State/Territory Governments.

*What new programs could the Australian Government develop to partner with local government to help to address natural disasters to assist in recovery and build resilience?*





## Environment

Local government plays a critical role in environmental management including environment protection.

“Australia’s Strategy for Nature 2019 – 2030” recognises that we all have a role in securing nature as the foundation of our existence. It is an overarching framework for all national, state and territory and local strategies, legislation, policies and actions that target nature. It has 3 goals:

1. Connecting all Australians with nature:
2. Care for nature in all its diversity, and
3. Share and Build knowledge.

To achieve these goals there are a variety of options for joint action to reduce threats and their impacts include ensuring the design and management of the protected area network considers and accommodates future threat scenarios and establishes robust mechanisms to respond effectively to new and emerging threats. The strategy suggests there are opportunities to ‘... improve planning, regulation, environmental impact assessment and approvals processes. In addition, threat abatement activities could include targeted pest management, ecosystem restoration (integrated fire management, revegetation), pollution control, greenhouse gas emissions management and climate change adaptation’.

*How could the Australian Government partner with local government to help support the implementation of the Australian Strategy for Nature 2019 – 2030 and take advantage of local knowledge?*

*What new programs could the Australian Government develop to partner with local government to help to reduce threats and risks to nature and build resilience?*

## The Circular Economy

The 2019 National Waste Policy Action Plan applies principles of a circular economy to waste management to support better and repeated use of our resources. The circular economy principles for waste are:

1. Avoid waste
2. Improve resource recovery
3. Increase use of recycled material and build demand and markets for recycled products
4. Better manage material flows to benefit human health, the environment and the economy
5. Improve information to support innovation, guide investment and enable informed consumer decisions.

Councils play a major role in the management of household and domestic waste. Therefore, local government has a critical role to play in further developing the circular economy.

*How could the Australian Government partner with local government to advance the circular economy?*

*What new programs could the Australian Government partner with local government to progress these objectives?*



## Affordable Housing

The shortage and costs of rental properties and affordable home ownership is causing significant social and economic impacts in cities and towns across Australia, including rural and regional communities. This is due to a range of factors such as changes in recent migration patterns, cheap finance and labour and material shortages in the construction sector.

The impacts on local governments and communities includes housing stress for individuals and families, difficulty in attracting and housing key workers and an increase in homelessness.

The House of Representatives Standing Committee on Tax and Revenue 2021 is leading an inquiry into the contribution of tax and regulation on housing affordability and supply in Australia. Whilst the provision of affordable housing is not a local government responsibility, local governments often facilitate affordable housing within their communities, operating within state/territory planning, financial and other legislation requirements. The housing challenge is different in each community and the council response is dependent on its financial resources and priorities.

*How could the Australian Government partner with local government address housing affordability?*

*What new programs could the Australian Government partner with local government to progress this objective?*

## Conclusion

Thank you for taking the time to read this discussion paper and support for the 2022 National General Assembly of Local Government.

A reminder:

- Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au) and received no later than 11:59pm AEST on Friday 25 March 2022.
- It is important to complete the background section on the form.
- Motions should not be prescriptive in directing how the matter should be pursued.
- Motions should be practical, focussed and relatively simple.
- Motions must meet the criteria published at the front of this paper.
- When your council submits a motion there is an expectation that a council representative will be present at the National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2022 NGA.



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

[NGA22.COM.AU](http://NGA22.COM.AU)

CITY OF  
CANADA BAY

## CODE OF CONDUCT

Date of adoption: TBC

Effective date: TBC

**Item 13 - Attachment 1 - Draft Code of Conduct Policy - March 2022**

DRAFT

## Contents

|  |    |
|--|----|
| 1. Introduction .....  | 4  |
| 2. Definitions .....   | 5  |
| 3. General Conduct Obligations .....   | 7  |
| General Conduct.....   | 7  |
| Fairness and equity.....   | 7  |
| Harassment and discrimination .....  | 7  |
| Bullying .....   | 7  |
| Work health and safety.....  | 8  |
| Land use planning, development assessment and other regulatory functions .....     | 8  |
| Binding caucus votes .....   | 8  |
| Obligations in relation to meetings .....  | 8  |
| 4. Pecuniary Interests .....   | 10 |
| What is a pecuniary interest? .....  | 10 |
| What interests do not have to be disclosed? .....                                  | 10 |
| What disclosures must be made by a designated person? .....                        | 11 |
| What disclosures must be made by council staff other than designated persons?..... | 12 |
| What disclosures must be made by council advisers?.....                            | 12 |
| What disclosures must be made by a council committee member?.....                  | 12 |
| What disclosures must be made by a councillor? .....                               | 12 |
| Disclosure of interests in written returns.....                                    | 12 |
| Disclosure of pecuniary interests at meetings .....                                | 13 |
| 5. Non-Pecuniary Conflicts of Interest .....                                       | 15 |
| What is a non-pecuniary conflict of interest? .....                                | 15 |
| Managing non-pecuniary conflicts of interest.....                                  | 15 |
| Political donations .....  | 16 |
| Loss of quorum as a result of compliance with this Part .....                      | 16 |
| Other business or employment.....  | 17 |
| Personal dealings with council .....   | 17 |
| 6. Personal Benefit.....   | 18 |
| Gifts and benefits .....   | 18 |
| How are offers of gifts and benefits to be dealt with?.....                        | 18 |
| Gifts and benefits of token value .....  | 19 |
| “Cash-like gifts” .....  | 19 |
| Improper and undue influence.....  | 19 |
| 7. Relationships Between Council Officials .....                                   | 20 |
| Obligations of councillors and administrators .....                                | 20 |
| Obligations of staff .....   | 20 |

|  |    |
|--|----|
| Inappropriate interactions .....   | 20 |
| 8. Access to Information and Council Resources .....   | 22 |
| Councillor and administrator access to information.....  | 22 |
| Councillors and administrators to properly examine and consider information .....                            | 22 |
| Refusal of access to information.....  | 22 |
| Use of certain council information.....  | 22 |
| Use and security of confidential information .....   | 22 |
| Personal Information .....   | 23 |
| Use of council resources .....   | 23 |
| Internet access.....   | 23 |
| Council record keeping.....  | 23 |
| Councillor access to council buildings .....   | 24 |
| 9. Maintaining the Integrity of This Code .....  | 25 |
| Complaints made for an improper purpose.....   | 25 |
| Detrimental action .....   | 25 |
| Compliance with requirements under the Procedures.....   | 25 |
| Disclosure of information about the consideration of a matter under the Procedures.....                      | 25 |
| Complaints alleging a breach of this Part.....   | 26 |
| Schedule 1: Disclosures of Interests and Other Matters in Written Returns Submitted Under Clause 4.2.1 ..... | 27 |
| Part 1: Preliminary.....   | 27 |
| Part 2: Pecuniary interests to be disclosed in returns .....   | 28 |
| Schedule 2: Form of Written Return of Interests Submitted Under Clause 4.21.....                             | 31 |
| Schedule 3: Form of Special Disclosure of Pecuniary Interest Submitted Under Clause 4.37.....                | 33 |

## 1. Introduction

This Model Code of Conduct for Local Councils in NSW (“the Model Code of Conduct”) is made under section 440 of the Local Government Act 1993 (“LGA”) and the Local Government (General) Regulation 2005 (“the Regulation”).

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

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

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

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

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council’s adopted code of conduct applies to, must comply with the applicable provisions of their council’s code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

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

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

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

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

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

## 2. Definitions

In this code the following terms have the following meanings:

|                                   |   |
|-----------------------------------|---|
| administrator                     | an administrator of a council appointed under the LGA other than an administrator appointed under section 66  |
| committee                         | see the definition of “council committee”   |
| complaint                         | a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.   |
| conduct                           | includes acts and omissions   |
| council                           | includes county councils and joint organisations  |
| council committee                 | a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council’s audit, risk and improvement committee  |
| council committee member          | a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council’s audit, risk and improvement committee |
| council official                  | includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers   |
| councillor                        | any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations                       |
| delegate of council               | a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated   |
| designated person                 | a person referred to in clause 4.8  |
| election campaign                 | includes council, state and federal election campaigns  |
| environmental planning instrument | has the same meaning as it has in <i>the Environmental Planning and Assessment Act 1979</i>   |
| general manager                   | includes the executive officer of a joint organisation  |
| joint organisation                | a joint organisation established under section 400O of the LGA  |
| LGA                               | <i>Local Government Act 1993</i>  |
| local planning panel              | a local planning panel constituted under the <i>Environmental Planning and Assessment Act 1979</i>  |



|                                  |   |
|----------------------------------|---|
| Code of Conduct                  |   |
| mayor                            | includes the chairperson of a county council or a joint organisation  |
| members of staff<br>of a council | includes members of staff of county councils and joint organisations  |
| the Office                       | Office of Local Government  |
| personal information             | information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion |
| the Procedures                   | the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> prescribed under the Regulation   |
| the Regulation                   | the <i>Local Government (General) Regulation 2005</i>   |
| voting representative            | a voting representative of the board of a joint organisation  |
| wholly advisory<br>committee     | a council committee that the council has not delegated any functions to   |

## 3. General Conduct Obligations

### General Conduct

- 3.1 You must not conduct yourself in a manner that:
- is likely to bring the council or other council officials into disrepute
  - is contrary to statutory requirements or the council's administrative requirements or policies
  - is improper or unethical
  - is an abuse of power
  - causes, comprises or involves intimidation or verbal abuse
  - involves the misuse of your position to obtain a private benefit
  - constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act (*section 439*).

### Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

### Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
- is not wanted by the person
  - offends, humiliates or intimidates the person, and
  - creates a hostile environment.

### Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:
- a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
  - the behaviour creates a risk to health and safety.
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
- aggressive, threatening or intimidating conduct
  - belittling or humiliating comments
  - spreading malicious rumours
  - teasing, practical jokes or 'initiation ceremonies'
  - exclusion from work-related events
  - unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
  - displaying offensive material
  - pressure to behave in an inappropriate manner.

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

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

### Work health and safety

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

- a) take reasonable care for your own health and safety
- b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act and any policies or procedures adopted by the council to ensure workplace health and safety
- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

### Land use planning, development assessment and other regulatory functions

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

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

### Binding caucus votes

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

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

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

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

### Obligations in relation to meetings

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

- 3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).
- 3.21 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.
- 3.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:
- a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
  - b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
  - c) deliberately seek to impede the consideration of business at a meeting.

## 4. Pecuniary Interests

### What is a pecuniary interest?

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

### What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
- a) your interest as an elector
  - b) your interest as a ratepayer or person liable to pay a charge
  - c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
  - d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
  - e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
  - f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
  - g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
  - h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership

- i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
    - (i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
    - (ii) security for damage to footpaths or roads
    - (iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
  - j) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
  - k) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA,
  - l) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
  - m) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
  - n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
  - o) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.
- 4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

#### What disclosures must be made by a designated person?

- 4.8 Designated persons include:
- a) the general manager
  - b) other senior staff of the council for the purposes of section 332 of the LGA
  - c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person’s duty as a member of staff or delegate and the person’s private interest
  - d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council’s functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member’s duty as a member of the committee and the member’s private interest.
- 4.9 A designated person:
- a) must prepare and submit written returns of interests in accordance with clauses 4.21, and
  - b) must disclose pecuniary interests in accordance with clause 4.10.
- 4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.
- 4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person’s salary as a member of staff, or to their other conditions of employment
- 4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.

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

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

4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.

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

#### What disclosures must be made by council advisers?

4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.

4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

#### What disclosures must be made by a council committee member?

4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.

4.19 For the purposes of clause 4.18, a "council committee member" includes a member of staff of council who is a member of the committee.

#### What disclosures must be made by a councillor?

4.20 A councillor:

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

#### Disclosure of interests in written returns

4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:

- a) becoming a councillor or designated person, and
- b) 30 June of each year, and
- c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:

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

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

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

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

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

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

### Disclosure of pecuniary interests at meetings

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

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

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

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

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

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

- a) a member of, or in the employment of, a specified company or other body, or
- b) a partner of, or in the employment of, a specified person.

4.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.

4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

4.35 Despite clause 4.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.

4.36 Clause 4.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:

- d) the matter is a proposal relating to:
  - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
  - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
- e) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
- f) the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.

4.37 A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:

- a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
- b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.

4.38 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:



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

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

## 5. Non-Pecuniary Conflicts of Interest

### What is a non-pecuniary conflict of interest?

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

### Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
  - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
  - b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
  - c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
  - d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
  - e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
  - f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.

5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

### Political donations

5.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.

5.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:

- a) made by a major political donor in the previous four years, and
- b) the major political donor has a matter before council,

you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.

5.17 For the purposes of this Part:

- a) a "reportable political donation" has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*
- b) "major political donor" has the same meaning as it has in the *Electoral Funding Act 2018*.

5.18 Councillors should note that political donations that are not a "reportable political donation", or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.

5.19 Despite clause 5.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

### Loss of quorum as a result of compliance with this Part

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

- a) the matter is a proposal relating to:
  - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
  - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and

- b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person's principal place of residence, and
- c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.

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

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

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

### Other business or employment

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

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

5.25 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties.

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

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

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

### Personal dealings with council

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

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

## 6. Personal Benefit

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
- a) items with a value of \$10 or less
  - b) a political donation for the purposes of the Electoral Funding Act 2018
  - c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
  - d) a benefit or facility provided by the council to an employee or councillor
  - e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
  - f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
    - (i) the discussion of official business
    - (ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
    - (iii) conferences
    - (iv) council functions or events
    - (v) social functions organised by groups, such as council committees and community organisations.

### Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

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

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

### Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
- invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
  - gifts of alcohol that do not exceed a value of \$100
  - ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
  - prizes or awards that do not exceed \$100 in value.
- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 6.11 Where a Councillor has accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

### “Cash-like gifts”

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

### Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

## 7. Relationships Between Council Officials

### Obligations of councillors and administrators

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

### Obligations of staff

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

### Inappropriate interactions

- 7.6 You must not engage in any of the following inappropriate interactions:
- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
  - b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
  - c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
  - d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
  - e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor or administrator has a right to be heard by the panel at the meeting

- f) councillors and administrators being overbearing or threatening to council staff
- g) council staff being overbearing or threatening to councillors or administrators
- h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- k) council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
- l) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.



## 8. Access to Information and Council Resources

### Councillor and administrator access to information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).
- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
  
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

### Councillors and administrators to properly examine and consider information

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

### Refusal of access to information

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

### Use of certain council information

- 8.9 In regard to information obtained in your capacity as a council official, you must:
  - a) subject to clause 8.14, only access council information needed for council business
  - b) not use that council information for private purposes
  - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
  - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

### Use and security of confidential information

- 8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 8.11 In addition to your general obligations relating to the use of council information, you must:

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

## Personal Information

8.12 When dealing with personal information you must comply with:

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

## Use of council resources

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

8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:

- a) the representation of members with respect to disciplinary matters
- b) the representation of employees with respect to grievances and disputes
- c) functions associated with the role of the local consultative committee.

8.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.

8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:

- a) for the purpose of assisting your election campaign or the election campaign of others, or
- b) for other non-official purposes.

8.19 You must not covert any property of the council to your own use unless properly authorised.

## Internet access

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

## Council record keeping

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

- 8.22 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the State Records Act 1998 and the council's approved records management policies and practices.
- 8.23 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.
- 8.24 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the State Records Act 1998.

### Councillor access to council buildings

- 8.25 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 8.26 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.
- 8.27 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

## 9. Maintaining the Integrity of This Code

### Complaints made for an improper purpose

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

### Detrimental action

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

### Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 9.8 You must comply with a practice ruling made by the Office under the Procedures.

### Disclosure of information about the consideration of a matter under the Procedures

- 9.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 9.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 9.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 9.12 You must not disclose information about a complaint you have made alleging a breach of this code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

### Complaints alleging a breach of this Part

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

9.15 Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.

## Schedule 1: Disclosures of Interests and Other Matters in Written Returns Submitted Under Clause 4.2.1

### Part 1: Preliminary

#### Definitions

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

*address* means:

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

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

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

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

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

*interest* means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

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

*occupation* includes trade, profession and vocation.

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

*property* includes money.

*return date* means:

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

*relative* includes any of the following:

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

*travel* includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

**Part 2: Pecuniary interests to be disclosed in returns**

Real property

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

Gifts

9. A person making a return under clause 4.21 of this code must disclose:
  - a) a description of each gift received in the period since 30 June of the previous financial year, and
  - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
  - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
  - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
  - c) the donor was a relative of the donee, or
  - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.21 of this code must disclose:
  - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
  - b) the dates on which the travel was undertaken, and
  - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
  - a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
  - b) was made by a relative of the traveller, or
  - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
  - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
  - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or

## Code of Conduct

- f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
  - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

### Interests and positions in corporations

15. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
  - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  - c) the nature of the interest, or the position held, in each of the corporations, and
  - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  - b) required to apply its profits or other income in promoting its objects, and
  - c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

### Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
20. For the purposes of clause 19 of this schedule:

*close associate*, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

*property developer* has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

### Positions in trade unions and professional or business associations

21. A person making a return under clause 4.21 of the code must disclose:
- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
  - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
  - c) a description of the position held in each of the unions and associations.
22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

### Dispositions of real property

23. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
24. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.



Sources of income

26. A person making a return under clause 4.21 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
  - b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
    - (i) a description of the occupation, and
    - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
    - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

31. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
  - b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
    - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
    - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of a debt arising from the supply of goods or services:
    - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
    - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
  - e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

## Schedule 2: Form of Written Return of Interests Submitted Under Clause 4.21

### 'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

### Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

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

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's signature]

[date]

## A. Real Property

| Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June | Nature of interest |
|--|--------------------|
|--|--------------------|

## B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

| Description of occupation | Name and address of employer or description of office held (if applicable) | Name under which partnership conducted (if applicable) |
|---------------------------|--|--|
|---------------------------|--|--|

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

| Name and address of settlor | Name and address of trustee |
|-----------------------------|-----------------------------|
|-----------------------------|-----------------------------|

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

## C. Gifts

| Description of each gift I received at any time since 30 June | Name and address of donor |
|---|---------------------------|
|---|---------------------------|

## D. Contributions to travel

| Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June | Dates on which travel was undertaken | Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken |
|---|--------------------------------------|---|
|---|--------------------------------------|---|

## E. Interests and positions in corporations

| Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June | Nature of interest (if any) | Description of position (if any) | Description of principal objects (if any) of corporation (except in case of listed company) |
|---|-----------------------------|----------------------------------|---|
|---|-----------------------------|----------------------------------|---|

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

## G. Positions in trade unions and professional or business associations

| Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June | Description of position |
|---|-------------------------|
|---|-------------------------|

## H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

## I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

## J. Discretionary disclosures



## Schedule 3: Form of Special Disclosure of Pecuniary Interest Submitted Under Clause 4.37

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

### Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

Code of Conduct

Special disclosure of pecuniary interests by [full name of councillor]

in the matter of [insert name of environmental planning instrument]

which is to be considered at a meeting of the [name of council or council committee (as the case requires)]

to be held on the            day of            20    .

|  |   |
|--|---|
| Pecuniary interest   |   |
| Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)  |   |
| Relationship of identified land to the councillor<br>[Tick or cross one box.]  | <input type="checkbox"/> The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise).<br><input type="checkbox"/> An associated person of the councillor has an interest in the land.<br><input type="checkbox"/> An associated company or body of the councillor has an interest in the land. |
| Matter giving rise to pecuniary interest <sup>1</sup>  |   |
| Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) <sup>2</sup><br>[Tick or cross one box]                               | <input type="checkbox"/> The identified land.<br><input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.  |
| Current zone/planning control<br>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]                               |   |
| Proposed change of zone/planning control<br>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]                         |   |
| Effect of proposed change of zone/planning control on councillor or associated person<br>[Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"] |   |

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]

<sup>1</sup> Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

<sup>2</sup> A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.