CUMBERLAND
CITY COUNCIL

Council Meeting

Wednesday, 24 September 2025 at 6:00 PM

Cumberland City Council Chambers

Merrylands Service Centre, 16 Memorial Avenue, Merrylands

Councillor Contact Details

Granville Ward

Clr Ola Hamed (Mayor)	0405 070 007	Ola.Hamed@cumberland.nsw.gov.au
Clr Steve Christou	0419 651 187	Steve.Christou@cumberland.nsw.gov.au
Clr Joseph Rahme	0418 995 471	Joseph.Rahme@cumberland.nsw.gov.au

Greystanes Ward

Clr Dr Diane Colman	0400 279 200	Diane.Colman@cumberland.nsw.gov.au
Clr Eddy Sarkis	0425 348 000	Eddy.Sarkis@cumberland.nsw.gov.au
Clr Nadima Kafrouni-Saba	0447 605 158	Nadima.KafrouniSaba@cumberland.nsw.gov.au

Regents Park Ward

Clr Enver Yasar	0497 428 929	Enver.Yasar@cumberland.nsw.gov.au
Clr Helen Hughes	0400 264 534	Helen.Hughes@cumberland.nsw.gov.au
Clr Steve Yang	0448 836 197	Steve.Yang@cumberland.nsw.gov.au

South Granville Ward

Clr Paul Garrard	0414 504 504	Paul.Garrard@cumberland.nsw.gov.au
Clr Ahmed Ouf	0449 877 141	Ahmed.Ouf@cumberland.nsw.gov.au
Clr Glenn Elmore	0418 459 527	Glenn.Elmore@cumberland.nsw.gov.au

Wentworthville Ward

Clr Michael Zaiter (Deputy Mayor)	0418 432 797	Michael.Zaiter@cumberland.nsw.gov.au
Clr Suman Saha	0419 546 950	Suman.Saha@cumberland.nsw.gov.au
Clr Sujan Selventhiran	0427 104 940	Sujan.Selventhiran@cumberland.nsw.gov.au

Statement of Ethical Obligations

Oath or Affirmation of Office
In taking the Oath or Affirmation of Office, each Councillor has made a commitment to undertake the duties of the office of councillor in the best interests of the people of Cumberland and Cumberland City Council and that they will faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act to the best of their ability and judgment.

Conflicts of Interest
A councillor who has a conflict of interest in any matter with which the council is concerned, and who is present at a meeting of the council when the matter is being considered, must disclose the interest and the nature of the interest to the meeting as soon as practicable. Both the disclosure and the nature of the interest must be recorded in the minutes of the Council meeting where the conflict of interest arises. Councillors should ensure that they are familiar with Parts 4 and 5 of the Code of Conduct in relation to their obligations to declare and manage conflicts of interests.

For information on Council services and facilities please visit www.cumberland.nsw.gov.au

ORDER OF BUSINESS

All Council Meetings are livestreamed via Council's website. An audio/visual recording of the meeting is published following the meeting. Recordings remain on Council's website for a period of 12 months and are archived following this.

1 Opening of Meeting

2 Opening Prayer / Acknowledgement of Country / National Anthem

3 Apologies / Requests for Leave of Absence/ Requests for Attendance by Audio-Visual Link

4 Confirmation of Previous Minutes

C09/25-180 Minutes of the Ordinary Meeting of Council - 27 August 2025 5

5 Disclosures of Interest

6 Mayoral Minutes

Nil

7 Public Forum / Presentation of Petitions

8 Items Resolved by Exception

9 Reports to Council

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C09/25-183 Proposed Christmas / New Year Operations 2025-2026.....50

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C09/25-187 25 Hampden Road, South Wentworthville – Voluntary Planning Agreement.....432

C09/25-188 Draft Submission - Proposal for a New Crown Cemetery at Carnarvon Golf Course.....466

10 Reports of Council Committees

C09/25-189 Cumberland Local Traffic Committee - Meeting of 6 August 2025 475

C09/25-190 Audit, Risk & Improvement Committee - Minutes of Meeting held on 26 August 2025 854

11 Motions Pursuant to Notice

C09/25-191 Notice of Motion - The District Governor of Rotary District 9675865

C09/25-192 Notice of Motion - Carnarvon Golf Course Proposal 866

C09/25-193 Notice of Motion - Community Fun Run.....867

C09/25-194 Notice of Motion - Support for the Nepalese Community.....868

12 Motions to Alter or Rescind Council Resolution

Nil

13 Questions with Notice

Nil

14 Closed Session Reports

Nil

15 Confidential Attachments from Open Reports

C09/25-181 Legal report

1. Litigation register

Note: Included in Closed Business Paper in accordance with Section 10A(2)(g) of the Local Government Act as the information involves advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

16 Resolutions passed in Closed Session

17 Other / General Matters

18 Close

Item No: C09/25-180

MINUTES OF THE ORDINARY MEETING OF COUNCIL - 27 AUGUST 2025

Directorate: Governance and Risk
Responsible Officer: Director Governance and Risk

RECOMMENDATION

That Council confirm the minutes of the Ordinary Meeting of Council held on 27 August 2025

ATTACHMENTS

1. Draft Council Minutes - 27 August 2025 ⇩

DOCUMENTS ASSOCIATED WITH REPORT C09/25-180

Attachment 1

Draft Council Minutes - 27 August 2025

CUMBERLAND CITY COUNCIL

Council Meeting
27 August 2025

Minutes of the Council Meeting 27 August 2025

Present:

Councillors

Ola Hamed (Mayor)	Councillor
Michael Zaiter (Deputy Mayor)	Councillor
Steve Christou	Councillor
Dr Diane Colman	Councillor
Glenn Elmore	Councillor
Paul Garrard	Councillor
Helen Hughes	Councillor
Nadima Kafrouni-Saba	Councillor
Ahmed Ouf	Councillor (Exited 9.38pm)
Joseph Rahme	Councillor
Suman Saha	Councillor
Eddy Sarkis	Councillor (Arrived 6:11pm)
Sujan Selventhiran	Councillor
Steve Yang	Councillor
Enver Yasar	Councillor

Officers

Peter Fitzgerald	General Manager
Melissa Attia	Director Corporate Performance (Deputy General Manager)
Daniel Cavallo	Director Environment & Planning
Brendan Govers	Director City Services
Nicole Byrn	Director Community & Culture
Charlie Ayoub	Director Governance & Risk
Colin McFadzean	General Counsel
Bianca Mourched	Acting Governance Manager
Paulette Maroon	Governance Officer

The Mayor, Councillor Hamed declared the meeting open at 6.06pm.

Opening Prayer

The opening prayer was read by Reverend Meredith Williams from Wentworthville Uniting Church.

Acknowledgement of Country

The Mayor, Councillor Hamed read the following Acknowledgement of Country:

"I would like to acknowledge the traditional owners of this land – the Darug People, and pay my respects to their elders past, present and emerging."

National Anthem

At this point in the meeting the Mayor, Councillor Hamed asked all of those in attendance to stand for the playing of the Australian National Anthem.

Min.999 Apologies / Requests for Leave of Absence/ Requests for Attendance by Audio-Visual Link

Nil.

Notice of Live Streaming of Council Meeting

The Mayor, Councillor Hamed advised that the Council meeting was being streamed live on Council's website and all in attendance must ensure their speech to the Council is respectful and use appropriate language.

Confirmation of Minutes

Min.1000 C08/25-162 Minutes of the Ordinary Meeting of Council - 30 July 2025

Motion (Elmore/Saha)

That Council confirm the minutes of the Ordinary Meeting of Council held on 30 July 2025.

The Motion on being Put was declared **CARRIED.**

Councillor(s) For the Motion:	Christou, Colman, Elmore, Garrard, Hamed, Hughes, Kafrouni-Saba, Ouf, Rahme, Saha, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Nil.

Declarations of Pecuniary & Non Pecuniary Conflicts of Interest

The following declarations of interest were made:

Councillor Elmore declared a Significant, Non-Pecuniary interest in relation to item C08/25-168 Letter of Offer - 86-96 Station Street, Wentworthville as he is a member of the Sydney Central Planning Panel which may determine the matter at a future date. As such, he will leave the Chamber during the consideration of this item.

Councillor Elmore declared a Significant, Non-Pecuniary interest in relation to Item C08/25-169 Woodville Road Corridor Planning Proposal - Post Exhibition Report as his home is located close to the area effected by the planning proposal. As such, he will leave the Chamber during the consideration of this item.

Councillor Selventhiran declared a Non Significant, Non-Pecuniary interest in relation to item C08/25-167 Outcome of Expression of Interest Process - Council Advisory

Committees as 2 community members who registered to partake in the Advisory committees are known to him personally, as one is a friend and the other is a distant relative.

Councillor Colman declared a Non-Significant, Non-Pecuniary interest in relation to Item C08/25-167 Outcome of Expression of Interest Process - Council Advisory Committees as she knows a number of community members who are nominating for the Advisory Committees.

Councillor Zaiter declared a Significant, Non-Pecuniary interest in relation to item C08/25-168 Letter of Offer - 86-96 Station Street, Wentworthville as he is a member of the Sydney Central planning panel which may determine the matter at a future date. As such, he will leave the chamber during the consideration of this item.

Councillor Zaiter declared a Significant, Non-Pecuniary interest in relation to Item C08/25-169 Woodville Road Corridor Planning Proposal - Post Exhibition Report as a client of his firm owns a property in the corridor. As such, he will leave the chamber during the consideration of this item.

The Mayor, Councillor Hamed declared a Non-Significant, Non-Pecuniary interest in relation to Item C08/25-169 Woodville Road Corridor Planning Proposal - Post Exhibition Report given this is a broad planning instrument being considered by Council, she is aware of individuals within the subject area. As such she will remain in the Chamber during the consideration of this item.

Councillor Sarkis entered the Meeting at 6:11pm during declarations of interest.

Min.1001 Mayoral Minute – Support to Council's Impacted by Recent Flood Events

Motion (Hamed)

That Council:

1. Note the Mayoral Minute;

2. Provide a one off adjustment to seasonal hirer sporting groups to assist with the impacts experienced from wet weather field closures throughout the winter 2025 season; and

3. Note the minor impact to Council's forward operational revenue will be offset within Council's operational budget.

The Motion on being Put was declared **CARRIED.**

Councillor(s) For the Motion:	Christou, Colman, Elmore, Garrard, Hamed, Hughes, Kafrouni-Saba, Ouf, Rahme, Saha, Sarkis, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Nil.

Public Forum:

Speakers on Items on the Council Meeting Agenda

Speaker	Item #	Suburb
Ms Jackie Osborne (On behalf of Mr Alan Flower)	C08/25-169 Woodville Road Corridor Planning Proposal - Post Exhibition Report	Granville
Miss Caroline Reid	C08/25-169 Woodville Road Corridor Planning Proposal - Post Exhibition Report	Granville
Ms Marina Pozzi	C08/25-169 Woodville Road Corridor Planning Proposal - Post Exhibition Report	Guildford
Mr Lin Li	C08/25-169 Woodville Road Corridor Planning Proposal - Post Exhibition Report	Granville
Mr David Tran	C08/25-169 Woodville Road Corridor Planning Proposal - Post Exhibition Report	Lidcombe
Mr Mark Hanna	C08/25-169 Woodville Road Corridor Planning Proposal - Post Exhibition Report	North Sydney
Mr Baris Demirci	C08/25-169 Woodville Road Corridor Planning Proposal - Post Exhibition Report	Merrylands
Ms Alice Wong	C08/25-172 Notice of Motion - Falun Dafa Day.	Parramatta
Ms Yildiz Yigiter	C08/25-169 Woodville Road Corridor Planning Proposal - Post Exhibition Report	Granville
Ms Nina Gordan	C08/25-169 Woodville Road Corridor Planning Proposal - Post Exhibition Report	Merrylands

Councillor Rahme left the Meeting at 6:30pm and returned to the Meeting at 6:32pm during Public Forum.

Min.1002 Alteration of Order of Business

Motion (Colman/Kafrouni-Saba)

That in accordance with Clause 8.2 of the *Code of Meeting Practice*, Council alter the order of business to allow items **C08/25-169** and **C08/25-172** to be brought forward for consideration at this time of the Meeting.

The Motion on being Put was declared **CARRIED.**

Councillor(s) For the Motion:	Christou, Colman, Elmore, Garrard, Hamed, Hughes, Kafrouni-Saba, Ouf, Rahme, Saha, Sarkis, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Nil.

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Min.1003 C08/25-169 Woodville Road Corridor Planning Proposal - Post Exhibition Report

Note: Councillor Elmore exited the Chamber at 6:52pm prior to the consideration of this item as he had declared a Significant, Non-Pecuniary interest in this item. He returned to the Meeting following the consideration of this item at 7:01pm.

Note: Councillor Zaiter exited the Chamber at 6:52pm prior to the consideration of this item as he had declared a Significant, Non-Pecuniary interest in this item. He returned to the Meeting following the consideration of this item at 7:01pm.

Motion (Colman/Selventhiran)

That Council:

1. Adopt the Woodville Road Corridor Strategy, as provided in Attachment 1.

2. Endorse the planning proposal and planning controls for the Woodville Road Corridor, as provided in Attachments 2 and 3.

3. Adopt the Woodville Road Corridor Public Domain Plan, as provided in Attachment 4.

4. Adopt the Woodville Road Corridor Affordable Housing Contributions Scheme, as provided in Attachment 5, noting that the Scheme comes into force on the date of Gazettal of the Local Environmental Plan amendment.

5. Adopt amendments to Cumberland Development Control Plan 2021, as provided in Attachment 6, noting that the amendments come into force on the date of Gazettal of the Local Environmental Plan amendment.

6. Endorse that Council write to the Department of Planning, Housing and Infrastructure and request that it finalise the Woodville Road Corridor Planning Proposal, as per the conditions of the Gateway Determination.

7. Delegate authority to the General Manager to make administrative, mapping and other related changes to documents associated with the Planning Proposal, consistent with the endorsed recommendations of Council.

8. Note that the Local Environmental Plan amendment will be published on the New South Wales legislation website and in the Government Gazette upon finalisation.

9. Endorse that the following new sites are further considered as part of the review of the Cumberland Local Environmental Plan, as outlined in this report:
   a. Woodville North Precinct: Wallace Street (northern side), between Blaine Street and Union Street; and
   b. Merrylands East Precinct: Kimberley Street to Linthorne Street transition zone (properties adjoining sites facing Woodville Road).

The Motion on being Put was declared **CARRIED.**

Councillor(s) For the Motion:	Christou, Colman, Garrard, Hamed, Kafrouni-Saba, Saha, Sarkis, Yasar.
Councillor(s) Against the Motion:	Hughes, Ouf, Rahme, Selventhiran and Yang.

Min.1004 C08/25-172 Notice of Motion - Falun Dafa Day

Motion (Garrard/Hughes)

That Council:

1. Recognises Falun Dafa Day annually on 13 May;

2. Includes Falun Dafa Day in Council's Annual Cultural Program from 2026, and identifies local Falun Dafa group to collaborate with Council to organise activities; and

3. Promotes Falun Dafa Day through Council communication channels.

The Motion on being Put was declared **LOST.**

Councillor(s) For the Motion:	Christou, Garrard, Hughes, Ouf, Sarkis, Selventhiran and Yang.
Councillor(s) Against the Motion:	Colman, Elmore, Hamed, Kafrouni-Saba, Rahme, Saha, Yasar and Zaiter.

Councillor Zaiter left the Meeting at 7:02pm and returned to the Meeting at 7:03pm during the consideration of this item.

Councillor Rahme left the Meeting at 7:02pm and returned to the Meeting at 7:06pm during the consideration of this item.

Min.1005 Items Resolved by Exception

Motion (Sarkis/Saha)

That Council adopt items **C08/25-163, C08/25-164**, **C08/25-165, C08/25-166, C08/25-176, C08/25-177, C08/25-178** and **C08/25-179** on the Council Agenda as per the recommendations in the report.

The Motion on being Put was declared **CARRIED.**

Councillor(s) For the Motion:	Christou, Colman, Elmore, Garrard, Hamed, Hughes, Kafrouni-Saba, Ouf, Rahme, Saha, Sarkis, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Nil.

C08/25-163 Legal Report

Resolved by Exception

That the report be received.

C08/25-164 Investment Report - July 2025

Resolved by Exception

That Council receive the July 2025 Investment Report.

C08/25-165 Status Update on Notices of Motion Resolved by Council

Resolved by Exception

That Council receive the report.

C08/25-166 Council Motions for Submission to LGNSW Annual Conference 2025

Resolved by Exception

That Council endorse the following Motions being lodged to Local Government NSW for consideration ahead of the Local Government NSW Annual Conference 2025:

Motion 1:

That Local Government NSW:

1. *Makes urgent representations to the NSW Government, to increase support and funding for Councils in addressing youth-related crime, including the provision of additional resources such as CCTV, additional police patrols, and early intervention programs through funding youth hubs.*

2. *Advocate for stronger collaboration between the Police, local councils, schools, youth services, and community organisations to identify and support initiatives that prevent young people from engaging in criminal activity.*

Motion 2:

That Local Government NSW calls on the State Government to develop a common planning framework for the installation of EV charging infrastructure for residential, commercial and industrial development across NSW.

Motion 3:

That Local Government NSW:

1. *Makes urgent representations to the NSW and Federal Governments, to provide ongoing funding for Councils to administer assistance to women and children through Domestic and Family Violence (DFV) hub models.*
2. *Recognise councils as key partners in the DFV response system and ensure funding models support local flexibility with existing community services that can provide emergency relief around housing stability and cost of living issues for women and children.*

C08/25-176 Tender Evaluation Report - Bathurst Street Park Floodlighting Upgrade Project (RFx1196)

Resolved by Exception

That Council:

1. Accept the Tender Evaluation Panel's recommendation to award the contract to REES Electrical Pty Ltd t/as REES Sports Lighting (ABN: 59 088 295 792) in accordance with section 178(1)(a) of the Local Government (General) Regulation 2021, for $806,000.00 excluding GST.

2. Delegate to the General Manager the authority to execute the contract and any associated documents.

C08/25-177 Tender Evaluation Report - Webbs Avenue Reserve Floodlighting Upgrade Project (RFx1222)

Resolved by Exception

That Council:

1. Accept the Tender Evaluation Panel's recommendation to award the contract to REES Electrical Pty Ltd t/as REES Sports Lighting (ABN: 59 088 295 792) in accordance with section 178(1)(a) of the Local Government (General) Regulation 2021, for $1,026,000.00 excluding GST.

2. Delegate to the General Manager the authority to execute the contract and any associated documents.

C08/25-178 Tender Evaluation Report - Lidcombe Remembrance Park Upgrade (RFx1223)

Resolved by Exception

That Council:

1. Accept the Tender Evaluation Panel's recommendation to award the contract to Greater West Landscapes Pty Ltd (ABN: 44160584083) in accordance with Clause 178(1)(a) of the *Local Government (General) Regulation 2021*, for $2,985,651.65 ex GST.

2. Delegate to the General Manager the authority to execute the contract and any associated documents.

C08/25-179 Response to Notice of Motion - Legal Advice - Local Government Amendment Act 2024

Resolved by Exception

That Council:

1. Delegate authority to the General Manager to prepare a business case for a potential proposal based on Council's priorities; and
2. Receive the business case in a report to a future Council meeting for Council's determination.

CUMBERLAND CITY COUNCIL

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Min.1006 C08/25-167 Outcome of Expression of Interest Process - Council Advisory Committees

Motion (Colman/Saha)

That Council:

1. Appoint the community members to each committee as outlined in the report.
2. Adopt the attached *Flood Risk Management Committee* Terms of Reference.
3. Proceed with Option 1 as outlined in the report and conduct a further EOI process for community membership for the Library Committee.
4. Notify all applicants of Council's resolution.

Amendment (Ouf/Sarkis)

Add 'Heritage Committee and the Youth, Recreation and Sports Advisory Committee' to point 3 of the Motion.

The proposed Amendment was accepted by the Mover and Seconder of the Motion, and was incorporated to become the substantive Motion as follows:

Motion (Colman/Saha)

That Council:

1. Appoint the community members to each committee as outlined in the report.
2. Adopt the attached *Flood Risk Management Committee* Terms of Reference.
3. Proceed with Option 1 as outlined in the report and conduct a further EOI process for community membership for the Library Committee and Heritage Committee and the Youth, Recreation and Sports Advisory Committee.
4. Notify all applicants of Council's resolution.

The Motion on being Put was declared **CARRIED** Unanimously**.**

Councillor(s) For the Motion:	Christou, Colman, Elmore, Garrard, Hamed, Hughes, Kafrouni-Saba, Ouf, Rahme, Saha, Sarkis, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Nil.

Councillor Sarkis left the Meeting at 7:38pm and returned to the Meeting at 7:43pm during the consideration of this item.

Councillor Sarkis left the Meeting at 7:55pm and returned to the Meeting at 7:58pm during the consideration of this item.

Councillor Ouf left the Meeting at 7:55pm and returned to the Meeting at 7:58pm during the consideration of this item.

CUMBERLAND CITY COUNCIL

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Min.1007 C08/25-168 Letter of Offer - 86-96 Station Street, Wentworthville

Note: Councillor Elmore exited the Chamber at 7:59pm prior to the consideration of this item as he had declared a Significant, Non-Pecuniary interest in this item. He returned to the Meeting following the consideration of this item at 8:02pm.

Note: Councillor Zaiter exited the Chamber at 7:59pm prior to the consideration of this item as he had declared a Significant, Non-Pecuniary interest in this item. He returned to the Meeting following the consideration of this item at 8:02pm.

Motion (Colman/Yang)

That Council:

1. Endorse in-principle the Letter of Offer for 86-96 Station Street, Wentworthville, regarding the implementation of local infrastructure in the Wentworthville Town Centre through the dedication and construction of a laneway within the subject site; and
2. Note that the Council resolution on the Letter of Offer will be considered as part of the assessment of the development application on site.

The Motion on being Put was declared **CARRIED** Unanimously**.**

Councillor(s) For the Motion:	Christou, Colman, Garrard, Hamed, Hughes, Kafrouni-Saba, Ouf, Rahme, Saha, Sarkis, Selventhiran, Yang and Yasar.
Councillor(s) Against the Motion:	Nil.

Min.1008 Closed Session

At this stage of the meeting being 8:04pm, the Mayor advised that in accordance with Section 10A(2) of the *Local Government Act 1993*, it is proposed to move into Closed Session to consider the following item:

- C08/25-170 Property Committee - Minutes of Meeting Held 4 August 2025 as the item contained the following considerations under the Act:

  (2)(c) - information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Motion (Elmore/Yasar)

That in accordance with Section 10A(2)(d)(i) of the *Local Government Act 1993*, Council enter into Closed Session to determine Item C08/25-170.

The Motion on being Put was declared **CARRIED** Unanimously.

Councillor(s) For the Motion:	Christou, Elmore, Garrard, Hamed, Hughes, Kafrouni-Saba, Ouf, Rahme, Saha, Sarkis, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Nil.

Min.1009 C08/25-170 Property Committee - Minutes of Meeting Held 4 August 2025

Motion (Yasar/Zaiter)

That Council:

1. Receive the Minutes of the Cumberland Property Committee meeting held on 4 August 2025, and adopt the recommendations contained therein;

2. Include a copy of the resolutions of Council in the Minutes.

ADJOURNMENT

8:25pm The Mayor, Councillor Hamed adjourned the meeting during closed session.

8:40pm The Mayor, Councillor Hamed resumed the meeting in closed session.

The Motion on being Put was declared **CARRIED**.

Councillor(s) For the Motion:	Colman, Elmore, Hamed, Kafrouni-Saba, Ouf, Saha, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Christou, Hughes, Garrard, Rahme and Sarkis.

Min.1010 Open Session

Motion (Kafrouni-Saba/Zaiter)

That Council resume the public meeting.

The Motion on being Put was declared **CARRIED.**

Councillor(s) For the Motion:	Christou, Colman, Elmore, Garrard, Hamed, Hughes, Kafrouni-Saba, Ouf, Rahme, Saha, Sarkis, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Nil.

On resumption of the public meeting at 8:41pm, the Mayor, Councillor Hamed read out the resolution made in Closed Session.

Min.1011 C08/25-171 Notice of Motion - Establishment of an Environment Advisory Committee

Motion (Yasar/Elmore)

That Council:

1. Establish a new Environment Advisory Committee to provide strategic advice to Council on environmental matters, including but not limited to sustainability, biodiversity, climate adaptation, green space planning, natural resource management, and the delivery of relevant Council strategies and programs.

2. Request Council staff to draft the committee's Terms of Reference, including:
    a) Membership criteria that allow for community members with a strong interest in environmental issues and a demonstrated commitment to local sustainability and conservation; and
    b) Alignment with Council's existing environmental strategies, including the Urban Tree Strategy, Biodiversity Strategy, Environmental Management Framework, and Green Corridor initiatives.

3. Direct the General Manager to:
    a) Open expressions of interest for the Environment Advisory Committee as soon as possible, ensuring the process is aligned as quickly as possible with the establishment of other Council advisory committees; and
    b) Provide a brief report back within one month outlining the updated Terms of Reference and timeframes for implementation.

The Motion on being Put was declared **CARRIED.**

Councillor(s) For the Motion:	Colman, Elmore, Hamed, Hughes, Kafrouni-Saba, Ouf, Rahme, Saha, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Christou, Garrard and Sarkis.

Councillor Kafrouni-Saba left the Meeting at 8:56pm and returned to the Meeting at 9:01pm during the consideration of this item.

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Min.1012 C08/25-173 Notice of Motion - Feasibility of Light-Themed Evening Event at Auburn Botanic Gardens

Motion (Ouf/Garrard)

That Council:

1. Investigates the feasibility of hosting a large-scale, light-themed evening event at Auburn Botanic Gardens—similar in concept to "Lightscape"—to create an engaging, inclusive, and culturally resonant attraction for the Cumberland community and visitors from across Sydney.

2. Considers potential partnerships with event producers, artists, and sponsors, including examples of successful installations such as Lightscape in Melbourne, Perth, and Sydney, as well as similar events in Brisbane and Cranbourne.

3. Examines the economic, tourism, and community benefits, with attention to:

   - Increased local business patronage.
   - Showcasing Cumberland's cultural diversity through curated themes, music, and storytelling.
   - Enhancing the reputation of Auburn Botanic Gardens as a premier destination

4. Provides a report back to Council within two months on options, estimated costs, funding models, event timing, and potential cultural programming.

5. Notes that, if successful, this event could become a signature annual celebration — elevating our city's profile, strengthening community pride, and showcasing Cumberland as a vibrant, must-visit destination.

6. Refers the report to the Arts, Culture and Events Advisory Committee in the event of Councils support.

Amendment (Yang/Rahme)

That an additional point be inserted as follows:

7. The event to be provided at any park or suitable location in each of the other wards.

The Amendment moved by Councillor Yang seconded by Councillor Rahme on being Put was declared **LOST.**

Councillor(s) For the Amendment: Rahme and Yang.

Councillor(s) Against the Amendment: Christou, Elmore, Garrard, Hamed, Hughes, Kafrouni-Saba, Ouf, Saha, Sarkis, Selventhiran, Yasar and Zaiter.

The Motion on being Put was declared **CARRIED.**

Councillor(s) For the Motion:	Christou, Elmore, Garrard, Hamed, Hughes, Kafrouni-Saba, Ouf, Rahme, Saha, Sarkis, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Nil.

Councillor Colman left the Meeting at 9:09pm during the consideration of this item.

Councillor Rahme left the Meeting at 9:21pm and returned to the Meeting at 9:25pm during the consideration of this item.

Min.1013 C08/25-174 Notice of Motion - Audit and Permanent Restoration of Footpaths and Roads

Motion (Selventhiran/Zaiter)

That Council receive a report to a future meeting detailing the following considerations:

1. Investigate the feasibility of an audit to identify all outstanding footpath and road breakouts across the LGA that have not been permanently restored.
    - The audit is to commence from the Wentworthville Ward and extend suburb by suburb across the LGA.
    - Utilise existing internal resources and systems (e.g. mapping, asset management tools, service request logs) to identify and track these breakouts.
2. Provide a breakdown of outstanding restoration sites by suburb, including the type of restoration required and the responsible utility provider.
3. Confirm the utility service provider responsible for each breakout and ensure they are held accountable for permanent restoration costs. Where possible, initiate cost recovery for restorations undertaken by Council on their behalf.
4. Prepare and implement a Council-managed plan to ensure:
    - All future utility breakouts have a clearly monitored timeline for permanent restoration.
    - Inspections are conducted at the completion of work to confirm compliance.
    - Utility providers are formally notified of their obligations, and penalties considered for non-compliance.
5. Provide Councillors with regular progress updates on:
    - The audit outcomes.

- Restoration completion dates; and

6. Identify any costs associated with actions detailed above, with potential funding sources outlined.

Councillor Colman returned to the Meeting at 9:31pm during the consideration of this item.

Councillor Christou left the Meeting at 9:31pm and returned to the Meeting at 9:32pm during the consideration of this item.

Councillor Rahme left the Meeting at 9:31pm during the consideration of this item.

The Motion on being Put was declared **CARRIED.**

Councillor(s) For the Motion:	Christou, Colman, Elmore, Garrard, Hamed, Hughes, Kafrouni-Saba, Ouf, Saha, Sarkis, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Nil.

Min.1014 C08/25-175 Notice of Motion - Review and Expansion of Venue Operating Hours and Facilities

Motion (Selventhiran /Saha)

That Council receive a report to a future meeting detailing the following considerations:

1. Investigate the feasibility of increasing Council owned venue operating hours where practical, with:
    - Opening hours from 6:00am.
    - Closing hours up to midnight.
    - Consideration of staffing, security, and local amenity impacts.

2. Identify any Council owned venues that require Development Application (DA) modifications or other planning adjustments to allow extended hours.
    - Include analysis of potential additional revenue and associated expenses.
    - Assess the community demand for extended use.
3. Status of current Wi-Fi access at all Council-owned venues:
    - Availability for venue hirers and the general public.
    - Infrastructure and cost implications for expanding or upgrading access.

CUMBERLAND CITY COUNCIL

4. Engage with local community organisations, hirers, and stakeholders to gauge interest, concerns, and suggestions related to extended Council owned venue hours and improved facilities; and
5. Identify any costs associated with actions detailed above, with potential funding sources outlined.

Councillor Christou left the Meeting at 9:38pm during the consideration of this item.

Councillor Ouf left the Meeting at 9:38pm during the consideration of this item and did not return.

The Motion on being Put was declared **CARRIED.**

Councillor(s) For the Motion:	Colman, Elmore, Garrard, Hamed, Hughes, Kafrouni-Saba, Saha, Sarkis, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Nil.

Min.1015 AR08/25-1 Notice of Motion to Alter Council Resolution - C07/25-161 Update - Property Sale, Merrylands CBD

Pursuant to Notice, Councillors Garrard, Hughes and Ouf move that Council alter the below resolution of Council made at the Council Meeting on 30 July 2025 in relation to C07/25-161 Update - Property Sale, Merrylands CBD.

Min.997

That Council:

1. Note the outcome of negotiations as detailed within the report;

2. Approve the sale of Council surplus land at 28-36 McFarlane Street, Merrylands *(Part Folio Identifiers 40/A/7916, 41/A/7916, 42/A/7916, 43/A/7916, 45/A/7916 & 44/657042)* to Coronation Property Co. Pty Ltd *(ACN: 163 703 839)* for $25,000,000 excluding GST, inclusive of all terms within the offer including the following community benefit to be provided as part of any future development on site:
    a. An increase to the site's existing parking capacity through the provision of a minimum of 100 public car spaces;
    b. Improved car parking wayfinding signage to Council's satisfaction;
    c. Increase from 2 to 3 hours free public parking;
    d. Greater than 10% mix of 3 bedroom units;
    e. Public domain improvements along McFarlane St, Main Lane and Civic Square, Merrylands; and
    f. Delivery of 'Build to Rent' and 'Affordable Housing' unit types to address housing needs across the Cumberland area;

CUMBERLAND CITY COUNCIL

3. Note that the sale price is exclusive of GST, and the purchaser is required to pay the applicable GST in addition to the purchase price; and

4. Delegate authority to the General Manager to finalise and execute the contract subject to independent legal advice.

Motion to Alter (Garrard /Hughes)

That Council:

1. Note the outcome of negotiations as detailed within the report;
2. Approve the sale of Council surplus land at 28-36 McFarlane Street, Merrylands (Part Folio Identifiers 40/A/7916, 41/A/7916, 42/A/7916, 43/A/7916, 45/A/7916 & 44/657042) to Coronation Property Co. Pty Ltd (ACN: 163 703 839) for $25,000,000 excluding GST, inclusive of all terms within the offer including the following community benefit to be provided as part of any future development on site:
   a) An increase to the site's existing parking capacity through the provision of a minimum of 100 public car spaces;
   b) Improved car parking wayfinding signage to Council's satisfaction;
   c) Increase from 2 to 3 hours free public parking;
   d) Greater than 10% mix of 3 bedroom units;
   e) Public domain improvements along McFarlane St, Main Lane and Civic Square, Merrylands; and
   f) Delivery of 'Build to Rent' and 'Affordable Housing' unit types to address housing needs across the Cumberland area.
3. Note that the sale price is exclusive of GST, and the purchaser is required to pay the applicable GST in addition to the purchase price;
4. Delegate authority to the General Manager to finalise and execute the contract subject to independent legal advice; and
5. Place the proceeds of sale into an externally restricted reserve for the purpose of funding future major capital projects at Council's discretion by resolution.

The Motion on being Put was declared **LOST.**

Councillor(s) For the Motion:	Garrard, Hughes and Sarkis.
Councillor(s) Against the Motion:	Colman, Elmore, Hamed, Kafrouni-Saba, Saha, Selventhiran, Yang, Yasar and Zaiter.

Min.1016 Matter of Urgency - Councillor Garrard

In accordance with Clause 9.3(b) of the adopted *Code of Meeting Practice* the Mayor, Councillor Hamed ruled that the business raised without notice by Councillor Garrard in relation to Canarvon Golf Course be heard by Council as a matter of urgency, as to satisfy the timeline for the public consultation process.

Motion (Garrard/Yasar)

That in accordance with Clause 9.3(a) of the adopted *Code of Meeting Practice*, the business raised by Councillor Garrard in relation to Canarvon Golf Course be considered at this meeting as a Matter of Urgency.

The Motion on being Put was declared **CARRIED.**

Councillor(s) For the Motion:	Christou, Colman, Elmore, Garrard, Hamed, Hughes, Kafrouni-Saba, Saha, Sarkis, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Nil.

Councillor Christou returned to the Meeting at 9:48pm during the consideration of this item.

Councillor Rahme returned to the Meeting at 9:54pm during the consideration of this item.

Min.1017 Matter of Urgency - Carnarvon Golf Course

Motion (Garrard/Yasar)

That the General Manager take necessary action to develop a submission on behalf of Cumberland Council opposing the creation of a cemetery on the site of Carnarvon Golf Course and Coleman Park so as to satisfy the timeline for consultation as now established by the NSW Government.

The Motion on being Put was declared **CARRIED.**

Councillor(s) For the Motion:	Christou, Colman, Elmore, Garrard, Hamed, Hughes, Kafrouni-Saba, Rahme, Saha, Sarkis, Selventhiran, Yang, Yasar and Zaiter.
Councillor(s) Against the Motion:	Nil.

The Mayor, Councillor Hamed closed the meeting at 9:58pm.

Chairperson_____

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Council Meeting
27 August 2025

Appendix 1 Resolutions of the Council following consideration of the recommendations of the Property Committee Meeting held at Merrylands Administration Building, 16 Memorial Avenue, Merrylands NSW 2160 on Monday 4 August 2025.

ITEM PC022/25 - Update on Committee Resolutions

RESOLVED

That the Property Committee receive the status update on Committee resolutions.

ITEM PC023/25 - Update on General Property Leases/Transactions

RESOLVED

That the Property Committee:

1. Receive and note the update.
2. Recommend that Council endorse the Licence Agreement to Botanica Community Garden Incorporated (INC: 2500379) to establish and operate a community garden over the land identified as Central Park (Part Lot 41 in Deposited Plan 1089707) located at Botanica Drive, Lidcombe for a term of three (3) years with an option to renew for a further term of two (2) years.
3. Receive a future report considering the multiple issues around Lidcombe Town Centre including but not limited to parking, land holdings and traffic.

ITEM PC024/25 - GoGet Carshare Trial in Cumberland City Council Carparks

RESOLVED

That Property Committee recommend that Council:

1. Endorse the proposal by GoGet Carshare to provide trial carshare service in Council carparks as outlined in this report; and

2. Delegate to the General Manager to negotiate and execute the necessary documentation to give effect to an agreement.

3. Explore options in other locations including Merrylands.

ITEM PC025/25 - Harmonisation of Generic Plans of Management for Cumberland

RESOLVED

That the Property Committee recommend that Council endorse that the harmonisation of generic Plans of Management for Cumberland be undertaken for:

- Natural areas;
- Parks ;
- Sportsgrounds; and
- General community use.

ITEM PC026/25 - Further Report - Request to Purchase Council Land - Bangor Street, Guildford

RESOLVED

The Property Committee recommend that Council:

1. Not support the request to purchase Council land at Bangor Street, Guildford, given the clear flooding risks and limited site re-development potential outlined in the report; and

2. Notify the applicant of Council's determination.

ITEM PC027/25 - Former Oriole Park Site - Tavistock Street, Auburn

RESOLVED

That the Property Committee call for a new Expression of Interest process be undertaken for a long-term lease over the former Oriole Park site.

ITEM PC028/25 - Request To Purchase Council Land - Tamplin Road, Guildford

RESOLVED

That the Property Committee receive the report.

ITEM PC029/25 - Verbal Update on General & Strategic Property Matters

RESOLVED

That the Property Committee receive the update.

Item No: C09/25-181

LEGAL REPORT

Directorate: General Manager
Responsible Officer: General Counsel
Community Strategic Plan Goal: *Providing Local Leadership*

SUMMARY

This report provides Council with a summary of legal proceedings in which Council is involved.

RECOMMENDATION

That the report be received.

REPORT

This report provides Council with a summary of the status of litigation for which Council is a party to. It does not include the following types of legal proceedings:

- Proceedings that are managed by Council's insurers;
- Local Court proceedings involving an appeal against a parking fine; and
- Proceedings for the recovery of debts where those proceedings are being run by Council's external debt collection agency.

The report is current to 9 September 2025. It does not capture changes that have occurred between that date and the date the report is considered by Council.

COMMUNITY ENGAGEMENT

There are no consultation processes for Council associated with this report.

POLICY IMPLICATIONS

There are no policy implications for Council associated with this report.

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

CONCLUSION

This is an information report with the legal register of current litigation provided as a confidential attachment.

ATTACHMENTS

1. Litigation register (confidential)
   Note: Included in Closed Business Paper in accordance with Section 10A(2)(g) of the Local Government Act as the information involves advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Item No: C09/25-182

INVESTMENT REPORT - AUGUST 2025

Directorate: Corporate Performance
Responsible Officer: Director Corporate Performance (Deputy GM)
Community Strategic Plan Goal: *Delivering Sustainable Infrastructure and Services*

SUMMARY

This report provides an update on the performance and compliance of Council's investment portfolio for the month of August 2025.

RECOMMENDATION

That Council receive the August 2025 Investment Report.

REPORT

Included in this report are the following items that highlight Council's investment portfolio performance for August 2025.

Council Investments as at 31 August 2025

Council's investment portfolio has a current market value of $289,105,293 and has returned 5.16% in the last 12 months. The following table reflects Council's holding in various investment categories:

Categories	Face Value ($)	Purchase Price ($)	Current Value ($)	12 Month Return (%)
Bonds	5,400,000	5,400,000	5,484,679	4.29
Cash	32,888,768	32,888,768	32,888,768	3.92
Floating Rate Note	54,150,000	54,379,849	54,751,542	5.20
Managed Funds	14,591,029	12,000,000	14,591,029	8.21
Term Deposit	178,000,000	178,000,000	181,389,276	5.03
	285,029,797	**282,668,617**	**289,105,293**	**5.16**

Face Value = capital value to be repaid upon maturity

Purchase Price = capital value +/- premiums or discounts

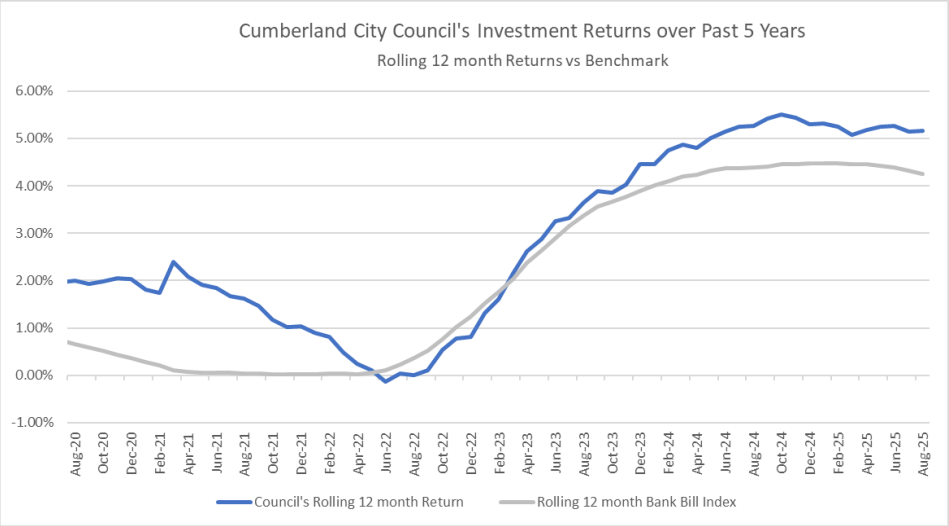
Current Value = current market value + accrued interest

Investment Portfolio Performance

Council's investment portfolio returned 0.43% (actual) for the month on a marked-to-market basis versus the bank bill index benchmark's 0.32% (actual) return. Council's managed fund investments may experience monthly volatility as financial markets undergo changes in outlook. However, such investments are expected to yield a favourable return over the long term. For the past 12 months, the investment portfolio has returned 5.16% versus the benchmark's 4.25%.

As at 31 August 2025 the cumulative interest earned was $2,213,067 This is $645,817 higher than the year-to-date budget of $1,567,250.

The performance chart below shows Council's rolling 12 monthly return versus benchmark over the past 5 years. Each data point is the 12 month return for the stated month end:



COMMUNITY ENGAGEMENT

There are no consultation processes for Council associated with this report.

POLICY IMPLICATIONS

There are no policy implications for Council associated with this report.

RISK IMPLICATIONS

Preservation of capital is the prime objective of the investment portfolio. Investments are placed in a manner that seeks to ensure security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters that is both set in Council's Investment Policy and guided by the investment advisor.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

CONCLUSION

Council hereby certifies that the investments listed within this report have been made in accordance with Section 625 of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2021* and Council's Investment Policy.

ATTACHMENTS

1. Investment Report August 2025 ⇩
2. Investment Commentary August 2025 ⇩

DOCUMENTS ASSOCIATED WITH REPORT C09/25-182

Attachment 1

Investment Report August 2025

Investment Summary Report
August 2025

Cumberland City Council
Investment Summary Report - August 2025

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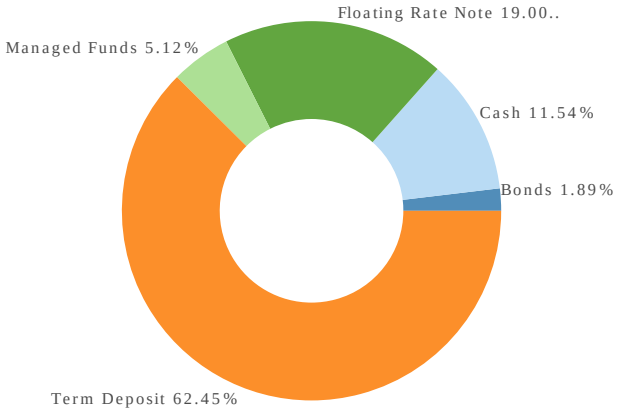
Executive Summary - August 2025

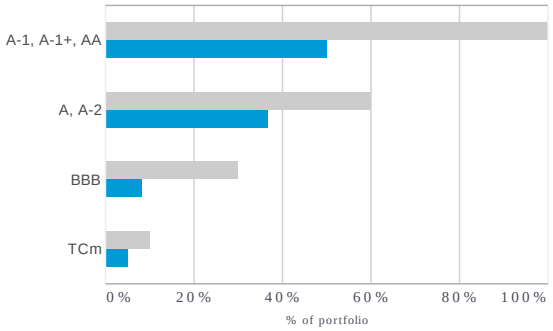
Investment Holdings

	Face Value ($)	Purchase Price ($)	Current Value ($)	12 Month Return (%)
Bonds	5,400,000	5,400,000	5,484,679	4.29
Cash	32,888,768	32,888,768	32,888,768	3.92
Floating Rate Note	54,150,000	54,379,849	54,751,542	5.20
Managed Funds	14,591,029	12,000,000	14,591,029	8.21
Term Deposit	178,000,000	178,000,000	181,389,276	5.03
	285,029,797	282,668,617	289,105,293	5.16

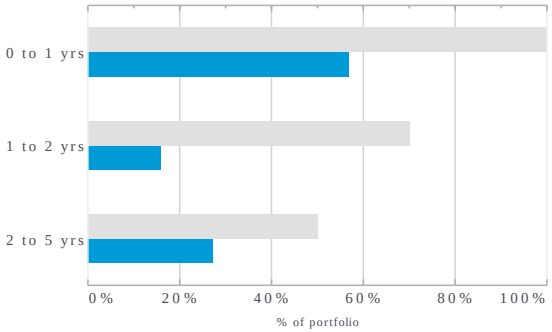


Investment Policy Compliance

Total Credit Exposure

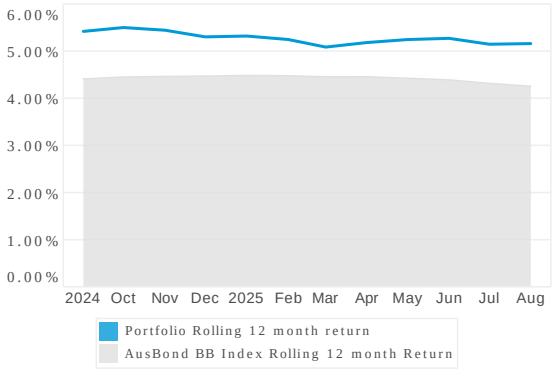


Term to Maturities



Portfolio Exposure | Investment Policy Limit

Investment Performance



PRUDENTIAL INVESTMENT SERVICES CORP

Cumberland City Council
Investment Holdings Report - August 2025

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Cash Accounts

Face Value ($)	Current Rate (%)	Institution	Credit Rating	Current Value ($)	Deal No.
8,000,000.00	3.6000%	Commonwealth Bank of Australia	A-1+	8,000,000.00	533672
8,000,003.76	4.2500%	AMP Bank	A-2	8,000,003.76	546381
16,888,764.35	3.3500%	Commonwealth Bank of Australia	A-1+	16,888,764.35	250385
32,888,768.11	3.6297%			32,888,768.11	

Managed Funds

Face Value ($)	Monthly Return (%)	Institution	Credit Rating	Capital Base ($)	Current Value ($)	Deal No.	Funds Name
14,591,029.10	1.0683%	NSW T-Corp (MT)	TCm	12,000,000.00	14,591,029.10	538647	Medium Term Growth Fund
14,591,029.10	1.0683%				14,591,029.10		

Term Deposits

Purchase Date	Maturity Date	Term Days	Face Value ($)	Current Rate (%)	Institution	Credit Rating	Purchase Price ($)	Current Value ($)	Deal No.	Accrued Interest ($)	Coupon Frequency
27-Aug-24	3-Sep-25	372	4,000,000.00	4.8300%	Westpac Group	A-1+	4,000,000.00	4,195,846.58	545399	195,846.58	At Maturity
4-Sep-24	3-Sep-25	364	4,000,000.00	4.9800%	National Australia Bank	A-1+	4,000,000.00	4,197,562.74	545449	197,562.74	At Maturity
12-Dec-24	9-Sep-25	271	4,000,000.00	5.1000%	Suncorp Bank	A-1+	4,000,000.00	4,146,991.78	545702	146,991.78	At Maturity
15-Jan-25	7-Oct-25	265	4,000,000.00	5.0000%	Suncorp Bank	A-1+	4,000,000.00	4,125,479.45	545738	125,479.45	At Maturity
19-Feb-25	14-Oct-25	237	3,000,000.00	4.7700%	National Australia Bank	A-1+	3,000,000.00	3,076,058.63	545804	76,058.63	At Maturity
29-Jan-25	5-Nov-25	280	3,000,000.00	4.9000%	National Australia Bank	A-1+	3,000,000.00	3,086,589.04	545754	86,589.04	At Maturity
12-Dec-24	12-Nov-25	335	4,000,000.00	5.0100%	Suncorp Bank	A-1+	4,000,000.00	4,144,397.81	545703	144,397.81	At Maturity
3-Dec-24	3-Dec-25	365	4,000,000.00	5.1400%	Rabobank Australia	A-1	4,000,000.00	4,153,214.25	545669	153,214.25	At Maturity
6-Dec-23	9-Dec-25	734	4,000,000.00	5.3000%	Bank of Queensland	A-2	4,000,000.00	4,156,241.10	544701	156,241.10	Annually
10-Mar-25	17-Dec-25	282	3,000,000.00	4.6000%	Westpac Group	A-1+	3,000,000.00	3,066,164.38	545889	66,164.38	At Maturity
10-Mar-25	7-Jan-26	303	4,000,000.00	4.6500%	National Australia Bank	A-1+	4,000,000.00	4,089,178.08	545890	89,178.08	At Maturity
11-Feb-25	13-Jan-26	336	4,000,000.00	4.7500%	Suncorp Bank	A-1+	4,000,000.00	4,105,150.68	545784	105,150.68	At Maturity
29-Jan-25	28-Jan-26	364	4,000,000.00	4.9000%	National Australia Bank	A-1+	4,000,000.00	4,115,452.05	545755	115,452.05	At Maturity
11-Feb-25	10-Feb-26	364	4,000,000.00	4.7000%	Suncorp Bank	A-1+	4,000,000.00	4,104,043.84	545783	104,043.84	At Maturity
17-Feb-25	17-Feb-26	365	4,000,000.00	4.7700%	Westpac Group	A-1+	4,000,000.00	4,102,456.99	545795	102,456.99	At Maturity

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Investment Holdings Report - August 2025

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Purchase Date	Maturity Date	Term Days	Face Value ($)	Current Rate (%)	Institution	Credit Rating	Purchase Price ($)	Current Value ($)	Deal No.	Accrued Interest ($)	Coupon Frequency
10-Mar-25	10-Mar-26	365	4,000,000.00	4.6500%	Suncorp Bank	A-1+	4,000,000.00	4,089,178.08	545888	89,178.08	At Maturity
12-Jun-25	10-Mar-26	271	4,000,000.00	4.3400%	Suncorp Bank	A-1+	4,000,000.00	4,038,524.93	546160	38,524.93	At Maturity
25-Jun-25	28-Apr-26	307	4,000,000.00	4.2700%	Suncorp Bank	A-1+	4,000,000.00	4,031,820.27	546202	31,820.27	At Maturity
6-May-25	12-May-26	371	4,000,000.00	4.2700%	Westpac Group	A-1+	4,000,000.00	4,055,217.53	546021	55,217.53	Annually
25-Jun-25	23-Jun-26	363	4,000,000.00	4.1600%	Suncorp Bank	A-1+	4,000,000.00	4,031,000.55	546203	31,000.55	At Maturity
31-Jul-25	23-Jun-26	327	4,000,000.00	4.1800%	Westpac Group	A-1+	4,000,000.00	4,014,658.63	546295	14,658.63	Annually
20-Jul-23	21-Jul-26	1097	4,000,000.00	5.4000%	Bank of Queensland	A-2	4,000,000.00	4,024,854.79	544330	24,854.79	Annually
27-Jul-23	27-Jul-26	1096	4,000,000.00	5.4500%	AMP Bank	A-2	4,000,000.00	4,020,904.11	544341	20,904.11	Annually
31-Jul-25	28-Jul-26	362	4,000,000.00	4.1800%	Westpac Group	A-1+	4,000,000.00	4,014,658.63	546294	14,658.63	Annually
6-Aug-25	5-Aug-26	364	4,000,000.00	4.1500%	Westpac Group	A-1+	4,000,000.00	4,011,824.66	546310	11,824.66	At Maturity
6-Aug-25	12-Aug-26	371	4,000,000.00	4.1500%	Westpac Group	A-1+	4,000,000.00	4,011,824.66	546311	11,824.66	Annually
13-Aug-25	12-Aug-26	364	4,000,000.00	4.1000%	National Australia Bank	A-1+	4,000,000.00	4,008,536.99	546333	8,536.99	At Maturity
22-Jul-25	22-Sep-26	427	4,000,000.00	4.1600%	Rabobank Australia	A	4,000,000.00	4,018,691.51	546278	18,691.51	Annually
22-Jul-25	24-Nov-26	490	4,000,000.00	4.1600%	Rabobank Australia	A	4,000,000.00	4,018,691.51	546279	18,691.51	Annually
22-Jul-25	15-Dec-26	511	4,000,000.00	4.1600%	Rabobank Australia	A	4,000,000.00	4,018,691.51	546280	18,691.51	Annually
5-Aug-22	4-Aug-27	1825	3,000,000.00	4.6000%	Bank of Queensland	A-	3,000,000.00	3,010,208.22	543151	10,208.22	Annually
27-Aug-25	25-Aug-27	728	4,000,000.00	3.9500%	Westpac Group	AA-	4,000,000.00	4,002,164.38	546384	2,164.38	At Maturity
31-Aug-22	30-Aug-27	1825	4,000,000.00	5.0000%	Bank of Queensland	A-	4,000,000.00	4,001,643.84	543267	1,643.84	Annually
26-Nov-24	26-Nov-27	1095	4,000,000.00	5.0100%	Rabobank Australia	A	4,000,000.00	4,153,182.47	545650	153,182.47	Annually
15-Jan-25	18-Jan-28	1098	4,000,000.00	4.8700%	Rabobank Australia	A	4,000,000.00	4,122,216.99	545737	122,216.99	Annually
28-Jun-23	28-Jun-28	1827	4,000,000.00	5.4000%	Bank of Queensland	A-	4,000,000.00	4,037,282.19	544246	37,282.19	Annually
28-Aug-24	28-Aug-28	1461	2,000,000.00	4.7000%	Rabobank Australia	A	2,000,000.00	2,001,030.14	545411	1,030.14	Annually
29-Nov-23	22-Nov-28	1820	4,000,000.00	5.5300%	Bank of Queensland	A-	4,000,000.00	4,167,263.56	544676	167,263.56	Annually
3-Dec-24	5-Dec-28	1463	4,000,000.00	5.0000%	Rabobank Australia	A	4,000,000.00	4,149,041.10	545670	149,041.10	Annually
13-Aug-25	13-Aug-29	1461	4,000,000.00	4.4500%	Rabobank Australia	A	4,000,000.00	4,009,265.75	546334	9,265.75	Annually
28-Aug-24	21-Aug-29	1819	4,000,000.00	4.8500%	Rabobank Australia	A	4,000,000.00	4,002,126.03	545410	2,126.03	Annually
28-Aug-24	28-Aug-29	1826	4,000,000.00	4.8500%	Rabobank Australia	A	4,000,000.00	4,002,126.03	545409	2,126.03	Annually
3-Sep-24	3-Sep-29	1826	4,000,000.00	5.0000%	Rabobank Australia	A	4,000,000.00	4,198,904.11	545444	198,904.11	Annually
12-Dec-24	12-Dec-29	1826	4,000,000.00	4.9500%	Rabobank Australia	A	4,000,000.00	4,142,668.49	545701	142,668.49	Annually

PRUDENTIAL INVESTMENT SERVICES CORP

Cumberland City Council
Investment Holdings Report - August 2025

Purchase Date	Maturity Date	Term Days	Face Value ($)	Current Rate (%)	Institution	Credit Rating	Purchase Price ($)	Current Value ($)	Deal No.	Accrued Interest ($)	Coupon Frequency
24-Feb-25	19-Feb-30	1821	4,000,000.00	5.1500%	Rabobank Australia	A	4,000,000.00	4,106,668.49	545812	106,668.49	Annually
13-Aug-25	13-Aug-30	1826	4,000,000.00	4.6000%	Rabobank Australia	A	4,000,000.00	4,009,578.08	546335	9,578.08	Annually
			178,000,000.00	4.7196%			178,000,000.00	181,389,275.63		3,389,275.63	

Floating Rate Notes

Purchase Date	Maturity Date	Term Days	Face Value ($)	Current Rate (%)	Security Name	Credit Rating	Purchase Price ($)	Current Value ($)	Deal No.	Accrued Interest ($)	Next Coupon Date
29-Apr-22	29-Oct-25	1279	3,000,000.00	4.8059%	BoQ Snr FRN (Oct25) BBSW+1.10%	A-2	3,000,000.00	3,016,661.88	542666	13,430.19	29-Oct-25
24-Feb-23	24-Feb-26	1096	2,250,000.00	5.0547%	RACQ Snr FRN (Feb26) BBSW+1.50%	A-2	2,250,000.00	2,257,986.14	543828	2,181.14	24-Nov-25
6-May-21	6-May-26	1826	2,000,000.00	4.2961%	BoQ Snr FRN (May26) BBSW+0.63%	A-2	2,000,000.00	2,008,540.47	541296	6,120.47	6-Nov-25
24-Aug-21	24-Aug-26	1826	2,400,000.00	3.9647%	NAB Snr FRN (Aug26) BBSW+0.41%	A-1+	2,400,000.00	2,402,616.85	541749	1,824.85	24-Nov-25
15-Sep-21	15-Sep-26	1826	4,000,000.00	4.1938%	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	4,000,000.00	4,036,748.78	541883	35,388.78	15-Sep-25
23-Jan-24	23-Oct-26	1004	1,800,000.00	5.2900%	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	1,800,000.00	1,828,600.67	544802	10,435.07	23-Oct-25
27-Oct-21	27-Oct-26	1826	2,000,000.00	4.5010%	BoQ Snr FRN (Oct26) BBSW+0.80%	A-	2,000,000.00	2,016,352.05	542003	8,632.05	27-Oct-25
17-Nov-23	17-Nov-26	1096	2,250,000.00	5.1400%	POL Snr FRN (Nov26) BBSW+1.55%	BBB+	2,250,000.00	2,254,435.89	544638	4,435.89	17-Nov-25
14-Jan-22	14-Jan-27	1826	1,500,000.00	4.4168%	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	1,500,000.00	1,514,264.10	542234	8,894.10	14-Oct-25
26-Aug-24	8-Feb-27	896	2,000,000.00	5.2675%	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	2,030,420.00	2,029,707.12	545392	6,927.12	10-Nov-25
25-Feb-22	25-Feb-27	1826	3,200,000.00	4.2747%	NAB Snr FRN (Feb27) BBSW+0.72%	AA-	3,200,000.00	3,214,335.38	542353	2,623.38	25-Nov-25
27-Feb-25	5-Mar-27	736	3,000,000.00	5.3048%	RACQ Snr FRN (Mar27) BBSW+1.60%	BBB+	3,031,320.00	3,062,758.96	545830	38,368.96	5-Sep-25
21-Jun-24	21-Jun-27	1095	1,000,000.00	4.9639%	TMB Snr FRN (Jun27) BBSW+1.30%	BBB+	1,000,000.00	1,018,699.81	545187	9,519.81	22-Sep-25
13-Sep-24	13-Sep-27	1095	1,500,000.00	5.0475%	AusW Snr FRN (Sep27) BBSW+1.33%	Baa2	1,500,000.00	1,516,594.52	545466	16,594.52	15-Sep-25
14-Dec-22	14-Dec-27	1826	1,600,000.00	4.9638%	SUN Snr FRN (Dec27) BBSW+1.25%	AA-	1,600,000.00	1,637,970.52	543632	16,754.52	15-Sep-25
22-Aug-25	21-Feb-28	913	1,500,000.00	5.2716%	BOz Snr FRN (Feb28) BBSW+1.70%	BBB+	1,524,825.00	1,505,055.57	546373	-17,547.93	21-Nov-25
21-Mar-25	21-Mar-28	1096	2,500,000.00	4.8139%	BEY Snr FRN (Mar28) BBSW+1.15%	BBB+	2,500,000.00	2,524,955.34	545924	23,080.34	22-Sep-25
24-Jul-25	21-Mar-28	971	2,500,000.00	4.8139%	BEY Snr FRN (Mar28) BBSW+1.15%	BBB+	2,515,600.00	2,524,955.34	546281	23,080.34	22-Sep-25
22-Aug-25	14-Feb-29	1272	2,150,000.00	5.4620%	NPBS Snr FRN (Feb29) BBSW+1.85%	BBB+	2,207,964.00	2,209,089.72	546372	5,791.22	14-Nov-25
29-Aug-24	30-Apr-29	1705	3,000,000.00	4.9818%	BoQ Snr FRN (Apr29) BBSW+1.28%	A-	3,033,630.00	3,051,252.28	545417	13,512.28	30-Oct-25
19-Sep-24	19-Sep-29	1826	2,500,000.00	4.5436%	WBC Snr FRN (Sep29) BBSW+0.85%	AA-	2,500,000.00	2,536,054.21	545487	23,029.21	19-Sep-25
17-Mar-25	21-Jan-30	1771	3,000,000.00	4.9317%	NPBS Snr FRN (Jan30) BBSW+1.25%	BBB+	3,036,090.00	3,027,974.50	545923	17,024.50	21-Oct-25
21-May-25	21-May-30	1826	1,400,000.00	4.5016%	SUN Snr FRN (May30) BBSW+0.93%	AA-	1,400,000.00	1,407,807.31	546056	1,899.31	21-Nov-25

Cumberland City Council
Investment Holdings Report - August 2025

Purchase Date	Maturity Date	Term Days	Face Value ($)	Current Rate (%)	Security Name	Credit Rating	Purchase Price ($)	Current Value ($)	Deal No.	Accrued Interest ($)	Next Coupon Date
13-Jun-25	13-Jun-30	1826	2,100,000.00	4.6675%	ING Snr FRN (Jun30) BBSW+0.95%	A	2,100,000.00	2,130,576.29	546124	21,483.29	15-Sep-25
			54,150,000.00	4.7815%			54,379,849.00	54,733,993.70		293,483.41	

Fixed Rate Bonds

Purchase Date	Maturity Date	Term Days	Face Value ($)	Current Rate (%)	Security Name	Credit Rating	Purchase Price ($)	Current Value ($)	Deal No.	Accrued Interest ($)	Purchase Yield
14-Sep-23	14-Sep-26	1096	1,400,000.00	4.9460%	MAC Snr Bond (Sep26) 4.946%	A+	1,400,000.00	1,447,448.06	544493	32,001.96	4.9460%
29-May-25	15-Jun-28	1113	4,000,000.00	4.4000%	NT T-Corp Bond (Jun28) 4.40%	Aa3	4,000,000.00	4,037,230.77	546095	37,230.77	4.4000%
			5,400,000.00	4.5416%			5,400,000.00	5,484,678.83		69,232.73	4.5416%

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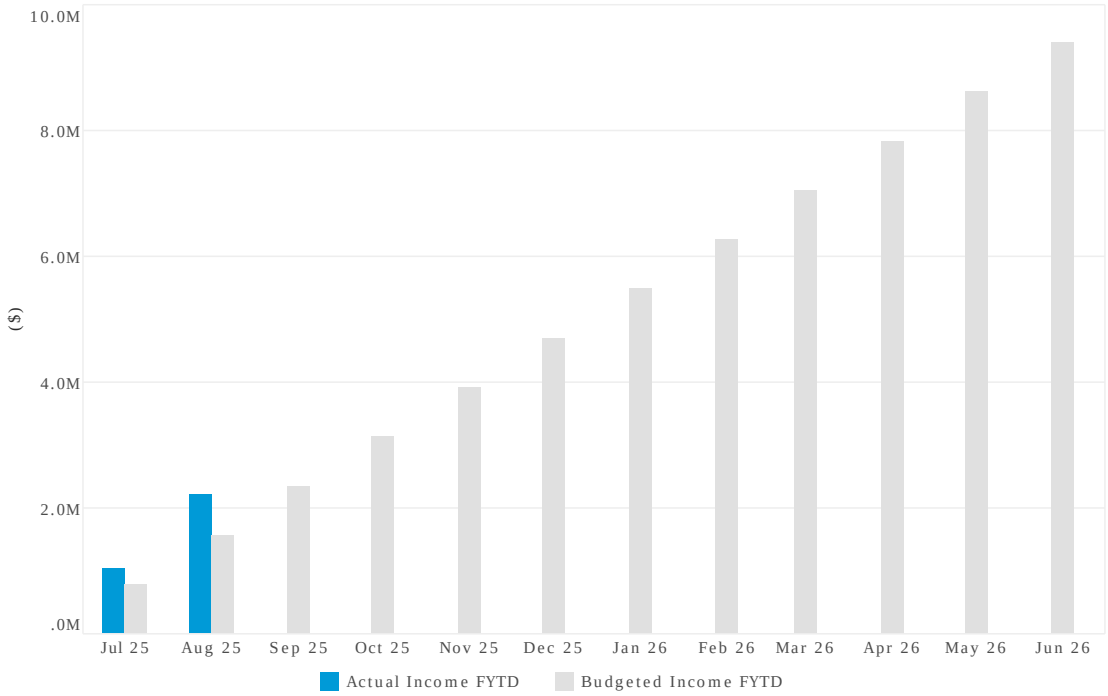
Cumberland City Council
Investment Budget Report - August 2025

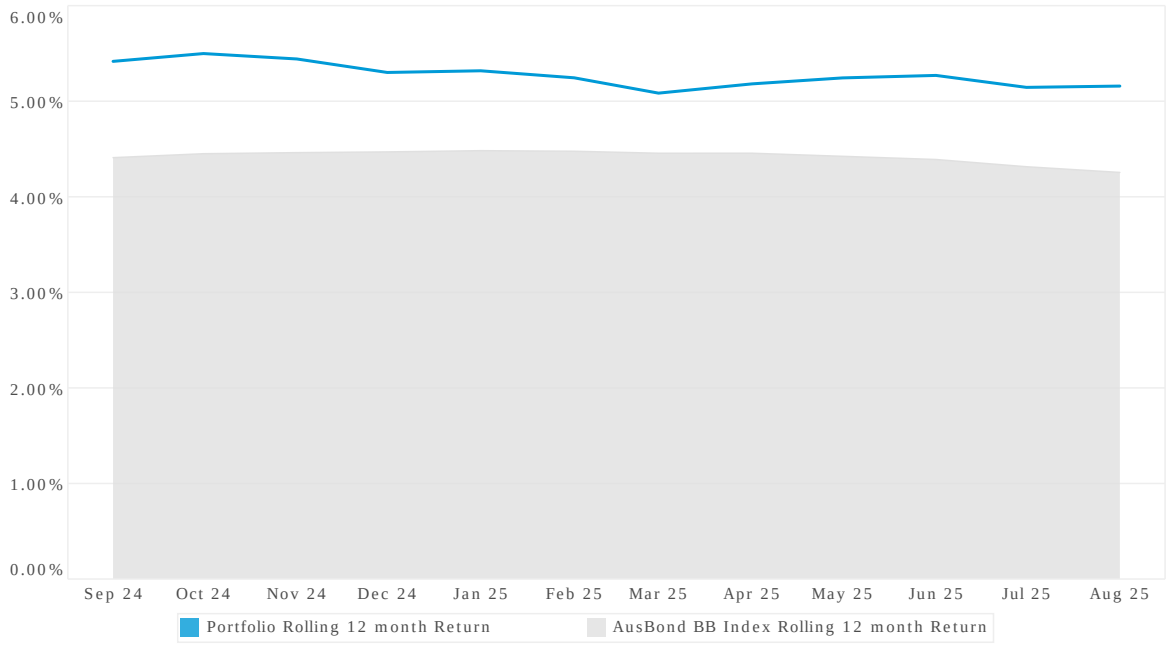
Budgeted vs Actual Returns

	Monthly Income ($)	YTD Actual ($)	YTD Budgeted ($)
July 2025	1,045,227	1,045,227	783,625
August 2025	1,167,840	2,213,067	1,567,250



Cumberland City Council
Investment Performance Report - August 2025

Historical Performance Summary



Historical Performance Summary (Annualised)	1 month	3 months	6 months	FYTD	12 months
Portfolio Return (1)	5.12%	5.13%	5.04%	5.03%	5.16%
Index Return (2)	3.84%	3.79%	4.00%	3.72%	4.25%
Outperformance (3)	1.28%	1.34%	1.04%	1.31%	0.91%

Historical Performance Summary (Actual)	1 month	3 months	6 months	FYTD	12 months
Portfolio Return (1)	0.43%	1.27%	2.51%	0.84%	5.16%
Index Return (2)	0.32%	0.94%	2.00%	0.62%	4.25%
Outperformance (3)	0.11%	0.33%	0.51%	0.22%	0.91%

(1) Portfolio Return is the annualised rate of return for the portfolio for the specified period
(2) The Index Return is the Bloomberg AusBond Bank Bill Index
(3) Outperformance is the excess of the Portfolio Return over the Index Return

(1) Portfolio Return is the actual rate of return for the portfolio for the specified period
(2) The Index Return is the Bloomberg AusBond Bank Bill Index
(3) Outperformance is the excess of the Portfolio Return over the Index Return

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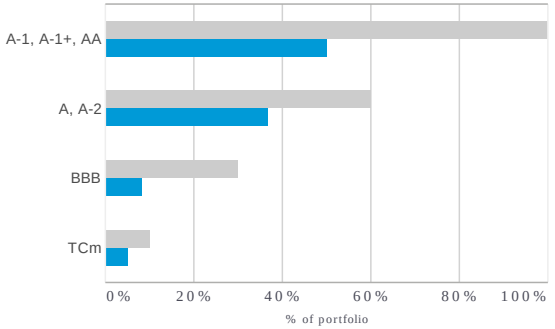
Cumberland City Council

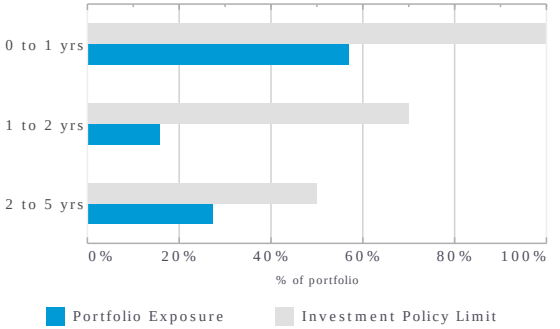
Investment Policy Compliance Report - August 2025

CUMBERLAND CITY COUNCIL

Total Credit Exposure



Term to Maturities



Credit Rating Group		Face Value ($)		Policy Max	
Long Term	AA	22,200,000			
Short Term	A-1	4,000,000			
Short Term	A-1+	116,288,764			
		142,488,764	50%	100%	a
Long Term	A	77,500,000			
Short Term	A-2	27,250,004			
		104,750,004	37%	60%	a
Long Term	BBB	23,200,000			
		23,200,000	8%	30%	a
Short Term	TCm	14,591,029			
		14,591,029	5%	10%	a
		285,029,797			

Policy Minimum	Face Value ($)		Policy Min	
Between 0 and 0.25 years	76,479,797	27%	10%	a
Between 0.25 and 1 years	85,650,000	30%	20%	a

Policy Maximum	Face Value ($)		Policy Max	
Between 0 and 1 years	162,129,797	57%	100%	a
Between 1 and 2 years	45,150,000	16%	70%	a
Between 2 and 5 years	77,750,000	27%	50%	a
	285,029,797			

a = compliant
r = non-compliant

PRUDENTIAL INVESTMENT SERVICES CORP

Cumberland City Council

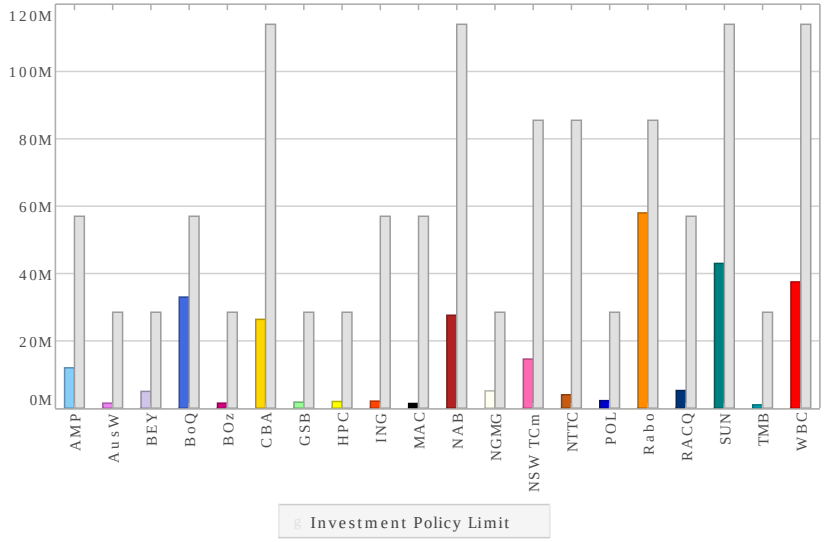
Individual Institutional Exposures Report - August 2025

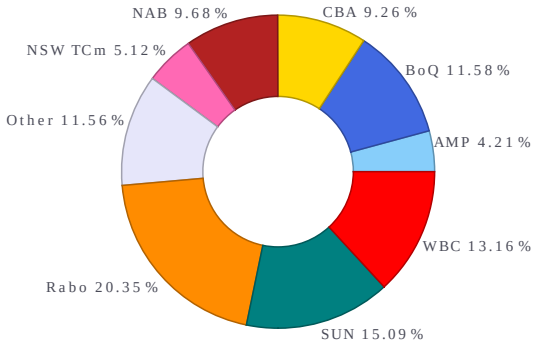
CUMBERLAND CITY COUNCIL

Individual Institutional Exposures

Parent Group	Portfolio Exposure ($)	% of portfolio
AMP Bank (BBB+, A-2)	12,000,004	4%
Auswide Bank (P-2, Baa2)	1,500,000	1%
Bank Australia (LT) (BBB+)	1,500,000	1%
Bank of Queensland (A-, A-2)	33,000,000	12%
Beyond Bank (A-2, BBB+)	5,000,000	2%
Commonwealth Bank of Australia (AA-, A-1+)	26,388,764	9%
Great Southern Bank (BBB+, A-2)	1,800,000	1%
Heritage and People's Choice (A-2, BBB+)	2,000,000	1%
ING Bank (Australia) (A-1, A)	2,100,000	1%
Macquarie Bank (A-1, A+)	1,400,000	0%
Members Banking Group (BBB+, A-2)	5,250,000	2%
National Australia Bank (AA-, A-1+)	27,600,000	10%
Newcastle Greater Mutual Group (BBB+, A-2)	5,150,000	2%
NSW T-Corp (MT) (TCm)	14,591,029	5%
NT T-Corp (Aa3)	4,000,000	1%
Police Bank Ltd (BBB+, A-2)	2,250,000	1%
Rabobank Australia (A-1, A)	58,000,000	20%
Suncorp Bank (AA-, A-1+)	43,000,000	15%
Teachers Mutual Bank (BBB+, A-2)	1,000,000	0%
Westpac Group (AA-, A-1+)	37,500,000	13%
	285,029,797	

Individual Institutional Exposure Charts





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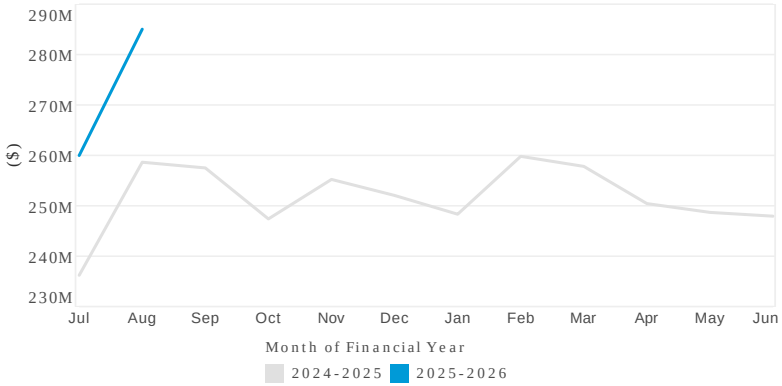
Cumberland City Council
Investment Cashflows Report - August 2025

Historical Portfolio Balance

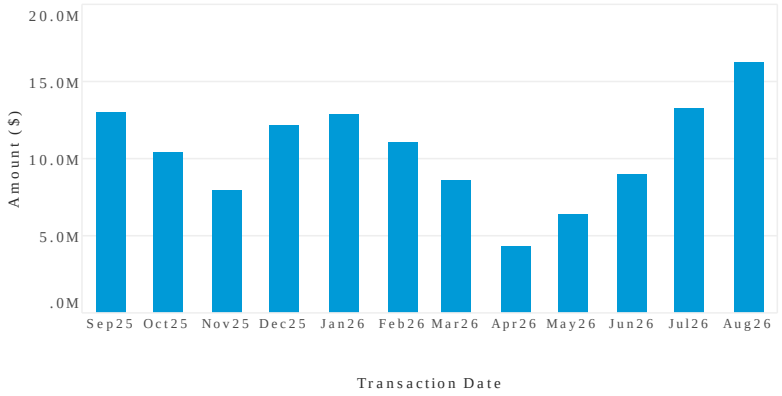


Historical Portfolio Balance

	2024-2025	2025-2026
July	236,218,824	259,975,660
August	258,641,685	285,029,797
September	257,509,028	
October	247,398,611	
November	255,230,243	
December	252,052,736	
January	248,332,491	
February	259,807,605	
March	257,816,716	
April	250,439,608	
May	248,691,209	
June	247,940,241	

Average 12 month Portfolio Balance	255,851,995

Upcoming Cashflow Summary



Upcoming Cashflow Summary

	Amount
September-25	13,029,138
October-25	10,412,568
November-25	7,927,353
December-25	12,169,280
January-26	12,857,925
February-26	11,065,324
March-26	8,592,658
April-26	4,279,250
May-26	6,367,152
June-26	8,954,183
July-26	13,235,030
August-26	16,260,502

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DOCUMENTS ASSOCIATED WITH REPORT C09/25-182

Attachment 2

Investment Commentary August 2025

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Cumberland City Council
Economic and Investment Portfolio Commentary
August 2025

Investment Portfolio Commentary

Council's investment portfolio returned 0.43% (actual) for the month on a marked-to-market basis versus the bank bill index benchmark's 0.32% (actual) return. For the past 12 months, the investment portfolio has returned 5.16% versus the benchmark's 4.25%.

The NSW TCorp Medium Term Growth Fund recorded another strong result during the month with a gain of 1.07% (actual). The return was reflective of the gains in the domestic and international share markets as well as improved valuations on fixed rate bonds and floating rate notes due to interest rates declining.

During August, Council had maturities of $16m across four 12 month term deposits which were yielding an average of 4.96%pa. A $2.3m Westpac Bond paying 3.90% and a $1.60m Suncorp Bond paying 4.40% also matured during the month.

Council invested $24m between six new deposits with maturities of 12 months (x3), 2, 4 and 5 years at an average rate of 4.23%pa.

For its long term portfolio, Council invested $1.5m in a Bank Australia Snr FRN (mat: Feb 2028) paying quarterly interest of 3m BBSW +1.70%, currently 5.27%pa. And an investment of $2.15m was made in a Newcastle Permanent Snr FRN (mat: Feb 2029) paying quarterly interest of 3m BBSW +1.85%, currently 5.46%pa.

Council's rolling 12 month return continues to exceed the benchmark's return as competitive rates on new term deposit and floating rate note quarterly rate resets have provided a solid base for the portfolio. Council's exposure to the TCorp Medium Term Growth Fund has also contributed good results over the past two years.

Council has a well-diversified portfolio invested among a range of term deposits, fixed and floating rate bonds from highly rated Australian ADIs as well as growth assets via holdings in the NSW TCorp Medium Term Growth Fund. It is expected that Council's portfolio will achieve above benchmark returns over the medium/long term with prudent investment selection and holding the securities for the recommended time horizons of their asset classes.

Global issues:

- In the US, latest economic data was overall positive in August. US consumer conference dipped a little but is still running close to historical averages despite all the political chaos of this year.
- The June quarter US GDP was revised up to 3.3% (from 3.0% previously). While this reverses the weakness in March quarter (GDP fell by 0.5%), imports increased providing another sign that the US economy is still holding up. Third quarter GDP estimates are running at over 2% annualised.
- Despite the positive signs about the US economy, investors are still pricing in an 84% chance of a rate cut in September and another 4 cuts after that, with rates expected to be at 3% by late 2026.

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- The Reserve Bank of New Zealand cut its cash rate by 25bps to just 3%, the lowest level in three years. New Zealand continued to see multiple headwinds that support further rate cuts, including slow population growth, an unemployment rate that equals the peak during the pandemic, declining house prices, and a stalling economic recovery.
- With no pressure to change rates now, the European Central Bank postponed any rate decision to September. The ECB has already cut by 200 basis points, with interest rates there at 2%.
- Global shares had another solid month in August despite global tensions and US tariffs dominating the news. Good corporate results coming out of the US and expectations that the Federal Reserve will start cutting rates soon, helped US shares gain 2%. Housing stimulus measures in in China helped its share market to surge 11% for the month. Australian shares had a strong month (+3.2%), led by the Mining/Materials sector, pushing the 12 month return close to +15%.

Domestic issues:

- The July monthly consumer price indicator was stronger than expected, up by 2.8% over the year (expectations were for a 2.3% rise). The upside surprise came from a stronger than expected lift in electricity prices. The monthly CPI release is regarded as more volatile than the more comprehensive quarterly release.
- The rise in inflation was not wholly unexpected. As the RBA noted at its August meeting: "*headline inflation is expected to increase temporarily over the second half of 2025 to around 3 per cent, before returning close to the midpoint of the target range over the latter part of the forecast period. This volatility reflects the legislated unwinding of electricity rebates, which would boost headline inflation over 2025 and 2026.*"
- Latest consumer sentiment surveys showed more Australians are feeling optimistic about their family finances, economic outlook, and purchasing intentions. Households are also turning bullish on property prices, with house price expectations survey hovering around record highs and the "time to buy a dwelling" index reaching a 4-year record.

Interest rates

- As was widely expected, the RBA cut the official cash rate to 3.60% at its August meeting. The central bank noted that the information received since the previous meeting had provided further evidence that inflation was heading sustainably towards the midpoint of the 2-3% target range.
- The market is pricing in another 25 basis point cut by the end November and a further 25 basis point cut in the first quarter of 2026, taking the cash rate to 3.10%:

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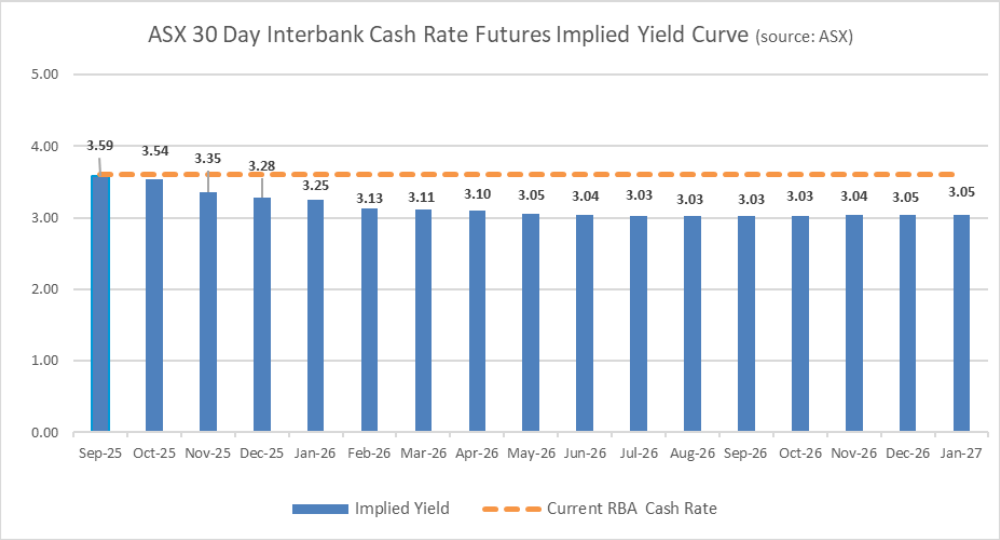
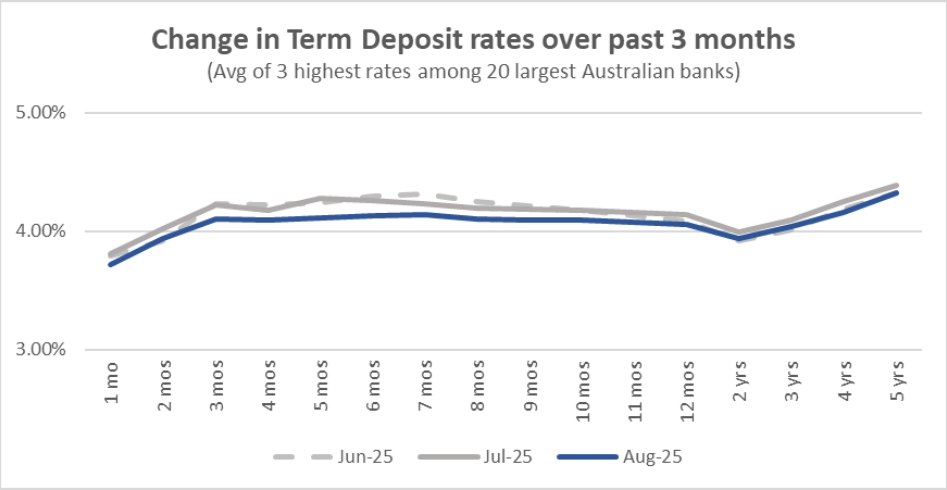


- Term deposit rates across the 1 – 12 month range declined by 10 basis points on average from last month. The 3 - 7 month area is offering the best rates, currently in the 4.10% to 4.15% area. Long dated rates fell slightly as well, down an average of 7 basis points and now ranging from 3.93% to 4.32%:



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Item No: C09/25-183

PROPOSED CHRISTMAS / NEW YEAR OPERATIONS 2025-2026

Directorate:	Corporate Performance
Responsible Officer:	Director Corporate Performance (Deputy GM)
Community Strategic Plan Goal:	*Providing Local Leadership*

SUMMARY

This report details the proposed operational arrangements for Council over the 2025/26 Christmas/New Year period. Consistent with previous years, it is proposed that whilst a brief shut down period be applied in most areas, a presence consisting of staff required to ensure continuity of essential services is to be maintained.

This report also outlines the delegations proposed for the Mayor and/or General Manager during the Council recess period where Council does not hold a meeting.

RECOMMENDATION

That Council:

1. **Endorse the implementation of the operational arrangements outlined in this report for the 2025/26 Christmas/New Year period and that these details be published to the community.**

2. **In accordance with Section 377 of the *Local Government Act 1993*, delegate authority to the Mayor and General Manager or in their absence, to the persons acting in these roles, during the period of Council recess to jointly exercise the powers, authorities, duties and functions of Council which cannot reasonably be deferred to the first Ordinary Council meeting following the Council recess. This period:**

   a) **Commencing from midnight immediately following the final Ordinary Council meeting held in 2025 before the recess period as approved by Council; and**

   b) **Concluding at the time of commencement of the first Council meeting held immediately after the end of the recess period; noting that any such decisions are to be unanimous and circulated to Councillors for their information and will be reported to the first Ordinary Council Meeting following the recess period**

REPORT

Consistent with Council's adopted Code of Meeting Practice, there will be no Ordinary Meetings of Council scheduled to be held in January 2026. It is therefore anticipated that the recess period for 2025/26 will commence following the final ordinary Council meeting in 2025.

Council Recess Period

During this period there may be matters which require determination or urgent action by Council. It is proposed that during this period the Mayor and the General Manager, or the persons acting in these positions if the incumbents are absent, be delegated with the authority, pursuant to Section 377 of the *Local Government Act 1993,* to jointly exercise the powers, authorities, duties and functions of Council which cannot reasonably be deferred to the first Ordinary Council Meeting following Council recess.

The following are the proposed operating arrangements for key services over this shut down period:

Proposed Christmas/New Year Operations

It is proposed that for 2025, Council operations cease from midday on Tuesday 23 December 2025 in alignment with Council's staff Christmas luncheon. The details for this event are being confirmed and all Councillors will be notified, and their attendance would be welcome.

To allow all staff to attend this event, it is proposed that Council services will cease from midday on Tuesday 23 December 2025 and resume on Monday 5 January 2026. During this period, only staff required to continue working to deliver essential services or maintain an on-call presence will be required to work. For the week commencing Monday 5 January 2026, all staff who are not required to work and who have excess leave balances, will be directed to take leave, in addressing Council's leave liability. This practice is consistent with previous years and would see these employees returning to work on Monday 12 January 2026.

The proposed operating arrangements for key services over this shut down period are as outlined below.

Customer Service and Afterhours

Both customer service counters will be closed during the shutdown period, however the Contact Centre will remain open for normal operating hours on the days which are not public holidays. Normal business operations will resume on Monday 5 January 2026.

Calls will be diverted to the afterhours service during the shutdown period.

Operating arrangements for the Customer Service Centres will be as follows:

Customer Service Centres (Auburn, Merrylands, Greystanes, Berala, Wentworthville)	
Tuesday 23 December 2025	Closed from noon
Wednesday 24 December 2025	Open until 1.00pm
Thursday 25 December 2025	Closed Public Holiday
Friday 26 December 2025	Closed Public Holiday

Customer Service Centres (Auburn, Merrylands, Greystanes, Berala, Wentworthville)	
Monday 29 December 2025	Closed
Tuesday 30 December 2025	Closed
Wednesday 31 December 2025	Closed
Thursday 1 January 2026	Closed Public Holiday
Friday 2 January 2026	Closed
Monday 5 January 2026	Resume normal operations

Operating arrangements for the Call Centre will be as follows:

Contact Centre	
Tuesday 23 December 2025	Closed from noon
Wednesday 24 December 2025	Open until 1.00pm
Thursday 25 December 2025	Closed - Public Holiday
Friday 26 December 2025	Closed - Public Holiday
Monday 29 December 2025	Open
Tuesday 30 December 2025	Open
Wednesday 31 December 2025	Open
Thursday 1 January 2026	Closed - Public Holiday
Friday 2 January 2026	Resume normal operations

Staffed Community Centres

All centres will be available for pre-bookings during these periods and access can be arranged prior to 23 December, however the centres will not be staffed.

Operating arrangements for staffed Community Centres will be as follows:

Staffed Community Centres (Auburn, Berala, Guildford)	
Tuesday 23 December 2025	Closed from noon
Wednesday 24 December 2025	Closed

Staffed Community Centres **(Auburn, Berala, Guildford)**	
Thursday 25 December 2025	Closed - Public Holiday
Friday 26 December 2025	Closed - Public Holiday
Monday 29 December 2025	Closed
Tuesday 30 December 2025	Closed
Wednesday 31 December 2025	Closed
Thursday 1 January 2026	Closed - Public Holiday
Friday 2 January 2026	Closed
Monday 5 January 2026	Resume normal operations

Education and Care Services

Operating arrangements will be as per below for Education and Care Services:

Service Type	***Closes***	***Re-opens***
Long Day Care	Monday 22 December 2025 at 6pm	Monday 12 January 2026 Resumes normal operational hours
Out of School Hours Care (OOSH)	Friday 19 December 2025 at 6pm	Monday 2 February 2026 Resumes normal operational hours
CCC Family Day Care Office	Tuesday 23 December 2025 at noon	Monday 12 January 2026 Resumes normal operational hours

School Holiday Care

Service Name	***Opens***	***Closes***
Sherwood Grange OOSH	Monday 22 December 2025 at 7am	Monday 22 December 2025 at 6pm
Ringrose OOSH	Monday 5 January 2026 at 7am	Friday 30 January 2026 at 6pm

Sherwood Grange OOSH	Monday 5 January 2026 at 7am	Friday 30 January 2026 at 6pm

Note: All centres/services are closed on Public Holidays

Library Services

Libraries	
Tuesday 23 December 2025	Closed from noon
Wednesday 24 December 2025	Closed
Thursday 25 December 2025	Closed Public Holiday
Friday 26 December 2025	Closed Public Holiday
Saturday 27 December 2025	Closed
Sunday 28 December 2025	Closed
Monday 29 December 2025	Auburn, Granville, Merrylands and Wentworthville 9:30am – 5:30pm Greystanes, Guildford, Lidcombe and Regents Park - Closed
Tuesday 30 December 2025	Auburn, Granville, Merrylands and Wentworthville 9:30am – 5:30pm Greystanes, Guildford, Lidcombe and Regents Park - Closed
Wednesday 31 December 2025	Auburn, Granville, Merrylands and Wentworthville 9:30am – 5:30pm Greystanes, Guildford, Lidcombe and Regents Park - Closed
Thursday 1 January 2026	Closed Public Holiday
Friday 2 January 2026	Closed
Saturday 3 January 2026	Closed
Sunday 4 January 2026	Closed
Monday 5 January 2026	Resume normal operations

Waste Collection

These services will continue as normal during this period and there will also be staff rostered on-call for cleansing and other waste related emergencies.

Regulatory Services

Ranger Services will continue as normal except for the designated public holidays when an on-call service will be available.

Development Compliance and Environmental Health teams will have staff rostered on call over the period to ensure coverage for essential services and emergency situations. Parking Patrol will be available to monitor town centres and respond to urgent complaints, with the exception of Public Holidays. The Ranger team will have on-call arrangements in place on the Public Holidays and will work normal shifts on the other days.

Parks Maintenance

Staff will be rostered on to work every day except for Christmas Day. There will also be staff rostered on-call on every day of the shutdown period to attend to emergencies and ensure continuity of essential services throughout this period.

Other Recreational Facilities

Council's golf courses and Botanic Gardens will be closed on Christmas Day and then will resume normal operating hours.

Swimming Pools

All operational aquatic centres will close at 5.30pm on Wednesday 24 December 2025 and remain closed on Christmas Day and Boxing Day. The centres will all reopen on Saturday 27 December 2025 and be open on reduced hours (9.30am to 7.00pm) until Friday 2 January 2026 when normal operating will resume across all operational centres.

Other Recreational Facilities

The Granville Centre, Holroyd Centre and Eric Tweedale will be closed on Christmas Day and Boxing Day and then will open subject to bookings. The Eric Tweedale Gym and Granville Swim Centre Gym will be closed Christmas Day and Boxing Day and then will resume normal operating hours.

COMMUNITY ENGAGEMENT

Upon confirmation of the operating arrangements for the various services outlined in this report, these details will be published to the community via the relevant channels.

POLICY IMPLICATIONS

There are no policy implications for Council associated with this report.

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

CONCLUSION

The operating arrangements proposed in this report for the 2025/26 Christmas/New Year period allow Council to ensure that service obligations to the community are balanced with the need to allow staff to take leave during gazetted public holidays and adjoining dates. Further details regarding the contact numbers for on-call officers will be made available to Councillors once confirmed.

ATTACHMENTS

Nil

Item No: C09/25-184

PERFORMANCE AND PROGRESS REPORT - JANUARY TO JUNE 2025

Directorate: Corporate Performance
Responsible Officer: Director Corporate Performance (Deputy GM)
Community Strategic Plan Goal: *Providing Local Leadership*

SUMMARY

The Operational Plan 2024-2025 identified Council's planned actions for the year, as well as the allocated budget of the delivery of Services. These activities are in direct response to the strategic goals and community vision contained within the Community Strategic Plan 2017-2027.

The six monthly Performance and Progress Report provides an update on Council's progress in implementing the planned activities for the period January – June 2025 and is provided under Attachment 1 to this report.

RECOMMENDATION

That the report be received.

REPORT

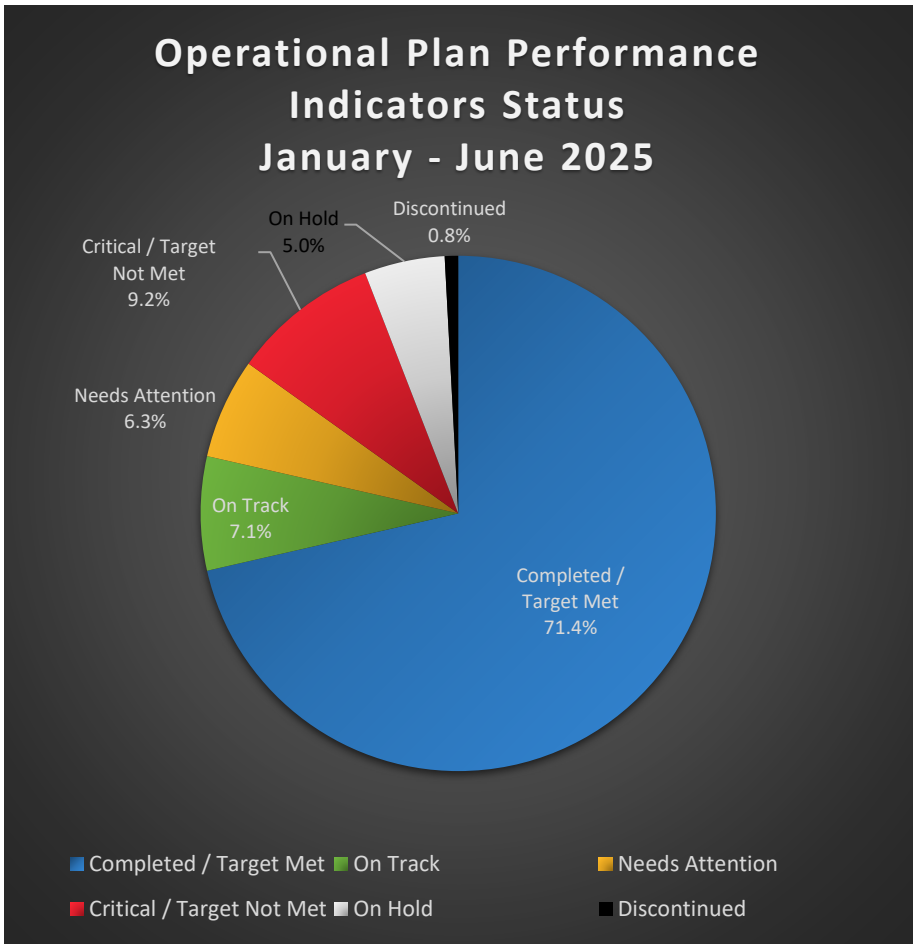
This report provides an update to Council and the community on the progress made in implementing the activities outlined in the Operational Plan 2024-2025.

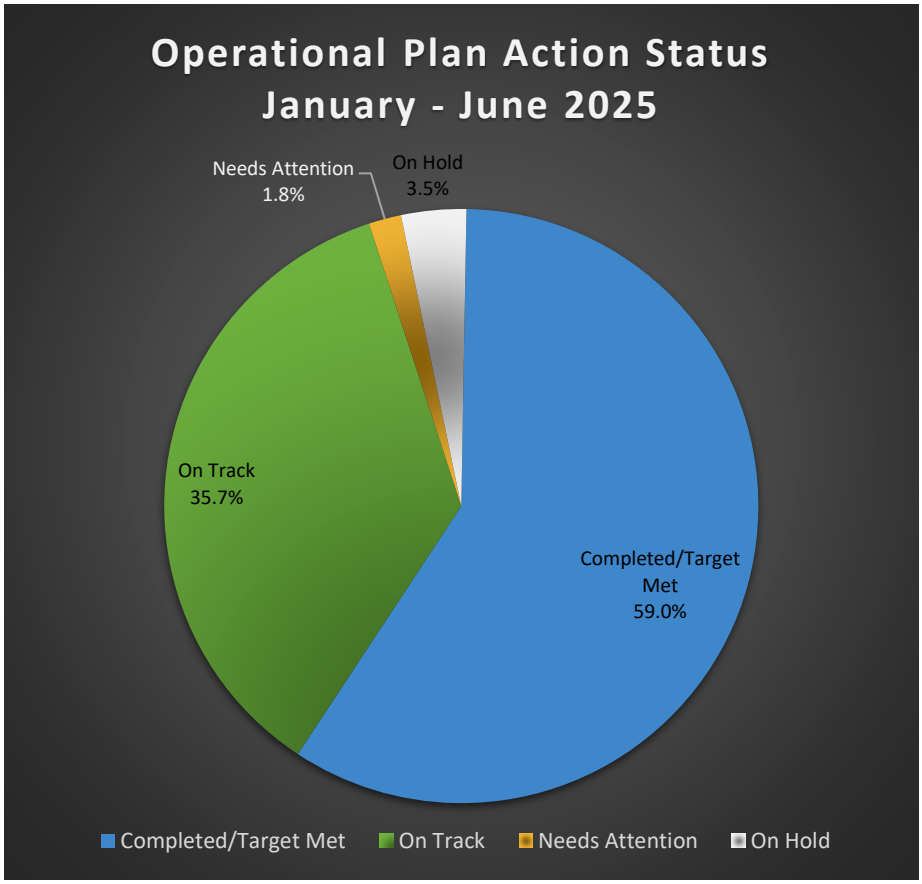
The six monthly Performance and Progress Report outlines progress against 339 actions for the 138 principal deliverables detailed in the Operational Plan 2024-2025. As at 30 June 2025:

- 59.0% of actions are 'Completed/Target Met'
- 35.7% of actions are 'On Track'
- 1.8% of actions 'Needs Attention'
- 3.5% of actions are 'On Hold'.

Council also measures performance against indicators. For the period to 30 June 2025, of the 238 performance indicators for the 138 principal deliverables detailed in the Operational Plan 2024-2025:

- 71.4% of performance indicators measures are 'Completed/Target Met'
- 7.1% of performance indicators measures are 'On Track'
- 6.3% of performance indicators 'Needs Attention'
- 9.2% of performance indicators measures are 'Critical/Target Not Met'.
- 5.0% of performance indicators are 'On Hold'
- 0.8% of performance indicators are 'Discontinued'.


Operational Plan Performance Indicators Status January - June 2025
On Hold 5.0%
Discontinued 0.8%
Critical / Target Not Met 9.2%
Needs Attention 6.3%
On Track 7.1%
Completed / Target Met 71.4%
Completed / Target Met
On Track
Needs Attention
Critical / Target Not Met
On Hold
Discontinued


Operational Plan Action Status January - June 2025
Needs Attention 1.8%
On Hold 3.5%
On Track 35.7%
Completed/Target Met 59.0%
Completed/Target Met
On Track
Needs Attention
On Hold

Highlights this Reporting Period

- Council was nominated for the National Awards for Local Government in the category of Cohesive Communities for the Disability Inclusion Action Plan (DIAP) Campaign 'Shared Spaces, Shared Responsibility: Creating Accessible Environments Together'. The campaign was designed to enhance community awareness of access and inclusion of people with a disability in the community.
- In collaboration with Royal Life Saving NSW, Council delivered a 10 week Culturally and Linguistically Diverse (CALD) Adult Learn to Swim program for 40 participants.
- A food safety seminar was delivered in June 2025 to promote safe food handling practices across food businesses in Cumberland, helping to protect the community from foodborne illnesses.
- Council adopted the Integrated Planning and Reporting (IP&R) Plans and Strategies in June 2025. The IP&R plans incorporate the community's vision, reflect shared aspirations and outline Council's commitments, priorities and actions. They are supported by asset, workforce, digital, and financial planning strategies to provide the community with clear and detailed information on how Council intends to sustainably resource its commitments.
- Council successfully delivered nine citizenship ceremonies with 1,305 conferees receiving citizenship.
- Council launched the Wellbeing Project to enhance support for people experiencing homelessness, fostering collaboration through regular outreach and a new sector working group involving community organisations, service providers, churches, and stakeholders across Cumberland.
- Council's Swim Centres continued to demonstrate excellence with nominations as finalists for the following Royal Lifesaving NSW Aquas Awards Gala 2025 categories:
  - Excellence in Innovation (Visitor Management System)
  - Poolie of the Year
  - Pool Lifeguard of the Year.
- Council announced the successful construction of Australia's first Green, Cool Carpark. The Cool Carpark Project has highlighted the impact of urban cooling solutions in reducing the effects of extreme heat, receiving extensive media coverage including ABC news.
- Council's Public Toilet Map is available on Council's website. This user-friendly tool helps residents and visitors locate public and accessible toilet facilities. The map includes information on adult change facilities, baby care amenities, accessibility features, and opening hours. It supports greater independence, community participation, and travel confidence by making it easier for people to plan their trips throughout the area.
- Council has entered into its first long-term lease agreement at Wyatt Park with the Western Suburbs District Rugby League Football Club Limited. This marks an important step as Wyatt Park begins its ongoing development into a valued recreational space.

A detailed update on Council's performance and progress during the reporting period is included as Attachment 1 to this report.

COMMUNITY ENGAGEMENT

The six-monthly Performance and Progress Report January – June 2025 will be placed on Council's website for public viewing.

POLICY IMPLICATIONS

There are no policy implications for Council associated with this report.

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

CONCLUSION

Council made significant progress during the reporting period in implementing the commitments made in the Operational Plan 2024-2025.

ATTACHMENTS

1. Performance and Progress Report - January to June 2025 ⇩

DOCUMENTS ASSOCIATED WITH REPORT C09/25-184

Attachment 1

Performance and Progress Report - January to June 2025

CUMBERLAND CITY COUNCIL

Operational Plan 2024-2025

Performance and Progress Report

January 2025 – June 2025

CUMBERLAND CITY COUNCIL

Performance and Progress Report
January 2025 – June 2025

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CUMBERLAND CITY COUNCIL

Performance and Progress Report

January 2025 – June 2025

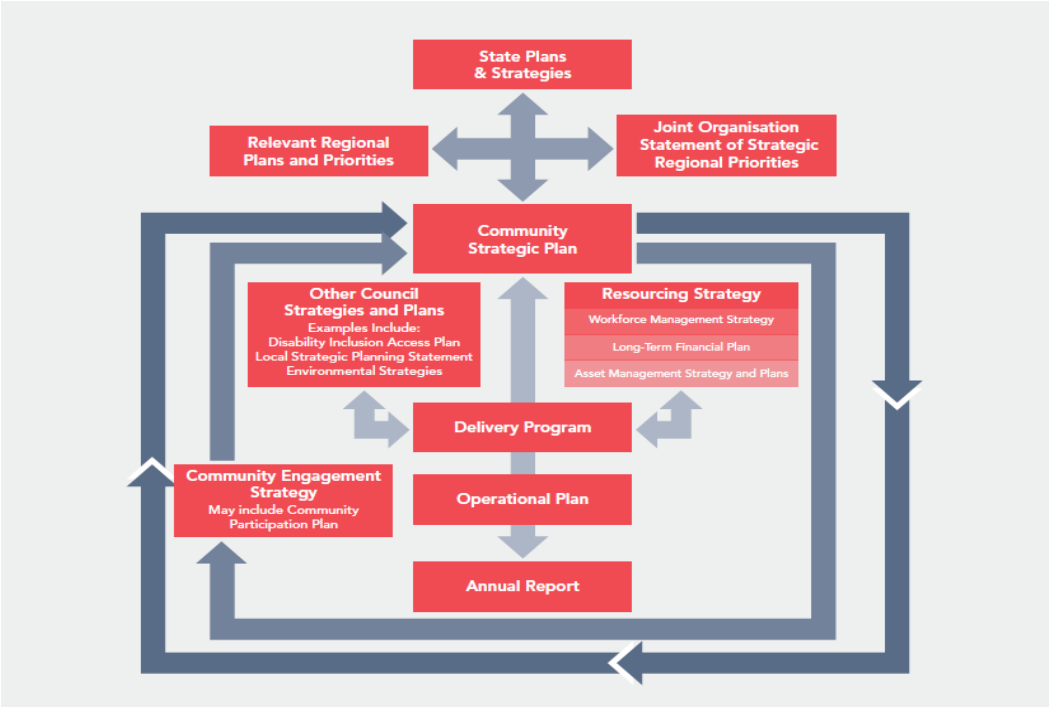
Integrated Planning and Reporting Framework

Under the *NSW Local Government Act 1993*, councils are required to develop a hierarchy of plans known as the Integrated Planning and Reporting (IP&R) Framework.

Councils undertake long term planning that is based on community engagement and the framework is designed to help councils plan sustainably for the future.

The IP&R Framework provides Council and the community, a clear and transparent picture of:

- Where are we now?
- Where do we want to be in 10 years? The Community Strategic Plan sets the community objectives and strategic direction.
- How we plan to get there? The Resourcing Strategy, Delivery Program and Operational Plan provide the strategies and actions.
- How will we know when we have arrived? Six monthly, Annual and State of our City reporting provides updates on Council's progress.



Introduction

Welcome to the Cumberland City Council's Performance and Progress report January 2025 – June 2025. This report evaluates and reports on Council's performance relative to the commitments and principal deliverables detailed in the Delivery Program 2022-2026 and Operational Plan 2024-2025.

The Operational Plan represents Council's annual action plan, established in response to the community's priorities identified in the Cumberland Community Strategic Plan 2017-2027 (CSP) and developed through extensive community engagement. The Operational Plan also informs the community about Council's service areas, sub services and the performance measures used to assess how Council is tracking towards achieving the Community's vision for its future.

CUMBERLAND CITY COUNCIL

Performance and Progress Report

January 2025 – June 2025

Reading the Report

The Operational Plan 2024-2025 commenced on 1 July 2024 and includes 38 frontline and internal services. Council implemented changes to the organisational structure in 2024-2025, impacting the number of services Council delivers and the responsible officers. For the six month period to June 2025, Council has reported against 39 frontline and internal services. Performance and progress is reported against five directorates:

- Community and Culture
- City Services
- Environment and Planning
- Corporate Performance
- Governance and Risk.

Each section of the Performance and Progress Report provides:

- Service updates – summary of overall progress, including key achievements, challenges and any issues or setbacks affecting service delivery
- Progress updates - provided against the principal deliverables and actions within each sub service
- Performance indicators - methods of assessment used to review how Council is progressing towards achieving output targets.

Icon	Status	Status Description
	Completed/Target Met	The principal deliverable has delivered on its actions and performance indicator measures have achieved their targets
	On Track	The principal deliverable is progressing towards delivering on its actions and performance indicators are trending towards meeting their targets
	Needs Attention	The principal deliverable is experiencing issues impacting timeframes and delivery. Performance indicator results are below their target, indicating they require action
	Critical/Target Not Met	Significant delays, issues or setbacks are affecting the principal deliverable actions and performance indicators, demanding urgent attention
	On Hold	The principal deliverable commitments and performance indicators have been temporarily postponed or deferred
	Discontinued	The principal deliverable commitments and performance indicators have been either cancelled or will not be proceeding

CUMBERLAND CITY COUNCIL

Performance and Progress Report

January 2025 – June 2025

Executive Summary

The six monthly Performance and Progress Report outlines progress against 339 actions for the 138 principal deliverables detailed in the Operational Plan 2024-2025.

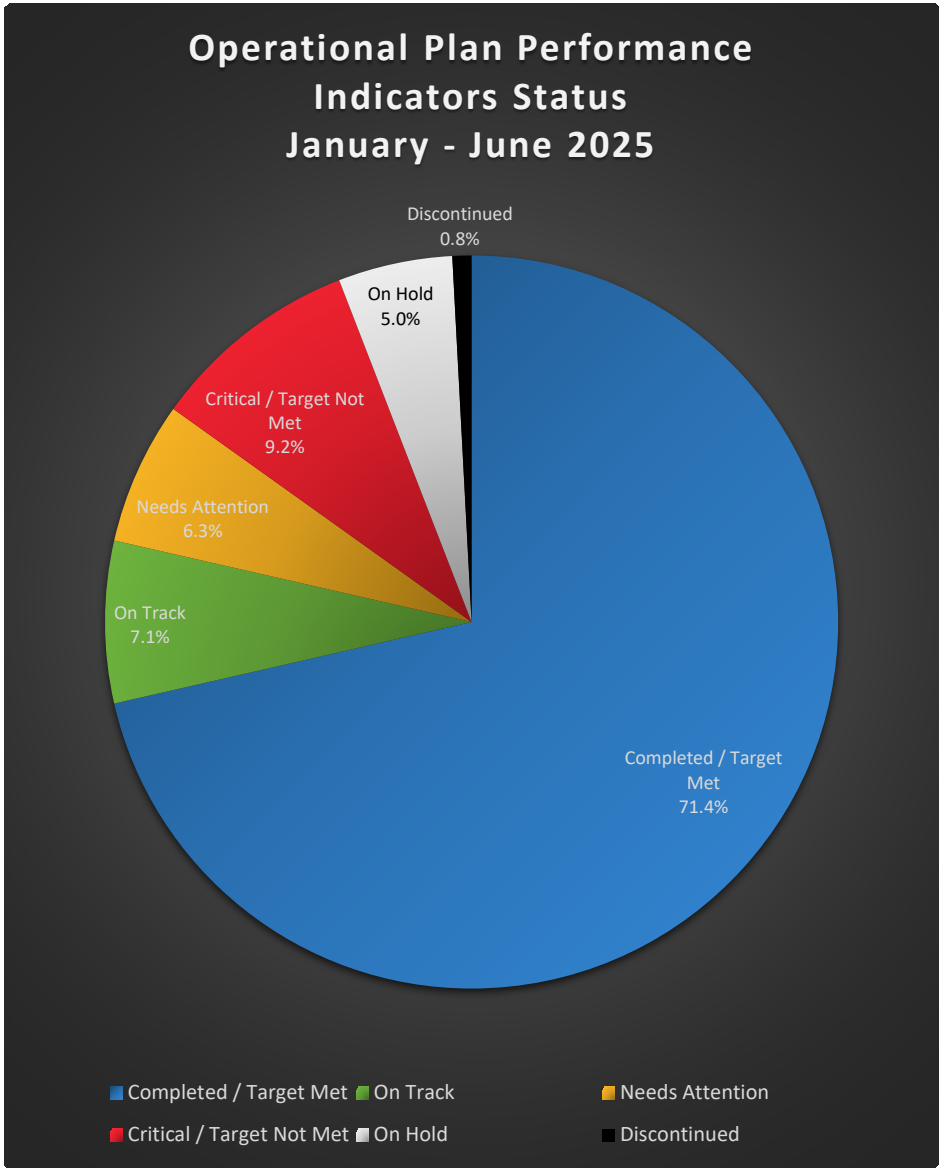
As of 30 June 2025:

- 59.0% of actions are 'Completed/Target Met'
- 35.7% of actions are 'On Track'
- 1.8% of actions 'Needs Attention'
- 3.5% of actions are 'On Hold'.

Actions Status	Total
Completed/Target Met	200
On Track	121
Needs Attention	6
Critical/Target Not Met	0
On Hold	12
Discontinued	0

CUMBERLAND CITY COUNCIL

Performance and Progress Report
January 2025 – June 2025



The six monthly Performance and Progress Report outlines progress against 238 performance indicators for the 138 principal deliverables detailed in the Operationa Plan 2024-2025.

As of 30 June 2025:

- 71.4 % of performance indicators measures are 'Completed/Target Met'
- 7.1% of performance indicators measures are 'On Track'
- 6.3% of performance indicators 'Needs Attention'
- 9.2% of performance indicators measures are 'Critical/Target Not Met'.
- 5.0% of performance indicators are 'On Hold'
- 0.8% of performance indicators are 'Discontinued'.

Performance Indicator Measures Status	Total
Completed/Target Met	170
On Track	17
Needs Attention	15
Critical/Target Not Met	22
On Hold	12
Discontinued	2

CUMBERLAND CITY COUNCIL

Performance and Progress Report

January 2025 – June 2025

Highlights

Community and Culture	City Services	Environment and Planning	Corporate Performance	Governance and Risk
Council resolved to establish the following advisory committees: • Arts, Culture and Events Advisory Committee • Aboriginal and Torres Strait Islander Consultative (ATSIC) Committee • Community Wellbeing and Inclusion Advisory Committee • Domestic and Family Violence Prevention Advisory Committee • Library Advisory Committee • Youth, Recreation and Sport Advisory Committee	Fauna reserves have seen improvements to the animal enclosures including soft and hard landscaping of the wombat enclosure at the Auburn Botanic Gardens. A new wombat enclosure was constructed at the Auburn Botanic Gardens, and additional landscaping works conducted within the area.	Council announced the successful construction of Australia's first Green, Cool Carpark. The Cool Carpark Project has highlighted the impact of urban cooling solutions in reducing the effects of extreme heat, receiving extensive media coverage including ABC news.	Council adopted the Integrated Planning and Reporting (IP&R) Plans and Strategies in June 2025. The IP&R plans incorporate the community's vision, reflect shared aspirations and outline Council's commitments, priorities and actions. They are supported by asset, workforce, digital, and financial planning strategies to provide the community with clear and detailed information on how Council intends to sustainably resource its commitments.	Council has entered into its first long-term lease agreement at Wyatt Park with the Western Suburbs District Rugby League Football Club Limited. This marks an important step as Wyatt Park begins its ongoing development into a valued recreational space.
Council was nominated for the National Awards for Local Government in the category of Cohesive Communities for the Disability Inclusion Action Plan (DIAP) Campaign 'Shared Spaces, Shared Responsibility: Creating Accessible Environments Together'. The campaign was designed to enhance community awareness of access and inclusion of people with a disability in the community.	In collaboration with Royal Life Saving NSW, Council delivered a 10 week Culturally and Linguistically Diverse (CALD) Adult Learn to Swim program for 40 participants.	Council completed the public exhibition of the Draft Woodville Road Corridor Planning Proposal during March and April 2025 in accordance with the Gateway Determination.	Council's Public Toilet Map is available on Council's website. This user-friendly tool helps residents and visitors locate public and accessible toilet facilities. The map includes information on adult change facilities, baby care amenities, accessibility features, and opening hours. It supports greater independence, community participation, and travel confidence by making it easier for people to plan their trips throughout the area.	Council continues to embed a safety and risk management culture throughout the organisation installing 37 publicly accessible Automated External Defibrillators (AEDs) across Cumberland with a further 26 installed within Council facilities. Council is leading the way, having AEDs in our parks and open spaces where the public has access.
All educators across Council's Education and Care services have successfully completed the Munch and Move Training, a key public health initiative aimed at supporting healthy growth and development of children and set up healthy eating and activity habits for life.	The lease back vehicle fleet is being transitioned from internal combustion engine vehicles to electric vehicles. Council is in the process of developing a comprehensive electric vehicle (EV) policy and associated infrastructure to support the transition to an electric fleet.	A food safety seminar was delivered in June 2025 to promote safe food handling practices across food businesses in Cumberland, helping to protect the community from foodborne illnesses.	Significant progress towards the establishment of a Project Management Office (PMO) for Council was completed, with a thorough review of Council's approach to project management completed.	Council partnered with Local Government NSW (LGNSW) and SafeWork NSW to deliver a specialised asbestos enforcement workshop in March. Held at the Granville Centre, the session brought together 25 compliance officers from four councils to explore safe practices and enforcement responsibilities.
Council expanded the Major Events and Festivals Calendar, adding events such as Back to Guildford, the Mayoral Sports Program and street lighting competitions.	The Asset Management Strategy 2025-2035 and Asset Management Policy have been developed and published.	Council determined 87 development applications in less than 40 days.	Council's Street Flag Banner Program completed 11 rotations, featuring major national and cultural events celebrated in Cumberland.	Council successfully delivered nine citizenship ceremonies with 1,305 conferees receiving citizenship.
Council launched the Wellbeing Project to enhance support for people experiencing homelessness, fostering collaboration through regular outreach and a new sector working group involving community organisations, service providers, churches, and stakeholders across Cumberland.	Council's Swim Centres continued to demonstrate excellence with nominations as finalists for the following Royal Lifesaving NSW Aquas Awards Gala 2025 categories: • Excellence in Innovation (Visitor Management System) • Poolie of the Year • Pool Lifeguard of the Year.	Council commenced the Good for the Hood Program, providing education to residents on sustainability. Subscriptions to the Program are consistently increasing since its inception.	Council was successful in its application for securing grant funding from the NSW State Government under the Fresh Start Program for Apprentices, Trainees and Cadets Program.	Council hosted the Local Government Procurement Seminar at Wentworthville Leagues Club for local business. The forum hosted over 100 attendees, where topics covered conducting business with Council, the tendering processes, tendering platforms, conditions of participation and business ethics.

CUMBERLAND CITY COUNCIL

Performance and Progress Report
January 2025 – June 2025

Performance and Progress Icons

Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Community and Culture

Community Development – Manager, Community Development

Strategic Goal 1: Supporting Community Health, Safety and Wellbeing

Service Update	Issues and Setbacks
Council became a collection point for DV Safe Phone, an initiative encouraging the community to drop their old and decommissioned mobile phones to Council so they can be repurposed for women escaping domestic and family violence. The Wellbeing Project was launched to enhance support for individuals experiencing homelessness. Through regular outreach and establishing a new dedicated sector working group, the initiative has fostered collaborative action aimed at improving outcomes in partnership with community organisations, service providers, churches and other stakeholders across Cumberland.	The Reconciliation Action Plan remains in development, with timelines continuing to be revised.

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Aboriginal Engagement *Objective 1.1 A strong community and culture*	Connect the Cumberland community with Aboriginal histories and culture *Strategy 1.1.3 Build an inclusive community by encouraging participation in youth, children and indigenous services and support for seniors and disability services*	Finalise and implement Council's Reconciliation Action Plan (RAP) 2024-2026		Council has continued to progress the 2024–2026 Reconciliation Action Plan (RAP) through sustained engagement with Reconciliation Australia and internal planning. While formal endorsement is still underway, Council has been actively facilitating First Nations community programs.
		Facilitate Aboriginal education and engagement programs, activities and events in the community		Council facilitated the annual Reconciliation Schools Event at Prospect Hill, attended by 322 local students, teachers and First Nations visitors. Council also developed a cultural reference list to support community access to Aboriginal-led programs, educators, and services. Council participated in the Reference Group for the Aboriginal Workforce Development Program (AWDP), which focuses on employment pathways for Aboriginal jobseekers and improving the cultural capability of Department of Communities and Justice funded service providers.
		Convene the Aboriginal and Torres Strait Islander Consultative Committee (ATSICC) Meetings		Council resolved to reinstate the ATSIC Committee, with Expressions of Interest closing in July 2025.
Capacity Building Programs *Objective 1.2 A safe, healthy and active community*	Collaborate with the community sector to build a resilient Cumberland *Strategy 1.2.2 Build capacity within our community to live happier and healthier lives*	Facilitate partnerships and collaborations with community sector		Council held the following programs in collaboration with the sector: • Six Employment Workshops for women with Neami Employment Support Service • Finding Freedom, Refugee Week Program, with 17 services, attended by 120 community members • International Women's Day Expo attended by 130 community members.

CUMBERLAND CITY COUNCIL

Performance and Progress Report
January 2025 – June 2025

Performance and Progress Icons

- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Capacity Building Programs *Objective 1.2 A safe, healthy and active community*	Collaborate with the community sector to build a resilient Cumberland *Strategy 1.2.2 Build capacity within our community to live happier and healthier lives*	Facilitate capacity building programs for the community sector and residents	Completed/Target Met	Council facilitated the following capacity building programs for the community sector and residents, including: • An International Women's Day Celebration attended by 91 local service providers • Three "Newly Arrived Refugee" seminars in collaboration with Services Australia, attended by approximately 38 people • Two Cumberland Community Exchange Network meetings, attended by approximately 97 community organisations. Council facilitated one presentation to 15 local services and organisations on findings from our Gender Equity research.
		Convene the Culturally and Linguistically Diverse (CALD) Committee Meetings	On Hold	Council resolved to create the Community Wellbeing and Inclusion Advisory Committee, with Expressions of Interest closing in July 2025. This will replace the CALD Committee.
Community Grants *Objective 1.2 A safe, healthy and active community*	Support the community sector through grants facilitation and delivery *Strategy 1.2.2 Build capacity within our community to live happier and healthier lives*	Facilitate and deliver Council's Community Grants programs	On Track	Council completed Round Two of the Community Grants scheme, with 16 applicants receiving funding. Council also completed Round Three of the Community Grants scheme, with 18 applicants receiving funding.
		Deliver information sessions for potential applicants to create successful grant recipients	On Track	Council facilitated 15 one on one grant advisory sessions with potential applicants. One online grants information session was also held, attended by eight community members. To further build capacity, a grant writing workshop was provided, attended by 13 participants.
		Support the delivery of ClubGrants	On Track	Council supported the formation of the 2025 Cumberland ClubGRANTS Local Committee, contributing to the development of guidelines and funding priorities for this year's round. Council also facilitated a ClubGRANTS information session at Wenty Leagues, attended by 38 participants. Council has supported and provided feedback to 16 organisations throughout the open round.
Crime Prevention and Community Safety Programs *Objective 1.2 A safe, healthy and active community*	Develop and implement crime prevention and community safety initiatives, programs and activities in Cumberland *Strategy 1.2.1 Provide access to services that improve health and wellbeing*	Develop and implement the Community Safety and Crime Prevention Plan 2024-2027	Needs Attention	The Community Safety and Crime Prevention Plan remains in development, while community information sessions and workshops continue. Council will prioritise finalisation and endorsement of this Strategy by November 2025. Council undertook a series of safety audits in public spaces alongside Police and local residents to inform the Plan. Findings informed actions such as a signage audit and the relocation of CCTV cameras. Council also liaised with the Crime Prevention Unit on public safety concerns, including drug use, anti-social behaviour, and illegal fireworks in parks.

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Performance and Progress Icons

- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Crime Prevention and Community Safety Programs *Objective 1.2 A safe, healthy and active community*	Develop and implement crime prevention and community safety initiatives, programs and activities in Cumberland *Strategy 1.2.1 Provide access to services that improve health and wellbeing*	Maintain partnership with NSW Police in relation to coordination and provision of CCTV	On Track	Council undertook a review of all CCTV documentation including The Standard Operating Procedure, the Code of Practice and the Memorandum of Understanding with NSW Police, in line with the upcoming Policy review. Regular safety audits are conducted jointly with NSW Police, and Council collaborates with various police units to coordinate CCTV footage retrieval, ensuring timely and consistent responses.
		Convene the Community Safety and Crime Prevention Committee Meetings	On Hold	Council resolved to create the Community Wellbeing and Inclusion Advisory Committee, with Expressions of Interest closing in July 2025. This will replace the Community Safety and Crime Prevention Committee.
Domestic and Family Violence (DFV) Initiatives *Objective 1.2 A safe, healthy and active community*	Deliver the Cumberland Domestic and Family Violence Action Plan *Strategy 1.2.1 Provide access to services that improve health and wellbeing*	Implement Year Two of the Cumberland Domestic and Family Violence Action Plan 2023-2025	On Track	**Priority Area 1: Primary Prevention** • Delivered International Women's Day event, engaging 130 participants • Provided an information-sharing session about the DFV Hub to 15 students. **Priority Area 2: Early Intervention** • Facilitated two healthy relationships presentations for students • Delivered a Cyber Safety session at Auburn Public School • Hosted a community information session at the DFV Hub for diverse community leaders. **Priority Area 3: Sector Development and Support** • Facilitated a Domestic Violence Safety Assessment Tool information session • Delivered a Domestic and Family Violence presentation to Neami National • Facilitated Money Minded financial literacy training session with 15 attendees.
		Support the delivery of the Domestic and Family Violence Hub	On Track	Council experienced an increased referral uptake and utilisation of the Domestic and Family Violence (DFV) Hub. Information sessions were conducted with TAFE students studying the Diploma of Community Services at the DFV Hub, supporting their Domestic Violence unit assessment through two sessions.
		Convene the Cumberland DFV Community of Practice Meeting	Completed/Target Met	Council convened four Domestic and Family Violence Community of Practice Meetings, supporting the sector to work on larger projects and forums.

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- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Homelessness *Objective 1.2 A safe, healthy and active community*	Deliver the Cumberland Homelessness Action Plan *Strategy 1.2.1 Provide access to services that improve health and wellbeing*	Implement the Cumberland Homelessness Action Plan 2024-2027	On Track	**Priority Area 1: Respond to Local Issues** • Council launched The Wellbeing Project, a weekly outreach for those at risk of or currently experiencing homelessness. The project will be ongoing and is in partnership with local community organisations. • Council has continued to coordinate the weekly patrol of rough sleepers in Cumberland City along with community partners. **Priority Area 2: Changing the Narrative** • The Homeless People in Public Spaces Contact Card has now been translated into three community languages (Arabic, Dari and Simplified Chinese), further extending public outreach. **Priority Area 3: Barriers to Housing** • Council continues to promote free community activities alongside capacity-building initiatives such as employment workshops, to support social connection and improve access to stable housing pathways. **Priority Area 4: Advocacy** • Council plans to run a community education campaign during Homelessness week to dispel the myth around public and social housing.
		Build relationships and support the local Homelessness sector	On Track	Council launched the Homelessness Working Group to work towards the outcomes of the Cumberland Homelessness Action Plan 2024-2027.
		Convene the Homelessness Advisory Committee Meetings	On Hold	Council resolved to create the Community Wellbeing and Inclusion Advisory Committee, with Expressions of Interest closing in July 2025. This will replace the Homelessness Committee.

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Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Connect the Cumberland community with Aboriginal histories and culture	Number of internal awareness raising initiatives annually	2	1	1		
	Number of community education initiatives annually	8	3	1		The Aboriginal Engagement and Programs Officer role remains vacant, the functions of this role cannot be absorbed into the team.
	Number of ATSICC Meetings held annually	4	1	0		Advisory Committee meetings on hold to coincide with the new term of Council.
Collaborate with the community sector to build a resilient Cumberland	Number of networking opportunities provided to the sector annually	4	3	2		
	Number of capacity building programs offered to the community annually	4	2	4		
	Number of CALD Committee Meetings convened annually	4	1	0		Advisory Committee meetings on hold to coincide with the new term of Council.
Support the community sector through grants facilitation and delivery	Number of group information sessions held annually	3	1	2		
	Number of one-on-one advisory desk sessions held annually	12	25	15		
	Percentage of available funds allocated	≥90%	90.5%	83.5%		The overall results reflect applications meeting all eligibility criteria. 90.5% is representative of funds allocated to Round 1 of Community Grants as opposed to the full funding pool. 83.5% reflects funds allocated across all three grant rounds.
Develop and implement crime prevention and community safety initiatives, programs and activities in Cumberland	Number of community awareness raising campaigns annually	4	6	1		
	Number of Community Safety and Crime Prevention Committee Meetings held annually	4	1	0		Advisory Committee meetings on hold to coincide with the new term of Council.
Deliver the Cumberland Domestic and Family Violence Action Plan	Number of DFV information sessions held annually	10	5	7		Council ran the following information sessions relating to DFV: • MTC Employment Service • Auburn Public School • Neami National • Zen Tea Lounge • TAFE • With NSW Police • With Community Leaders at the HUB.
	Number of DFV awareness raising initiatives annually	2	2	3		
	Number of Community of Practice Meetings held annually	6	2	4		

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Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Deliver the Cumberland Homelessness Action Plan	Number of annual Homelessness awareness raising campaigns	4	3	1		
	Number of Committee Meetings held annually	4	1	0		Advisory Committee meetings on hold to coincide with the new term of Council.

Arts and Culture – Senior Coordinator, Arts and Culture

Strategic Goal 1: Supporting Community Health, Safety and Wellbeing

Service Update	Issues and Setbacks
The Auburn Public Art Trail was Highly Commended in the Community Development category of the Local Government Professionals Australia NSW Excellence Awards in June 2025. Completed in 2024, the Auburn Public Art Trail includes five new public artworks created by ten artists in collaboration with six local schools and community organisations. The project provides daily connection to creative culture for more than 5,000 local households.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Arts Programs *Objective 1.1 A strong community and culture*	Deliver Major Arts Programs *Strategy 1.1.1 Build a rich local culture through access to cultural activities and events*	Facilitate, promote and evaluate annual arts programs and activities at Council's arts and cultural facilities		Council delivered six arts programs across six Cumberland suburbs, engaging over 1,100 participants and 18 practicing artists. These six art programs included: 1. Tamil Heritage Week from 13-19 January 2025. 2. The Zine Space by Artist in Residence Garry Trinh in February–March 2025 at Granville Centre Art Gallery. 3. Mysterious Anatolia Photography Exhibition: 2–5 April 2025; presented by Turkish Consulate featuring Resul Celik at Peacock Gallery, Auburn. 4. Art Lab: Monthly drop-in art workshops for children and families from February to June 2025; Granville Centre Art Gallery, Granville. 5. Art Wellbeing Program: creative wellbeing workshops from February–June 2025 facilitated by art therapist Hayley Coghlan at Granville Centre Art Gallery, Granville. 6. April School Holiday Program: April 2025 featuring creative arts activities for 36 children and young people facilitated by FLENK Collective. Programs formally evaluated recorded an average of 90% of participants Satisfied or Very Satisfied with Council's Arts Programs.

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- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Arts Programs *Objective 1.1 A strong community and culture*	Deliver Artist in Residence Program *Strategy 1.1.1 Build a rich local culture through access to cultural activities and events*	Deliver expressions of interest for applications and engage successful applicants for the Artist in Residence Program	✓	Council invited Expressions of Interest from artists and arts organisations for participation in the 2025 Arts and Culture Program, including residencies at Granville Centre Art Gallery and Peacock Gallery and Auburn Arts Studio.
		Develop, promote, deliver and evaluate Artist in Residence Program	✓	The Artist in Residence Program from January to June 2025 featured four artists and groups: • Garry Trinh at Granville Centre Art Gallery • Cumberland Artists Together (CAT) at Peacock Gallery, Auburn • Yanti Peng at Peacock Gallery, Auburn • Junnade Ali at Granville Centre Art Gallery.
		Develop communications to engage artist and non-artist communities to connect with the Artist in Residence Program	✓	Artist in Residence exhibitions and workshops were promoted via Council's website and social media, attracting participation of over 550 community members in workshops and exhibitions.
		Convene the Arts Committee Meetings	○	The final Arts Committee meeting of the recent community membership of the Arts Committee was held in August 2024 in line with the Council term that ended prior to the 2024 NSW Local Government elections.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Deliver Major Arts Programs	Number of Major Events delivered annually	8	5	6	✓	New programs were added in response to emerging opportunities and priorities within available resourcing, such as: • Tamil Heritage Week which was delivered as the result of Council Notice of Motion in November 2024. • Mysterious Anatolia Photography Exhibition presented in partnership with Turkish Consulate arose as a new opportunity due to Turkish Consulate touring the photographer, Resul Celik.
Deliver Artist in Residence Program	Number of professional artist residencies supported per year	3	1	4	✓	Total number of professional artist residencies supported exceeded program targets. This was in response to a higher than average number of applications received to the 2025 Program Expression of Interest. Shorter residency periods were adopted to accommodate the increased demand in artists seeking residency opportunities, resulting in more artists supported.
	Number of participants engaged in gallery programs annually	≥5,000	1,262	1,114	✗	From January to June 2025, Council returned to the delivery of Gallery programs at Council key arts facilities - Peacock Gallery and Auburn Arts Studios, and Granville Centre Art Gallery, as well as expanding arts programs to a range of locations across Cumberland. The annual visitation target comprises both casual exhibition visitors and program participants, with casual visitation representing the larger share. As a result, much of the program delivery during the 12 month reporting period focused on deeper forms of engagement—such as workshops and events—which involve smaller participant numbers.
	Number of Arts Committee Meetings held annually	4	1	0	○	Final meeting of the Arts Committee was held in August 2024 before Committees ceased prior to 2024 Local Government Elections. In May 2025, Council resolved to establish an Arts, Culture and Events Advisory Committee.

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Completed/Target Met	On Track	Needs Attention
Critical/Target Not Met	On Hold	Discontinued

Children and Youth Development – Senior Coordinator, Children and Youth Development

Strategic Goal 1: Supporting Community Health, Safety and Wellbeing

Service Update	Issues and Setbacks
The 2024 Local Government Child Protection Forum was a finalist in the category of Borderless Communities for the 2025 Local Government Excellence Awards. Council welcomed Hilltop Road Public School's student parliament to the Council Chambers at Merrylands. The 28 students had a meet and greet with Mayor Ola Hamed and they received some introductory civic education. Children and youth participation continues to take place including via creating child and youth friendly spaces at Council's events such as Easter, International Mother Language Day and Back to Guildford. A new Poppy the Possum book was developed, titled *Poppy's Day Out at the Pool.* The Paint Cumberland ReAD initiative involved consulting children to help inform the content of the book. The content focuses on safety around pools. The objective of the book is to provide engaging and accessible reading material for families. Social Work Students from Excelsia University requested a visit to discuss Council's work in child protection. The five students were completing an assessment on child safe practices within an organisation and selected Council for their project. Council's work with the local children and families services and sector was reviewed and in consultation with the services, renamed to the Cumberland Children and Families Network (CCFN). The network now meets every second month and receives access to professional development and capacity building opportunities including training in child protection, school readiness and difficult conversations. In celebration of 2025 Refugee Week, Council invited local schools to submit student's artwork on the theme of Finding Freedom, for display in The Granville Art Gallery. 13 students from across three schools participated and had their works displayed.	

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- Completed/Target Met
- On Track
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- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Children's Development *Objective 1.1 A strong community and culture*	Improve the lives of children and their families ensuring that Cumberland is a place where children are safe and have a voice to participate in community life *1.1.3 Build an inclusive community by encouraging participation in youth, children and indigenous services and support for seniors and disability services*	Develop, launch and implement the Children and Families Strategy	On Track	The Cumberland Children and Families Strategy will outline a clear, strategic framework for Council and local children's services over the next four years. The Strategy aims to achieve improved outcomes for children and foster a vibrant, opportunity-rich community.
		Facilitate children and families' events and programs	On Track	School holiday programs saw 543 participants focusing on health and wellbeing programs. Five nature play sessions, learning about and experiencing nature, were delivered at Bush School with 146 participants. Council hosted the Paint Cumberland REaD Reading Week activity at Civic Park, Pendle Hill. The pop-up afternoon storytime in the park, targeted to children under 12 years and their families, encouraged reading and engagement with literacy. The session saw 90 attendees. Parents and their children aged two to five years took part in physical health programs, specifically a yoga playgroup and a multisport program offered over a six to eight week period with 64 different families taking part. Poppy the Possum participated in the 2025 National Simultaneous Storytime (NSS) by reading this year's book, *The Truck Cat* by Deborah Frenkel, in a video recording which was screened to children throughout Cumberland City at 26 registered children's services. A series of online parenting workshops and resources were developed and shared with parents. The self-paced content was formed through collaboration with experts in the field on topics including cyber and digital safety, healthy lunchboxes and school readiness. 108 parents benefited from the program. 4,234 babies and toddlers have registered for Dolly Parton's Imagination Library, an early literacy program delivered in partnership with United Way Australia and NSW Health.
	Maintain Council as a Child Safe Organisation and ensure compliance with the NSW Child Safe Standards and all relevant child protection legislation *1.1.3 Build an inclusive community by encouraging participation in youth, children and indigenous services and support for seniors and disability services*	Implement a comprehensive child protection framework including policy, guidelines, processes and training	On Track	Watchful Eyes Supervise: Keep Children Safe community education campaign continued with the launch of a video explaining expectations around child supervision in Council settings. The video was also made available in the top five community languages. 20 local parents and carers registered to take part in the Bringing Up Great Kids (BUGK) Program. Developed by the Australian Childhood Foundation, the Program is designed to help parents and carers understand children's development, learn effective parenting styles, and improve communication with their child. The Program was delivered over four weeks by the Child Abuse Prevention Service. The annual review of Council's Child Safe Risk Assessment has been completed. This risk assessment applies to all Council settings where children and young people are involved. It is a high-level document which is referred to in individual activity-based risk assessments. A supplier, contractor and provider child protection factsheet has been developed. The tool helps communicate Council's child safe expectation when engaging in work with or on behalf of Council.

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- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Children's Development *Objective 1.1 A strong community and culture*	Maintain Council as a Child Safe Organisation and ensure compliance with the NSW Child Safe Standards and all relevant child protection legislation *1.1.3 Build an inclusive community by encouraging participation in youth, children and indigenous services and support for seniors and disability services*	Coordinate and provide ongoing education to internal stakeholders on child protection	On Track	Two child protection corporate induction sessions were delivered to new Council employees. Six child protection information sessions were delivered internally with a focus on expectations of Council staff in response to child protection concerns. Council's Child Protection Team held three meetings. Council continues to support the Cumberland Child Protection Interagency with Health and the Department of Communities and Justice involved in coordinating the group. Council coordinates the Local Government Child Safe Working Reference Group.
Youth Development *Objective 1.1 A strong community and culture*	Supporting better outcomes for young people making Cumberland a vibrant place of opportunity where all young people are supported to learn, be safe, belong, work and connect *1.1.3 Build an inclusive community by encouraging participation in youth, children and indigenous services and support for seniors and disability services*	Implement actions from the Cumberland Youth Strategy 2022-2026	On Track	Progress has been made in delivering Year 3 actions in the Cumberland City Youth Strategy: • The Youth Wellness and Fitness Expo was delivered and saw 139 participants gain information and resources around mental health and wellness. • Capacity building and skill development of local services has been delivered through three professional development opportunities. Sessions focused on youth mental health, cultural practice and trauma support. • Young people were engaged for a series of consultations to gain a deeper understanding of what it means to be a young person in Cumberland and what connects Cumberland's young people. Footage from interviews were launched on Council's social media platforms.

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Critical/Target Not Met	On Hold	Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Youth Development *Objective 1.1 A strong community and culture*	Supporting better outcomes for young people making Cumberland a vibrant place of opportunity where all young people are supported to learn, be safe, belong, work and connect *1.1.3 Build an inclusive community by encouraging participation in youth, children and indigenous services and support for seniors and disability services*	Facilitate youth events and programs	On Track	Council continues to facilitate and provide diverse programs supporting young people's development, skills and wellbeing. The 2025 Youth Week Program engaged 161 young people in programs such as a First Aid course, an Entrepreneurial Skills Program, an art workshop and a major Youth Celebration. 259 attendees participated in youth school holiday programs. These activities are health and wellbeing focused and consider the overall confidence and skill building of youth. Targeted youth workshops have been held on identified areas of need or interest for young people including around leadership, mental health, entrepreneurship and wellbeing. The My Place in Cumberland writing competition, invited young writers aged 12 to 25 years to create stories about meaningful public spaces within Cumberland City. The three winners were selected, and their stories featured on Council's online platforms. Over 300 community members viewed the targeted social media content around social media and impacts on mental health. The posts included polls for young people and 62% of respondents said that they spent more than four hours per day online on social media while 71% said that they would consider participating in a social media detox. Council continues to coordinate the youth participation and engagement group, the Youth for Youth (Y4Y).
		Convene the Youth Committee Meetings	On Hold	The Youth Advisory Committee, which advises on youth engagement, wider cultural sector and supporting the Youth Strategy, completed its term in August 2024. Council resolved to create the Youth, Recreation and Sport Advisory Committee, with Expressions of Interest closing in July 2025. This will replace the Youth Committee.

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- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Improve the lives of children and their families ensuring that Cumberland is a place where children are safe and have a voice to participate in community life	Number of children and families' events and programs annually	32	33	36	✓	Events and programs include school holiday programs, Bush School, health and wellbeing programs for children, Reading Week, Poppy the Possum Storytimes and parenting programs.
Maintain Council as a Child Safe Organisation and ensure compliance with the NSW Child Safe Standards and all relevant child protection legislation	Number of child protection actions completed annually	12	12	9	✓	Child protection actions completed include reviewing Child Safe risk assessment, delivering information sessions, developing resources and supervision community education.
	Number of child protection team meetings held annually	6	3	3	✓	
Supporting better outcomes for young people making Cumberland a vibrant place of opportunity where all young people are supported to learn, be safe, belong, work and connect	Number of youth events and programs annually	32	30	29	✓	Events and programs include school holiday programs, health and wellbeing programs and expo, youth workshops and training, Youth Week celebration and the Youth for Youth group.
	Number of Youth Committee Meetings held annually	4	1	0	○	Council resolved to create the Youth, Recreation and Sport Advisory Committee, with Expressions of Interest closing in July 2025. This will replace the Youth Committee.

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Critical/Target Not Met | On Hold | Discontinued

Events – Senior Coordinator, Events

Strategic Goal 1: Supporting Community Health, Safety and Wellbeing

Service Update	Issues and Setbacks
After successful event delivery, Council has resolved additional events to be added into the Major Events and Festivals Calendar including Back to Guildford, Mayoral Sports Program, various street lighting competitions and establish the endorsed Arts, Culture and Events Advisory Committee.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Major Events *Objective 1.1 A strong community and culture*	Deliver annual Major Events Program *Strategy 1.1.1 Build a rich local culture through access to cultural activities and events*	Facilitate, promote and evaluate annually Council's Major Events Program	✓	Council delivered six major events to over 30,000 residents and visitors, including: • Australia Day on Sunday, 26 January 2025 at Holroyd Gardens with over 6,000 attendees. Australia Day was proudly funded by the National Australia Day Council • Lunar New Year on Saturday, 8 February 2025 at Auburn Park with over 2,500 attendees • Ramadan Street Festival from Saturday 8 to Sunday 9 March 2025 at Auburn Road, Auburn with over 15,600 attendees • Nowruz on Saturday, 22 March 2025 at Merrylands Road, Merrylands with over 6,000 attendees • Easter Celebrations on Saturday, 12 April 2025 at Central Gardens Nature Reserve, Merrylands West with over 3,000 attendees • Back to Guildford Festival on Saturday, 24 May 2025 at Guildford Road, Guildford with over 11,000 attendees.
	Review and promote Council's Major Cultural Events Program calendar *Strategy 1.1.1 Build a rich local culture through access to cultural activities and events*	Coordinate, facilitate and run community consultation for Cultural Major Events	⏳	Consultation meetings for cultural major events were placed on hold due to the formation of a newly elected Council. Whilst consultation with all peak funding, cultural and faith bodies has occurred throughout the year.
		Convene the Events Committee Meetings	○	Council resolved to dissolve the previously constituted Events Advisory Committee. In May 2025, Council resolved to establish an Arts, Culture and Events Advisory Committee.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Deliver annual Major Events Program	Number of Major Events delivered annually	8	4	6	✓	
Review and promote Council's Major Cultural Events Program calendar	Number of event attendees annually	100,000	120,000	31,500	✓	Council exceeded its annual attendance targets due to additional events being added to the Events Calendar and the success of Cherry Blossom Festival in August 2024.
	Number of Events Committee Meetings held annually	4	1	0	○	Final meeting of the Events Committee was held in August 2024 before the Events Committees ceased prior to 2024 Local Government Elections.

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Critical/Target Not Met		On Hold		Discontinued	

Libraries – Senior Coordinator, Library Services

Strategic Goal 1: Supporting Community Health, Safety and Wellbeing

Service Update	Issues and Setbacks
Council received a letter of appreciation from NSW Government Western Sydney Local Health District (WSLHD), for the ongoing participation with Health Month - Spring into Health Campaign. Over 180 children and families participated in celebrating International Mother Language Day 2025 held at Wentworthville Redgum Community Centre.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Library Operations *Objective 1.1 A strong community and culture*	Empower the community through recreation, education and social connectedness *Strategy 1.1.2 Enhance our sense of community through valued community spaces and places*	Implementing Year One actions of the Library Strategy (2024-2027)		**Priority 1 – Programs** Council launched several programs, including: • Summer Reading Club**:** Held from 16 December 2024 to 24 January 2025, engaging children aged 5 to 17. 426 participants signed up for the reading competition. • Cumberland Young Writers Award 2024: A ceremony was held to recognise talented young writers who entered the Young Writers Award. 101 stories were entered in the competition, aged 8 to 18, competing across various categories. • Community Migrant Resource Centre (CMRC): The Persian Women's Support Group meets weekly at the library. 158 women have participated in these sessions. **Priority 2 – Buildings and Facilities** Lidcombe Library • Changes to children's area to help young readers find books they love more easily. The Junior Schools collection and Junior Graphic novels have been repositioned to make them more visible and inviting to families and kids browsing the shelves. Regents Park Library • Large print and Audiobook collections have been relocated. Previously located at the back of the Adult Fiction section, there is more visibility for patrons to locate. Wentworthville Library • Hindi, Gujarati and Tamil children's books are now located in the children's area to highlight multilingual resources. • Magazines were moved to a front seating area for a quieter and more comfortable reading space. **Priority 4 – Collections** • Microfiche Archive: Auburn Council minutes from 1896–1993 are now available on 1,400 microfiches. • Digitisation Project: 20 historical films from Lidcombe Hospital (on 8 mm reels) are being digitised.

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Sub Service	Principal Deliverable	Actions	Status	Progress Update
				Priority 5 – Technology • Printing Kiosks have been upgraded with hardware and touchscreens to support Windows 11. • Three new iPads were installed at Guildford, Greystanes, and Lidcombe Libraries for children, featuring bilingual apps. The library catalogue system now includes a "My List" feature for users to save their favourite items.
Library Operations *Objective 1.1 A strong community and culture*	Empower the community through recreation, education and social connectedness *Strategy 1.1.2 Enhance our sense of community through valued community spaces and places*	Investigate library spaces based on customer feedback	Completed	The children's area at Regents Park Library has been rearranged to create more space for activities and to better accommodate prams.
		Library Customer Satisfaction Survey to be conducted bi-annually for the purposes of fine-tuning practices and understanding customer perceptions and issues	Completed	Council completed the Library Customer Satisfaction Survey with 41 responses collected online and on paper.
	Provide accessible resources and assist the community with library systems *Strategy 1.1.2 Enhance our sense of community through valued community spaces and places*	Development and maintenance of library collections	Completed	Stocktake has been completed across all eight branches ensuring collection in the catalogue is accurate and up to date.
		Support the community using computers and online resources	Completed	Council has provided programs for the community, one-on-one assistance, access to online collections, and regular tech sessions particularly valuable for older adults. The consistent demand for these services highlights their importance in ensuring technology and information remain accessible to all.
		Develop the Library Collection Development Statement 2024-2026	Completed	Library Collection Development processes have now been implemented across all eight branches, ensuring consistent standards in selection, maintenance, and resource accessibility.
		Develop the Library Technology Plan 2024-2026	Completed	Council has purchased 60 new computers for branches requiring upgrades. These will be deployed in the next financial year.
		Convene the Library Committee Meetings	On Hold	Council resolved to adopt a new Library Committee with updated terms of reference. Meetings will take place in the next financial year.
	Implement and promote inclusive programs, events and activities for the community *Strategy 1.1.2 Enhance our sense of community through valued community spaces and places*	Provide opportunities to work in partnership with community groups, government agencies and internal stakeholders	Completed	Libraries work together with the external stakeholders listed below to provide a range of programs: • Services Australia - Drop-in information desks and pamphlets • Western Sydney Community Legal Centre - Law Week • National Disability Insurance Scheme (NDIS) - Drop-in and pamphlets • NSW Government Education: Job readiness workshops • Bunnings - DIY workshop • Telstra/Tech Savvy Seniors - Tech Savvy Seniors in English • WestWords and WestLit Libraries - Living Stories Western Sydney Writing Prize. • Western Sydney Wanderers - Sydney Thunder Storytime session • Hearing Australia - Hearing tests workshops for seniors • Get Wild Animal Experiences - Reptiles presentation workshop

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Performance and Progress Icons

- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
				• Wildcard-Sue - Observational Illustration and Marine Discovery workshop.
Library Operations *Objective 1.1 A strong community and culture*	Implement and promote inclusive programs, events and activities for the community *Strategy 1.1.2 Enhance our sense of community through valued community spaces and places*	Provide programs and resources to help customers develop digital literacy skills	✓	During the school term, Council offered regular computer skills programs to help the community improve their computer abilities, targeting everyone from children to adults. Some of the activities included: • Coding with Cubetto • Making Comics in Canva • One-on-One Electronic Devices Training • Digital Dabblers.
		Support the library to serve as a community hub, hosting events and activities that bring people together and support local initiatives	✓	Ongoing programs that encourage the community to get involved include: • Creative Writers Group • Knitting Club • English, Chinese and Turkish Book Clubs • English Conversation Classes • Persian Knitting Group • Persian Women's Book Club.
		Provide spaces for children and youth, including educational activities and reading initiatives	✓	A variety of continuous educational programs for children designed to promote their development across different age ranges, including: • Reading Buddies • Baby Rhyme Time • Toddler Time • Storytime • School Holiday Activities • Summer Reading Club • Cumberland Young Writer's Award • Nation Simultaneous Storytime • Year 12 Legal Studies Trial Exam Preparation Workshop • Bee Squad Presentation • Cumberland Young Writers Workshop.
		Create and implement new, diverse and inclusive library programming	✓	Based on community feedback, Council introduced various programs including: • Persian Knitting Group • Persian Women Support Group and Book club • Law Week Workshop • Family History Research Training for Beginners

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- Completed/Target Met
- On Track
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- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Empower the community through recreation, education and social connectedness	Number of library visitations annually	600,000	353,212	328,828	✓	The community continues to use the library to relax, read, access Wi-Fi and participate in programs.
	Number of loans annually	550,000	248,344	239,103	✗	Loan activity for some library collections such as Talking Books, Children's DVDs and CDs have seen a decrease. This trend reflects broader shifts in community habits, with more people accessing entertainment and educational content through streaming services. Fewer DVDs being released also limits the library's ability to refresh these collections.
	Number of new library memberships annually	10,000	5,215	5,313	✓	Increasing Library memberships are attributed to high engagement with library services.
Provide accessible resources and assist the community with library systems	Utilisation of the Public library computers annually	60,000	28,153	27,366	✗	Library computer usage has decreased due to increased digital habits, personal devices, and free Wi-Fi, reducing reliance on public desktops and stationary computers for everyday tasks.
	Utilisation of public Wi-Fi own devices annually	110,000	62,609	40,912	✗	Library Wi-Fi usage remains popular, with visitors connecting on devices. Despite a dip from January to June, usage remains steady, reflecting a realistic adjustment in initial forecast.
	Number of Library Committee Meetings held annually	4	1	0	○	Council resolved to adopt a new Library Committee with updated terms of reference. Committee meetings will resume in the next financial year.
Implement and promote inclusive programs, events and activities for the community	Number of programs run in collaboration with community stakeholders annually	1,000	683	661	✓	Council works with internal stakeholders, government services and community organisations to run programs for people of all ages and backgrounds. These partnerships help deliver useful programs on topics like health, legal advice, and cultural support.
	Number of children and youth programs and activities held annually	1,100	590	536	✓	
	Number of programs delivering inclusivity and cohesion annually	300	179	75	✗	A limited number of adult programs were delivered to support inclusion and community connection. Council is planning new activities that welcome all residents and celebrate the community's diverse cultures, languages and backgrounds.
	Number of digital literacy programs provided annually	100	127	30	✓	Strong demand for sessions such as Tech Savvy Seniors, one-on-one tech assistance, Digital Dabblers, Canva workshops, and Coding with Cubetto. These well-attended programs will continue to promote digital learning across all age groups.

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Critical/Target Not Met	On Hold	Discontinued

Seniors and Disability – Senior Coordinator, Seniors and Disability Services

Strategic Goal 1: Supporting Community Health, Safety and Wellbeing

Service Update	Issues and Setbacks
Council was nominated for the National Awards for Local Government in the category of Cohesive Communities for the Disability Inclusion Action Plan (DIAP) Campaign 'Shared Spaces, Shared Responsibility: Creating Accessible Environments Together'. The campaign was designed to enhance community awareness of access and inclusion of people with a disability in the community. Council's Volunteer Program was nominated in the 2025 NSW Volunteer of the Year Awards in the categories of Volunteer Team of the Year, Adult Volunteer of the Year and Senior Volunteer of the Year recognising the volunteer team for Council and then individual nominations for volunteers who have provided 5,10, 15 and 20 years of service in their volunteer roles. The Seniors Club Cumberland Project was successfully launched utilising funds from a successful grant application through the Department of Communities and Justice Connecting Seniors Grant Program. To date the project has facilitated 16 programs with 94 senior participants. Council was successful in a grant application for Transition System Support Funding for Support at Home (SaH). This $10,000.00 funding will be utilised to upgrade Information Technology systems to align with new reporting requirements for the Commonwealth Home Support Programme (CHSP) programs and services Council provides.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
National Disability Insurance Scheme (NDIS) Programs *Objective 1.2 A safe, healthy and active community*	Offer quality services and programs to enhance the quality of life of people with disability and provide opportunities to connect with their community and remain independent *Strategy 1.2.1 Provide access to services that improve health and wellbeing*	Plan, facilitate and deliver a range of programs and services under the National Disability Insurance Scheme (NDIS)	✓	181 programs and services were provided including wellness programs, community outings, leisure programs, meals and shopping. 46 customers accessed these programs and services, but not all individuals used every service. In total, 100 meals were provided, along with 3,842 hours of group programs and 26 hours of shopping services. Council underwent an external onsite audit to determine compliance with the National Disability Insurance Scheme (NDIS) Practice Standards when delivering services such as shopping, home delivered meals, centre-based meals, social outings and health and wellness programs to people with disability over 18 years old. Council received extremely positive feedback with regards to our policies, process and services. The successful outcome of the mid-term audit confirms Council's compliance and registration to continue to provide these programs and services to the community.

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- On Track
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- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Nutrition Services *Objective 1.2 A safe, healthy and active community*	Provide access and deliver a variety of nutritious, well-balanced meals to seniors, people with disability and carers *Strategy 1.2.1 Provide access to services that improve health and wellbeing*	Provide and deliver meals under the Commonwealth Home Support Programme (CHSP)	✓	110 senior residents accessed home delivered meals and centre-based meals under the Commonwealth Home Support Programme (CHSP). A new menu has been developed after consultation with customers, 10 new main meals and five new desserts became available in May 2025.
Seniors and Disability Initiatives *Objective 1.1 A strong community and culture*	Enhance the health and wellbeing of seniors, people with disability and their carers through celebration of events and education sessions to improve quality of life *1.1.3 Build an inclusive community by encouraging participation in youth, children and indigenous services and support for seniors and disability services*	Plan and deliver events, information and education sessions for seniors, people with disability and their carers	✓	14 special events and programs were delivered which included celebrating NSW Seniors Festival. The special events and programs incorporated a Seniors Spectacular, Pickleball Gala Day, two Bus Trips, Seniors Day Out, a Dementia Friendly trip, Seniors Golf Day, a Picnic Day and Seniors Self-Defence Classes. Four Information Sessions were delivered covering topics of Diabetes, Council's Seniors and Disability Services and Seniors Safety at home and in the community. 16 programs were held as part of the Seniors Club Cumberland Project. There are currently 94 participants that have participated in activities such as Craft Workshops, Healthy Eating and Cooking, a Social Outing, Gentle Exercises and Aged Care Information sessions.
		Maintain electronic and postal distribution lists for seniors, people with disability and their carers to ensure residents are kept informed and up to date with relevant information	✓	Council maintains a postal and electronic mailing list for seniors and people with disability and carers in the community to receive information on upcoming events and information sessions. There are currently 390 residents registered on the electronic mail list and 387 on the postal mail list.
		Promote available services and process onboarding for eligible residents to access Commonwealth Home Support Programme (CHSP) and National Disability Insurance Scheme (NDIS) programs and services	✓	Seniors and Disability Services received 696 referrals for Commonwealth Home Support Programme (CHSP) and National Disability Insurance Scheme (NDIS) services. 67 new customers commenced accessing services. Council has received renewed contracts from the Department of Health and Aged Care to continue providing services and programs to seniors under the Commonwealth Home Support Programme. This includes health and wellbeing programs, bus trips, shopping services, home visits and home delivered meals. This funding agreement is a two year contract until June 30 2027.

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- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Seniors and Disability Initiatives *Objective 1.1 A strong community and culture*	Implement the actions and strategies outlined in Council's Disability Inclusion Action Plan (DIAP) 2022- 2026 to ensure people with disability have full and equal access to the facilities, programs, services and information *1.1.3 Build an inclusive community by encouraging participation in youth, children and indigenous services and support for seniors and disability services*	Implement actions from the Disability Inclusion Action Plan 2022-2026 (DIAP)	On Track	Council is currently in Year 3 of the implementation of the Disability Inclusion Action Plan 2022–2026 (DIAP). Actions and progress including highlights will be reported in November 2025.
		Convene Council's Access Committee and Council's Staff Disability Inclusion Action Plan (DIAP) Steering Committee	Completed/Target Met	In May 2025, Council resolved to establish a Community Wellbeing and Inclusion Advisory Committee. Committees will resume in the new financial year. Two Disability Inclusion Action Plan (DIAP) Steering Committee meetings were held with Council staff members.
Seniors Units *Objective 1.2 A safe, healthy and active community*	Offer an accessible and transparent application process for potential residents of Council's Seniors Units *Strategy 1.2.1 Provide access to services that improve health and wellbeing*	Facilitate and manage applications, priority assistance and waitlist for Seniors Living Units	Completed/Target Met	All Seniors Units applications received, have been processed and applicants notified of the outcome. There are currently no outstanding applications and all units are currently occupied. Evolve Housing commenced managing Council's Seniors Units in April 2025.
Social Inclusion Programs *Objective 1.2 A safe, healthy and active community*	Empower and educate seniors and carers about health and wellbeing while providing opportunities to connect with their community and remain independent *Strategy 1.2.1 Provide access to services that improve health and wellbeing*	Plan and deliver ongoing wellbeing programs and individualised services under the Commonwealth Home Support Programme (CHSP)	Completed/Target Met	Council provided 120 wellness programs, 23 social outings and one short holiday program as part of the Social Inclusion Program provided under the Commonwealth Home Support Programme (CHSP). The activities and locations of trips offered were designed using the feedback from a customer planning day and the annual customer survey. 100 Over 55's Health programs have been provided with 210 senior residents participating. Attendance varied across programs based on community interest and availability.

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- On Track
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- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Social Inclusion Programs *Objective 1.2 A safe, healthy and active community*	Empower and educate seniors and carers about health and wellbeing while providing opportunities to connect with their community and remain independent *Strategy 1.2.1 Provide access to services that improve health and wellbeing*	Provide opportunities for seniors and carers to give feedback and input to the services offered and future directions	✓	The annual Customer Feedback survey ran from March – April 2025. A total of 264 responses were received. This data has been collated and a report made available to customers. The feedback will be used for program and service planning for 2025-2026. One customer planning day was held to gather suggestions for new programs and feedback on previous programs. This information has been used to devise the upcoming Social Inclusion Program and Nutrition Services menu.
	Improve access and availability of accessible transport to the community and its residents *Strategy 1.2.1 Provide access to services that improve health and wellbeing*	Offer accessible and safe transport options to access services and programs	✓	Council continues to provide accessible transport to wellness programs, social outings and leisure programs for seniors and people with disability. Council provides information referrals to providers of community transport for seniors and people with disability.
		Provide and promote accessible bus hire options to the community	✓	Council continues to offer and promote the availability of an accessible bus for hire to community groups, community organisations and private uses in the Cumberland community. The accessible bus has been utilised on 39 occasions.
Volunteer Program *Objective 1.2 A safe, healthy and active community*	Provide residents the opportunity to give back to their community or enhance their pathways to employment through Council's Volunteer Program *Strategy 1.2.2 Build capacity within our community to live happier and healthier lives*	Manage Council's volunteers including recruitment, retention, training, policies and procedures and hold information sessions on opportunities	✓	Council hosted a range of activities to celebrate Volunteer Week and recognise the generous contributions from Cumberland City Council volunteers. This included a Volunteer Program Open Day with 25 attendees, accredited First Aid training with 20 current volunteers taking part and gaining valuable skills and a Volunteer Milestone Award Ceremony. This event gathered volunteers and their supervisors to celebrate those who have reached service milestones of five, 10, 15, and 30 years. Volunteer opportunities were promoted at two Council events and through targeted outreach sessions with students participating in education, training and employment programs. Two volunteer meetings were held, engaging 38 volunteers. Four training sessions for volunteers were held covering topics such as summer safety (driving in the rain and heat stress), Code of Conduct, Employment and First Aid. The training engaged 77 volunteers.

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- Completed/Target Met
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- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Offer quality services and programs to enhance the quality of life of people with disability and provide opportunities to connect with their community and remain independent	Number of programs and services provided annually	280	218	181	Completed/Target Met	Following a review, Council identified a reduction in the duration of some programs would allow for additional programs to be offered. In addition to this, combining some programs offered under the Commonwealth Home Support Programme (CHSP) with National Disability Insurance Scheme (NDIS) programs would further increase the number of programs and services Council could provide people with disability annually.
Provide access and deliver a variety of nutritious, well-balanced meals to seniors, people with disability and carers	Number of meals provided annually	37,961	16,339	18,870	On Track	
Enhance the health and wellbeing of seniors, people with disability and their carers through celebration of events and education sessions to improve quality of life	Number of attendees at events and education sessions annually	1,000	836	1,031	Completed/Target Met	The successful grant funding to facilitate four monthly programs for seniors as part of the Seniors Club Cumberland has increased the number of attendees.
	Number of people registered to the distribution list annually	200	770	777	Completed/Target Met	Council implemented taking a sign-up sheet to all special events and programs, in addition to adding an 'opt-in' option for signing up to distribution lists during the online booking process. This has resulted in an increase in residents signing up to the electronic and postal mail lists.
	Number of customers accessing CHSP and NDIS Programs and Services annually	370	355	301	Completed/Target Met	301 customers accessed the CHSP and NDIS Program and Services from January to June. The total number of customers accessing the services and programs over the 12 months is 420. The number varies due to changes in circumstances, programs and the time of the year.
Implement the actions and strategies outlined in Council's Disability Inclusion Action Plan (DIAP) 2022-2026 to ensure people with disability have full and equal access to the facilities, programs, services and information	Percentage of action items completed annually	25%	20%	20%	Completed/Target Met	Progress on the DIAP is reported annually in November. As at November 2024, 11 of the total 55 DIAP actions have been actioned.
	Number of meetings held annually	8	4	2	On Hold	In May 2025, Council resolved to establish a Community Wellbeing and Inclusion Advisory Committee. Committees will resume in the new financial year.
Offer an accessible and transparent application process for potential residents of Council's Seniors Units	Percentage of applications processed within 10 working days	≥95%	100%	100%	Completed/Target Met	Evolve Housing commenced managing Council's Seniors Units in April 2025. Evolve will process all incoming applications.
Empower and educate seniors and carers about health and wellbeing while providing opportunities to connect with their community and remain independent	Number of hours for social support groups annually	24,206	16,008	14,912	Completed/Target Met	Hours of social support groups have exceeded target as a result of the increased needs of seniors for services and support.

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- On Track
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- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Empower and educate seniors and carers about health and wellbeing while providing opportunities to connect with their community and remain independent	Number of hours for social support individuals annually	5,721	4,093	3,686	✓	Hours of social support individuals provided exceeded target as a result of the increased needs of seniors for services and support.
	Number of wellness and social programs annually	240	126	144	✓	Number of programs exceeded target as new programs have been added to the annual service calendar.
	Number of Over 55's health programs annually	150	100	100	✓	Number of programs have exceeded target as a new class was added to the Over 55's Health Program.
Improve access and availability of accessible transport to the community and its residents	Number of trips annually	6,318	3,681	3,471	✓	Number of transport trips provided exceeded target as a result of the increased needs of seniors for services and support.
	Number of community hire occurrences annually	52	94	36	✓	
Provide residents the opportunity to give back to their community or enhance their pathways to employment through Council's Volunteer Program	Number of volunteers registered within Council annually	150	221	197	✓	Results indicate peak registration period driven by growing community interest.

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Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Education and Care – Coordinators, Education and Care

Strategic Goal 1: Supporting Community Health, Safety and Wellbeing

Service Update	Issues and Setbacks
All Council educators have successfully completed the Munch and Move Training, an evidence-based program for all early childhood education and care services (ECECs) in NSW aimed at supporting healthy growth and development of children and set up healthy eating and activity habits for life. This work, delivered in partnership with the Western Sydney Local Health District (WSLHD), has been recognised as part of WSLHD's submission for a Quality Award. All children moving onto school next year undertook Health and Development Screening Checks which were facilitated by the Western Sydney Local Health District in our services.	Council is experiencing challenges in working with providers in getting ready to collect gap fee payments for Family Day Care coming into effect on 1 January 2026.

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Education and Care Support *Objective 1.1 A strong community and culture*	Sustainable services which have high occupancy levels and are compliant with Family Assistance Law *Strategy 1.1.3 Build an inclusive community by encouraging participation in youth, children and indigenous services and support for seniors and disability services*	Centralised business and administrative support to 12 centre-based education and care services and Family Day Care		Administrative and enrolment support has been fully integrated, offering a more streamlined and efficient approach to delivering education and care services to families. The team remains the primary point of contact for the community and for Council's 13 education and care services.
		Processing of bulk Child Care Subsidy (CCS) payments to educators		Council distributed $352,334.47 in CCS payments to Family Day Care educators.
Family Day Care (FDC) *Objective 1.1 A strong community and culture*	Provide a scheme for Family Day Care educators to be registered with *Strategy 1.1.3 Build an inclusive community by encouraging participation in youth, children and indigenous services and support for seniors and disability services*	Assess suitability for new educators seeking registration with the scheme		While no new educators have joined the scheme recently, applications remain open to ensure ongoing accessibility for interested candidates. To support growth and engagement, Council is actively exploring new advertising strategies aimed at attracting more Family Day Care (FDC) educators. This approach is part of our continued commitment to expanding high-quality education and care options within the community.
		Provide ongoing compliance and administrative support to registered Family Day Care educators		Streamlined processes continue to enable Council to provide regular compliance monitoring and administrative support to registered Family Day Care educators.

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- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Long Day Care (LDC) *Objective 1.1 A strong community and culture*	Provides services which ensure all children have access to high quality programs which enable a foundation for lifelong learning and growth *Strategy 1.1.3 Build an inclusive community by encouraging participation in youth, children and indigenous services and support for seniors and disability services*	Provide seven high quality long day care services for up to 344 children per day, aged 0 to 5 years of age, operating 50 weeks a year from 7:00am to 6:00pm	On Track	Council continues to maintain high-quality educational programs and delivery of high-quality care.
		Provide all children with the opportunity to participate in quality education and care programs	On Track	No assessment and rating visits were conducted across our LDC services between January and June 2025. Despite this, services have remained committed to maintaining high standards, continuing to uphold their Exceeding and Meeting quality ratings. To support continuous improvement and to improve service delivery, Council launched a new Quality Management dashboard, which will capture real time data on the quality performance of each service. A key area of focus has been the review and enhancement of our Educational Program Guiding Principle. The revised version—now titled 'Program Design and Documenting Children's Learning' is nearing publication. This updated guiding principle reflects the values and teaching beliefs of our educators, ensuring consistency and intentionality across all programs. This process also ensures that educators receive the support they need to design and implement enriching learning experiences that foster every child's development and growth. Accompanying this is a new Education and Care Commitment to Meaningful Practice. This initiative aims to foster a culture of continuous reflection, professional growth, and a deepened commitment to delivering the highest quality outcomes for children.
		Support children's transition to school	On Track	Council has implemented a new dashboard, to provide insight and support each centre's Transition to School programs and updates during service visits. In addition, Council has initiated the process of organising enrolment grids to identify children who will be commencing primary school next year. This proactive step enables educators to begin planning and tailoring educational programs that support each child's successful transition and continued development.
Out of School Hours Care (OSHC) *Objective 1.1 A strong community and culture*	Provide services which ensure all children have access to high quality programs which enable a foundation for lifelong learning and growth *Strategy 1.1.3 Build an inclusive community by encouraging participation in youth, children and indigenous services and support for seniors and disability services*	Provide five Before School Care programs, five After School Care programs and two School Holiday programs	On Track	Guildford West Outside of School Hours (OOSH) and Sherwood Grange OOSH have recently introduced a structured multi-sports program delivered by Ultimate Soccer, enhancing the variety and physical activity offerings within their regular OOSH schedules. During the School Holiday Care period, Sherwood Grange OOSH and Ringrose OOSH offered an impressive 57 unique daily programs, ensuring a rich, diverse and engaging experience for all children in their care. As part of these programs children also enjoyed an excursion to the Ultimate Sports Hub, operated by the same provider as the OOSH sports program, further enriching their sports and movement experiences.

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Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Sustainable services which have high occupancy levels and are compliant with Family Assistance Law	Occupancy Rates: Long Day Care services	≥85%	88%	80%	Critical/Target Not Met	Council's Long Day Care occupancy rate reached 84% throughout the year. Guildford West Children's Centre and Holroyd Children's Centre have experienced low enrolments with little demand on the waitlist for these services. Council is implementing a rebranding project and will increase visibility with planned marketing and promotion initiatives scheduled.
	Occupancy Rates: Before School Care	≥60%	74%	81%	Completed/Target Met	Council's Before School Care (BSC) occupancy rate reached 78% throughout the year.
	Occupancy Rates: After School Care	≥85%	89%	87%	Completed/Target Met	Council's After School Care occupancy rate reached 88% throughout the year.
	Occupancy Rates: School Holiday Program	≥80%	80%	70%	Critical/Target Not Met	School holiday numbers were lower than expected in January, but higher than expected in April despite fewer days being offered due to public holidays falling in the April school holiday period.
	Number of bulk payments processed to Family Day Care (FDC) educators annually	24	21	24	Completed/Target Met	The result reflects the weekly processing of bulk payments to FDC educators.
Provide a scheme for Family Day Care educators to be registered with	Services rated "meeting" or "exceeding" National Quality Standard	100%	0%	86%	Needs Attention	Council's FDC undertook Assessment and Rating and achieved "Working Towards" National Quality Standard overall. The service achieved "Meeting" in Quality Areas 2 to 7 and achieved "Working Towards" in Quality Area 1.
	Number of registered Family Day Care educators actively providing care annually	≤75	17	18	Critical/Target Not Met	Council experiences issues in attracting FDC educators, a trend across the Day Care sector. A targeted recruitment campaign is being initiated to attract more educators to the Scheme.
	Number of compliance and support visits conducted (face to face and remote) annually	480	353	335	Completed/Target Met	
Provides services which ensure all children have access to high quality programs which enable a foundation for lifelong learning and growth	Services rated "meeting" or "exceeding" National Quality Standard	100%	100%	100%	Completed/Target Met	No services have been through Assessment and Rating between January to June 2025.
	Sessions of long day care provided annually	1,820	868	952	Completed/Target Met	Council's seven long day care services operate from Monday to Friday, 7am to 6pm except public holidays.
	Number of children attending with additional needs annually	25	50	17	Completed/Target Met	Council welcomes the enrolment of children with additional needs. Council's educators continue to design and implement Strategic Inclusion Plans to ensure learning environments and support strategies are inclusive and responsive to the needs of all children.
	Number of individual education plans implemented for children with additional needs annually	25	50	102	Completed/Target Met	Each child's individual education plan is designed in consultation with educators and families and is based on individual needs, strengths and interests of the child. The plans continue to be reviewed regularly by educators as the children reaches milestones and achieves goals.

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Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Provide services which ensure all children have access to high quality programs which enable a foundation for lifelong learning and growth	Services rated “meeting” or “exceeding” National Quality Standard	100%	100%	100%	Completed/Target Met	No services have been through Assessment and Rating January to June 2025.
	Number of Before School Care program sessions provided annually	985	510	455	Critical/Target Not Met	Fewer days of Before and After School Care operated due to additional pupil free days occurring. Additional sessions of a School Holiday Program were offered at one service on these days.
	Number of After School Care program sessions provided annually	985	510	455	Critical/Target Not Met	Fewer days of Before and After School Care operated due to additional pupil free days occurring. Additional sessions of a School Holiday Program were offered at one service on these days.
	Number of School Holiday program sessions delivered annually	94	40	57	Completed/Target Met	Council delivered additional programs due to pupil free days being added.

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Critical/Target Not Met		On Hold		Discontinued	

City Services

Asset Management and Asset System Support – Manager, City Assets and Construction

Strategic Goal 3: Delivering Sustainable Infrastructure and Services

Service Update	Issues and Setbacks
Council adopted the Asset Management Policy and Asset Management Strategy 2025-2035 as part of the suite of Integrated Planning and Reporting (IP&R) Plans and Strategies in June 2025. Council has completed its Roads Condition Audit and Valuation and Carpark Condition Audit and Valuation, assisting in Council's long term Asset Management plans.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Asset Management Planning and Project Control *3.1 We have public spaces that are welcoming, inclusive and promote pride in the area*	Deliver Asset Management and Street Lighting programs *3.1.1 Our physical infrastructure is sustainably planned and managed to meet our changing needs*	Develop long term renewal plans for all assets	On Track	Council has developed long-term renewal plans for all asset classes that align with Council's Long Term Financial Plan.
		Undertake whole of asset condition audits	Completed/Target Met	Council has completed the Condition Audit and Valuation on Roads and Carparks.
		Undertake bridge inspections	Completed/Target Met	All bridges rated Condition 4 (poor condition, requiring significant renewal or substantial maintenance) have been inspected.
		Update Asset Management plans	Completed/Target Met	Roads Asset Management Plan has been completed.
		Undertake Dam Safety Audits: - The CSIRO Retarding Basin (NSW Government declared Dam) is managed safely. All risk assessment and Safety Management Systems are reprepared and reported to the Dam Safety NSW.	Completed/Target Met	The Annual Safety Report was completed in March 2025.
		Undertake night safety audits in relation to street lighting level for high profile CBD areas	Completed/Target Met	Council undertakes night safety audits in response to any issues with non-working lights identified. There have been nil issues noticed/identified in relation to street lighting.
		Assess and resolve new street lighting requests	Completed/Target Met	56 requests for streetlighting have been investigated and addressed.
		Maintain an asset register and its Geographic Information System (GIS) representation	Completed/Target Met	Council continues monthly updates to its asset registers to include major Open Space projects and other asset works conducted.
		Capital Works Ward Reports	Completed/Target Met	The Capital Works Progress Report published in February provides a six month update on capital works conducted from July to December 2024. The Capital Works Report for the 2024-2025 period is in development and due for completion in August 2025.

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Performance and Progress Report
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Performance and Progress Icons

Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Deliver Asset Management and Street Lighting programs	Complete the annual renewals program for stormwater, transport, buildings and open space asset classes by 30 June 2025	100%	75%	100%		Annual renewals program for 2025-2026 for all asset classes has been finalised.
	Percentage of street lighting requests assessed and referred to electricity agency within 14 working days	≥95%	100%	100%		56 streetlighting requests have been investigated and addressed.
	Complete condition audit for transport asset class by 30 June 2025	100%	60%	100%		Roads and Carpark Condition Audits are complete.

Buildings Maintenance – Manager, Buildings and Depot

Strategic Goal 3: Delivering Sustainable Infrastructure and Services

Service Update	Issues and Setbacks
A QR code initiative is currently being trialled by Council to facilitate more efficient response times by maintenance teams to public requests.	Ongoing vandalism issues to public amenities and hireable spaces during the reporting period has continued to impact budget and internal resources.

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Buildings Maintenance and Compliance *3.2 We have recreational assets that enhance the liveability of our community*	Undertake rolling scheduled preventative maintenance to ensure the safety of the hirer and community members *3.2.1 Our valued natural recreational spaces and facilities are fit for purpose and encourage active lifestyles*	Scheduled preventive maintenance undertaken in accordance with established service levels, based on risk, usage, consideration of priority		Regular scheduled maintenance continues to provide safe, clean, compliant and functional facilities to the community. Renewal of maintenance contracts has continued. Council holds regularly scheduled meetings with contractors to ensure that agreed service levels are consistently maintained across all 399 building assets.
	Undertake reactive works *3.2.1 Our valued natural recreational spaces and facilities are fit for purpose and encourage active lifestyles*	Undertake reactive maintenance within request timeframe		Reactive maintenance is ongoing, impacted by antisocial behaviour, vandalism and changing internal requirements.

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- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Undertake rolling scheduled preventative maintenance to ensure the safety of the hirer and community members	Percentage of complaints reduced against Council's buildings from the previous year	≥10%	50%	-90%		Council received 11 complaints during the reporting period.
Undertake reactive works	Percentage of reactive requests completed within 10 working days	≥90%	91%	82%		Responsiveness to reactive requests have been impacted by the large volume of requests received due to the antisocial behaviour and vandalism.

Capital Works and Assets Renewal – Manager, City Assets and Construction

Strategic Goal 3: Delivering Sustainable Infrastructure and Services

Service Update	Issues and Setbacks
Council continues to deliver new projects and renewal programs that improve the quality of Cumberland City Council assets network. The following Open Space and public amenities projects have been completed: • Colquhoun Park Ball Screen fence • Guildford West Sportsfield Perimeter Fencing and Drainage upgrades • Whyman Park Playground Upgrade • Morris St Park Shade Structure and Fencing • Webbs Ave Tiered Grandstand Seating • Webbs Ave Soccer Shelters • Munro Street Reserve Upgrade • Merrylands Park Field 4 irrigation • C V Kelly Park Scoreboard • Bathurst Street Park Tennis/Netball Amenities Upgrade • Purdie Lane, Pendle Hill Amenities Status updates for several Major Council projects currently in progress: • Kibo Park upgrade works around 98% completed. • Auburn Basketball Centre. Expansion contract signed and design finalisation process underway • Auburn Basketball Centre Expansion northern carpark works completed • Progress Park Upgrade contract signed and design finalisation process underway • Guildford Pool Modernisation contract negotiations underway • Granville Park Upgrade works have commenced	Significant wet weather has delayed the Auburn Park Extension project. Other projects have been delayed due to approval requirements.

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Performance and Progress Icons

Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Capital Works and Asset Renewal Programs *3.1 We have public spaces that are welcoming, inclusive and promote pride in the area*	Capital renewals in accordance with the Renewal Program *3.1.1 Our physical infrastructure is sustainably planned and managed to meet our changing needs*	Deliver annual Renewal Programs: - Buildings - Open Space - Transport Infrastructure - Stormwater.		24 Park and Open Space upgrade projects were completed. 19 Buildings Facilities assets were renewed. 120 (95%) Roads and Footpath projects were completed. Works have commenced on the public toilets at Merrylands Station and Merrylands Park. Heritage works at Granville Town Hall were completed.
	New construction works in accordance with approved Capital Works Program *3.1.1 Our physical infrastructure is sustainably planned and managed to meet our changing needs*	Undertake new construction works outlined in Council's approved design		Merrylands CBD Drainage upgrade works completed. Works have commenced on the public toilets at Lytton St Park and Dirrabari Reserve. Council has completed 100% of Traffic projects handed over for construction.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Capital renewals in accordance with the Renewal Program	Percentage of Renewal Program completed	≥90%	66%	90%		
New construction works in accordance with approved Capital Works Program	Percentage of Capital Works Program completed	≥90%	56%	69%		28 New Footpaths constructed. 9 Parks/Open Spaces upgraded.

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Performance and Progress Icons

Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Depots – Manager, Buildings and Depot

Strategic Goal 3: Delivering Sustainable Infrastructure and Services

Service Update	Issues and Setbacks
The Council is actively transitioning from a predominantly owned operational-asset model to a leased-asset model, thereby streamlining the renewal of plant and equipment for its operational teams. Council is transitioning the lease back vehicle fleet from internal combustion engine vehicles to electric vehicles. The Council is in the process of developing a comprehensive electric vehicle (EV) policy and associated infrastructure to support the transition to an electric fleet.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Depot Operations *3.2 We have recreational assets that enhance the liveability of our community*	Maintenance, procurement, leasing and disposal of vehicles, plant, equipment and staff Personal Protection Equipment (PPE) for the internal operation of frontline services *3.2.1 Our valued natural recreational spaces and facilities are fit for purpose and encourage active lifestyles*	To ensure frontline services and associated operations meet the required safety standards and compliance standards, including plant and vehicle registration and inspections	✓	Asset renewal via leasing continues in line with operational requirements. During the financial year, 78 owned assets were disposed of and replaced by a mix of newly leased assets and small plant purchases.
		To ensure frontline services and associated operations meet the required safety standards for PPE and material storage	✓	Council continues to ensure the effective provision of personal protective equipment and the secure storage of essential materials for operational teams.
	Manufacture, maintain and advise frontline services regarding safety and compliance signs *3.2.1 Our valued natural recreational spaces and facilities are fit for purpose and encourage active lifestyles*	To ensure frontline services and associated operations meet the required safety standards and compliance standards for road safety and awareness	✓	Council ensures that compliance and safety standards for road safety awareness are met through the ongoing provision of essential materials and personal protective equipment. The most recent stocktake achieved an accuracy margin of 0.28%.
		Provide signage for Council events	✓	Operational and events teams are supported by the Signshop through proactive engagement and service delivery.

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Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Maintenance, procurement, leasing and disposal of vehicles, plant, equipment and staff Personal Protection Equipment (PPE) for the internal operation of frontline services	Percentage of pre-start checks of vehicles and plant, prior to starting operations actioned on time	≥90%	100%	100%	✓	
	Percentage of reactive works orders completed within 10 working days	≥90%	86%	94%	✓	
Manufacture, maintain and advise frontline services regarding safety and compliance signs	Percentage of signage requests completed within 15 working days	≥90%	100%	100%	✓	All 425 safety and compliance signage requests were completed within the required timeframes.

Aquatics and Leisure – Aquatic Centre Manager

Strategic Goal 3: Delivering Sustainable Infrastructure and Services

Service Update	Issues and Setbacks
Council's Swim Centres continued to demonstrate excellence with nominations as finalists for the following Royal Lifesaving NSW Aquas Awards Gala 2025 categories: • Excellence in Innovation (Visitor Management System) • Poolie of the Year • Pool Lifeguard of the Year. In collaboration with Royal Life Saving NSW, Council delivered a 10 week Culturally and Linguistically Diverse (CALD) Adult Learn to Swim program for 40 participants.	The closure of Guildford Swim Centre in line with the Guildford Swim Centre Modernisation project that is currently underway has continued to have a significant impact on the Learn to Swim programs.

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Swim Centres *3.2 We have recreational assets that enhance the liveability of our community*	Deliver a Learn to Swim Program to increase water safety to our community *3.2.2 Our assets provide a range of opportunities for participation in active and entertaining activities*	Deliver Learn to Swim programs	✓	The Council managed 'Learn to Swim' Programs hosted 20,621 attendances with a monthly average of 1,133 enrolments utilising the program across this period.

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- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Swim Centres *3.2 We have recreational assets that enhance the liveability of our community*	Deliver programs and facilities that promote and assist in the health and wellbeing of the community *3.2.2 Our assets provide a range of opportunities for participation in active and entertaining activities*	Provide and deliver the activities and programs to the community: - Recreational swimming - Lap swimming - Training courses - School Carnivals and bookings - Aqua aerobics programs	✓	Council managed Swim Centres: • Hosted 96,739 recreational and lap swimming attendees • Hosted 18 school swimming programs • Hosted 40 swimming carnivals • Delivered 6 training courses. Council managed Aqua Aerobics Program delivered 200 classes for a total of 1,764 attendees.
		Increase engagement to our aquatic venues to our community	✓	Council continued to actively promote all aquatic and leisure services, programs and membership offerings to the broader Cumberland City community through a range of communication channels including social media, website updates, e-newsletters and on-site promotional materials. These efforts contributed to increased attendance, membership uptake and enrolments in aquatic programs across all Council managed Swim Centres.
	Deliver facilities that encourage participation and allow for increased health and wellbeing to the community *3.2.2 Our assets provide a range of opportunities for participation in active and entertaining activities*	Deliver Gym programs	✓	Council managed Gyms hosted 4,935 gym visit attendees and 2,263 Wellness class attendees.
		Provide and maintain modern facilities	✓	Council continued to deliver both reactive and preventative maintenance across all Aquatic Centre facilities in line with Council's Swimming Pool Renewal Program and Capital Works Program. The Guildford Swim Centre Modernisation Project is continuing to progress with the construction phase of the project nearing commencement. Six individual monthly facility audits and inspections were completed across all Council managed Swim Centres to ensure continued compliance in this area.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Deliver a Learn to Swim Program to increase water safety to our community	Swim School enrolments as percentage of capacity	≥80%	85.36%	62.96%	!	Learn to Swim enrolment numbers across both Granville and Wentworthville Swim Centres continued to see a steady increase across this period, coupled with the re-introduction of the program at Merrylands Swim Centre over Summer. The closure of Guildford Swim Centre has continued to affect the total Swim School program enrolments. The seasonal nature of the outdoor Swim Centres has also affected attendance in the autumn and winter months.
Deliver programs and facilities that promote and assist in the health and wellbeing of the community	Percentage increase in participation across all sites	≥5%	16%	30.29%	✓	Council managed Swim Centres hosted 123,299 total attendees, inclusive of lap swimmers, recreational swimmers and swim school attendance.
Deliver facilities that encourage participation and allow for increased health and wellbeing to the community	Percentage increase in participation/membership	≥5%	5.33%	5.40%	✓	Council managed Swim Centres and Gyms acquired 113 new members across this period.

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Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Venues – Manager, Holroyd Centre

Strategic Goal 3: Delivering Sustainable Infrastructure and Services

Service Update	Issues and Setbacks
Council's premium venues continue to be well-regarded and consistently patronised, with the larger venues experiencing high demand and operating in good condition. These modernised venues are equipped to successfully support and facilitate larger scale events.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Venue Management *3.2 We have recreational assets that enhance the liveability of our community*	Provide premium bookable spaces and facilities *3.2.2 Our assets provide a range of opportunities for participation in active and entertaining activities*	Undertake food preparation for Meals on Wheels	✓	New menus have been created and are currently in production. This service remains popular with approximately 500 meals prepared per week for Meals on Wheels.
		Organise bookings for venues and room hire	✓	Premium booking spaces have received 2,730 bookings, achieving a higher than expected utilisation.
		Catering for internal meetings, workshops, briefings and social gatherings	✓	Catering provision is ongoing and remains well received.
		Seating and venue preparation	✓	Seating and venue preparation continues as a value added service that is well utilised, especially at The Holroyd Centre.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Provide premium bookable spaces and facilities	Number of bookings annually	≥4,200	2,603	2,730	✓	

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Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

City Maintenance – Manager, City Maintenance

Strategic Goal 3: Delivering Sustainable Infrastructure and Services

Service Update	Issues and Setbacks
Council continues working towards improving its services including increases to Cleansing and Public Infrastructure services after identifying additional requirements, including trolley removals, street sweeping and town centre cleaning, as well as footpath and street sign repairs. Additional garden bed plantings, tree assessments and maintenance as well as any verge, hardship and laneway maintenance are part of the increased streetscape and tree maintenance services provided by Council.	Inclement weather which included severe storms throughout the reporting period, contributed to delays in maintenance of potholes, storm water clearing and road patching works.

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Cleansing *3.1 We have public spaces that are welcoming, inclusive and promote pride in the area*	Maintain a clean community for people to enjoy public spaces *3.1.2 Our community pride is reflected in the cleanliness and upkeep of our valued public spaces and streetscapes*	Cleaning of CBD and Town Centres	Completed/Target Met	The cleansing team have been working well following a review of the scheduled areas, with complaints having decreased.
		Litter picking	Completed/Target Met	Cleansing and reactive teams have completed scheduled and reactive litter issues, adding additional resources to ensure areas are compliant and safe.
		Mechanical street sweeping	Completed/Target Met	The street sweeper teams have carried out additional services with a noticeable improvement throughout the central business districts. More than 109,94km were swept annually.
		Graffiti removal	Completed/Target Met	Council operated a fulltime team to provide for graffiti removal, addressing both service requests and proactive graffiti removal.
		Gross pollutant trap cleaning	Completed/Target Met	Cleaning and inspections were carried out according to schedule.
		Creek/Culvert maintenance	On Hold	Councils' creek and culvert maintenance is on hold, as the Tender procurement process is delayed in engaging a contractor.
		Minor dump collection	Completed/Target Met	Council has identified and collected dumped rubbish in Council's public assets.
Public Infrastructure *3.1 We have public spaces that are welcoming, inclusive and promote pride in the area*	Maintain Council's infrastructure network to improve the overall life of our asset network *3.1.2 Our community pride is reflected in the cleanliness and upkeep of our valued public spaces and streetscapes*	Deliver a Road Maintenance Program	On Track	The public infrastructure team continue to identify areas of heavy patching and complete road works as required.

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- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Public Infrastructure *3.1 We have public spaces that are welcoming, inclusive and promote pride in the area*	Maintain Council's infrastructure network to improve the overall life of our asset network *3.1.2 Our community pride is reflected in the cleanliness and upkeep of our valued public spaces and streetscapes*	Deliver a Footpath Repair Program	Completed/Target Met	Council has completed 569 footpath related works requests, continually identifying defects on our footpath assets and conducting audits where necessary.
		Complete annual Road Audit	Completed/Target Met	Council's road condition auditing was completed in December 2024
		Undertake repairs identified in the Road Audit	Completed/Target Met	Repairs have continued throughout the local government area, via the road condition audit.
		Implement Trip Hazard Grinding Program	Completed/Target Met	Council has continued to experience high demand for trip hazard grinding, scheduling works appropriately, ensuring compliance.
		Replace faded or missing line markings	On Track	Council's line marking team commenced line marking around central business districts, including car parks, pedestrian crossings and concrete islands.
		Repair damaged fencing and guardrails	Completed/Target Met	All reactive and scheduled maintenance of guard rails and fencing repairs continue to be actioned accordingly.
		Undertake Stormwater drainage pit and lintel repairs	Completed/Target Met	Council's drainage team continue to carry out scheduled/ reactive inspections and services accordingly.
		Reinstate damaged street signs	Completed/Target Met	Councils team continue to action requests and identify areas that require additional services as apart of the routine schedules with 681 sign related works carried out.
Streetscapes *3.1 We have public spaces that are welcoming, inclusive and promote pride in the area*	Maintain the environmental corridors and amenities across Cumberland *3.1.2 Our community pride is reflected in the cleanliness and upkeep of our valued public spaces and streetscapes*	Deliver Streetscape Maintenance Program	Completed/Target Met	Council's Streetscapes team have increased the level of service with more garden bed planting and mulching and identifying additional entry point garden beds throughout the local government area.
		Undertake public tree maintenance	Completed/Target Met	Council has introduced a new dashboard to schedule and monitor any ongoing maintenance requests, actioning 1,371 trees maintenance requests.
		Deliver Verge and Pensioner Mowing Maintenance Program	Completed/Target Met	As per Council's Verge Mowing Program, Council has mowed 1,217 nature strips and maintained the service within the required schedule frequency.
		Deliver Laneway Maintenance Program	Completed/Target Met	Council is underway, servicing the laneways through weed spraying, litter picking and cleaning to ensure compliant, safe surroundings of laneways.
		Undertake weed spraying/poisoning	Completed/Target Met	Weed spraying is an ongoing process in all streetscape assets where weeds are identified.
		Remove abandoned shopping trolleys	Completed/Target Met	Councils reactive trolley team have identified additional areas to monitor which have been added to the existing schedule, with an increase of 40-60 trolleys being collected per week.

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- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Maintain a clean community for people to enjoy public spaces	Number of kilometres of streets swept annually	≥60,000km	57,014km	52,934km	Completed/Target Met	Council has significantly exceeded the result as weather conditions have required extra sweeping services.
	Number of stormwater pits cleaned annually	≥1,200	548	539	Needs Attention	Unfavourable weather affected the achievement of the annual target.
	2,912 nightly cleansing of Town Centres to be undertaken annually	≥95%	49%	100%	Completed/Target Met	Council has completed 2,298 works requests for the town centres nighttime cleansing.
Maintain Council's infrastructure network to improve the overall life of our asset network	Number of days to respond to pothole requests	≤3	4.14	3.72	Critical/Target Not Met	Council repaired 1,973 potholes with an average of 3.72 days to complete. Inclement weather had an impact on service delivery.
	Number of footpath repairs annually	600	508	569	Completed/Target Met	Council exceeded the annual target due to receiving a high volume of requests.
	Number of street signs repaired annually	850	778	681	Completed/Target Met	Council exceeded the annual target due to receiving a high volume of requests.
Maintain the environmental corridors and amenities across Cumberland	Percentage of Streetscape Maintenance Program completed	100%	84.11%	99.45%	Needs Attention	2,003 scheduled work orders were completed from 2,014 scheduled. This Program is subject to favourable weather conditions.
	Number of trees maintained annually	1,300	1,406	1,371	Completed/Target Met	Council exceeded the annual target due to receiving a high volume of requests. This is also reflective of severe weather events throughout the year.
	Number of scheduled verge mowing cycles completed annually	10	-	-	Discontinued	As the Verge and Pensioner Mowing Maintenance Program has transitioned to entirely in-house service, it is no longer measured in completion of cycles. As part of the service, Council has mowed 1,217 nature strips and verges.

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- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Open Spaces – Manager, City Open Spaces

Strategic Goal 3: Delivering Sustainable Infrastructure and Services

Service Update	Issues and Setbacks
Council has continued to focus on improving recreational facilities including sports fields, golf courses and nature reserves. This has been achieved by introducing aeration, topdressing and nutrition programs and service level standards, resulting in increased usage and demand for these areas. Our fauna reserves have seen improvements to the animal enclosures including soft and hard landscaping of the wombat enclosure at the Auburn Botanic Gardens. New and improved play spaces have been installed and ready for use including those at Munro St Reserve and Alderson Park.	Incidents of vandalism to some of our public and hireable spaces in addition to increased contractor and material costs have impacted available budget and resources.

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Golf Courses *3.2 We have recreational assets that enhance the liveability of our community*	Undertake works to maintain and facilitate the use of Council's golf courses *3.2.1 Our valued natural recreational spaces and facilities are fit for purpose and encourage active lifestyles*	Undertake scheduled works to ensure compliant, safe and functional golf courses	✓	All scheduled maintenance works have been carried out at both golf courses, providing compliant, safe and functional turf surfaces and surrounding landscaped areas. As a result, both courses have continued to operate smoothly.
		Undertake reactive works to ensure compliant, safe and functional golf courses	✓	All reactive works have been successfully undertaken ensuring areas remain compliant, safe and fully functional, resolving hazards and repairs to meet regulatory standards.
		Improve golf course condition	✓	Both golf courses have seen improved turf surface areas through regular turf renovations including aeration, topdressing and nutrition programs. These improvements have again ensured golf course attendee numbers have surpassed the expected 60,000 annual figure
Open Space Maintenance *3.2 We have recreational assets that enhance the liveability of our community*	Undertake scheduled and reactive maintenance works to ensure compliant, safe and functional open spaces *3.2.1 Our valued natural recreational spaces and facilities are fit for purpose and encourage active lifestyles*	Deliver compliant, safe and high-quality open spaces including bushland, parks and sports fields: - Scheduled servicing - Reactive servicing - Playground inspections - Sports field maintenance - Bushland and Riparian care - Manage bushfire prone areas - Enhance quality of nature reserves and gardens.	✓	Both scheduled and reactive maintenance works have been carried out including scheduled servicing of parks and sportsgrounds, playground inspections and repairs and maintenance of bushland and riparian areas, including those that are bushfire prone.
	Carry out routine inspections and maintenance repairs to playgrounds *3.2.1 Our valued natural recreational spaces and facilities are fit for purpose and encourage active lifestyles*	Undertake playground inspections	✓	All playground inspections have been carried out for the reporting period with 1,493 inspections undertaken. Further, new playgrounds have been designed and constructed across open space areas, replacing end of life structures.

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- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Open Space Maintenance *3.2 We have recreational assets that enhance the liveability of our community*	Carry out routine inspections and maintenance repairs to playgrounds *3.2.1 Our valued natural recreational spaces and facilities are fit for purpose and encourage active lifestyles*	Complete scheduled servicing	Completed/Target Met	All scheduled servicing of playground assets were carried out
		Undertake reactive works	Completed/Target Met	All reactive playground repairs have been carried out.
Premium Facilities *3.2 We have recreational assets that enhance the liveability of our community*	Undertake scheduled works to ensure compliant, safe and functional premium facilities *3.2.1 Our valued natural recreational spaces and facilities are fit for purpose and encourage active lifestyles*	Scheduled servicing	Completed/Target Met	Scheduled maintenance targets have been achieved ensuring all areas are safe and functional. Works included general mowing, hedging, garden maintenance and broadleaf herbicide applications. In addition to this, repairs to amenity buildings have been carried out including gutter cleaning and repairs.
		Enhance quality of nature reserves and gardens	Completed/Target Met	A new wombat enclosure was constructed at the Auburn Botanic Gardens and additional landscaping works carried out within the area. Preparations for the 2025 Cherry Blossom Festival has commenced, including cleaning and preparing garden beds in addition to turf maintenance works.
Recreation and Sport *3.2 We have recreational assets that enhance the liveability of our community*	Facilitate the use of Council's sporting and recreation venues *3.2.1 Our valued natural recreational spaces and facilities are fit for purpose and encourage active lifestyles*	Engage, coordinate and support recreation and sport to maintain high levels of use across bushland and community garden volunteer memberships and the utilisation of Council's assets	Completed/Target Met	Council's sporting grounds continue to experience high demand, with an average utilisation rate exceeding 90%. The Bushcare Program remains under review as there has been no renewed interest over the past six months. The Merrylands Community Garden is currently operating at 86% capacity. Following a recent review, some members have chosen to relinquish their garden beds.
	Review and prepare deliverable action plans to ensure the safety and usability of green spaces *3.2.1 Our valued natural recreational spaces and facilities are fit for purpose and encourage active lifestyles*	Review and update Council's Bushfire Management Plan: - Pemulwuy Greystanes - Campbell Hill Pioneer Reserve.	Completed/Target Met	The 2024-2029 Bushfire Management Plan has guided Council on how best to maintain bushfire prone areas. Following the hazard reduction burn in October, post fire weed monitoring and control has continued, ensuring the area is maintained appropriately.
		Prepare action plan for premium garden spaces	Needs Attention	Emergency evacuation plans are yet to be finalised and sitting with the Work Health and Safety team for review and completion.

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- On Track
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- Critical/Target Not Met
- On Hold
- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Undertake works to maintain and facilitate the use of Council's golf courses	Number of attendees across Council's golf courses annually	≥60,000	33,071	31,768	✓	
Undertake scheduled and reactive maintenance works to ensure compliant, safe and functional open spaces	Percentage of scheduled bushland maintenance works completed	≥90%	100%	100%	✓	124 bushland maintenance work requests completed.
	Percentage of scheduled parks maintenance works completed	≥90%	97%	93%	✓	5,294 scheduled parks maintenance works completed.
	Percentage of scheduled playground inspections maintenance works completed	≥90%	100%	100%	✓	1,493 inspections carried out.
	Percentage of reactive maintenance works completed	≥90%	94.5%	97.5%	✓	
Carry out routine inspections and maintenance repairs to playgrounds	2,712 playground inspections completed annually	100%	60.54%	100%	✓	1,493 playground inspections were completed, bringing the annual total to 3,135.
Undertake scheduled works to ensure compliant, safe and functional premium facilities	Percentage of scheduled Premium Parks maintenance works completed	≥90%	100%	83%	✓	From June 2024 to June 2025, 91.5% of scheduled parks maintenance works were completed, meeting the overall target for the reporting period.
Facilitate the use of Council's sporting and recreation venues	Percentage of asset utilisation during key seasonal periods	≥90%	94%	92%	✓	
Review and prepare deliverable action plans to ensure the safety and usability of green spaces	Percentage of Plans developed within timeframe	100%	100%	100%	✓	

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Performance and Progress Report
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Performance and Progress Icons

- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Ranger Services – Manager, Waste and Ranger Services

Strategic Goal 3: Delivering Sustainable Infrastructure and Services

Service Update	Issues and Setbacks
Council continues to provide regulatory compliance services across Cumberland City to ensure a safe and clean environment.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Rangers, Parking Patrol and Animal Management *3.3 A clean and safe place to live*	Management of parking compliance, safety and amenity in town centres, Council carparks and residential streets *3.3.1 Enforce local laws and regulations for the benefit of all people in Cumberland*	Patrol parking zones within commercial and residential areas	✓	Parking patrols for all commercial and residential zones have been completed on a regular basis, with 4,490 illegal parking reports actioned.
		Enforce parking zone restrictions to maintain safe and accessible parking for road users	✓	Council issued 13,402 fines and 410 warnings for parking offences.
	Management of heavy vehicle movements and parking *3.3.1 Enforce local laws and regulations for the benefit of all people in Cumberland*	Conduct load limited road patrols	✓	45 patrols for heavy/oversized trucks on load limited roads have been conducted.
		Enforcement of truck parking road rules	✓	Enforcement of 1,413 heavy/long vehicles overstaying time restrictions in residentials streets was undertaken.
	Provide environmental compliance across Cumberland *3.3.1 Enforce local laws and regulations for the benefit of all people in Cumberland*	Investigate private property on land that is overgrown with vegetation and take action to return it to a safe condition	✓	395 properties that were overgrown with vegetation were investigated and actioned.
		Investigate illegally dumped rubbish	✓	Council rangers investigated 79 reports of illegally dumped rubbish including nine reports of dumped asbestos.
		Monitor building sites for out of hours operations and ensure erosion and sediment controls are in place	✓	Council responded to 51 building site complaints. These complaints most often relate to construction work occurring outside approved hours.
		Patrol parks and open space to manage their correct use	✓	Patrols of Council's parks and recreational open spaces were conducted as per agreed schedules.
	Regulation of unattended property in public spaces *3.3.1 Enforce local laws and regulations for the benefit of all people in Cumberland*	Investigate and action the removal of abandoned vehicles from roadways	✓	Council investigated and actioned 2,682 instances of abandoned vehicles.

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- Completed/Target Met
- On Track
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- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Rangers, Parking Patrol and Animal Management *3.3 A clean and safe place to live*	Regulation of heavy/long vehicles on local load limited roads *3.3.1 Enforce local laws and regulations for the benefit of all people in Cumberland*	Monitor local load limited roads to ensure road safety and the protection of Council's roadway infrastructure assets	✓	45 patrols for heavy/oversized trucks on load limited roads have been conducted.
	Regulation of lost and stray companion animals *3.3.2 Monitor and regulate to make Cumberland a safe place to live*	Conduct patrols and collect stray and escaped companion animals, return to their owner or re-home from Council's animal holding facility	✓	Council has collected 261 stray and escaped companion animals, with 259 being returned to their owner, re-homed or transferred to Council's animal impoundment facility.
	Encourage safe parking within school zones *3.3.2 Monitor and regulate to make Cumberland a safe place to live*	Daily patrols of school zones during school terms	✓	During school terms, Council conducted 267 patrols in school zones to ensure safety of school children.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Management of parking compliance, safety and amenity in town centres, Council carparks and residential streets	Percentage of parking related complaints attended to within three working days	≥90%	94.78%	98.32%	✓	4,490 parking related complaints were completed within three working days. 1.68% of parking related complaints required ongoing monitoring over an extended time to resolve the illegal parking issue.
Management of heavy vehicle movements and parking	Number of patrols undertaken annually	96	45	45	✗	Adverse weather conditions affected Council's ability to conduct heavy vehicle patrols in March.
Provide environmental compliance across Cumberland	Percentage of all regulatory actions completed within three working days	≥90%	87.11%	88.73%	✗	6,306 regulatory based customer requests were received with 5,595 requests completed within three working days. The remaining requests took longer to resolve due to the complexity of the matters involved and legislative requirements.
Regulation of unattended property in public spaces	Percentage of abandoned vehicles actions resolved within 15 working days	≥90%	90.85%	94.33%	✓	2,682 reports of abandoned vehicles were received with 2,530 reports actioned within 15 working days.
Regulation of heavy/long vehicles on local load limited roads	Percentage of patrols completed annually	≥90%	93.75%	93.75%	✓	45 patrols of the 48 scheduled patrols were completed.
Regulation of lost and stray companion animals	Percentage of companion animals returned to their owner or re-homed	≥95%	97.7%	99.23%	✓	259 companion animals were returned to their owner or re-homed by Council or by Council's animal impoundment facilities.

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Performance and Progress Icons

Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Encourage safe parking within school zones	Number of patrols undertaken in school zones per week during school terms	≥10	12	13	✓	A total of 267 school zone patrols were conducted across Term1 and Term 2 of the 2025 school year with an average of 13 patrols per week.

Waste Services – Manager, Waste and Ranger Services

Strategic Goal 3: Delivering Sustainable Infrastructure and Services

Service Update	Issues and Setbacks
Council continues to deliver domestic waste services for the collection of garbage, recyclable and organic waste bins; the removal of booked household kerbside cleanups and weekly household waste collections from multi-unit dwellings. Additionally, Council continues to deliver daily collection of parks and street litter bins, the removal of illegally dumped rubbish from public spaces and provides commercial waste services to Council buildings and businesses within Cumberland City.	7,962.5 kg of illegally dumped hazardous waste items were collected by Council from the Cumberland Local Government Area.

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Commercial Waste Services *3.3 A clean and safe place to live*	Collection of commercial waste services for Council buildings, business customers and special community events *3.3.3 Provide access to sustainable waste services that keep our community clean and tidy*	Undertake efficient collection services of commercial waste	✓	Council delivered a commercial waste service to all Council buildings and 481 businesses within Cumberland City.
Domestic Waste Services *3.3 A clean and safe place to live*	Management and collection of domestic waste bins *3.3.3 Provide access to sustainable waste services that keep our community clean and tidy*	Manage Council's contract for collection of domestic waste, recyclables and organic services	✓	Council continues to deliver uninterrupted domestic waste collections of garbage, recycling, garden organic and household clean-up services. These services have included the collection of: • 2,263,626 garbage waste bins resulting in a monthly average of 5,514.65 tonnes • 1,098,844 recycling waste bins resulting in a monthly average of 809.06 tonnes • 431,823 organic waste bins resulting in a monthly average of 711.18 tonnes. Council continues to conduct daily inspections of waste collection areas and weekly safety meetings to ensure efficient compliant management of the Domestic Waste Collection services.

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- Completed/Target Met
- On Track
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Sub Service	Principal Deliverable	Actions	Status	Progress Update
Domestic Waste Services *3.3 A clean and safe place to live*	Management and collection of domestic waste bins *3.3.3 Provide access to sustainable waste services that keep our community clean and tidy*	Provision of new and replacement bins for residential waste collections	Completed/Target Met	Council has delivered 827 new or additional waste bins to residents. 99.70% of all bin deliveries were within five business days.
	Provision of a booked household clean-up service *3.3.3 Provide access to sustainable waste services that keep our community clean and tidy*	Collection of booked household kerbside clean-ups	Completed/Target Met	Council delivered 25,904 booked household kerbside cleanups and 1,709 hazardous waste booked clean-ups. Monthly average tonnages for booked household kerbside clean-ups was 666.70 tonnes
		Collection of basement clean-up services for multi-unit dwellings	Completed/Target Met	Council delivered onsite removal services of bulky household waste from 29 multi-unit dwellings completing 169 services per month.
Street and Park Waste Services *3.3 A clean and safe place to live*	Collection of public place street and park litter bins *3.3.3 Provide access to sustainable waste services that keep our community clean and tidy*	Service street and park waste litter bins across Cumberland City based on agreed service levels	Completed/Target Met	Council provided daily waste collection for 1,137 street and parks litter bins, ensuring bins are emptied on schedule to ensure availability for litter disposal.
	Reducing the number of community reported incidents of illegal dumping *3.3.3 Provide access to sustainable waste services that keep our community clean and tidy*	Collection of reported illegally dumped rubbish next business day	Completed/Target Met	6,260 reports of illegally dumped rubbish have been collected with an average of 105.82 tonnes of dumped waste collected per month. 79 of these illegal dumping reports were referred and investigated by Council's Rangers.
		Patrol residential streets to remove illegally dumped rubbish	Completed/Target Met	An additional 4,177 collections from residential streets of illegally dumped rubbish were completed from patrols of residential streets.

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- Completed/Target Met
- On Track
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- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Collection of commercial waste services for Council buildings, business customers and special community events	Missed commercial waste service collections	≤0.1%	0.0%	0.0%	✓	
Management and collection of domestic waste bins	Percentage of missed domestic waste service collections	≤0.1%	0.04%	0.03%	✓	1,303 domestic waste services of 3,820,197 services were not collected on the scheduled day of collection.
	Percentage of new bins provided within five working days of request	≥97%	97.87%	99.70%	✓	25 new bins were delivered after five business days due to properties having restricted access.
Provision of a booked household clean-up service	Percentage of kerbside clean-up services completed on the day of booking	≥98%	99.28%	99.34%	✓	Of the 25,904 kerbside clean up bookings, 25,733 were collected on the scheduled day of collection.
Collection of public place street and park litter bins	Number of complaints for missed street litter bin collections annually	≤10	47	53	✗	53 reports for full/overflowing street and park litter bins were received
Reducing the number of community reported incidents of illegal dumping	Percentage decrease in resident reported incidents compared to previous year	≤5%	2.73%	3.71%	✓	60.44% of all reports of illegal dumping were submitted by residents, down from 64.15% for the same period in 2023-2024.

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Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Environment and Planning

Development Management - Coordinators, Major Development Assessment, Fast Track Development Assessment and Planning Operations

Strategic Goal 2: Enhancing the Natural and Built Environment

Service Update	Issues and Setbacks
Council determined 87 development applications in less than 40 days.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Development Assessment *2.1 Celebrate our diverse built and natural environments*	Delivery of process improvements and timely management of planning panels *2.1.2 Protect and improve our natural environment and ensure development has a positive impact on our City*	Conduct planning panel meetings once a month (excluding January)	✓	The Cumberland Local Planning Panel (CLPP) has been operating in accordance with the schedule set by the Department. The CLPP has determined 14 applications.
		Undertake and deliver process improvements	✓	Cumberland Council has obtained grant funding for the NSW Department of Planning, Housing and Infrastructure for an Artificial Intelligence trial to assist with streamlining enquiries and lodgements. It is anticipated the trial will commence in July 2025.
	Promoting sustainable development and encouraging good design outcomes *2.1.2 Protect and improve our natural environment and ensure development has a positive impact on our City*	Undertake assessment and determination of development applications, tree applications and subdivision certificates	✓	In the reporting period, Council determined: • 400 development applications • 190 tree applications • 98 subdivision certifications. Council has been ensuring that it responds to NSW Government initiatives and any legislative changes including meeting the average determination timeframes for development applications.
		Provide high level planning advice	✓	High level planning advice was provided to customers across 41 pre-lodgement meetings that were undertaken.

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- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Delivery of process improvements and timely management of planning panels	11 Planning Panel meetings held annually	100%	36%	80%		Meetings held in March, April, May and June 2025.
Promoting sustainable development and encouraging good design outcomes	Development Application median processing time	86 days	74	79		400 applications determined in the reporting period.

Strategic Planning – Coordinator, Urban Strategy and Planning

Strategic Goal 2: Enhancing the Natural and Built Environment

Service Update	Issues and Setbacks
Council successfully secured grant funding from the Heritage NSW 2025-2027 NSW Heritage Grants Program to enhance the heritage awareness in Cumberland. Council completed the public exhibition of the Draft Woodville Road Corridor Planning Proposal during March and April 2025 in accordance with the Gateway Determination.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Heritage *2.1 Celebrate our diverse built and natural environments*	Undertake the Heritage Rebates and Awards Program and coordinate the Heritage Community Advisory Committee *2.1.1 Prepare land use plans and controls that value our heritage, encourage economic development, facilitate local infrastructure improvements and create vibrant precincts*	Undertake the Heritage Rebates and Awards Program, including community engagement, application reviews and judging with the Heritage Committee		Council has continued to liaise with the remaining successful Cumberland Heritage Rebate applicants to ensure the works will be completed within their agreed timeframe.
		Ensure meeting schedule for Heritage Committee meetings are compliant		Council adopted the Heritage Advisory Committee with new Terms of Reference. Committee meetings will resume in the next financial year.

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Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Strategic Planning *2.1 Celebrate our diverse built and natural environments*	Long-term planning of the local government area for the benefit of existing and future communities *2.1.1 Prepare land use plans and controls that value our heritage, encourage economic development, facilitate local infrastructure improvements and create vibrant precincts*	Liaise with government bodies on proposed planning, legislative and regulatory changes	On Track	Council continues to collaborate with the NSW Department of Planning, Housing and Infrastructure (DPHI) quarterly. Council has also been advocating to the NSW DPHI on Council's position on the upcoming Sydney Regional and District Plan updates and NSW Industrial Lands Reform.
		Progress the Westmead South Master Plan	On Track	Council submitted the Draft Westmead South Planning Proposal to the NSW DPHI in July 2024 and is waiting to receive the Gateway Determination. Council has continued to liaise with DPHI and advocating for the Gateway Determination.
		Progress the Woodville Road Corridor Strategy	On Track	Council completed the public exhibition of the Draft Woodville Road Corridor Planning Proposal during March and April in accordance with the Gateway Determination. Council is in the process of reviewing the submissions received and making changes to the draft Planning Proposal where necessary.
		Progress the Granville Master Plan	On Track	Preparation of the Granville Master Plan is underway.
		Develop Urban and Land Use planning strategies that respond to the long term needs of our community	On Track	The current master plans and associated planning proposals are based on the Strategic Planning Work Program endorsed by Council.
		Review and progress housekeeping amendments to the Local Environmental Plans (LEP) and Development Control Plans (DCP), as required	On Track	Council's review of the current LEP and DCP is continuing and is on track to be reported back to Council for further consideration later in 2025.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Undertake the Heritage Rebates and Awards Program and coordinate the Heritage Community Advisory Committee	Three Heritage Committee meetings held annually	100%	33%	33%	On Hold	Council adopted the Heritage Advisory Committee with new Terms of Reference. Committee meetings will resume in the next financial year.
Long-term planning of the local government area for the benefit of existing and future communities	Percentage of Masterplans progressed annually	≥80%	100%	100%	On Track	Council is progressing with three master plans: • Woodville Road Corridor Master Plan • Westmead South Master Plan • Granville Master Plan.
	Percentage of Strategy actions completed annually	≥80%	85%	85%	On Track	Both draft Woodville Road Corridor Strategy and draft Westmead South Master Plan Strategy have identified short term (0-2 years) actions. Approximately more than 85% of the short-term actions in both draft Strategies have been or are being actioned in this reporting period.

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Critical/Target Not Met		On Hold		Discontinued	

Engineering and Building – Coordinator, Building Assessment, Executive Engineer, Stormwater and Infrastructure Design and Executive Engineer, Traffic and Transport

Strategic Goal 2: Enhancing the Natural and Built Environment

Service Update	Issues and Setbacks
Council has progressed and developed the designs of grant funded projects, with design continuing into 2025-2026. Council successfully obtained construction funding for the Toongabbie Bridge – Local Road Network Enhancements Project.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Building Assessment *2.1 Celebrate our diverse built and natural environments*	Provide building assessment services *2.1.1 Prepare land use plans and controls that value our heritage, encourage economic development, facilitate local infrastructure improvements and create vibrant precincts*	Assess and determine building applications in accordance with legislative and Council requirements, these include: - Building Applications: Construction Certificates, Complying Development Certificates Occupation Certificates, Section 68 Applications. - Building Information Certificates (BIC)	On Track	Council assessed and determined the following certificates: • Two Construction Certificates • 25 Building Information Certificates • Eight Occupation Certificates • 149 Section 68 Applications.
Stormwater and Infrastructure Design *2.1 Celebrate our diverse built and natural environments*	Develop initiatives to improve Cumberland's stormwater design *2.1.1 Prepare land use plans and controls that value our heritage, encourage economic development, facilitate local infrastructure improvements and create vibrant precincts*	Provide advice on flood related matters	Completed/Target Met	Advice was provided on 238 flood related matters.
		Oversee and facilitate the Floodplain Risk Management committee	On Hold	Council adopted the Floodplain Risk Management Committee with new Terms of Reference. Committee meetings will resume in the next financial year.
		Manage and deliver the Duck River and Creek Overland Flood Study	On Track	The Duck River and Creek Overland Flood Study is progressing in accordance with study requirements.
		Investigate, survey and complete concept and detailed designs within Council's annual capital delivery programs	Completed/Target Met	Investigations, survey and concept designs have been completed for Council's annual capital delivery program. A total of nine projects where the team is on track to complete all detailed designs for the 2025-2026 program. Wentworthville Town Centre public domain detailed plans have been finalised, with tender documents in progress.
		Provide technical advice, guidelines and suggest design controls that improve public domain works	On Track	Council has received 51 formal applications regarding public domain designs which have been assessed and determined accordingly.

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Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Stormwater and Infrastructure Design *2.1 Celebrate our diverse built and natural environments*	Develop initiatives to improve Cumberland's stormwater design *2.1.1 Prepare land use plans and controls that value our heritage, encourage economic development, facilitate local infrastructure improvements and create vibrant precincts*	Assess and determine the following applications in accordance with legislative and Council requirements, these include: - Section 68 Applications - Section 138 Applications - Driveway Applications - Engineering Compliance Certificates.		Council assessed and determined the following applications: • 210 Section 138 Applications • 222 Driveway Applications • 186 Engineering Compliance Certificates.
Traffic and Transport *2.1 Celebrate our diverse built and natural environments*	Deliver initiatives to improve Cumberland's traffic flow and address road safety concerns *2.1.1 Prepare land use plans and controls that value our heritage, encourage economic development, facilitate local infrastructure improvements and create vibrant precincts*	Address road safety concerns by investigating and proposing improvements to the Cumberland Local Traffic Committee (CLTC) before reporting to Council		Council has received a total of 439 customer requests regarding traffic concerns. Council has completed investigations for road safety issues where 134 reports were presented to the Cumberland Local Traffic Committee (CTC).
		Identify and develop projects for grant submission		Council submitted nominations under 2025-2026 Australian Government Black Spot Program for nine projects and is awaiting a decision on these nominations. Council also submitted grants under the Get NSW Active, Active Transport Fund and NSW Safer Roads Program.
		Manage Black Spot and Get Active NSW projects		Council has completed two of four projects awarded under the Australian Government Black Spot Program, with the remaining two projects to be constructed in the 2025-2026 financial year, in line with grant funding requirements. The following projects have been funded by the Get NSW Active Program through Transport for NSW (TfNSW): • Pippita Rail Trail Project. The Masterplan and Concept Design is complete. Tender documents for the on-road section are in development and expected to be completed late 2025. • Construction of a raised pedestrian crossing on Gilba Road, Girraween is to occur in the July school holidays to minimise disruption. Council has also secured grant funding from Transport for NSW Greater Sydney for the following projects: • Toongabbie Bridge, detailed design has commenced and will continue throughout 2025. Construction funding has been allocated, with funding arrangements in progress. • Road Safety Program. Four traffic projects have been designed and construction has been scheduled.
		Assess and determine road occupancy licence applications		Council assessed and determined 197 road occupancy licence applications.
		Manage delivery of annual Traffic Program		The three nominated projects under the 2024-2025 Traffic Program were completed.
		Process National Heavy Vehicle Regulator (NHVR) applications		Council assessed and determined 765 NHVR applications.

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Critical/Target Not Met | On Hold | Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Traffic and Transport *2.1 Celebrate our diverse built and natural environments*	Deliver initiatives to improve Cumberland's traffic flow and address road safety concerns *2.1.1 Prepare land use plans and controls that value our heritage, encourage economic development, facilitate local infrastructure improvements and create vibrant precincts*	Process and issue residential parking permits	✓	Council assessed and issued 334 permit requests which were all completed on time.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Provide building assessment services	Percentage of all building related applications completed within 30 calendar days	≥90%	78%	84%	!	159 applications received with 133 applications completed within 30 calendar days. Some applications experienced longer processing times due to delays in receiving information from applicants.
	Percentage of Building Information Certificate (BIC) applications completed within 90 calendar days	≥90%	80%	88%	!	25 applications received with 22 applications completed within 30 calendar days. Some applications experienced longer processing times due to delays in receiving information from applicants.
Develop initiatives to improve Cumberland's stormwater design	Two Flood Risk Management Committee meetings held annually	100%	-	-	○	New Floodplain Risk Management Committee terms of reference adopted by Council in June 2025 with meetings to occur next financial year
	Percentage of stormwater work designs progressed annually	≥80%	100%	100%	✓	
Develop initiatives to improve Cumberland's infrastructure landscape	Percentage of engineering certificates completed within 30 calendar days	≥90%	96%	98%	✓	207 applications received with 203 applications completed within 30 calendar days
	Percentage of driveway applications completed within 21 calendar days	≥90%	91%	92%	✓	222 applications received with 206 applications completed within 21 calendar days.
Deliver initiatives to improve Cumberland's traffic flow and address road safety concerns	Five Cumberland Traffic Committee meetings held annually	100%	20%	80%	⧗	February, April and June meetings occurred in accordance with the Terms of Reference. Meeting scheduled for August was cancelled due to Council elections.
	Number of Black Spot grant submissions annually	3	-	9	✓	Submissions were provided to the funding body in accordance with relevant guidelines.
	Percentage of Road Occupancy licence applications determined within 21 calendar days	≥90%	100%	90%	✓	208 applications received with 188 applications completed within 21 calendar days.

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Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Deliver initiatives to improve Cumberland's traffic flow and address road safety concerns	Percentage of National Heavy Vehicle Regulator applications completed within 30 calendar days	≥90%	95%	92%	✓	765 applications received with 704 applications completed within 30 calendar days.
	Percentage of residential parking permits processed and issued within 10 calendar days	≥90%	100%	100%	✓	334 applications received with all applications completed within 10 calendar days.

Environment Programs – Senior Coordinator, Environment and Resource Recovery

Strategic Goal 2: Enhancing the Natural and Built Environment

Service Update	Issues and Setbacks
Council announced the successful construction of Australia's first Green, Cool Carpark. The Cool Carpark Project has highlighted the impact of urban cooling solutions in reducing the effects of extreme heat, receiving extensive media coverage including ABC news. Council was announced as a Finalist in the Local Government Excellence Awards for the Litter Prevention Strategy and Action Plan. Council has received Energy Savings Certificates (ESCs) from LED street lighting upgrade.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Environmental Strategy and Programs *2.1 Celebrate our diverse built and natural environments*	Facilitate and promote environmental initiatives *2.1.2 Protect and improve our natural environment and ensure development has a positive impact on our City*	Implement the Bin Inspection Program of household recycling and garden bins for contamination	✓	A total of 11,628 bins were inspected as part of the program, yielding significant reductions in contamination in the target inspection area.
		Organise, deliver and event manage the annual School Sustainability Expo	✓	The School Sustainability Expo was successfully held in October 2024. Preparations for the 2025 School Sustainability Expo are underway.
		Develop a Litter Strategy	⏳	The Litter Prevention Strategy and Action Plan continues with actions which include: • Work with regional body Western Sydney Regional Organisation of Councils (WSROC) to develop user-driven data collection templates for compiling litter-related datasets • Developed Guide for Litter Free Sports and distributed to Sporting clubs. Information is also available on Council's website. • Commenced the Clean Cumberland Community Pride Campaign. Finalised the Park Litter Signage Project.
		Progress delivery of current environmental strategies	⏳	Review and evaluation of current strategies has commenced to inform the development of the next strategy and its actions.

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Sub Service	Principal Deliverable	Actions	Status	Progress Update
Environmental Strategy and Programs *2.1 Celebrate our diverse built and natural environments*	Facilitate and promote environmental initiatives *2.1.2 Protect and improve our natural environment and ensure development has a positive impact on our City*	Develop, manage and coordinate environmental projects and programs	On Track	Council commenced the Good for the Hood Program, which provides education to residents on sustainability. Subscriptions to the Program are consistently increasing since its inception. Council conducted a second plant giveaway as part of the Native Plant Giveaway Program, which saw another 1,000 native plants given to the community. A desktop study was undertaken by an independent assessor to investigate legacy landfills across the Cumberland Local Government Area, to ascertain if there are any effects on the environment or community.
		Continue investigation of Food Organic and Garden Organics (FOGO) best practices for Single Unit Dwellings (SUD) and Multiple Unit Dwellings (MUD)	On Track	Inspections of organic bins has commenced and will continue for the following three months. This will provide valuable information for FOGO related implementation.
		Review Food Organic and Garden Organics (FOGO) Stage 1 Trial	Completed/Target Met	FOGO Stage 1 Trial was completed in December 2024.
		Commence project planning for full implementation of Food Organic and Garden Organics (FOGO) collection service	On Track	Project planning for the full implementation of FOGO is ongoing.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Facilitate and promote environmental initiatives	Number of bin inspections annually	≥10,000	8,595	11,628	Completed/Target Met	11,628 bin inspections were conducted in the second half of the financial year.
	Number of students attending the School Sustainability Expo	≥300	570	-	Completed/Target Met	The School Sustainability Expo was held in October 2024.
	Number of environmental and resource recovery events and workshops	20	10	10	Completed/Target Met	Events and workshops included, environmental program school visits, compost giveaway, Clean Up Australia Day, Good for the Hood online sessions and reuse workshops.
	Number of households registered and participating in the FOGO Stage 2 Trial	≥1,000	0	18	On Hold	FOGO Stage 2 trial is currently in planning phase, to be carried out in 2025.

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Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Planning Systems – Coordinator, Planning Systems

Strategic Goal 2: Enhancing the Natural and Built Environment

Service Update	Issues and Setbacks
Progressed Planning Proposals and Planning Agreements to support development in Cumberland.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Contribution Plan Administration *2.1 Celebrate our diverse built and natural environments*	Enable the delivery of local infrastructure *2.1.1 Prepare land use plans and controls that value our heritage, encourage economic development, facilitate local infrastructure improvements and create vibrant precincts*	Deliver ongoing administration and financial management of the Local Infrastructure Contribution Plans applicable to Development Approvals and Complying Development Certificates	On Track	All actions related to the administration of Council's Contribution Plans have been managed in accordance with legislative requirements.
		Audit and acquit Voluntary Planning Agreements (VPA), Works in Kind Agreements (WIKA) and associated bonds	On Track	All actions related to administration of VPA, WIKA and associated bonds have been managed in accordance with legislative requirements.
Planning Agreements, Certificates and Proposals *2.1 Celebrate our diverse built and natural environments*	Enable the delivery of public benefit provision *2.1.1 Prepare land use plans and controls that value our heritage, encourage economic development, facilitate local infrastructure improvements and create vibrant precincts*	Process letter of offer of Planning Agreement associated with Planning Proposal for review and assessment	On Track	No letter of offer associated to Planning Proposals received. Letter of offer associated with Development Applications was processed for the following sites: • 3 Centenary Road, Merrylands • 140-142 Great Western Highway, Westmead.
		Review and negotiate public benefit outcomes within planning agreements	On Track	Public benefit outcomes were reviewed and negotiated for the following Voluntary Planning Agreements: • 3 Centenary Road, Merrylands • 140-142 Great Western Highway, Westmead.
		Monitor Planning Agreement for compliance	On Track	Compliance of Voluntary Planning Agreements was monitored for the following sites: • 239 Merrylands Road, Merrylands • 25 South Parade, Auburn.
		Commence Finalisation of Planning Agreement	On Track	Nil Voluntary Planning Agreements have been executed.
		Negotiate and implement Works in Kind Agreements (WIKA) associated with Planning Proposal	On Track	Nil Works in Kind Agreements have been received.

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Performance and Progress Icons

Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Planning Agreements, Certificates and Proposals *2.1 Celebrate our diverse built and natural environments*	Enable the issuing of Planning Certificates *2.1.1 Prepare land use plans and controls that value our heritage, encourage economic development, facilitate local infrastructure improvements and create vibrant precincts*	Accept applications for the issue of Planning Certificates	On Track	3,093 Planning Certificates received.
		Review and assess the attributes relevant to the site subject to the Planning Certificates request	On Track	Planning Certificates template and its supporting data, such as Geographic Information System (GIS) mapping and land affectations for land parcels are continually monitored to align with the relevant regulations, policies and environmental planning instruments.
		Prepare and issue Planning Certificates	On Track	3,108 Planning Certificates issued within required timeframe.
		Update planning certificates in response to changes to regulation and policies	On Track	No changes to the regulation and policies following the updates made to Council's system during the reporting period.
		Prepare and issue flood advice letters	On Track	257 flood advice letters were prepared and issued.
	Enable development works under proponent-led Planning Proposals *2.1.1 Prepare land use plans and controls that value our heritage, encourage economic development, facilitate local infrastructure improvements and create vibrant precincts*	Undertake Pre-lodgement meetings of scoping proposal	On Track	Pre-lodgement meetings undertaken to resolve concept, flooding and structural related matters for a potential Planning Proposal Request in Guildford.
		Review and process Planning Proposal applications	On Track	Planning Proposal application has been reviewed and processed for the following site: • 1/4 - 4A Terminal Place, Merrylands.
		Assess site-specific and proponent-led Planning Proposals	On Track	Planning Proposal application has been assessed for the following site: • 1/4 - 4A Terminal Place, Merrylands.
		Report to Local Planning Panel and Council	On Track	Nil Planning Proposal applications have been reported to Local Planning Panel.
		Progress Planning Proposals to Department of Planning and Environment (DPE) for Gateway Determination	On Track	Planning Proposal application has progressed to the Gateway Determination for the following site: • 1/4 - 4A Terminal Place, Merrylands.
		Progress Gateway Determination Decision and Condition	On Track	One Planning Proposal applications has progressed to Gateway Determination for decision and condition.
		Amend relevant Council instrument such as Local Environmental Plans (LEPs) and Development Control Plans (DCPs)	On Track	Nil amendments required from Planning Proposal applications.

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- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Enable the delivery of local infrastructure	Notify assessed value of Local Infrastructure Contribution for Development Approval (DA) and Complying Development Certificates (CDC) within five working days	≥90%	100%	100%	On Track	1,743 applications have been notified with the assessed value of Local Infrastructure Contribution within five working days.
Enable the delivery of public benefit provision	Percentage of compliant Planning Agreements	100%	100%	100%	On Track	Delivery of public benefit provision has been monitored for Voluntary Planning Agreements on the following sites: • 25 South Parade, Auburn • 239 Merrylands Road, Merrylands.
Enable the issuing of Planning Certificates	Percentage of Planning Certificates issued within five calendar days	≥90%	100%	100%	On Track	3,108 Planning Certificates have been issued within five calendar days.
	Percentage of Flood Advice Letters issued within 10 calendar days	≥90%	100%	100%	On Track	257 processed on time when payment has been made.
Enable development works under proponent-led Planning Proposals	Percentage of standard Planning Proposals assessed within 95 working days	≥80%	N/A	N/A	On Track	Standard Planning Proposal Applications are monitored for receipt. Nil applications received.
	Percentage of complex Planning Proposals assessed within 120 working days	≥80%	100%	100%	On Track	One complex Planning Proposal application assessed.

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Completed/Target Met	On Track	Needs Attention
Critical/Target Not Met	On Hold	Discontinued

Public Spaces Planning and Design – Coordinator, Public Spaces Planning and Design

Strategic Goal 2: Enhancing the Natural and Built Environment

Service Update	Issues and Setbacks

Successfully secured over $360 000 in additional federal and state grant funding for public space projects.
 	
Nominations for several competitive awards including:
• Local Government Professionals NSW – Local Government Excellence Awards
  ○ Civic Park, Pendle Hill (Finalist)
• Australian Institute of Landscape Architects NSW – 2025 Landscape Architecture Awards
  ○ Canal Road Park
  ○ Civic Park, Pendle Hill (collaborator, submission by Tract Consultants)
  ▪ Winner of Landscape Architecture award for Shade Smart Category
  ▪ Winner of Landscape Architecture Award in the Parks and Open Space Category
• Parks and Leisure Australia NSW Regional Awards 2025
  ○ Canal Road Park
  ○ Civic Park, Pendle Hill
  ○ Prospect Pipeline Strategic Masterplan
	Statutory and State Approval processes are challenging. Council continues to work collaboratively with relevant stakeholders and agencies for positive community outcomes.

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Action Plans for Public Spaces *2.1 Celebrate our diverse built and natural environments*	Implement priority actions within Plans for Public Spaces *2.1.1 Our assets provide a range of opportunities for participation in active and entertaining activities*	Source funds to implement projects	On Track	Grant applications were submitted for several state and federal grants relating to open space and active transport. Council was successful in receiving grant funding for: • Prospect Hill Electrical Relocation Design from NSW Government 2025-2027 Caring for State Heritage Grant Program • Granville Park Sports Court Upgrade from NSW Government Local Small Commitments Allocation Grant Program • Guildford Swim Centre Changing Places from NSW Government Department of Communities and Justice. Further applications are awaiting announcement of successful recipients.
		Develop public domain plans for town centres and strategic corridors	On Track	Public Domain Plans are complete and adopted for the majority of our town centres and strategic corridors.

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Performance and Progress Icons

Completed/Target Met	On Track	Needs Attention
Critical/Target Not Met	On Hold	Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Action Plans for Public Spaces *2.1 Celebrate our diverse built and natural environments*	Implement priority actions within Plans for Public Spaces *2.1.1 Our assets provide a range of opportunities for participation in active and entertaining activities*	Implement priority actions within Action Plans for Public Spaces	On Track	Parks and playspace designs completed: • Lidcombe Remembrance Park Playspace • Merrylands Park Exeloo • Lytton Street Park Exeloo • Lidcombe (Botanica) Community Garden • CV Kelly Sportsground Drainage • Granville Park Playspace Upgrade • Coleman Park Dog Off-Leash Area • Merrylands Station Exeloo • Jack and Jill Reserve Exeloo • Webbs Avenue Sportsfield Lighting • Bathurst Street Park Sportsfield Lighting • Chiswick Park Upgrade • Progress Park Synthetic and Field Upgrade • Charles Mance Reserve Memorial Upgrade Parks and playspace designs underway: • Kookaburra Street Park • White Gum Reserve • Chadwick Reserve • Granville Park Stage 2 • Prospect Hill Path to Lookout Access • Daisy Street Park • Minor Park Memorials
	Implementation of the Open Space and Recreation Strategy *2.1.1 Our assets provide a range of opportunities for participation in active and entertaining activities*	Progress actions from the Open Space and Recreation Strategy (2019-2029): - Planning and Design of New Open Space Facilities including Hyland Road Sporting Complex - Explore Opportunities for Shared Use of Recreation Facilities - Continue to prepare Plans of Management Prepare Dog Off-Leash Area Feasibility Study.	On Track	Design for the Hyland Road Sporting Complex is underway. Implementation of Lytton Street Park, Coleman Park, Granville Park and Auburn Botanic Gardens Masterplans are underway. Ongoing bi-monthly meetings with School Infrastructure NSW are held to identify opportunities for shared use of recreation facilities. Initial dog off-leash area analysis complete and feasibility study is being prepared.
		Progress relevant studies as resolved by Council that relate to the Strategy: - Development of Public Amenities Plan including Female Friendly Facilities - Development of Sports Surfaces Action Plan Development of Playspaces Action Plan.	On Track	The preparation of the Equitable Use and Access and Public Amenities Plan is underway, including analysis of data, facilities and stakeholder feedback. Preparation of a draft Sports Surfaces Action Plan and draft Playspaces Action Plan is underway. Council report considered planning for sport surfaces in August 2024 with implementation of Council's resolution underway for design of New Synthetic sports field.

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Completed/Target Met	On Track	Needs Attention
Critical/Target Not Met	On Hold	Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Action Plans for Public Spaces *2.1 Celebrate our diverse built and natural environments*	Implementation of the Community Facilities Strategy *2.1.1 Our assets provide a range of opportunities for participation in active and entertaining activities*	Undertaking priority actions within the Community Facilities Strategy, such as: - Addressing the existing inequitable distribution of key facilities across the Cumberland area - Improving the functionality and flexibility of facilities and spaces to broaden and increase use Coordinating facility planning with neighbouring councils and State Government departments including working with NSW Schools Infrastructure for Shared Spaces.	On Track	Opportunities for new civic spaces, improved connections between community and open space are being delivered through Community Facility projects at: • Girraween Park Amenities • Auburn Basketball Centre • Hyland Road Sporting Complex • Wentworthville Library and Community Hub • Lidcombe Library and Community Hub. New and upgraded public amenities projects are underway including: • Dirrabari Reserve • Lytton Street Park • Merrylands Park • Merrylands Train Station • Jack and Jill Reserve.
	Implementation of the Plan of Management Preparation Program *2.1.1 Our assets provide a range of opportunities for participation in active and entertaining activities*	Ensure all relevant Plans of Management are up to date and implemented	On Track	Preparation of harmonised plans of management underway.
		Undertake priority actions within the Plan of Management Program	On Track	The priority actions of the following Plans of Management are in the process of implementation: • Development of the Auburn Basketball Centre of Excellence Expansion Project from the Wyatt Park Plan of Management • Planning and Design for Hyland Road Sporting Complex from the Gipps and Hyland Road Plan of Management • Progression of the Guildford Swim Centre Modernisation Project from the McCredie Park Plan of Management • Granville Park Stage 2 including Sportscourts and Picnic Area Upgrades from Granville Park Plan of Management.
	Undertake all relevant planning and design actions within the Strategic Corridors Program *2.1.1 Our assets provide a range of opportunities for participation in active and entertaining activities*	Continue with the Implementation of the Prospect Pipeline and Duck River Corridor Masterplan: - Implementing corridor gateways and local parks - Expanding connectivity of Active Transport Links in key Strategic Corridors Developing Interpretation Plans relevant to key corridors.	On Track	Planning is underway for new parklets at Duck River Parklands on Duck River Active Transport Links Seventh Street and Mimosa Street parklets. Funding opportunities are being investigated to progress priority actions for the Prospect Pipeline Masterplan and Duck River Masterplan. The preparation of Prospect Hill and Surrounding Areas Interpretation Plan is underway.

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Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Implement priority actions within Plans for Public Spaces	Number of actions completed through the delivery of projects	2	1	2	On Track	Two actions have been completed, with 14 key project designs proceeded to construction as part of the Extensive Planning and Design Program.
	Number of grant submissions annually	2	2	2	On Track	Successfully secured funding for a further three projects from two grant programs and awaiting further announcements.
Implementation of the Open Space and Recreation Strategy	Number of actions completed annually	≥1	2	2	On Track	
Implementation of the Community Facilities Strategy	Number of actions completed annually	≥1	1	3	On Track	
Implementation of the Plan of Management Preparation Program	Number of Plans of Management completed/updated annually	1	0	0	Needs Attention	Draft Harmonised Plans of Management are prepared to progress to community engagement and adoption.
Undertake all relevant planning and design actions within the Strategic Corridors Program	Number of Program actions completed annually	2	2	2	On Track	Program action progressed include: • Preparing gateway parklet implementation including active transport links and improved connections. • Progressing the preparation of Prospect Hill and Surrounding Areas Interpretation Plan and planning for Duck River Interpretation Plan.

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Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Development Programs – Manager, Environmental Health and Development Programs

Strategic Goal 3: Delivering Sustainable Infrastructure and Services

Service Update	Issues and Setbacks
Council has continued to monitor developments across Cumberland to ensure compliance with planning controls and development conditions.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Development Programs *3.3 A clean and safe place to live*	Undertake inspections and regulatory enforcement actions *3.3.1 Enforce local laws and regulations for the benefit of all people in Cumberland*	Investigate and inspect: - unauthorised building work - unauthorised land use - development not in accordance with consent - unauthorised tree removals - unsafe buildings.	On Track	Council investigated and resolved 1,955 customer enquiries which included enforcement actions resulting in 124 Notices and 67 Orders being issued.
		Review all regulatory policies/procedures	On Track	Review of all regulatory policies is continuing.
	Undertake a Fire Safety Program to protect the buildings across Cumberland City *3.3.1 Enforce local laws and regulations for the benefit of all people in Cumberland*	Assess annual fire safety statements	On Track	Council received and assessed 2,716 annual fire safety statements.
		Investigate fire related complaints	On Track	Council is actively inspecting buildings to ensure compliance with relevant fire safety requirements.
		Review of all regulatory policies and procedures	On Track	Preliminary review of all regulatory policies has been drafted.
	Inspect privately owned swimming pools for compliance with legislation *3.3.1 Enforce local laws and regulations for the benefit of all people in Cumberland*	Investigate swimming pool complaints	On Track	Council investigated 72 swimming pool safety related enquiries.
		Develop the Swimming Pool Barrier Program	On Track	Council acknowledges the importance of pool safety and is progressing the development of a Swimming Pool Barrier Program tailored for Cumberland to improve child and community safety.
		Review of all regulatory policies and procedures	On Track	Review of all regulatory policies is underway.

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Performance and Progress Icons

Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Undertake inspections and regulatory enforcement actions	Percentage of regulatory action investigations completed within 30 working days	≥90%	95%	85%		Development compliance team completed 1,662 investigations within 30 working days.
Undertake a Fire Safety Program to protect the buildings across Cumberland City	Percentage of submitted annual fire safety statement assessments completed within 10 calendar days	≥90%	98%	97%		2,634 statements assessed within 10 days
Inspect privately owned swimming pools for compliance with legislation	Percentage of Swimming Pool investigations initiated within three working days	≥95%	97%	94%		Council received 72 swimming pool-related complaints and inquiries, of which 68 investigations were initiated within three days

Environmental Health – Manager, Environmental Health and Development Programs

Strategic Goal 3: Delivering Sustainable Infrastructure and Services

Service Update	Issues and Setbacks
Council has completed all inspection programs to ensure the safety and health of the Cumberland community, helping maintain high public health standards and environmental safety.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Environmental Health Programs *3.3 A clean and safe place to live*	Ensure compliance with Food Safety and Public Health requirements within the community *3.3.2 Monitor and regulate to make Cumberland a safe place to live*	Conduct Food Inspections (Food Safety Program)		Council has undertaken 548 food shop inspections.
		Conduct Skin Penetration Program		Skin Penetration Program has been completed.
		Deliver the Cooling Tower Program		The Cooling Tower Program has been completed.
		Complete Development Application (DA) referrals		194 DA referrals have been completed.
		Prepare Annual Food report to NSW Food Authority		The Annual Food Report has been completed.
		Implement Food seminars		Council delivered a food safety seminar in June 2025 to promote safe food handling practices across food businesses in Cumberland, helping to protect the community from foodborne illnesses.

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Performance and Progress Icons

- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Environmental Health Programs *3.3 A clean and safe place to live*	Ensure compliance with Food Safety and Public Health requirements within the community *3.3.2 Monitor and regulate to make Cumberland a safe place to live*	Undertake Enforcement Actions	On Track	17 Notices and Orders have been issued as a part of Council's investigations.
		Investigate health and environmental complaints: - Noise related complaints - Food borne illnesses - Water pollution - Air pollution - Skin Penetration complaints - Legionella outbreaks - Asbestos - Contaminated lands.	On Track	Council investigated and resolved 916 customer enquiries during this reporting period.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Ensure compliance with Food Safety and Public Health requirements within the community	Percentage of food safety surveillance inspections completed annually	100%	52%	100%	Completed/Target Met	548 food inspections completed.
	Percentage of Skin Penetration inspections completed annually	100%	0%	100%	Completed/Target Met	81 skin penetration inspection have been conducted
	Percentage of Cooling Tower inspections completed annually	100%	3%	100%	Completed/Target Met	106 cooling towers were inspected as part of Council's Cooling Tower program. Six additional cooling towers had been dismantled prior to inspection.

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Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Place and Economy – Coordinators, Place Liaison and Activation and Economic Development

Strategic Goal 2: Enhancing the Natural and Built Environment

Service Update	Issues and Setbacks
Council is progressing the works towards the economic viability of town centres in Cumberland through its place making, smart cities and economic development projects. Council was successful in receiving the following State Government Grant: • Community Improvement Districts Pilot Program.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Economic Development *2.2 Places and spaces that are vibrant and connect us*	Support residents and businesses with programs and services aimed at improving the Local Government Area's economic climate *2.2.1 Activate and support our centres, local areas and local businesses to be vibrant places that connect people*	Provide external business support services		Council has provided support services through the provision of the following informational workshops: • Conducted a Local Government Procurement Workshop on 13 March 2025 • Hosted the Sydney Greater West Employment Services Interagency and Destination NSW on 27 March 2025.
		Facilitate partnerships between businesses, governments and educational institutions		Council completed its Student Outreach Program with Western Sydney University (WSU). Partnerships continue with the Centre for Western Sydney, Business NSW. Council held the Empowering Local Manufacturing Forum on 8 May 2025 with University of Technology Sydney (UTS). Council has completed Flight Deck Empowering and Enabling Women of Western Sydney Program. Partnerships continue with Workforce Australia and the Greater Cumberland Chamber of Commerce.
		Conduct, organise and host business community events		Cumberland Council facilitated the following programs: • Local Government Procurement Seminar in March 2025 • Food Safety Seminar in June 2025.
		Support businesses and community organisations to implement and promote inclusive practices through membership with the Zero Barriers Project		Support of the Zero Barriers Program continued with assistance provided in disseminating informational flyers, referring businesses, highlighting businesses and organisations that excel in inclusive practices and attending events.

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Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Economic Development *2.2 Places and spaces that are vibrant and connect us*	Audit Economic Activity in Town Centres and Locals Shops *2.2.1 Activate and support our centres, local areas and local businesses to be vibrant places that connect people*	Promote and advocate Cumberland as a place for business and investment	Completed/Target Met	Council disseminated its Investment Prospectus to interested parties and worked with Destination NSW to develop visitor and night-time economy attraction strategies.
		Conduct an analysis of town centres business environment	Completed/Target Met	Council gathered information on the number of businesses, types of businesses, employment rates through town centre audits and research. Council engaged with business owners, employees and customers to gain insights into the challenges and opportunities they face. Merrylands Town Centre and Pendle Hill Town Centre Audits were completed.
	Promote the economic growth of Cumberland City *2.2.1 Activate and support our centres, local areas and local businesses to be vibrant places that connect people*	Develop and implement Economic Development plans and strategies	Completed/Target Met	Council is beginning work on the Community Improvement Districts Pilot Program with a focus in creating an Economic/Place Branding for Guildford Town Centre and an establishment of a Community Improvement Working Group as part of the program.
		Create campaign around town centre promotion	Completed/Target Met	Council is partnering with key stakeholders for the planning and delivery of Innovate Western Sydney in late 2025. • Council continues to market and support programs from Australian Taxation Office (ATO), Westmead Innovation and Health Precinct, and Sydney Greater West Local Jobs.
Smart Places *2.2 Places and spaces that are vibrant and connect us*	To progress smart places initiatives that improve the community's experiences in Cumberland City and enable safe, easy and efficient use of services *2.2.1 Activate and support our centres, local areas and local businesses to be vibrant places that connect people*	Implementation actions from Smart Places Strategy and Action Plan, including: - Create smart spaces in planning of town centres, major capital works and open spaces through integration of smart technology for the benefit of our residents, businesses and visitors, starting with the new Merrylands Civic Square - Leverage digital tools, technology and hardware to increase community engagement opportunities - Identify and commence delivery of free public Wi-Fi in high priority areas - Explore the development of a Community Lab Program and integrated partnerships with TAFEs and universities to allow our community to interact with Internet of Things (IoT) sensor kits and data - Implement program for smart technology to increase safety in public spaces, including CCTV components and lighting - Explore options to develop an open data platform - Investigate locations for EV charging stations in public carparks and suitable on-street locations - Progress planning for actions in future years or accelerate should strategic opportunities arise.	On Track	The following have been completed as part of the Smart Places Strategy and Action Plan: • Introduction of smart places elements in the concept design for the revamp of the Regents Park Library Precinct under Transport for NSW's reVITALise grant project. • Rolled out training for the use of a new online geospatial platform containing datasets to assist with infrastructure and environment planning in Council. • Identified community centres in Cumberland for public Wi-Fi expansion in conjunction with Council's Information Technology team. • Hosted the STEM Community Partnerships Program (STEM CPP) Industry Engagement Workshop in Berala with CSIRO for the Generation STEM Initiative. • Collaborated with the Powerhouse Museum on the 50°C: Climate, Heat and Resilience Program aimed at educating school students on the impacts of climate change and urban heat. • Explored options for traffic monitoring and analysing transport usage to inform future planning work. • Worked with the Research Centre for Integrated Transport Innovation at University of New South Wales (UNSW) Sydney to trial active transport data collection at key locations in Cumberland. • Facilitated the installation of a community battery by Ausgrid in Lidcombe. • Supported the data collection and analysis for the Monitoring and Evaluation of Civic Park, Pendle Hill under Western Sydney Infrastructure Grants project funding.

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Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Smart Places *2.2 Places and spaces that are vibrant and connect us*	Deliver place making and activation projects across each ward *2.2.1 Activate and support our centres, local areas and local businesses to be vibrant places that connect people*	Capture data around use of public spaces and suggestions on upgrades		Following an audit of all current signs in the Lidcombe area, wayfinding directional signage has been installed on John Street and Church Street side of Lidcombe.
		Create activations which reflect identity of a place and enhance the social connection, cohesion and the way our communities use that place		Council has delivered a plaque installation at Alderson Park, Merrylands. Lidcombe direction signage upgrade in Church Street Lidcombe has been completed. Merrylands Civic Square Digital Artwork Installation has been completed
		Design physical public domain upgrades and tangible infrastructure embellishments		Design concepts for the Regents Park Library Precinct have been completed and were placed on exhibition in June 2025. Public Domain upgrades as part of the Permit Plug Play Program are being planned and are scheduled for commencement in August 2025 in the following locations: • Merrylands Road, Merrylands • Guildford Road, Guildford • Station Street, Wentworthville • Auburn Road, Auburn • Joseph Street, Lidcombe.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Support residents and businesses with programs and services aimed at improving the Local Government Area's economic climate	Number of relevant economic initiatives conducted annually	3	3	3		The following economic initiatives were conducted: • Local Manufacturing Forum • Local Government Procurement Workshop • Flight Deck Empowering and Enabling Women of Western Sydney Program.
	Number of businesses engaged with annually	50	150	150		This is a result of town centre audits as well as the cross promotion of the reVITALise program and the Permit Plug Play Program.
Audit Economic Activity in Town Centres and Locals Shops	Number of evaluation reports produced annually	3	2	3		Evaluation reports completed for Regents Park, Guildford and Lidcombe.
Promote the economic growth of Cumberland City	Number of campaigns deployed annually	3	5	4		Council deployed the following campaigns • Food Safety in Cumberland • Local manufacturing Forum • Local Jobs Promotions • Chamber of Commerce Support Program.

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- Completed/Target Met
- On Track
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- On Hold
- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
To progress smart places initiatives that improve the community's experiences in Cumberland City and enable safe, easy and efficient use of services	Number of Actions completed annually	3	3	2		Actions Completed: • Support local cultural production by providing local artists, designers, creatives and tech startups access to city digital platforms to showcase original creative content. • Identify and commence delivery of free public Wi-Fi in high priority areas.
Deliver place making and activation projects across each ward	Number of place activations annually	5	2	3		Projects delivered: • Directional signage upgrade in Church Street • Merrylands Civic Square digital artwork Installation • Alderson Park plaque installation.

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- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Corporate Performance

Bookings and Community Centres – Coordinator, Bookings and Community Centres

Strategic Goal 1: Supporting Community Health, Safety and Wellbeing

Service Update	Issues and Setbacks
Council delivered an additional 75 programs between January and June, bringing the annual total to 115. Programs remain delivered at no cost to residents and maintained a strong focus on diversity and inclusion across staffed community centres in Auburn, Berala, Greystanes, Guildford, Pemulwuy, Toongabbie, Wentworthville and Westmead.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Bookings Administration *1.1 A strong community and culture*	Bookings administration and enquiries for outdoor and indoor bookable spaces and tennis courts *1.1.2 Enhance our sense of community through valued community spaces and places*	Manage bookings, encompassing bookings administration for indoor and outdoor spaces including tennis courts and maintenance reporting	Needs Attention	Council processed 15,459 booking requests and managed 5,782 phone enquiries related to bookings. 1,245 bookings enquiries required further information or assessment, extending processing times. Council will review its booking processes to optimise efficiency, uphold compliance and enhance customer experience.
	Process filming and events applications *1.1.2 Enhance our sense of community through valued community spaces and places*	Process filming and event applications and issue permits	Needs Attention	Council processed 16 filming application and assessed 77 community event applications. 30 community event applications required further information or regulatory assessments, extending their processing timelines Council will review its processes and identify improvements to ensure the efficient handling of applications while maintaining necessary regulatory checks.
Community Centre Operations and Programs *1.1 A strong community and culture*	Plan, deliver and promote Community Centre Programs *1.1.2 Enhance our sense of community through valued community spaces and places*	Oversee Community Centre Operations, involving program planning, delivery and promotion	On Track	Programs and services remained free of charge for residents and included fitness, education, social activities and arts and crafts across the eight staffed community centres.
	Manage Staffed Centres *1.1.2 Enhance our sense of community through valued community spaces and places*	Manage staffed centres including staffing, upkeep and maintenance reporting	On Track	Council's staffed centres have remained fully operational, delivering reliable services and maintaining high-quality facilities. Prompt issue resolution has improved safety, accessibility and community engagement, ensuring that these spaces continue to serve as vital hubs for connection and participation.

CUMBERLAND CITY COUNCIL

Performance and Progress Report
January 2025 – June 2025

Performance and Progress Icons

- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Bookings administration and enquiries for outdoor and indoor bookable spaces and tennis courts	Percentage of online bookings processed and confirmed within 10 working days	≥95%	88.65%	95.35%	✓	Council received 15,459 online bookings and processed 14,741 bookings within 10 business days of receipt. This reflects an improvement over the past six months. However, Council is continuing to review its processes to enhance efficiency and further reduce wait times for residents.
	Percentage of booking enquiries responded to within two working days	≥95%	99.19%	78.47%	✗	Council received 5,782 booking enquiries and responded to 4,537 enquiries within two days of receipt. 1,245 bookings enquiries required further information or assessment, extending processing times. Council will review its booking processes to optimise efficiency, uphold compliance and enhance customer experience.
Process filming and events applications	Percentage of filming applications assessed and approved within 10 calendar days	≥95%	100%	100%	✓	Council received 16 filming applications which were all approved within the 10-day target.
	Percentage of events applications assessed and approved within 10 calendar days	≥95%	64.86%	61%	✗	Council received 77 event applications and processed 47 within the 10-day target. 30 community event applications required supplementary information or further regulatory assessments, extending their processing timelines. Council will review its processes and identify improvements to ensure the efficient handling of applications while maintaining necessary regulatory checks.
Plan, deliver and promote Community Centre Programs	Number of Community Centre programs delivered annually	64	40	75	✓	
Manage Staffed Centres	Staffed Centres have coverage during operating hours	100%	100%	100%	✓	Staffed Centres have coverage during operating hours.

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Performance and Progress Icons

Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Customer Service – Coordinators, Complaints and Feedback, Customer Service, Records Management

Strategic Goal 4: Providing Local Leadership

Service Update	Issues and Setbacks
Council continues to deliver accessible, high-quality services through phone, email, webchat, online platforms and in-person support at five customer service centres (Auburn, Berala, Greystanes, Merrylands, and Wentworthville). This multi-channel approach ensures residents can connect with Council in ways that suit their needs, promoting accessibility and inclusivity.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Complaints and Feedback *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Manage Council's complaints and compliments *4.1.3 Council places the customer at the heart of everything it does*	Register all complaints and compliments	Completed/Target Met	Council registered 276 complaints and 174 compliments.
		Resolve all complaints in accordance with Council's Compliments and Complaints Management Policy	Completed/Target Met	Complaints are managed in accordance with Council's Compliments and Complaints Management Policy, which sets a 15 working day resolution target with a 100% compliance. To enhance efficiency and streamline operations, Council implemented a new automated workflow system during the reporting period. As a result, 267 out of 276 complaints were resolved within the target timeframe. Continuous refinement of the system and internal processes is underway to further improve response times and service delivery.
		Provide feedback on nature of complaints and suggested corrective actions to Council's internal stakeholders	Completed/Target Met	Feedback on complaint trends and performance has been provided to internal stakeholders, along with recommended corrective actions. Ongoing monitoring and follow-up have been implemented to ensure accountability and drive continued improvement.
Customer Experience *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Deliver timely, accurate and friendly customer services *4.1.3 Council places the customer at the heart of everything it does*	Provide customer service through face-to- face interactions (internal and external), over the phone, via email and webchat	Completed/Target Met	76.55% of calls were resolved at first contact without requiring transfer. This outcome reflects Council's dedication to strengthening customer service by continuously driving improvement efforts, delivering targeted staff training, and promoting best practice collaboration across teams.
	Undertake customer engagement and consultation *4.1.3 Council places the customer at the heart of everything it does*	Conduct bi-annual Customer Satisfaction Survey and annual benchmarking exercises	Completed/Target Met	The results of the customer satisfaction survey will inform the finalisation of the Customer Experience (CX) Strategy. In conjunction with the recently adopted Digital Strategy and Cybersecurity Strategy, these insights will contribute to shaping a more integrated and forward-looking CX Strategy.
		Develop and implement a Customer Experience Strategy	On Track	The development of the Customer Experience Strategy is scheduled to be finalised by September 2025.
Records Management *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Manage council records including digitisation *4.1.3 Council places the customer at the heart of everything it does*	Registration and work flow of daily hard copy and electronic mail	On Track	The registration and workflow of daily hard copy and electronic mail continue to be managed efficiently, ensuring timely processing and digitisation of records.
		Digitisation of files upon request	On Track	Digitisation of files are conducted upon request.

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Performance and Progress Icons

- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Manage Council's complaints and compliments	Percentage of Tier 1 complaints acknowledged within two working days	100%	99%	100%	✓	Council received 276 Tier 1 complaints and acknowledged 276 Tier 1 complaints in line with target timeframes.
	Percentage of Tier 1 complaints resolved within 15 working days	100%	94.4%	96.7%	!	Council resolved 267 out of 276 Tier 1 complaints within 15 working days of receipt, achieving a compliance rate of 96.7%. Although the target was not met due to the transition to a new automated workflow system, performance has improved. The compliance rate increased by 2.4% compared to the previous six month period.
Deliver timely, accurate and friendly customer services	Customer calls answered in 60 seconds on average	≥80%	86%	87%	✓	72,400 calls were received with 87% of all calls answered within 60 seconds.
	Customer counter service enquiries attended to within three minutes	≥80%	84%	83%	✓	12,007 visits to Customer Service Centres with 83% of customers served within three minutes
	Customer contact average wait time is less than 30 seconds	100%	100%	100%	✓	
	Abandoned calls	≤4%	2%	2%	✓	Council received 72,400 phone calls, of which 1,486 were abandoned, achieving a 2% abandonment rate.
	Webchats answered within 30 seconds of being received	≥80%	99%	99%	✓	4,188 of 4,231 webchats received were resolved within 30 seconds.
	Customer wait time at counter is less than three minutes	100%	100%	100%	✓	Council's Customer Service Centres recorded 12,007 customers served across five locations (Auburn, Berala, Greystanes, Merrylands and Wentworthville) with an average wait time of two minutes nine seconds.
Undertake customer engagement and consultation	Survey Program completed annually	1	0	1	✓	Council completed its Customer Satisfaction Survey Program in June 2025. The results from this survey will be used to inform the Customer Experience Strategy.
	Benchmarking Program completed annually	1	1	0	✓	
Manage council records including digitisation	Percentage of correspondence registered within eight business hours	100%	100%	97%	!	Of 33,794 correspondences/emails received, 32,780 were processed on time. While the target was not met, Council will review registration processes to boost efficiency, compliance and customer experience.
	Percentage of internal record requests requiring offsite retrieval within five working days	≥95%	100%	100%	✓	Council retrieved all 339 offsite internal records requested within five working days.

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Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Information Technology – Senior Coordinator, Information Systems, Senior Coordinator, Technology Services and Coordinator GIS and Corporate Data

Strategic Goal 4: Providing Local Leadership

Service Update	Issues and Setbacks
Council maintained seamless service delivery while delivering major projects. A strong focus on innovation led to smarter, more efficient services and an improved user experience. The adoption of the Digital Strategy 2025–2029 set a clear path for future-ready, technology-driven service excellence.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Information Systems and Data *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Ensure eServices are available to the community 24 hours a day, 7 days a week *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Systems maintained to ensure availability	On Track	Council's eServices were available to the public 24/7 except for the planned outage for system upgrades which were scheduled after-hours and required no more than 2 hours outage.
	Corporate Systems and GIS upgrades *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Annual upgrade to ensure availability of latest technology, security and features	On Track	TechnologyOne and IntraMaps were successfully upgraded to 2025A release and Bookable was upgraded to 2025 Maintenance Release. All upgrades offer enhanced security and new features focused on improving user experience and functionality.
		Develop a GIS Portal to implement Smart City and Digital Strategy projects including investigating a mobility solution and self-service interactive maps and themes	On Track	Council's Public Toilet Map is available on Council's website. This user-friendly tool helps residents and visitors locate public and accessible toilet facilities. The map includes information on adult change facilities, baby care amenities, accessibility features, and opening hours. It supports greater independence, community participation and travel confidence by making it easier for people to plan their trips throughout the area.
	Review of all Regulatory System Processes *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Regulatory application in Planning Portal connected via Application Programming Interface (API): Complying Development Certificate (CDC), Certificate Registration, Post Consent Certificate, Section 68	On Track	Configuration activities for Post Consent Certificate application types (which includes Construction Certificates, Occupation Certificates, Subdivision Certificates, Subdivision Works Certificates and Appointment of Principal Certifying Authority Applications) have been ongoing throughout this period and are planned to go live in July 2025.

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- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Technology Services *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Provide a sustainable, secure computer network infrastructure that includes hardware, software and Cyber Security measures *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Update hardware and devices regularly to ensure continuous support and prevent them from reaching their End of Life (EOL)	On Track	Ongoing efforts are in place to ensure that all Council hardware and devices are equipped with, and capable of receiving, the latest security patches. This proactive approach helps maintain system integrity, reduce vulnerabilities, and support a secure technology environment across the organisation.
		Guarantee that the Wide Area Network (WAN) is capable of scaling, maintaining security and sustaining its operations	On Track	Additional hardware has been commissioned to strengthen system resilience by providing enhanced redundancy. This investment ensures greater operational continuity, minimises the risk of service disruption, and supports Council's commitment to maintaining a robust and reliable technology infrastructure
		Ensure that Council takes an efficient approach to improving information security, by enhancing and maturing its information security capability in line with Council's Strategy	On Track	Council remains committed to continuously strengthening its cyber security posture. This includes proactively identifying and mitigating potential risks through ongoing assessments and strategies. Council continues to provide training and awareness programs to ensure staff are equipped with the necessary knowledge and skills
		Develop Cyber Security Strategy	On Track	By aligning with best practices and emerging technologies, the strategy continues to reinforce Council's commitment to maintaining a secure and resilient digital environment. Council continues to be committed to fostering a culture of cyber awareness across all levels of the organisation.
	Service Desk Support *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Deliver an IT Service Management (ITSM) service designed to capture service requests and incidents, managing them through to resolution	On Track	Council continues to enhance its IT Service Management (ITSM) application by introducing additional workflows aimed at improving the customer experience. During the reporting period, 3,119 service requests were successfully completed, reflecting the platform's growing capability.
		Maintaining a comprehensive record of all IT assets	On Track	Regular checks on assets across all Council sites continue to be completed. These checks support effective lifecycle management.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Ensure eServices are available to the community 24 hours a day, 7 days a week	Percentage of Digital Services and Online Availability 24/7	100%	100%	100%	Completed/Target Met	Council continues to enhance digital services and online availability, ensuring 24/7 access. During this period, Council received 5,401 online applications and 1,511 online requests, while the Development Assessment tracker was accessed 137,820 times.
Corporate Systems and GIS upgrades	Percentage of upgrades/outages for Business Systems or GIS are notified 10 business days prior	100%	100%	100%	Completed/Target Met	Notifications for both upgrades/outages were issued over 60 days in advance, exceeding the target of 10 business days' notice.
Review of all Regulatory System Processes	Regulatory application in Planning Portal remains connected	100%	100%	99.9%	On Track	TechOne has remained connected to the planning portal throughout the period with the exception of one incident where the Planning Portal experienced a minor outage lasting approximately 4 hours.
Provide a sustainable, secure computer network infrastructure that includes hardware, software and Cyber Security measures	Currency of hardware for Firewalls and Switches maximum seven years and for Mobile and computer devices maximum four years	100%	100%	100%	Completed/Target Met	
	WAN availability remains at 99.5% uptime	≥99.5%	100%	100%	Completed/Target Met	
	Non-urgent outages are notified 10 business days prior (urgent outages – risk assessed)	100%	100%	100%	Completed/Target Met	

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Performance and Progress Icons

Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Provide a sustainable, secure computer network infrastructure that includes hardware, software and Cyber Security measures	Prepare and publish Cyber Security Strategy by 30 June 2025	100%	100%	100%		
Service Desk Support	Service Desk request resolution time is less than 15.5 hours	100%	100%	100%		2,980 Technology Services Service Desk requests were processed. The average processing time was four hours and 7 minutes.
	Assets checked across all locations every six months	100%	100%	100%		Assets were checked across all 34 locations during the six-month period, with a total of 80 site visits completed.

Accounting – Manager, Finance

Strategic Goal 4: Providing Local Leadership

Service Update	Issues and Setbacks
Council has met and exceeded its financial targets for the 2024-2025 financial period. Council adopted its Long Term Financial Plan (LTFP) 2025-2035 on June 2025. This plan assists in long term financial decision making regarding the prioritisation of the services delivered by Council and informs the assets and financial resources are required to provide those services.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Financial Reporting and Accounting *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	To provide transactional accuracy, reporting and financial service to internal and external customers *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Complete monthly and annual reporting, including end of financial year statements		Council has submitted all financial reporting requirements within statutory timeframes for the 2024-2025 financial year.

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- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Financial Reporting and Accounting *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Maximising investment return for community services and Infrastructure *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Maintain a sustainable and prudent investment strategy	Completed/Target Met	Council's investment performance exceeded both the bank bill index benchmark and Council's approved budget. Investment listing and results have been reported to Council each month as required. All Council investments have been placed in line with Policy.
	Paying suppliers to ensure goods, services, infrastructure and projects are not delayed *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Pay Council suppliers per Council terms and conditions	Completed/Target Met	Supplier payments continue to be made in accordance with agreed suppler terms.
	Provide transactional accuracy, reporting and financial legislative compliance *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Deliver financial stability through effective analysis of financial data aligned to Council's Long-term Financial Plan and updated in the Quarterly Budget Review Statement (QBRS)	Completed/Target Met	Council has met and exceeded its financial targets for the 2024-2025 financial period.
	Ensure fees and charges and annual budget are correctly implemented and charged *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Preparation of fees and charges and annual budget	Completed/Target Met	The 2025-2026 Council budget and fees and charges were adopted by Council June 2025.

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Performance and Progress Icons

Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
To provide transactional accuracy, reporting and financial service to internal and external customers	Annual Financial Statements are submitted to the Office of Local Government by 31 October 2024	100%	50%	50%	✗	Council submitted its financial statements in December 2024, two months later than the statutory deadline, due to an unprecedented lengthy audit process.
Maximising investment return for community services and Infrastructure	Council investments are reported to Council monthly in accordance with statutory timeframes	100%	100%	100%	✓	Investment performance has been reported to available monthly Council meetings during the period.
Paying suppliers to ensure goods, services, infrastructure and projects are not delayed	Suppliers are paid in accordance with nominated payment terms	100%	100%	100%	✓	Council processed 8,856 invoices, with 100% of invoice received on time paid within agree supplier terms.
Provide transactional accuracy, reporting and financial legislative compliance	QBRS is adopted by Council two months after the end of the quarter	100%	100%	100%	✓	
Ensure fees and charges and annual budget are correctly implemented and charged	Council's annual budget and fees and charges completed on/or by 30 June 2025	100%	50%	100%	✓	

Rates – Team Leader, Rates

Strategic Goal 4: Providing Local Leadership

Service Update	Issues and Setbacks
Council rating revenue met Council targets during the period. During this period Council completed the harmonisation of rates under a single Cumberland rating structure. This was endorsed by Council in June 2025, after period of community consultation	Recovery of overdue charges remains the largest issues for the service, given the current economic conditions and cost of living pressures faced by ratepayers.

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Rates *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Levy and collection of rates and charges *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Levy rates through detailed rates modelling and distribute notices on time	✓	All Rates notices have been issued as per s.562 of the *Local Government Act 1993* at least four weeks before their due date.

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Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Levy and collection of rates and charges	Correct income generation as modelled	100%	100%	100%		Council rating revenue generation and levying aligned with Council budget during the period.

Human Resources – Coordinators, Human Resources and Organisation Development

Strategic Goal 4: Providing Local Leadership

Service Update	Issues and Setbacks
Council was successful in its application for securing grant funding from the NSW State Government under the Fresh Start Program for Apprentices, Trainees and Cadets Program and successfully filled 10 positions across the organisation. Council adopted its Workforce Management Strategy (WMS) 2025-2029 in June 2025. This strategy identifies the skills and human resources required to deliver the medium to long term strategic directions identified by the community. Council has also placed 39 work experience students from January to June 2025.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Human Resources Support *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Internal services related to employment lifecycle *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Ensure all roles advertised are approved		All roles advertised during the reporting period have been approved and are in accordance with the Local Government Award.
		Develop and implement Council's Employee Value Proposition (EVP)		Council has created a working party to review salary and performance review systems to attract new staff and retain existing staff. This project is currently in the final stages of consultation with the affected workforce and is expected to be delivered in July 2025 following a vote from staff. Council formed its first Women's Empowerment Group in May 2025, to assist with developing frameworks and addressing barriers for women to progress within the organisation.
		Review Council's recruitment website, recruitment channels, job advertisement content and candidate application process		Council has noted a sizable increase in potential candidates who have subscribed to Council's job alert and email notifications and have noticed a continued increase in the number and calibre of applicants who apply for our vacant positions.
		Prepare the Workforce Management Strategy 2025-2029		Council's Workforce Management Strategy (WMS) 2025-2029 was placed on public exhibition in May for community consultation and feedback. Following consultation, this strategy was adopted in June 2025.

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- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Human Resources Support *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Provide generalist HR support to the organisation *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Implement strategies and initiatives to retain and engage staff	✓	Council has successfully reviewed or implemented a number of new initiatives and programs as a result of feedback from staff through the Culture Survey. These initiatives and programs include: • Review of Council's current salary system • Review of Council's Performance Development System (PDS) • Review of the Mentoring and Development Program • Implementation of the Educational Sponsorship Program • Engaged a Registered Training Organisation (RTO) to develop deliver a Certificate III in Parks and Gardens to our outdoor staff.
		Finalise the Apprentice and Traineeship Guidelines and create an Apprentice and Traineeship Program for Council	✓	Council will continue to apply for further funding in Round three of the NSW State Government Fresh Start Program and continue to fill trainee/apprentice positions as they become available.
Learning and Organisational Development *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Ensuring that Council takes an active approach in staff development *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Deliver staff events and initiatives	✓	Staff events/initiatives delivered include: • Lunch and Learn – International Women's Day – March 2025 • Mental Health First Aid training – March 2025 • Active Super visits – April and June 2025 • Annual staff flue vaccination clinic – April/May 2025 • EAP Overview Session – February 2025 • Virtual Yoga sessions – June 2025.
		Invest in the leadership capabilities of staff: - Mentoring Program - Job shadowing Program - Supervisors Portal.	✓	In March 2025, Council facilitated a session for the Senior Leadership Team on Managing Psychosocial Hazards for People Leaders. In April, the HR and WHS teams held training sessions with supervisors in relation to alcohol and/or other drugs, Non Work Related Injury Management and Fatigue Management. In addition, Council also facilitated over 20 additional staff becoming Mental Health First Aid Officers and has reviewed and commenced anew cohort of the Mentoring and Development Program. Council was successful in securing funding to facilitate 24 staff to complete a Certificate III in Parks and Gardens. Council was also successful in securing funding for Certificate IV in Local Government Regulatory; a total of four staff are completing this course.
		Allocate and ensure completion of all mandatory training required in positions	✓	Council continues to actively monitor staff training through weekly reporting and follow ups with staff and has successfully scheduled a number of mandatory refresher training session during suitable times for operational front line staff.
		Review and implement Council's updated Rewards and Recognition Procedure and Program	✓	There are a number of staff nominations that have been received during this period. All points will be collated in December, providing staff the opportunity to redeem their points.
		Conduct Council's biennial staff Culture Survey	✓	The next Culture Survey will be conducted in 2026.
		Develop and implement Council's Corporate Social Responsibility Guidelines	✓	Council's Corporate Social Responsibility Program is continuing to be developed and it is anticipated that this will be completed in the 2025-2026 financial year.

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Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Internal services related to employment lifecycle	Average time in weeks to fill a vacant position, from date of advertisement to date of offer	6	5.73	7.47	✗	There was an increase in the average time to fill vacant positions over this period mainly due to Council recruiting for a large number of roles in the same advertising processes. Council will continue to work with hiring managers moving forward to ensure targets are met in future.
Provide generalist HR support to the organisation	Number of strategies and initiatives delivered annually	4	4	4	✓	Council is committed to supporting staff capability, engagement and performance. Some the strategies and initiatives delivered in this space include: • Review of Council's salary and Performance Development systems • Development of Council's Women's Empowerment Group – CumbHERland • Review of the Mentoring and Development Program • Implementation of the Educational Sponsorship Program.
Ensuring that Council takes an active approach in staff development	Number of staff events and initiatives delivered annually	4	6	6	✓	Council prioritises the health, safety and wellbeing of staff and has delivered a number of events and initiatives including: • Lunch and Learn – International Women's Day • Mental Health First Aid training • Active Super visits • Annual staff flue vaccination clinic • EAP Overview Session • Virtual Yoga sessions
	Mandatory training completed within allocated timeframe	100%	75.5%	87.3%	✗	Council delivered three mandatory e-Learning modules within this period with a total of 87.3% of staff completing the required training. This increase is a direct result of the implementation of regular reporting and monitoring of mandatory training. Council will continue to work with supervisors and managers to improve this result in the future.

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Critical/Target Not Met		On Hold		Discontinued	

Strategic Communications and Engagement – Coordinators, Community Engagement and Communications, Communications Strategy and Engagement and Communications Services

Strategic Goal 4: Providing Local Leadership

Service Update	Issues and Setbacks
Council achieved positive media visibility through various communication efforts: • Council sent out 16 Media releases and was mentioned in 168 stories including the Daily Telegraph, Sydney Morning Herald, ABC News, Parra News, SBS News, Inside Local Government and Oz Arab Media. This includes 12 individual pieces of coverage for Council's cool car park story. • On 30 June, 9News covered the Seniors Self-Defense class at The Granville Centre with an interview with Mayor Ola Hamed. • The Granville Train Disaster Reel was viral on Facebook with 3,802,359 views and 1,950,748 reach. Council's LinkedIn page had a 9.6% increase in followers, while Council's Facebook page saw an increase of 19.3% in followers. This growth could be attributed to creation of more engaging video content that showcases major projects, programs, major events, and important infrastructure upgrades for the community. Council's engagement portal reached 1 million page views for the first time.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Community Engagement *2.2 Places and spaces that are vibrant and connect us*	Provide engaging, inclusive and timely engagement opportunities *2.2.1 Activate and support our centres, local areas and local businesses to be vibrant places that connect people*	Deliver community consultations and ensure they comply with the International Association for Public Participation Practice and Cumberland Community Engagement Strategy		Council engaged with the local Cumberland community following the standards in the Community Engagement strategy. Consultations included: • Community Engagement Strategy 2025-2029 • Civic Park Improvement Project – Post implementation survey • Seniors and Disability Annual Customer Survey • Disability Inclusion Action Plan survey • Cumberland Local Business Sentiment Survey • Recent Express Train Timetable Changes on the Western Train Line • Woodville Road Corridor Draft Planning Proposal • Save Carnarvon Golf Course Campaign • Tree Ownership Survey • Regents Park Public Domain Concept Plans • John Street Lidcombe Thriving Suburbs Consultation • Charles Mance Reserve - Stage 2 • Mona Street Auburn Proposed Parking Changes • Mona Street South Granville Proposed Parking Changes • Dennistoun Avenue Guildford West Proposed Road Closure • Cumberland City Advisory Committees Expressions of Interest.

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- Completed/Target Met
- On Track
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- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Community Engagement *2.2 Places and spaces that are vibrant and connect us*	Provide engaging, inclusive and timely engagement opportunities *2.2.1 Activate and support our centres, local areas and local businesses to be vibrant places that connect people*	Maintain visibility across five wards through pop-up, engagement sessions and other forms of two-way engagement	✓	Pop up sessions, drop-in sessions, an online focus group, and one community forum were completed during this period, including: • Civic Park post-upgrade surveys • Disability Inclusion Action Plan focus group • Woodville Road Planning Proposal Information Sessions • Community Forum for changes to Express Trains on the Western Train Line.
		Continually review, improve and deliver Council's Community Engagement Framework to ensure participation by people with disability and their carers in all public participation programs including the development and delivery of Council plans and strategies	✓	Council's Community Engagement Strategy was adopted by Council in June 2025. Continued collaboration with Council's Seniors and Disability Team as part of the Disability Inclusion Action Plan to ensure accessibility and inclusion for online and in-person engagement. Ongoing collaboration with Council's Smart Places Project team to test new and emerging technology for language accessibility and inclusion. All online consultation pages met Web Content Accessibility (WCAG)2 Guidelines, with increased accessibility of key Council documents by expanding the usage of embedded flipbooks.
	Assist in the administration of Council's Have Your Say engagement Portal *2.2.1 Activate and support our centres, local areas and local businesses to be vibrant places that connect people*	Create and maintain the Have Your Say portal including delivery of projects and monthly newsletter to community members registered on the portal	✓	The Have Your Say webpage was used for the delivery of 24 new projects for community consultations. The Cumberland Conversations monthly newsletter was refreshed and saw a 10.63% increase in subscribers, with an average 55.6% in open rates.
		Develop content and collateral relevant to the project being submitted and ensuring easy access and transparency	✓	Council continued to collaborate and provide support with project owners to develop accessible content and collateral in plain English, including the development of the Civic Park, and the Cumberland Local Business Sentiment Survey collateral.
		Design engagement tools including two way surveys and other methods of feedback collection	✓	A range of engagement tools have been used in Council's engagement including feedback forms, surveys, quick polls, observational surveys, one-on-one discussion at drop-in sessions and in-person participation at community forums.
		Create engagement and evaluation reports to brief on captured feedback and close the loop with stakeholders	✓	Stakeholders were provided with tailored evaluation and engagement reports for all projects, which closed the loop on the relevant engagement projects.
Marketing and Promotions *4.2 An informed community included in decision making and long-term planning*	Effectively promote Council's events, services and programs *4.2.1 Council regularly engages with and informs the community*	Publish news, services and events in digital and print channels to residents free of charge	✓	The promotion of Council run programs, events and services available to residents have been advertised on Council's website, social media channels, and in Council's fortnightly and monthly newsletters.
		Display street flag banners in town centres to celebrate national and cultural holidays	✓	Council's Street Flag Banner Program completed six rotations, featuring major national and cultural events celebrated in Cumberland City which included Pongal, Australia Day, Lunar New Year, Nowruz, Eid, Easter, ANZAC Day, Reconciliation Week and NAIDOC Week.
		Website Management to ensure residents are kept up to date with relevant information and services	✓	The website provided residents with timely updates on key information and services, reaching approximately 349,377 users.

CUMBERLAND CITY COUNCIL

Performance and Progress Report
January 2025 – June 2025

Performance and Progress Icons

- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Media and Communications *4.2 An informed community included in decision making and long-term planning*	Provide quality and accessible information *4.2.1 Council regularly engages with and informs the community*	Produce and distribute official statements and media releases to provide information to the media for public release	✓	Council Responded to 27 Media Enquiries, published 16 Media releases, and monitored and reported on Council related media activity.
		Deliver regular information to Council's social media platforms to keep residents informed of programs, services and events in real time	✓	Council increased its social media presence through its various social media channels. Best Performing Instagram posts: 1. Mayor video - Easter Celebrations – Reel – 101,926 views - 60,086 reach 2. Nowruz Pre Promotion – Reel - 67,828 views – 29,828 reach 3. Back to Guildford Festival – Post – 48,613 views – 17,386 reach. Best Performing Facebook Posts: 1. Granville Train Disaster – Reel – 3,802,359 views – 1,950,748 reach 2. Mayor Video - Easter Celebrations – Reel – 170,298 views – 72,166 reach 3. Back to Guildford Festival – Post – 54,875 views – 23,474 reach. Best Performing LinkedIn Posts: 1. Granville Train Disaster – 34,492 impressions 2. New Cadets, trainees and apprentices – 5,741 impressions 3. Esra Calim, Dr Helen Proudfoot Women in Planning Award finalist – 5,760 impressions. Stories were published about Council across various channels and publications including the Daily Telegraph, Sydney Morning Herald, ABC News, Parra News, SBS News, Inside Local Government, and Oz Arab Media. This included 12 individual pieces of coverage for Council's Cool Car Park story.
		Manage Council's website including maintaining content, improving functionality for user experience and publishing community events via the community submission page	✓	Council added a total of 250 community events to the What's On Page on Council's website during this time.

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Performance and Progress Icons

- Completed/Target Met
- On Track
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- Critical/Target Not Met
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- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Provide engaging, inclusive and timely engagement opportunities	Number of major engagement projects delivered annually	10	7	11	✓	Major engagement projects delivered: • Disability Inclusion Action Plan Survey • Seniors and Disability Annual survey • Cumberland Local Business Sentiment Survey • Express Train Timetable Changes on the Western Line • Woodville Road Corridor Draft Planning Proposal • Save Carnarvon Golf Course • Draft Integrated Performance and Reporting 2025 • Tree Ownership Survey • Regents Park Public Domain Concept Plans • John Street Lidcombe Thriving Suburbs • Council Advisory Committees EOI
	Number of engagement sessions held annually	30	14	26	✓	There have been a variety of different types of engagement sessions held during this period including: • Civic Park post-implementation surveys - 20 sessions • DIAP Focus Group - 1 session • Train Timetable Community Forum - 1 session • Woodville Road Planning Proposal Information Sessions - 4 sessions.
Assist in the administration of Council's Have Your Say engagement Portal	Percentage increase in engagement subscriptions and views on Council's engagement portal from previous year	≥5%	7.5%	12.65%	✓	Council's community engagement portal saw a steady increase in subscribers throughout the year, with a 12.65% increase in the 12 month period.
Effectively promote Council's events, services and programs	Website average engagement time	≥45s	59s	59s	✓	The average engagement time on Council's website has remained steady, indicating consistent user interest and effective promotion of events, services, and programs.
	Website number of events added annually	≥10	19	59	✓	There has been an increase in the number of events published on the website, due to regular users actively engaging with this tool and adding their ongoing or recurring events and activities.
	Website Uptime	≥99%	99.95%	99.8%	✓	The website experienced several short outages over the last 6 months, however total uptime remained above the target. A corrective fix was deployed to reduce the frequency of these outages.
	Website number of page hits annually	≥1,000,000	4,286,395	3,990,210	✓	Council's consistent website performance reflects steady user engagement, with interactions such as clicking buttons, playing videos and submitting forms indicating maintained interest and reliable use of online content.
	Website page views annually	≥1,000,000	1,750,348	1,263,123	✓	Website views remained stable and above target, demonstrating its ongoing value as a key information hub for customers and residents.
	Display Street flag banners annually	13 rotations	5 rotations completed	6 rotations completed	✓	Six rotations of Street Flag Banners were displayed, including Pongal, Australia Day, Lunar New Year, Nowruz, Eid, Easter, ANZAC Day, Reconciliation Week and NAIDOC Week to celebrate national and cultural holidays.
	Publish Weekly News ads annually	49 editions	26 editions published	0	⛔	Council has moved from a weekly ad to a monthly newsletter direct to all Cumberland households.

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Performance and Progress Icons

- Completed/Target Met
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- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Provide quality and accessible information	Publish eNews annually	24	13	12	✓	Council conducted an audit and removed duplicate and dormant subscribers, which observed a 2.4% decrease in subscribers. Council continued to publish 12 editions of eNews between January – June 2025, with an average open rate of 50.25%.
	Percentage of promotion requests for social media developed and posted within seven working days	≥95%	100%	100%	✓	All social posts achieved and posted within seven working days.
	Ratio of positive to negative media coverage of Council	80:20	143:5	157:11	✓	While 93.45% of media coverage was positive, three issues were negatively represented in the media: • Granville local denied entry to swimming pool for failing to produce photo identification. • Criticism from a Cumberland Councillor for the display of Australia Day banners and Pongal Banners simultaneously in its town centres. • Concerns over Council's decision to remove pigeons in response to complaints from locals and businesses.
	Percentage increase in Social Media followers and e-news subscribers annually	≥10%	15.75%	14.63%	✓	On each of Council's social media platforms: • Instagram followers increased by 12.8.%, from 7,765 to 8,759 followers. • LinkedIn followers increased by 9.6%, from 6,942 to 7,608 followers. • Facebook followers increased by 19.3%, from 32,042 to 38,231 followers. • eNews followers decreased by 2.5% from 5,890 to 5,742

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Performance and Progress Report
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Performance and Progress Icons

Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Business Improvement – Coordinator, Improvement and Implementation

Strategic Goal 4: Providing Local Leadership

Service Update	Issues and Setbacks
Significant progress towards the establishment of a Project Management Office (PMO) for Council was completed, with a thorough review of Council's approach to project management completed. Launch of a new PMO, framework and supporting system is ready and planned for early in the new financial year.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Improvement and Implementation *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Business Process Management (BPM) *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Develop comprehensive and accurate Process Libraries for the organisation		Council has adopted a revised approach to business process management, shifting its methodology away from building Process Libraries. The new methodology focuses on building organisational capacity through training and supported process mapping services.
		Map Council processes in line with adopted best practice methodology		Council has improved its organisational capability by implementing a best practice methodology and system for the consistent storage and management of key business processes. Key business processes are being documented and triaged on a priority basis across Council.
		Provide process mapping coaching, training and support across the organisation		Mapping training has been provided on request to process champions. General support continues to be made available across the organisation on an ongoing basis.
	Process review and improvement *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Provide independent process review and improvement support		A review of Council's Capital Project Management system was completed resulting in 30 system and business process improvement recommendations which have commenced implementation.
		Provide support to the implementation of adopted improvement review recommendations		Support provided to Environmental Health and Development Programs and Development Assessment Business Units in implementing reviews in their respective areas, including assistance in developing new communication tools, education material and legal compliance.
		Provide reporting on the implementation of adopted process improvements		An audit of all service reviews since amalgamation has been completed resulting in the development of a master register. Quarterly reporting against this register will commence in line with internal reporting requirements.
	Systems Training *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Training in use of TechOne and position relevant systems to be carried out for new starters		Council continues to provide systems training to all new starters within 10 days of commencing employment.
		Ad-hoc training and guidance provided at users request		All ad-hoc training requests were actioned within 48 hours.
	Improvement Projects *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Solutions and ideas investigated and business cases developed		Pipeline of improvement projects has been developed. Ideas were investigated, scoped and recommendations provided to the Executive Team.

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- Completed/Target Met
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- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Improvement and Implementation *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Improvement Projects *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Innovation Hub administration and support	On Hold	This is on hold due to competing priorities and limited resourcing and will be re-assessed in the next Operational Plan.
		Delivery of approved improvement projects	On Track	Several minor projects are in progress as part of wider improvement review implementations, including new fire safety communication material and an annual education campaign.
		Provide change management support to projects	On Track	Change management support provided on request from businesses and on five Business Improvement projects.
		Provide project management support as requested	On Track	Currently establishing a Project Management Office to guide how support is delivered across the organisation. Support is currently provided on request.
	Measure Internal Service Satisfaction *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Conduct Internal Service Satisfaction surveys	On Track	Council conducted an internal Service Satisfaction Survey of its Community Engagement function.
		Independently analyse data and report findings and recommendations	On Track	Findings and Recommendations have been provided to relevant services.
	Undertake Service Reviews *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Deliver the Continuous Service Improvement (CSI) Program including: - Undertake planning and prioritisation of service review timeline in consultation with Executive Leadership - Deliver service review projects - Provide timely and accurate service review-implementation reporting.	Completed/Target Met	A review of Council's Capital Project Management system was completed resulting in 30 recommendations which have commenced implementation.

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Performance and Progress Icons

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Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Business Process Management (BPM)	New Process Libraries built annually	4	2	3	✓	There has been a methodology shift during the quarter meaning that Process Libraries are no longer being created. Council now places a focus on priority process mapping of individual processes. Completed result therefore reflects number of business units where priority process mapping has been undertaken.
Process review and improvement	Undertake annual process reviews	2	1	1	✓	
Systems Training	Percentage of new users trained in key corporate systems within two weeks of commencement	≥95%	100%	100%	✓	52 staff were trained across Council's corporate systems with 100% of new users included in this stat and trained within two weeks of commencement.
Improvement Projects	Business Cases developed for pipeline projects annually	2	1	1	✓	
Measure Internal Service Satisfaction	Internal Service Satisfaction surveys completed annually	4	3	1	✓	
Undertake Service Reviews	Service reviews delivered annually	2	1	1	✓	

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Performance and Progress Icons

Completed/Target Met	On Track	Needs Attention
Critical/Target Not Met	On Hold	Discontinued

Corporate Strategy, Planning and Performance – Coordinator, Corporate Planning and Performance

Strategic Goal 4: Providing Local Leadership

Service Update	Issues and Setbacks
Council adopted the Integrated Planning and Reporting (IP&R) Plans and Strategies in June 2025. The IP&R plans incorporate the community's vision, reflect shared aspirations and outline Council's commitments, priorities and actions. They are supported by asset, workforce, digital, and financial planning strategies to provide the community with clear and detailed information on how Council intends to sustainably resource its commitments.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Corporate Strategy, Planning and Performance *4.2 An informed community included in decision making and long-term planning*	Community Engagement and Consultation *4.2.1 Council regularly engages with and informs the community*	Implement Engagement Plan		Council implemented its Engagement Plan for the public exhibition of the Integrated Planning and Reporting (IP&R) Plans and Strategies. The following documents were provided for community feedback: • Community Strategic Plan (CSP) 2025-2035 • Delivery Program (DP) 2025-2029 • Operational Plan (OP) 2025-2026 • Fees and Charges 2025-2026 • Asset Management Strategy (AMS) 2025-2035 • Asset Management Policy • Workforce Management Strategy (WMS) 2025-2029 • Digital Strategy (DS) 2025-2029 • Long-Term Financial Plan (LTFP) 2025-2035. Various engagement methods were used to maximise reach across a broad cross-section of the community. Promotional activities included: • Distribution of printed flyers and posters at key Council venues • Distribution and inclusion in the Cumberland Newsletter and Have Your Say Newsletter • Distribution of a Create Cumberland Newsletter • Social Media Campaign, with seven scheduled posts. In addition, eight business units across Council promoted public exhibition through mailing lists for their various stakeholder groups.

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Performance and Progress Icons

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Sub Service	Principal Deliverable	Actions	Status	Progress Update
Corporate Strategy, Planning and Performance *4.2 An informed community included in decision making and long-term planning*	Community Engagement and Consultation *4.2.1 Council regularly engages with and informs the community*	Undertake stakeholder and community engagement and consultation for preparation of the Community Strategic Plan	✓	Council completed the public exhibition of the Integrated Planning and Reporting (IP&R) Plans and Strategies for 28 days between Thursday, 1 May 2025 and Wednesday, 28 May 2025. Council's engagement performance recorded: • 702 unique visitors • 923 document downloads • 1,949 page views • 196 video views • 3,213 flipbook impressions (number of times content is displayed) • 24 submissions. A thank you letter to residents and ratepayers was posted on the 'Have Your Say' Council webpage and via Council's social media platforms. In addition to this, a separate email was sent to all subscribers registered to receive Council's fortnightly E-News. This included relevant information and videos about what the community told Council is important during the recent Create Cumberland campaign, as well as outlining what is planned for Cumberland if the current budget is adopted, noting that this proposed budget includes an increase of an average of $1.50 per week to residential rates.
		Undertake Community Satisfaction Survey	✓	Council has finalised the Community Satisfaction Survey, with feedback provided informing the Community Strategic Plan 2025–2035. The survey provided insights into the community's overall level of satisfaction with Council performance and determined importance ratings and satisfaction scores for local services and facilities. These results will also be used as performance indicators to measure the success of Council's Delivery Program.
	Development of Planning documents *4.2.2 Council conducts long term planning based on community engagement*	Develop Community Strategic Plan (CSP) 2025-2035	✓	Council adopted the Community Strategic Plan (CSP) 2025-2035 in June 2025, following public exhibition. This plan sets out the long term vision for the future of Cumberland, outlining the hopes and aspirations of the community over the next decade.
		Develop Delivery Program (DP) 2025-2029	✓	Council adopted the Delivery Program (DP) 2025-2029 in June 2025, following public exhibition. This Program outlines the focus areas for the four-year term and how Council will contribute to achieving the directions of the CSP.
		Develop Annual Operational Plan (OP) 2025-2026	✓	Council adopted the Operational Plan (OP) 2025-2026 in June 2025, following public exhibition. This is Council's annual plan, outlining key actions designed to align with the CSP vision and support DP objectives.
		Facilitate the Resourcing Strategy (RS) 2025-2029: - Asset Management Strategy (AMS) and Plans 2025-2035 - Long Term Financial Plan (LTFP) 2025-2035 - Digital Strategy (DS) 2025-2029 - Workforce Management Strategy (WMS) 2025-2029	✓	Council adopted the Resourcing Strategy 2025-2029 in June 2025, following public exhibition. This strategy integrates Council's asset, workforce, digital and financial planning to provide the community with clear and detailed information on how Council plans to sustainably resource its commitments. These include: • Asset Management Strategy 2025-2035 and Policy • Workforce Management Strategy 2025-2029 • Digital Strategy 2025-2029 • Long Term Financial Plan 2025-2035.

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Sub Service	Principal Deliverable	Actions	Status	Progress Update
Corporate Strategy, Planning and Performance *4.2 An informed community included in decision making and long-term planning*	Preparation of Reporting documents *4.2.2 Council conducts long term planning based on community engagement*	Finalise Performance and Progress Report 2023-2024	✓	Council's Performance and Progress Report January – June 2024 was finalised and published on Council's website in November 2024.
		Develop and finalise Annual Report 2023-2024	✓	A Year in Review: 2023-2024 Annual Report was published in November 2024, providing an update on Council's annual activities and celebrating the achievements of the Council and community.
		Develop State of our City Report 2021-2024	✓	State of our City Report 2021-2024 was published in November 2024, presenting an update on the state of Cumberland and its effectiveness in delivering commitments set out in the Community Strategic Plan over the last term of Council.
		Develop Operational Plan Performance and Progress Reports 2024-2025	✓	The Operational Plan Performance and Progress Report for July 2024 – December 2024 was published in April 2025. Development of the Operational Plan Performance and Progress Report for January 2025 – June 2025 has commenced and is scheduled to be published on Council's website in October 2025.
		Plan and develop Annual Report 2024-2025	✓	Council has commenced the development of the Annual Report 2024-2025, scheduled to be published on Council's website in November 2025.
		Implement Council's Corporate Planning and Reporting Framework and administration of reporting systems	✓	The Corporate Planning and Reporting Framework has been implemented and forms part of the Corporate Planning and Reporting Strategy. Year one actions of the Corporate Planning and Reporting Strategy were completed by June 2025. Planning and development of year two actions have commenced. Council is continuously reviewing and improving its reporting and planning methodology to ensure ongoing enhancement and robust processes.
	Development and management of Service Plans *4.2.2 Council conducts long term planning based on community engagement*	Development of detailed service plans to optimise the delivery of services to the community including the creation of a consolidated Corporate Plan	✓	Annual service planning for 2025-2026 was completed in November 2024 with information from these plans reflected in the adopted Delivery Program 2025-2029 and Operational Plan 2025-2026. A consolidated Master Corporate Plan was completed and disseminated internally in April 2025.

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- Completed/Target Met
- On Track
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- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Corporate Strategy, Planning and Performance *4.2 An informed community included in decision making and long-term planning*	Coordination and management of internal performance *4.2.2 Council conducts long term planning based on community engagement*	Manage and monitor internal performance including: - Implementing Council's Performance Indicator and Reporting Framework, administration of performance reporting systems and register of all performance indicators - Improving results through coordination of the Quarterly Performance Review Program - Prepare and facilitate the Improving Performance and Culture (IPC) workshops	✓	The Performance Indicator and Reporting Framework has been implemented and forms part of the Performance Indicator and Reporting Strategy. Actions for year one of the Performance Indicator and Reporting Strategy have been completed. Planning and development of year two actions have commenced, ensuring continuous improvement in performance measurement and reporting. The Quarterly Performance Review Program (QPR) provides Council leadership oversight on the internal performance of Council through robust financial, workforce, safety and customer experience performance data. QPR meetings were held quarterly in March and May 2025, providing businesses with a forum to explain results and identify improvement opportunities with the senior leadership team. Two Improving Performance and Culture (IPC) workshops were held in March and May 2025, providing an opportunity for emerging leaders from across the organisation to reflect on corporate performance results, brainstorm pain points, and collaborate on innovative solutions that can be implemented.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Community Engagement and Consultation	Community Satisfaction Survey to be completed	100%	100%	100%	✓	
Development of Planning documents	Planning documents to be prepared and published in accordance with legislative requirements	100%	50%	100%	✓	Council adopted the Integrated Planning and Reporting (IP&R) Plans and Strategies in June 2025.
Preparation of Reporting documents	Reporting documents to be prepared and published in accordance with legislative requirements	100%	100%	100%	✓	
Development and management of Service Plans	Service Planning completed by November 2025	100%	100%	100%	✓	
Coordination and management of internal performance	Percentage of Internal Corporate Performance indicator results against target	≥75%	58%	58%	!	Council is meeting 14 of its 24 internal corporate performance indicators. These results are monitored as part of Council's Quarterly Performance Review Program.

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Performance and Progress Icons

Completed/Target Met		On Track		Needs Attention	
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Governance and Risk

Audit, Safety and Risk – Coordinator, Internal Audit and Risk and Senior Coordinator Work, Health and Safety

Strategic Goal 4: Providing Local Leadership

Service Update	Issues and Setbacks
Council has developed the draft Annual and 4 Year Strategic Audit, Risk and Improvement Committee (ARIC) Workplans, along with a 4 Year Strategic Internal Audit Plan. Council has also successfully complied with its legislative obligations relating to Council's internal audit and risk management functions. Council launched a new digital risk assessment platform, making it easier for staff to document risks, improve safety planning, and streamline compliance. Future rollouts will include automated updates and digital sign-offs, further enhancing safety processes across Council services. Council partnered with Local Government NSW (LGNSW) and SafeWork NSW to deliver a specialised asbestos enforcement workshop in March. Held at the Granville Centre, the session brought together 25 compliance officers from four councils to explore safe practices and enforcement responsibilities. Attendees provided positive feedback, and a follow-up action plan was developed to support the creation of new state-wide asbestos investigation guidelines. To support safer and more mentally healthy workplaces, Council hosted a targeted workshop for senior leaders on managing psychosocial hazards in line with the Code of Practice for Managing Psychosocial Hazards at Work. The session covered risk identification, recent legal changes, and leadership accountability, prompting interest in extending training to the broader management cohort. Council's strong commitment to workplace safety was also recognised with a $10,000 rebate from StateCover. This funding will be reinvested into further training on mental health and leadership in safety.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Enterprise Risk Management and Business Continuity *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Enterprise Risk Management and Business Continuity Planning (BCP) *4.1.1 Provide a governance framework that is transparent and builds public trust in local leadership*	Ensure that Operational Risk Reviews occur on an annual basis		The review of Council's Essential Services Operational Risk Register has continued with five Risk Reviews completed.
		Conduct a rigorous evaluation and testing of Council's Business Continuity Plan		Building on the 2024 Business Continuity Planning (BCP) test, a 2025 test is now being prepared and planned for execution during the coming period.

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Completed/Target Met | On Track | Needs Attention
Critical/Target Not Met | On Hold | Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Enterprise Risk Management and Business Continuity *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Audit, Risk and Improvement Committee (ARIC) *4.1.1 Provide a governance framework that is transparent and builds public trust in local leadership*	Audit, Risk and Improvement Committee is convened in accordance with statutory requirements to provide guidance and oversight		The Audit, Risk and Improvement Committee (ARIC) convened on two occasions during the reporting period, providing advice, guidance and oversight across a range of matters and statutory requirements.
Internal Audit *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Internal Audit (IA) Plan *4.1.1 Provide a governance framework that is transparent and builds public trust in local leadership*	Execute and monitor Internal Audits as outlined in Council's Strategic Internal Audit Plan		Council has successfully completed and reported the following audits to the Audit, Risk and Improvement Committee: • Fleet and Plant Management • IT General Controls • Planning and Zoning • Business Continuity Planning • Conflict of Interest • Building Security.
Work, Health and Safety *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	WHS Management System and Injury Management *4.1.1 Provide a governance framework that is transparent and builds public trust in local leadership*	Manage effective Return to Work Program aimed at mitigating workplace injuries and facilitating the safe reintegration of injured employees in the workplace		Council's Return to Work (RTW) Program continued to focus on reducing workplace injuries and supporting safe recoveries at work.
		Safework NSW notifiable incidents are reported		All notifiable incidents were reported to SafeWork in this reporting period.
	Work, Health and Safety Committee *4.1.1 Provide a governance framework that is transparent and builds public trust in local leadership*	Work, Health and Safety Committee is convened in accordance with statutory requirements to provide guidance and oversight		The Council's Work, Health and Safety (WHS) Committee continued to convene monthly from January to June, maintaining its commitment to fostering a safe and healthy workplace. The Committee focused on proactive risk management, compliance with evolving regulations, and the promotion of employee wellbeing.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Enterprise Risk Management and Business Continuity Planning (BCP)	Risk Reviews conducted annually	≥80%	100%	100%		Five Risk Reviews were completed during the period.
	Testing exercise to be completed annually	1	1	0		The annual Business Continuity and Crisis Management Planned Exercise was conducted in September 2024.
Audit, Risk and Improvement Committee (ARIC)	Four Audit, Risk and Improvement Committee meetings convened in accordance with statutory requirements	100%	50%	100%		Two ARIC meetings were held during the period.

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- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Internal Audit (IA) Plan	Complete Internal Audits as per the approved Internal Audit Plan	≥90%	100%	100%	✓	Six Internal Audits were completed and reported to the ARIC during the period.
WHS Management System and Injury Management	Worker returned to the workplace within two business days following receipt of medical clearance to return to suitable duties	≥95%	100%	100%	✓	All workers returned to the workplace within two business days following a medical certificate clearance to return to suitable duties.
	Safework NSW notifiable incidents reported immediately	≥95%	100%	100%	✓	Five notifiable incidents were reported immediately to SafeWork from January 2025 – June 2025.
Work, Health and Safety Committee	11 Committee meetings convened in accordance with statutory requirements	100%	55%	100%	✓	Five Committee meetings were held from January 2025 – June 2025.

CUMBERLAND CITY COUNCIL

Performance and Progress Report
January 2025 – June 2025

Performance and Progress Icons

Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Governance and Executive Support – Coordinator, Governance

Strategic Goal 4: Providing Local Leadership

Service Update	Issues and Setbacks
Council successfully delivered five citizenship ceremonies with 690 conferees receiving citizenship.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Civic Events *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Deliver high quality civic events including citizenship ceremonies and support other important civic engagements *4.1.3 Council places the customer at the heart of everything it does*	Plan and implement civic events and citizenship ceremonies		Council delivered six civic related events: • Local Citizen of the Year Awards • Five citizenship ceremonies.
Committee Support and Civic Governance *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Deliver high-level Council and committee secretariat support to key Council committees *4.1.1 Provide a governance framework that is transparent and builds public trust in local leadership*	Produce business papers and take live minutes at Council and Committee meetings		High level secretariat support has been provided to Council committees, ensuring appropriate meeting administration and good governance practices are applied.
Corporate Governance *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Facilitate access to Council records through open access release or via incoming request applications in accordance with the *GIPA Act 2009* *4.1.1 Provide a governance framework that is transparent and builds public trust in local leadership*	Determine Informal and Formal GIPA applications		Six formal GIPA applications were received and completed on time. 765 informal GIPA applications were received and completed on time.

CUMBERLAND CITY COUNCIL

Performance and Progress Report
January 2025 – June 2025

Performance and Progress Icons

- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Corporate Governance *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Driving a strong governance culture throughout Council's operations and ongoing training *4.1.1 Provide a governance framework that is transparent and builds public trust in local leadership*	Ensure staff are regularly trained on the Code of Conduct and other key governance topics to ensure a positive ethical culture throughout Council	✓	Code of Conduct training has been provided to all staff through face to face training and refresher modules. Council provides ongoing communication with staff on governance matters and reporting obligations, including secondary employment, gifts and benefits, conflict of interest, Code of Conduct and Public Interest Disclosures (PID).
Executive Support *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Executive Support *4.1.1 Provide a governance framework that is transparent and builds public trust in local leadership*	Provide a high standard of executive support to Mayor and Councillors in accordance with Councillor Expenses and Facilities Policy	✓	Councillor support has been provided as defined under the Councillor Expenses and Facilities Policy.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Deliver high quality civic events including citizenship ceremonies and support other important civic engagements	Percentage of conferees receiving citizenship within three months of being approved by the Department of Home Affairs	≥80%	93%	90%	✓	
Deliver high-level Council and committee secretariat support to key Council committees	All business papers and meeting minutes published on time in accordance with the adopted Code of Meeting Practice	100%	100%	100%	✓	
	All Council meetings livestreamed to the public	100%	100%	100%	✓	
Facilitate access to Council records through open access release or via incoming request applications in accordance with the GIPA Act 2009	GIPA applications to be determined within 20 working days	≥90%	100%	100%	✓	Six formal GIPA applications were received and completed on time.
Driving a strong governance culture throughout Council's operations and ongoing training	Code of Conduct and Governance topics refresher training to be held annually	100%	100%	100%	✓	Training has been provided to all new and existing Council staff.
Executive Support	Support provided in accordance with Councillor Expenses and Facilities Policy	100%	100%	100%	✓	

CUMBERLAND CITY COUNCIL

Performance and Progress Report
January 2025 – June 2025

Performance and Progress Icons

Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Procurement – Senior Coordinator, Procurement and Contracts

Strategic Goal 4: Providing Local Leadership

Service Update	Issues and Setbacks
Council hosted the Local Government Procurement Seminar at Wentworthville Leagues Club for local business. The forum hosted over 100 attendees, where topics covered conducting business with Council, the tendering processes, tendering platforms, conditions of participation and business ethics.	

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Procurement, Contract Management and Reporting *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Provide end to end procurement services ensuring compliance with legislative requirements *4.1.1 Provide a Governance Framework that is transparent and builds public trust in local leadership*	Ensure all tender and quotation processes over $20,000 are centrally led by Procurement		All quotation/tender processes over $20,000 have been centrally led for the organisation strictly following Local Government Regulations and Council's Procurement and Contract Management procedures. Procurement activities are following the Local Government (General) Regulation 2021 with no probity issues recorded.
		Deliver robust tender processes with all matters reported to Council which exceed the financial delegation of the General Manager		12 matters exceeding the financial delegation of the General Manager were reported to Council.

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Provide end to end procurement services ensuring compliance with legislative requirements	Procurement to lead all tender and quotation processes above $20,000	100%	100%	100%		Council processed 106 tenders and quotations above $20,000.
	Provide four reports annually to Council's Audit, Risk and Improvement Committee detailing performance of procurement and any non-compliances across Council	100%	50%	100%		Quarterly reports were provided to Council's Audit, Risk and Improvement Committee in February and May.

CUMBERLAND CITY COUNCIL

Performance and Progress Report
January 2025 – June 2025

Performance and Progress Icons

Completed/Target Met		On Track		Needs Attention	
Critical/Target Not Met		On Hold		Discontinued	

Property Services – Coordinator, Property Transactions

Strategic Goal 4: Providing Local Leadership

Service Update	Issues and Setbacks
The operations and management of Council's Senior Independent Living property portfolio was successfully outsourced to Evolve Housing Limited, effective April 2025. Council has entered into its first long-term lease agreement at Wyatt Park with the Western Suburbs District Rugby League Football Club Limited. This marks an important step as Wyatt Park begins its ongoing development into a valued recreational space.	While Council aims to ensure all existing leases are renewed promptly, careful consideration is necessary to ensure leases align with Council's long-term vision and asset management strategies. As a result, allowing tenants to remain on holdover may better serve Council and the community's best interest by reducing vacancies, optimising asset utilisation, and maintaining steady income.

Sub Service	Principal Deliverable	Actions	Status	Progress Update
Property Management and Leasing *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Ensure that Council properties are effectively managed *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Ensure that existing Council leases are renewed and not on holdover provision	On Track	Council continues to proactively manage the lease renewal process effectively. Internal stakeholder coordination is ongoing to ensure that all transactions are assessed against financial service delivery, and long-term planning objectives that support sustainable asset management and transparent decision making. Lease terms are being reviewed against current market conditions, legislative requirements and Council's property strategy to maintain stable occupancy and deliver value to the community.
Property Transactions *4.1 The community is proud to be served by a sustainable and transparent Council organisation*	Progress and maximise property transactions to provide optimum outcomes for Council *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Ensure increased revenue is achieved for all property transactions negotiated for Council in accordance with the Property Policy	Completed/Target Met	Council continues to actively review and manage its property portfolio to identify and pursue transaction opportunities in line with the Property Policy. Following the engagement of a real estate agent, two out of three land parcels endorsed by the Property Committee have been sold, while negotiations on the remainder are currently underway with the preferred tenderer for a significant landholding.
		Review leasing portfolio to effectively manage and identify vacancies to increase utilisation	Completed/Target Met	All key property projects have continued to be reported to the Cumberland Property Committee, seeking concurrence of the Committee and the full Council through the Minutes of the Property Committee. Of the four leasing opportunities presented to Market in the last quarter, Council has awarded a long-term lease of up to 15 years for the former Banksia Babes Childcare Centre, enhancing the utilisation of the vacant property and income to Council.
	Property Committee *4.1.2 Council operates in a safe and sustainable way to deliver great services and facilities that offer value for money*	Property Committee is duly informed and provides oversight to key property projects undertaken, as well as convened per the Committee's Terms of Reference	Completed/Target Met	The Property Committee convened four times during the reporting period. The Committee remained actively engaged and was duly informed of key property projects and transaction across Council's property portfolio, providing effective oversight and contributing to the strategic direction of property related initiatives.

CUMBERLAND CITY COUNCIL

Performance and Progress Report

January 2025 – June 2025

Performance and Progress Icons

- Completed/Target Met
- On Track
- Needs Attention
- Critical/Target Not Met
- On Hold
- Discontinued

Principal Deliverable	Performance Indicator	Target	Result		Status	Comments
			Jul - Dec 24	Jan - Jun 25		
Ensure that Council properties are effectively managed	Leases renewed	≥80%	56%	47%		47% of agreements are within a current lease or licence agreement period. 45% are within an active negotiation process or awaiting final execution. There is an increase in the number of agreements that are actively under negotiation, demonstrating progress towards lease renewals.
Progress and maximise property transactions to provide optimum outcomes for Council	Year to year increase in revenue resulting from property transactions	≥10%	0.1%	14.6%		Revenue resulting from property transactions for the period is 14.6% higher than the same period in 2023-2024. This includes a one-off adjustment.
Property Committee	Five Property Committee meetings convened in accordance with Committee's Terms of Reference	100%	40%	100%		Council convened four Property Committee meetings during the six month period.

Item No: C09/25-185

ADOPTION OF GOVERNANCE POLICIES & DRAFT CODE OF MEETING PRACTICE

Directorate: Governance and Risk
Responsible Officer: Director Governance and Risk
Community Strategic Plan Goal: *Providing Local Leadership*

SUMMARY

This report recommends that the *Draft Procurement Policy*, *Draft Statement of Business Ethics, Draft Fraud and Corruption Control Policy* and Council's existing *Code of Meeting Practice* and *Councillor Expenses and Facilities Policy* be adopted by Council. This report also recommends that the *Draft Code of Meeting Practice*, based on the new OLG Model document, be placed on public exhibition.

RECOMMENDATION

That Council:

1. **Adopt the following Policies as attached to this report:**
    - ***Procurement Policy;***
    - ***Statement of Business Ethics;***
    - ***Fraud & Corruption Control Policy;***
    - ***Councillor Expenses and Facilities Policy (interim); and***
    - ***Code of Meeting Practice (interim).***
2. **Determine to progress with Option A or Option B with respect to Public Forum as detailed at Appendix 1 to the attached *Draft Code of Meeting Practice.***
3. **Place the *Draft Code of Meeting Practice* on public exhibition and submission for 42 days as required under S.361 of the *Local Government Act 1993*, with a report to be returned for Council's determination following consultation.**

REPORT

Procurement Policy, Statement of Business Ethics and Fraud and Corruption Control Policy

At the 26 March 2025 Ordinary Council meeting, Council resolved to place the *Draft Procurement Policy*, *Draft Statement of Business Ethics* and *Draft Fraud and Corruption Control Policy* on public exhibition for community feedback (Min. 906). Subsequently, Council received no submissions during the exhibition period.

In accordance with the above, it is now recommended that the *Draft Procurement Policy*, *Draft Statement of Business Ethics* and *Draft Fraud and Corruption Control Policy* Council be adopted by Council as outlined in the attachments of this report.

Code of Meeting Practice & Councillor Expenses and Facilities Policy

At the Ordinary meeting of Council held on 13 November 2024, Council resolved to publicly exhibit the *Draft Councillor Expenses and Facilities Policy* and the *Draft Code of Meeting Practice*. Following re-consideration of the matter at the 11 December 2024 meeting, Council publicly exhibited the *Draft Councillor Expenses and Facilities Policy*, from Monday 23 December 2024 to Monday 3 February 2025. Following written representation from the Office of Local Government, Council's General Manager placed the public exhibition process of the *Draft Code of Meeting* Practice on hold, given that the Office of Local Government had given notice they would be imminently releasing a discussion paper on a proposed new Model Code of Meeting Practice.

Whilst awaiting confirmation on timing for the Model Code to be finalised by the Office of Local Government, Council proceeded to publicly exhibit Council's Draft Code in July 2025, given Council's statutory timeframe to adopt its Code of Meeting Practice post-election was nearing in September 2025.

During Council's public exhibition process, the Minister for Local Government released the final *Model of Code of Meeting Practice*, providing Councils until 31 December 2025 to adopt a Code of their own based on the mandatory provisions of the new Model.

Statutory Requirements

To adhere to Council's post-election obligations under the *Local Government Act 1993*, it is proposed that Council now simply re-adopts its existing *Code of Meeting Practice* and *Councillor Expenses and Facilities Policy* for a short period as an interim measure, as Council is required to adopt these Policies by the end of September 2025.

Draft Code of Meeting Practice

It is also recommended that Council publicly exhibit its proposed new *Draft Code of Meeting Practice,* based on the new Model Office of Local Government document for 42 days. A copy of the newly released Office of Local Government Model Code of Meeting Practice and associated guidance is also attached to this report.

Mandatory clauses that Council must adopt within its own Code are indicated within the *Draft Code of Meeting Practice* in black font. Non-mandatory or optional clauses recommended for Council's inclusion within its Code are drafted in red font. Any supplementary or clarification drafting proposed within the Code is in blue font.

A workshop was held on 17 September 2025 to discuss with Councillors key changes under the new Model Code. Under the new Model Code, Council may only conduct Public Forum prior to the Council meeting if it wishes.

Accordingly, two options are presented to Council as Procedures within the *Draft Code of Meeting Practice* attached, at Appendix 1. One option is to conduct Public Forum for 2 hours on the day prior to the Council meeting. A second option to conduct Public

Forum 30 minutes immediately prior to the Council meeting. Council is also required to determine whether or not the Chairperson is authorised to expel any attendee at a Council or Committee meeting other than a Councillor, or all attendees including Councillors. The *Draft Code of Meeting Practice* attached recommends authorising the Chairperson to expel any person attending the meeting, in line with recent changes consulted with Councils with respect to the Minister for Local Government's review of the Councillor Misconduct Framework. Council may, however determine if it wishes to proceed with the alternate clause.

The outcome of both consultation processes on the *Draft Code of Meeting Practice* and the previous consultation on the *Draft Councillor Expenses and Facilities Policy* will be reported to Council for its final determination by the end of 2025.

Endorsing the above actions will ensure Council is complying with its statutory obligations. These Policies are now recommended to Council for adoption and/or public exhibition.

COMMUNITY ENGAGEMENT

Council publicly exhibited the *Draft Procurement Policy*, *Draft Statement of Business Ethics* and *Draft Fraud and Corruption Control Policy*, for a minimum period of 28 days from 2 April 2025 to 4 May 2025 on Council's website.

Council had 150 visits to the 'Have Your Say' community engagement website during the public exhibition period, with 157 people downloading the *policies* provided. No submissions were received from respondents.

POLICY IMPLICATIONS

The adoption of these policies will rescind the previously adopted versions of them. Given the recent release of the new Model Code of Meeting Practice by the Office of Local Government, Council is required to exhibit and adopt a new Code of Meeting Practice based on the new Model Code by the end of 2025, to be effective from the first meeting in 2026 to comply with the *Local Government Act 1993.*

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

CONCLUSION

Council has publicly exhibited the *Draft Procurement Policy*, *Draft Statement of Business Ethics* and *Draft Fraud and Corruption Control Policy* and received no submissions. The policies are now recommended for adoption along with the *Code of Meeting Practice* and *Councillor Expenses and Facilities Policy*, which are recommended for re-adoption. It is also recommended concurrently that Council publicly exhibit for 42 days, the *Draft Code of Meeting Practice* based on the recently released Model Code by the Office of Local Government.

ATTACHMENTS

1. Draft Procurement Policy ⇩
2. Draft Statement of Business Ethics ⇩
3. Draft Fraud and Corruption Control Policy ⇩
4. Councillor Expenses and Facilities Policy - For re-adoption (Interim) ⇩
5. Code of Meeting Practice - For re-adoption (Interim) ⇩
6. Draft Code of Meeting Practice - Based on 2025 New Model Code - For Exhibition ⇩
7. The Model Code of Meeting Practice for Local Councils in NSW 2025 ⇩
8. Circular to Councils - Model Meeting Code 2025 ⇩
9. Model Meeting Code 2025 - FAQ ⇩

DOCUMENTS ASSOCIATED WITH REPORT C09/25-185

Attachment 1

Draft Procurement Policy

CUMBERLAND
CITY COUNCIL

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AUTHORISATION & VERSION CONTROL

Policy Number	POL-***
Policy Owner	Director Governance and Risk
Date Adopted	TBC
Version No	0.2
Document ID Number:	******
Review Date	September 2029

INTRODUCTION

This policy provides the guiding principles that underpin the framework for the procurement of goods and services to ensure Council obtains best value for money whilst achieving legislative compliance, transparency, and probity objectives.

PURPOSE

The purpose of this Procurement Policy is to set out the strategic direction Council will take to deliver procurement outcomes ensuring the following:

- Best value for money
- Meeting the community needs
- Transparency and probity
- Economic, social and environmental sustainability
- Adherence to legislative requirements
- Effective risk management

SCOPE

This policy applies to all procurement activities undertaken by Council and applies to all Council Officials.

DEFINITIONS

Act	***Local Government Act 1993.***
Corruption or corrupt conduct	Dishonest activity in which a Council Officer, Councillor, volunteer, or service provider/services partner acts contrary to the interests of Council and abuses their position of trust in order to achieve some personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by Council, or a person purporting to act on behalf of and in the interests of Council, in order to secure some form of improper advantage for Council either directly or indirectly. Fraud is an example of corrupt conduct. Corrupt conduct is defined in the *Independent Commission Against Corruption Act 1998*.
Council	Cumberland City Council.
Councillor	Cumberland City Council elected representative.
Council committee members	A person other than a Councillor or Council Officer 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 Council's Audit, Risk and Improvement Committee (ARIC).
Council Officer	Cumberland City Council members of staff (including full-time, part-time, casual, and contracted staff).

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Council Official	Councillors, Council Officers, Council committee members and delegates of Council.
Fraud or fraudulent conduct	Dishonest activity causing actual or potential financial loss to Council including theft of monies or other property by Councillors, Council Officers, delegates of Council, Council committee members, volunteers, or service providers/services partners, and/or where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction, or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit. Fraud is further defined in the *Crimes Act 1900* (NSW).
Modern Slavery	The term Modern Slavery refers to a number of offences, as set out succinctly by the Local Government Procurement organisation: • Slavery & slavery like practices – this can include workers having to work long hours with very little pay and sometimes in very poor conditions, not being paid or not being paid a 'living wage'. • Forced labour – this includes any type of work people have been forced to do against their will or under threat of some form of punishment. This has occurred in Australia in the construction industry and usually affects migrants or people on working or bridging visas. • Child labour and child slavery – Child labour is terribly harmful for children and hinders their education and development. Child slavery occurs when a child is exploited for someone else's gain. Examples are child trafficking, child soldiers and child marriage. • Human trafficking – this can involve transporting and recruiting people for the purpose of exploitation, using violence, threats or coercion. This again has occurred in the construction industry in Australia. • Debt bondage – this is the world's most widespread form of slavery. It happens when people borrow money that they cannot repay and are forced to work to pay off the debt, losing control over the conditions of both their employment and the debt. • Servitude – the victim is significantly deprived of their personal freedom.

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POLICY STATEMENT

The *Local Government Act 1993 (Act)* and the *Local Government (General) Regulation 2021 (Regulation)* provide the legislative framework for Council to procure goods and services. The Act requires Council to invite tenders for a contract with expenditure equal to or in excess of the tender threshold while the accompanying Regulation sets out the procedural requirements for the tender, including choice of tendering methods.

In any procurement activities, all Council staff must:

- Conduct themselves at all times in accordance with Council's Code of Conduct
- Maintain high standards of integrity, probity and professional conduct
- Disclose potential or actual conflicts of interest
- Ensure that actual and prospective suppliers/contractors are treated equitably, and the process is transparent at all times
- Aim to provide accurate information to suppliers/contractors
- Comply with this policy, relevant legislation and any related procedures

PRINCIPLES

The purpose of this Policy is to ensure that Council's procurement processes are guided by the following principles.

Accountability and Transparency
Council has an obligation to explain and account for the way decisions have been reached and duties performed as it is open to scrutiny. Council must ensure that during the procurement process, adequate recordkeeping is maintained to explain the decisions and actions that have been taken.

Fairness and Consistency
Council must ensure consistency, so as to be fair and accurate at all stages of the procurement process ensuring all suppliers receive the same information. All requirements must be clearly specified within the documents and criteria for evaluation must be clearly indicated. The procurement process while encouraging a degree of competition in the market, must ensure that suppliers are treated equally. Council must not engage in practices that are anti-competitive or engage in collusive practices.

Value for Money
Value for money is not necessarily selecting the proposal with the lowest price, nor the highest quality of goods or services. It is the most advantageous combination of cost, quality and sustainability to meet Council's requirements. The best way to satisfy the requirement of obtaining a most advantageous outcome for Council is to ensure that there is a strong element of competition in the allocation of orders or awarding of Contracts. Most advantageous outcome does not automatically mean the "lowest price". Most advantageous outcome is achieved when the submission satisfies all the essential criteria, specifications, WHS, environmental and statutory requirements stated in the Request for Tender/Quotation document.

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Local Suppliers

Council is committed to supporting local suppliers and will incorporate local economic impact as a consideration in procurement processes where feasible. This will be undertaken in a transparent, fair, and value-driven manner, ensuring adherence to the *Local Government Act 1993*, the NSW Office of Local Government Tendering Guidelines, and Council's Procurement Procedures and Governance Framework.

Social Procurement

Council is committed to creating positive outcomes in the community and supporting a diverse range of suppliers. To encourage social procurement, Council will take the following steps:

- Preference local contractors and organisations that employ people with disabilities, indigenous contractors or people that come from disadvantaged communities.
- Consider sustainability and environment practices when engaging and contracting with contractors.

Modern Slavery

Council is committed to ensuring its operations and supply chains do not cause, involve, or contribute to modern slavery and its suppliers, relevant stakeholders, and others with whom we do business respect and share our commitment regarding minimising the risk of modern slavery. Council is committed to combating modern slavery by identifying where our modern slavery risks are in our supply chain and managing those risks, engaging with our suppliers in relation to the requirements and including modern slavery clauses in RFx documents and Contracts.

RELATED LEGISLATION

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- *Modern Slavery Act 2018 (Cth)*
- *State Records Act 1998*
- *Government Information (Public Access) Act 2009*
- *Public Interest Disclosures Act 2022*

RELATED DOCUMENTS AND COUNCIL POLICY

- *Code of Conduct*
- *Community Strategic Plan*
- *Procurement Operational Procedure*
- *Fraud and Corruption Control Policy*
- *Fraud and Corruption Control Plan*
- *Public Interest Disclosures Policy*
- *Statement of Business Ethics*

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DOCUMENTS ASSOCIATED WITH REPORT C09/25-185

Attachment 2

Draft Statement of Business Ethics

CUMBERLAND
CITY COUNCIL

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Statement of Business Ethics

AUTHORISATION & VERSION CONTROL

Policy Number	POL-011
Policy Owner	Director Governance & Risk
Date Adopted	TBC
Version No	2.1
Document ID Number:	8944192
Review Date	September 2029

INTRODUCTION

This Statement of Business Ethics (Statement) provides guidance for staff of Cumberland City Council (Council) and all sectors of the community who conduct, or wish to conduct, business with Council. This Statement sets out the ethical framework by which Council operates, the standards of integrity demanded of Council Officials and the mutual obligations of those whom conduct business with Council. Council has zero tolerance of unethical behaviour, fraud, and corruption, and expects its business partners to be subject to the same level of ethical behaviour.

In the service of fully delivering its functions and in order to ensure the ethical deliverance of public value, Council conducts a range of business with private, public and non-profit sectors. How these relationships are managed is critical in maintaining the trust and confidence of the Cumberland community, who expect Council to operate under the highest ethical standard.

This statement forms part of Council's governance framework and reinforces Council's Code of Conduct. The mechanisms in this Statement and the Code of Conduct aim to be consistent with Council's obligations under the *Local Government Act 1993* and related legislation. In addition, this Statement and the Code of Conduct protect Council's financial position, integrity, and reputation as well as ensuring that decision making is ethical, fair and transparent.

SCOPE

All business conducted by Council shall be conducted in accordance with this statement.

This statement is applicable to all Council Officials, Council-run businesses and organisations as well as to any other parties conducting business with, or wishing to conduct business with, Council.

DEFINITIONS

Business	All policies, procedures and practices of Council relating to procurement, recruitment, the assessment and determination of applications, use of consultants, use of contractors, interaction with lobbyists, the supply of goods and services, as well as other general dealings
Cash-Like Gift	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.
Council	Cumberland City Council
Council Officials	Councillors, Council Staff, Administrators, Members of Council Committees, Conduct Reviewers, Delegates of Council, Council Advisers and Volunteers
NSW	New South Wales

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KEY PRINCIPLES

Section 8 of the *Local Government Act 1993* provides Councils in NSW with guiding principles that facilitate strong, healthy and prosperous local communities. These principles are detailed in the table below:

Element of Local Government Act 1993	Principle
Exercise of Functions Generally	Council should provide strong and effective representation, leadership, planning and decision-making.
	Council should carry out functions in a way that provides the best possible value for residents and ratepayers.
	Council should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
	Council should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
	Council should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
	Council should manage lands and other assets so that current and future local community needs can be met in an affordable way.
	Council should work with others to secure appropriate services for local community needs.
	Council should act fairly, ethically and without bias in the interests of the local community.
	Council should be responsible employers and provide a consultative and supportive working environment for staff.
Decision-Making	Council should recognise diverse local community needs and interests.
	Council should consider social justice principles.
	Council should consider the long term and cumulative effects of actions on future generations.
	Council should consider the principles of ecologically sustainable development.
	Council decision-making should be transparent and decision-makers

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	are to be accountable for decisions and omissions.
Community Participation	Council should actively engage with their local communities, through the use of integrated planning and reporting framework and other measures.
Sound Financial Management	Council spending should be responsible and sustainable, aligning general revenue and expenses.
	Council should invest in responsible and sustainable infrastructure for the benefit of the local community.
	Council should have effective financial and asset management, including sound policies and processes for the following— ▪ performance management and reporting ▪ asset maintenance and enhancement ▪ funding decisions ▪ risk management practices
	Councils should have regard to achieving intergenerational equity, including ensuring the following— ▪ policy decisions are made after considering their financial effects on future generations ▪ the current generation funds the cost of its services.
Integrated Planning and Reporting	Council should identify and prioritise key local community needs and aspirations and consider regional priorities.
	Council should identify strategic goals to meet those needs and aspirations.
	Council should develop activities, and prioritise actions, to work towards the strategic goals.
	Council should ensure that the strategic goals and activities to work towards them may be achieved within council resources.
	Council should regularly review and evaluate progress towards achieving strategic goals.
	Council should maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.
	Council should collaborate with others to maximise achievement of strategic goals.
	Council should manage risks to the local community or area or to the council effectively and proactively.
	Council should make appropriate evidence-based adaptations to

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	meet changing needs and circumstances.

MUTUAL EXPECTATIONS

What you can expect from Council

Council Officials are bound by Council's Code of Conduct and supporting policies within Council's governance framework. There is an expectation that Council Officials will act in the public interest, act with integrity, uphold transparency and remain accountable, as well as observing the highest standards of ethical, probity and professional conduct.

Stakeholders can expect that Council will:

- Comply with the applicable State and Federal laws and regulations
- Comply with the applicable Council policies, procedures, and guidelines and will ensure these documents are consistent with best practices
- Utilise Council resources efficiently and effectively
- Strive to achieve the best value for money
- Be professional, honest, accessible, transparent, accountable, fair and ethical
- Not engage in any activities that would bring the public sector into disrepute
- Provide access to information unless there is an overriding public interest against disclosure
- Pay its accounts on time
- Communicate clearly and respond promptly to questions resolving any issues quickly
- Clearly specify all requirements and criteria for evaluation and responding promptly for requests for advice and information
- Effectively and efficiently monitoring and evaluating performance for the benefit of the community and feedback opportunities for the service provider
- Provide open competition for business in using the appropriate or optimum procurement methodology
- Resolve any actual, perceived or potential conflicts of interests in the public interest
- Make objective decisions based on merit considering reasonable criteria and only relevant and material facts
- Never seek any gifts, hospitality or other personal benefits
- Protect privacy, confidential and proprietary information as well as commercial-in-confidence information
- Observe environmental sustainability considerations
- Comply with Work Health and Safety requirements

Council will ensure that all policies, procedures and practices relating to the procurement of goods and services, use of contractors and consultants, assessment of development applications, and interactions with lobbyists are consistent with good practice and the highest standards of ethical conduct.

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All approvals, decisions and procurement activities will be clearly documented to enable transparent and effective governance across the organisation. Council will assess all applications objectively, considering all relevant and material factors in determining a decision on matters that come before the Council.

What Council expects of its business partners

Cumberland Council requires all suppliers of goods and services, members of the public, applicants, lobbyists, contractors, suppliers and anyone doing business with Council to comply with this Statement and observe the following:

- Act ethically, fairly and honestly in all dealings with Council.
- Comply with Council's procurement framework and procedure.
- Declare actual, potential or perceived conflicts of interest as soon as possible.
- Respect the obligations of Councillors and staff to abide by Council's Code of Conduct.
- Be aware and comply with legislation, Council's policies and procedures as they pertain to the business before Council, and the conditions set out in documents supplied by Council.
- Provide accurate and reliable advice and information when required.
- Prevent the disclosure of confidential information.
- Refrain from discussing Council business or information in the media.
- Assist Council to prevent unethical practices in our business relationships.
- Act without discrimination and on the basis of informed cultural understanding.
- Refrain from engaging in any form of collusive practice, or offering Council officials inducements or incentives including gifts and benefits, designed to improperly influence the conduct of their business.
- Respect the environment, comply with environmental laws and have sustainable practices in the use of resources and waste management.
- Refrain from any action or contact that may be considered an attempt to influence a decision of Councillors or staff.
- Maintain records of all dealings with Council.
- Provide Council with quality work, product or service on time that delivers value for money.
- Take reasonable case for the health, safety, and welfare of individuals in connection with your Council dealings.
- Ensure the security and proper use of Council resources, assets and materials
- Report any breaches of these ethical standards to Council or the applicable oversight bodies where applicable.

Council requires its business partners refrain from engaging in practices which cause, involve or contribute to modern slavery, as defined by Section 4 of the *Modern Slavery Act 2018*. Where necessary, Council requires its business partners to respond to Modern Slavery

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questionnaires or criteria in procurement and contract documentation. Further, Cpuncil requires its business partners to read and acknowledge the Cumberland Disability Inclusion Action Plan 2022-2026 and agree to take reasonable measures to comply with *Disability Inclusion Act 2014 No 41.*

Breaches of this Statement

All stakeholders are required to comply with this Statement. Stakeholders should be aware of the consequences of not complying with Council's ethical requirements when doing business with Council, and may include:

- Immediate termination of contracts / orders
- Loss of future work / opportunities with Council
- Investigation, including referral of matters for criminal investigation to external agencies where appropriate
- Loss or damage to reputation
- Criminal prosecution

Council officials who do not comply with this Statement will be considered in breach of Council's Code of Conduct and subject to disciplinary action, that may include:

- Dismissal or Loss of Civic Office
- Investigation
- Disciplinary Action
- Potential Criminal Charges

GUIDELINES FOR BUSINESS PARTNERS

Gifts and Benefits
Council Officials are expected to take the appropriate course of action, in accordance with Council's Code of Conduct and *Gifts and Benefits Guideline*. Any offer or acceptance of a gift by Council Officials is mandated to be disclosed and recorded in Council's *Gifts and Benefits Register.*

All Council Officials:

- Must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment.
- Are prohibited from seeking gifts or benefits of any kind.
- Should never accept gifts from suppliers.
- Should never accept a gift or benefit that creates a sense of obligation, or is intended or likely to influence them carrying out their public duty.
- Must not accept any offers of cash or cash-like gifts.

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Council Officials involved in the exercise of regulatory or procurement processes are prohibited under any circumstances to accept gifts, hospitality and benefits of any kind, where the officials are dealing with persons seeking a decision from Council, or who have sought a decision from Council.

As a condition of engagement with Council, prospective Business Partners must agree not to offer any gifts or benefits to Council Officials. This includes, but is not limited to, paying for the costs of entertainment, meals, travel or accommodation.

Conflicts of Interest and Disclosure
In accordance with the Code of Conduct, all Council Officials are required to disclose any actual, perceived, or potential conflicts of interest they have in a matter they are dealing with, as soon as practicable after becoming aware of the interest.

Conflicts of Interests exist where a reasonable person perceives that Council officials, or those fulfilling duties on behalf of Council, preference their personal interests over their public duties. Conflicts of Interest may be:

- Pecuniary – where there is a reasonable likelihood or expectation of appreciable financial gain either to:
    - You
    - A spouse or partner
    - A relative
    - Your employer
    - A company or other body of which you, your nominee, partner or employer, is a shareholder or member.

- Non-Pecuniary - private or personal interests that do not amount to a pecuniary interest as defined above.

Council extends the requirement to disclose conflicts of interest to parties with which it conducts business. This must be done in writing, as soon as practicable after the individual is made aware of the interest.

Lobbying
Lobbying is a normal and, in some circumstances, an acceptable part of the democratic process. However, lobbying is not acceptable if it undermines public confidence in impartial decision making falls outside the bounds of appropriate and lawful behaviour. Inappropriate or unlawful conduct with regard to lobbying involves attempting to gain preferential treatment based on factors other than merit.

The lobbying of Council Officials in certain situations is not permissible. These situations may include, but are not limited to:

- Tender processes
- Engagement of services
- Development applications while under assessment
- Matters subject to legal action

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Attempts to Influence Decisions
Any action or contact that may be considered or perceived to be an attempt to influence a decision of Councillors or staff is a breach of this Statement.

Any such attempt during the tender process will immediately disqualify the relevant tenderer or service provider. Council's Request for Tender or Quotation documentation will contain statements prohibiting proponents from approaching Councillors and Council officers not nominated as contact people during a tender process.

Use of Council Equipment, Resources and Information
All Council equipment, resources and information should only be used for its proper official purpose; equipment remains the property of Council at all times.

Council Officials and its business partners are expected to respect and protect the information held concerning residents and the community in accordance with the *Privacy and Personal Information Protection Act 1998* as well as Council's Privacy Management Plan. All information is considered confidential unless specifically expressed by Council Officials. Council expects its business partners to treat all Council information appropriately and use the information for the purpose for which it was provided. Any confidential information should be treated as such and should not be revealed to persons other than those with a genuine need and authority.

Requests for access to Council information is to managed in line with the relevant provisions of the *Government Information (Public Access) Act 2009* and associated procedures of Council.

Intellectual Property
In business relationships with Council, parties are expected to respect each other's intellectual property rights, and formally negotiate any access, licence or use of intellectual property.

Transfer of any intellectual property will be addressed by contractual agreement.

Communication
All communication between Council and its business partners should be clear, direct, and accountable, in order to minimise the risk of inappropriate influence, or the perception of inappropriate influence. All communication should be through the approved channels.

Contractors and sub-contractors
All contracted and sub-contracted employees are expected to comply with this Statement. It is the responsibility of contractors to ensure sub-contractors they engage are aware of this Statement, as they are equally bound by it.

Secondary and Post-Separation Employment
Council Officials have a duty to maintain public trust and confidence, and must not:

- Disclose confidential information obtained during the course of their employment with Council.
- Use this information to facilitate future employment.

As outlined in the Code of Conduct, Council employees must obtain approval from the General Manager to enter into any secondary employment arrangement. Any secondary employment of Council employees must not:

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- Conflict with their official duties
- Require them to work whilst on Council duty
- Disclose confidential Council information
- Use Council resources
- Cause adverse work performance

Council's business partners must not make offers of employment to Council staff, where it may be perceived to obtain unfair advantage or conflict with their role at Council.

Former staff members must not:

- Disclose confidential information obtained during their employment
- Convert any property of the Council to their own use unless properly authorised
- Seek, or appear to seek favourable treatment or
- Seek access to confidential information.

Workplace Health and Safety
Workplace safety is of paramount importance to Council. It is expected that all parties who do business with Council comply with legislative and procedural safety requirements - in line with Section 29 of the *Work Health and Safety Act 2011*.

Council's expects the parties with which it conducts business to conform to the requirements set out in the Alcohol and Other Drugs Procedure. Persons conducting business with or on behalf of Council must not come to, or return to, work under the influence of alcohol or any other drugs that could impair their ability to carry out their job or cause danger to the safety of themselves or others.

Political Donations
Section 53 of the *Electoral Funding Act 2018* requires that persons with a financial interest in, or who have made a submission in relation to, a development application or a planning instrument, disclose certain information about political donations and other gifts that have been made to a Councillor or Council employee within the previous two years of the application or submission.

Media & Public Comment
In accordance with Council's Media Policy, Council employees are prohibited from addressing enquiries from the media without the explicit prior approval or delegation from the General Manager.

Council's business partners are also subject to this policy and must not make any public comment or statement that could be perceived as representing Council, or expressing its views or policies, whether at public or community forums, via social media, via media or when it is reasonable that comments or statements will become known to the public at large.

Sponsorship
Council sometimes seeks financial or in-kind sponsorship from the private sector in order to support activities, programs or events facilitated by Council (incoming sponsorships). Council also provides financial or in-kind sponsorship to support the activities and events of community organisations within the Cumberland area (outgoing sponsorships).

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Council's Sponsorship Policy outlines the process for how Council evaluates incoming and outgoing sponsorships.

Sponsorship will not:

- Limit Council's capacity to carry out its functions fully and impartially.
- Improperly influence decisions or actions taken by Council.
- Compromise, or be seen to compromise, Council's regulatory and planning functions.
- Enter into any sponsorship agreements that are not open and transparent.

Development and Planning Proposals
Under the *Environmental Planning and Assessment Act 1979* Council has a formal role in assessing development applications and planning proposals. Council's process must be open, transparent and fair to all parties involved.

Council Officials must exercise all land use planning, development assessment and other regulatory functions in a professional and ethical manner, and in line Code of Conduct must not:

- Convey any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Compliance and Risk Management
Council's business partners are expected to comply with the relevant international and Australian standards on compliance and risk management. This includes assessing and understanding risks and having effective internal controls and compliance frameworks in place. Specific instructions about these requirements may be included in relevant contractual provisions.

Legislative and Policy Requirements
All legislative and policy requirements must be adhered to by staff, delegates, business associates and suppliers involved in contracting or tendering for services or supplies, or other business relationships.

Supplier Interaction
Suppliers, consultants and contractors must deliver value for money and not engage in relationship-selling techniques. Business relationships should always be conducted professionally, with attendance at Council sites by appointment only.

Businesses wanting to tell Council about new products or services should direct correspondence to Council's Procurement Team.

Bullying, Harassment and Discrimination
The Code of Conduct outlines the general conduct obligations expected of Council Officials. Council also expects that its business partners do not engage in harassing, bullying, or discriminative behaviour against any other persons.

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Council has zero tolerance for harassment, bullying or discrimination 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
- Political affiliation
- Religious or other affiliation

Complaints
Complaints regarding Council service should be lodged in accordance with Council's Compliments and Complaints Management Policy. Complaints regarding matters relating to contractual arrangements with Council should be raised in the first instance with the Manager responsible for the operational administration. If these remain unresolved, complaints can be forwarded to the General Manager.

REPORTING WRONGDOING

Under the *Public Interest Disclosures Act 2022* *(the Act),* public officials can make reports of potential corrupt conduct, serious maladministration, government information contraventions, privacy contraventions, serious and substantial wastes of public money, and local government pecuniary interest contraventions.

Under Section 14 (1)(f) of the Act, a person engaged by Council under contract to provide services or functions on behalf of Council is noted as a public official for the purposes of the Act.

The Act also protects public officials whom disclose wrongdoing against detrimental action and ensures that disclosures are properly dealt with by Council.

Under Section 27 (1) of the Act, within Council, disclosures can be made to the General Manager, nominated Disclosure Officers within Council, or the public official's manager. Further detail is available within Council's Public Interest Disclosures Policy.

If you have any questions about this statement or would like to report suspected corrupt or unethical conduct, please contact Council's Director Governance & Risk, or Council's Internal Ombudsman Shared Service.

Director Governance & Risk

Phone: (02) 8757 9000
Email: council@cumberland.nsw.gov.au (Attention – Director Governance & Risk)
Post: PO Box 42, Merrylands NSW 2160
Address: 16 Memorial Avenue Merrylands or 1 Susan Street Auburn
Website: cumberland.nsw.gov.au

Internal Ombudsman

Phone: (02) 8757 9044
Email: internalombudsman@cumberland.nsw.gov.au
Post: 11 Northumberland Road Auburn NSW 2144
Address: 11 Northumberland Road Auburn NSW 2144
Website: cumberland.nsw.gov.au

Suspected wrongdoing can also be reported to the following external bodies:

NSW Ombudsman

Phone: 1800 451 524
Email: info@ombo.nsw.gov.au
Address: Level 24, 580 George Street, Sydney NSW 2000
Post: Level 24, 580 George Street, Sydney NSW 2000
Website: ombo.nsw.gov.au

Independent Commission Against Corruption

Phone: (02) 8281 5999 or 1800 463 909
Email: icac@icac.nsw.gov.au
Address: 255 Elizabeth Street, Sydney NSW 2000
Post: GPO Box 500, Sydney NSW 2001
Website: icac.nsw.gov.au

NSW Office of Local Government

Phone: (02) 4428 4100
Email: olg@olg.nsw.gov.au
Address: 5 O'Keeffe Avenue, Nowra NSW 2541
Post: Locked Bag 3015, Nowra NSW 2541
Website: olg.nsw.gov.au

Audit Office of NSW

Phone: (02) 9275 7100
Email: mail@audit.nsw.gov.au
Address: Level 19, Darling Park Tower 2, 201 Sussex Street, Sydney NSW 2000
Post: GPO Box 12, Sydney NSW 2001
Website: audit.nsw.gov.au

Information and Privacy Commission

Phone: 1800 472 679
Email: ipcinfo@ipc.nsw.gov.au
Address: Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000
Post: GPO Box 7011, Sydney NSW 2001
Website: ipc.nsw.gov.au

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RELATED LEGISLATION

Electoral Funding Act 2018
Environmental Planning and Assessment Act 1979
Government Information (Public Access) Act 2009
Local Government Act 1993
Modern Slavery Act 2018
Privacy and Personal Information Protection Act 1998
Public Interest Disclosures Act 2022
Work Health and Safety Act 2011

RELATED DOCUMENTS AND COUNCIL POLICY

Alcohol and Other Drugs Procedure
Code of Conduct
Compliments and Complaints Management Policy
Gifts and Benefits Guideline
Media Policy
Privacy Management Plan
Public Interest Disclosure Policy
Sponsorship Policy
Fraud and Corruption Control Policy

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DOCUMENTS ASSOCIATED WITH REPORT C09/25-185

Attachment 3

Draft Fraud and Corruption Control Policy

CUMBERLAND
CITY COUNCIL

Fraud and Corruption Control Policy

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AUTHORISATION & VERSION CONTROL

Policy Number	POL-012
Policy Owner	Director Governance and Risk
Date Adopted	TBC
Version No	3.1
Document ID Number	3186455
Review Date	September 2029

FOREWORD

The Executive and Senior Leadership Team of Council are strongly committed to driving a high performing organisation underpinned by robust governance practices and ethics principles. This Council has zero tolerance for any form of fraud or corruption. We are continually focused on proactively driving a fraud-free culture through the delivery of all our policies, processes, and projects throughout all levels of our organisation.

Peter J Fitzgerald
GENERAL MANAGER

PURPOSE

The purpose of this policy is to set out how Council will prevent, detect, and respond to fraudulent and corrupt conduct. Council will not tolerate fraudulent and corrupt conduct of any kind and will take any complaints of such conduct seriously. Any complaints received will be investigated in line with the Fraud and Corruption Control Plan and disciplinary and/or legal action may be taken against anyone who engages in fraudulent and corrupt conduct.

SCOPE

This Fraud and Corruption Control Policy applies to all Council Officials, (Council Officers, Councillors, Council committee members, delegates of Council), service providers/services partners and volunteers who perform functions on behalf of Council.

DEFINITIONS

Act	*Local Government Act 1993.*
Corruption or corrupt conduct	Dishonest activity in which a Council Officer, Councillor, volunteer, or service provider/services partner acts contrary to the interests of Council and abuses their position of trust in order to achieve some personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by Council, or a person purporting to act on behalf of and in the interests of Council, in order to secure some form of improper advantage for Council either directly or indirectly. Fraud is an example of corrupt conduct. Corrupt conduct is defined in the *Independent Commission Against Corruption Act 1998*.

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Council	Cumberland City Council.
Councillor	Cumberland City Council elected representative.
Council committee members	A person other than a Councillor or Council Officer 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 Council's Audit, Risk and Improvement Committee (ARIC).
Council Officer	Cumberland City Council members of staff (including full-time, part-time, casual, and contracted staff).
Council Official	Councillors, Council Officers, Council committee members and delegates of Council.
Delegate of Council	A person (other than a Councillor or Council Officer) or body, and the individual members of that body, to whom a function of Council is delegated.
Fraud or fraudulent conduct	Dishonest activity causing actual or potential financial loss to Council including theft of monies or other property by Councillors, Council Officers, delegates of Council, Council committee members, volunteers, or service providers/services partners, and/or where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction, or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit. Fraud is further defined in the *Crimes Act 1900* (NSW).
ICAC	Independent Commission Against Corruption.
Manager	Any Council Officer who manages, oversees, or is in any way responsible for any other Council Officer, Councillor, volunteer, or service provider/service partner.
OLG	NSW Office of Local Government.
Regulation	*Local Government Regulation (General) 2021.*
Service providers/ partners	A person or company engaged to provide services to Council.
Volunteer	A formally recognised, unpaid member of the public who assists with the provision of Council services e.g., Visitor Information Centre/Library.

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POLICY STATEMENT

Council does not tolerate any instances of Fraud or Corruption. This Policy outlines Cumberland City Council's commitment to the prevention, deterrence, detection and investigation of all forms of fraud and corrupt conduct.

Ultimately, the General Manager has responsibility for managing Fraud and Corruption risks at Council. The General Manager is obligated under **section 11** of the *Independent Commission Against Corruption Act* to report to ICAC any matter that the General Manager suspects on reasonable grounds may concern corrupt conduct.

All Council Officials must always conduct themselves with integrity, remain vigilant to instances of fraudulent and corrupt conduct, and report such conduct. Council's Fraud and Corruption Control Plan sets out a four-pronged approach to Fraud and Corruption management which is detailed below.

1. **Prevention:** Council implements appropriate prevention strategies to minimise the risk of Fraud and Corruption.

2. **Detection:** Council establishes systems of internal control, commissions internal and external audits, implements continuous monitoring, and encourages reporting of any suspected or actual Fraud or Corruption by internal and external personnel, to identify and detect any fraudulent or corrupt conduct.

3. **Response:** Council implements the plan below to respond to any allegations of Fraud or Corruption:
   a. Immediate response procedures are implemented to mitigate any loss to Council.
   b. Internal and external assessment and investigation procedures are followed.
   c. Disciplinary measures are taken as necessary.
   d. Referrals to appropriate bodies.

4. **Record keeping:** Council complies with clear record keeping procedures.

Prevention

Council implements a variety of prevention measures, as set out below.

- Council promotes an ethical culture through the Code of Conduct, regular updates on Fraud and Corruption control measures and a top-down approach to awareness and education.
- Council provides training to Managers on the processes within the Fraud and Corruption Control Plan and onboarding training to new staff and volunteers.
- Council requires Council Officials to identify risks (including risks of Fraud or Corruption) and apply risk management in line with the Risk Management Framework.
- Council carries out applicable pre-employment screening and service provider/service partner due diligence to reduce the risk of Fraud or Corruption.
- Council ensures that Council Officials comply with obligations in Council's policies, procedures and guidelines.

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- Council implements internal and external recommendations to improve the Fraud and Corruption Control Plan.
- Council undertakes continuous improvement initiatives in accordance with the Fraud and Corruption Control Plan.

Detection

Council Officials, service providers/service partners and volunteers are obligated to report any instances of Fraud or Corruption in writing or orally in accordance with Council's **Public Interest Disclosure Policy.** Council Officials, service providers/service partners and volunteers who make a complaint as a public interest disclosure of possible fraudulent or corrupt conduct will be protected from reprisal in line with Council's **Public Interest Disclosures Policy** and Procedure.

Council implements a variety of detection measures, as set out below.

- Council sets out clear procedures for internal reporting of suspected instances of Fraud or Corruption.
- Council establishes systems of internal control.
- Council encourages external monitoring and reporting by the public of any Fraud or Corruption.
- Council engages suitably qualified persons to assist with identifying and detecting Fraud and Corruption.
- Council carries out internal audits and has external audits to assess the effectiveness of current systems.
- Council uses ongoing internal monitoring and reporting to specifically examine transactions, processes and practices with material Fraud or Corruption risks and ensures Council Officials report any Fraud or Corruption that they identify.

Response

Council takes all allegations of fraudulent and corrupt conduct (whether from internal or external stakeholders) seriously and is dedicated to thoroughly assessing and investigating (as necessary) all reports in agreement with any relevant industrial instruments or contracts, the Fraud and Corruption Control Plan, Code of Conduct, the Procedures for the Administration of the Model Code of Conduct, and applicable legislation.

Council does not tolerate allegations of fraudulent or corrupt conduct that are found to be vexatious, frivolous, or misleading and will take appropriate corrective action as appropriate.

If necessary, Council will apply measures immediately to mitigate any future loss caused by Fraud or Corruption and preserve evidence for an investigation. Investigations will either be conducted internally in line with Council's procedures, or externally.

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Council will take corrective and/or other legal measures in relation to allegations in line with the Fraud and Corruption Control Plan, including referrals to regulatory bodies, where appropriate.

Complaints about Councillors will be managed in accordance with the *Procedures for the Administration of the Model Code of Conduct*.

Any matter that could involve criminal conduct should be reported to the NSW Police Force. Council must participate with the NSW Police Force and do all that is reasonable to assist with a proper investigation. Council also encourages members of the public to report any suspicious behaviour, including instances of actual or suspected fraud to the General Manager, ICAC, or NSW Police, as appropriate.

Record keeping

Council's Governance Unit maintains a confidential register of both internal and external complaints of possible fraudulent or corrupt conduct, including the details of the complaints, status of the response and implementation record of any recommendations. Council's Governance Unit will also maintain a register of Fraud or Corruption events in accordance with the Fraud and Corruption Control Plan.

Breaches of this policy may result in an investigation of the alleged breach in line with relevant Council policies including the Code of Conduct.

Any alleged criminal offence or allegation of corrupt conduct will be referred to the relevant external agency.

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ROLES AND RESPONSIBILITIES

Role	Responsibilities
Mayor and Councillors	The Mayor and Councillors are responsible for ensuring that management is carrying out the tasks assigned to them in relation to fraud risk and corruption prevention, as well as understanding the environment to determine if management can override or influence the controls in place.
General Manager	The General Manager is responsible for receiving complaints of Fraud and Corruption from the Director Governance and Risk. The General Manager may delegate their duty to deal with the complaint. The General Manager is responsible for reporting: • Suspected corrupt conduct to the ICAC. • Complaints about Councillors to the OLG. • Complaints about a Council Official breaching their conflict of interest obligations to the OLG. • Suspected criminal conduct to the NSW Police Force.
Internal Ombudsman	The Internal Ombudsman is Council's nominated Public Interest Disclosures Coordinator and Code of Conduct Complaints Coordinator. The General Manager may also refer a serious complaint to the Internal Ombudsman Shared Service for appropriate investigation and action in accordance with the Internal Ombudsman Shared Service Governance Charter and the Public Interest Disclosures Act 2022.
Director Governance & Risk	The Fraud and Corruption Control Policy sits within the responsibility of the Governance & Risk Directorate of Council. The Director Governance & Risk is the Chief Risk Officer of the organisation, and is responsible for the provision of fraud and corruption control initiatives and the overall implementation of the Fraud and Corruption Control Plan.
Manager Governance	The Manager Governance is responsible for escalating complaints of Fraud and Corruption from Council Officials (unless a complaint is about them) and reporting those complaints to the Director Governance and Risk and General Manager. The Manager Governance is responsible for: • Escalating and/or handling complaints and assisting with the investigation of such complaints as required. • Distributing the Fraud and Corruption Control Policy and Plan. • Providing training and awareness to Council Officials.

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Role	Responsibilities
Internal Audit	Whilst the primary responsibility for the identification of fraud and corruption rests with the leadership group and managers, the internal audit function examines the adequacy of internal controls over high-risk processes and evaluates the potential for fraud to occur. The Internal Audit Coordinator investigates low to medium-risk processes not subject to the Internal Audit Program, evaluates the potential for fraud to occur and recommends improvements to Council's processes, ensuring relevant controls are in place.
Audit, Risk and Improvement Committee	An established Audit, Risk and Improvement Committee meets regularly throughout the year and plays a pivotal role in the oversight of Council's Governance, Risk and Audit functions. The Committee is responsible for the regular review and oversight of Council's operations to ensure robust and effective risk management practices within Council.
Leadership Group and Managers	Managers are responsible for receiving complaints about volunteers and service providers/service partners from other Council Officials. The Manager must report such complaints to the Manager Governance.
Council Staff/ Officials	Council Officials are required to report all suspected instances of Fraud or Corruption to: • A Manager, if the complaint concerns conduct by a volunteer or service provider/service partner that the Manager is responsible for. • Manager Governance if the complaint is about another Council Official. • The General Manager, if the complaint is about the Manager Governance. Council Officials will be responsible for receiving complaints from volunteers and service providers/service partners.
Volunteers and service providers/service partners	Volunteers, Contractors, Consultants, service providers/service partners and any other persons who perform public official functions on behalf of Council, are encouraged to support Council's commitment to preventing fraud and corruption through reporting suspicious behaviour in accordance with the Code of Conduct. All external parties who engage in business with Council are expected to observe Council's Statement of Business Ethics, comply with Council policies and refrain from engaging in fraudulent and corrupt conduct.

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RELATED LEGISLATION

- Independent Commission Against Corruption Act 1988
- Local Government Act 1993 and General Regulation 2005
- Public Interest Disclosures Act 2022

RELATED DOCUMENTS AND COUNCIL POLICY

- Code of Conduct
- Procedures for the Administration of the Model Code of Conduct
- Fraud and Corruption Control Plan
- Fraud and Corruption Control Procedure
- Compliments and Complaints Management Policy
- Public Interest Disclosures Policy
- Risk Management Policy
- Statement of Business Ethics
- Internal Ombudsman Shared Service Governance Charter

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DOCUMENTS ASSOCIATED WITH REPORT C09/25-185

Attachment 4

Councillor Expenses and Facilities Policy - For re-adoption (Interim)

CUMBERLAND
CITY COUNCIL

Councillor Expenses and Facilities Policy

AUTHORISATION & VERSION CONTROL

Policy Number	POL-008
Policy Owner	Director Governance & Risk
Date Adopted	TBC
Version No	3
Document ID	6473744
Review Date	September 2029

POLICY SUMMARY

The *Local Government Act 1993* (the Act) requires that Council adopt a policy concerning the payment of expenses and the provision of facilities to the Mayor and Councillors. Section 252 (1) of the Act requires that, within the first 12 months of each term of a council, that a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor (if there is one) and the other Councillors in relation to discharging the functions of civic office.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation), and complies with the Office of Local Government's *Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW*.

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations and the requirements of Councillors in a large, amalgamated Council setting. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy sets out clear limitations around reimbursement for expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed. The Policy thresholds will reset at the commencement of a new Council term.

The main expenses and facilities are summarised in the table below. All monetary amounts are inclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	$4,000 per Councillor	Per year
Accommodation and meals	As per the *Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009. See 6.15 for Accommodation.*	Per occasion
Professional development including conferences and seminars	$40,000 total for all Councillors, in addition to Supplementary Professional Development at 6.25.	Per year
Carer expenses	$5,000 per Councillor	Per year
Home office, ICT and subscription expenses	$3000 per Councillor, in addition to the one-off provision of an office desk, chair, and maintained printer per term	Per year
Mayor hosting of delegations	$5,000 for the Mayor	Per year
Mayor (and/or delegate Councillors) attending key industry functions or community events	$10,000 for the Mayor or their nominated Councillor delegates where there is an attendance/entry/ticket fee	Per year
Councillor stationery	Business cards: 1000 per Councillor Christmas Cards: 200 per Councillor	Per year

Councillor common room	Councillor common room with facilities provided to all Councillors at both Auburn and Merrylands Administration Offices. General office space also to be made available to the Mayor and Councillors in Granville.	Not relevant
Maintained Council vehicle, fuel card and toll pass	Provided to the Mayor	Not relevant
Reserved parking space at Council offices	Four (4) parking spaces at the Merrylands Office and four (4) parking spaces at the Auburn Office (including one dedicated parking space for the Mayor at both locations), with swipe pass access for each Councillor also at the Auburn Public Carpark. All Councillors to have a parking permit sticker, making them eligible to park in staff only areas.	Not relevant
Furnished office	Provided to the Mayor at Auburn and Merrylands Administration Centres	Not relevant
Councillor uniform and name badge	Provided to all Councillors	Per Council term

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

In accordance with the Office of Local Government guidelines, expenditure related to this policy will be noted in Council's Annual Report.

Part A – Introduction

1. INTRODUCTION

1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Cumberland City Council.

1.2. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties, while ensuring an appropriate level of public transparency around expenditure.

1.3. The General Manager is entitled to question or refuse a request for payment from a Councillor when it does not accord with this policy.

1.4. Expenses and facilities provided by this policy are in addition to fees paid to Councillors and the Mayor. The minimum and maximum fees a council may pay each Councillor are set by the Local Government Remuneration Tribunal as per section 241 of the Act and are reviewed annually. Council must adopt its annual fees within this set range.

1.5. In addition to 1.4, Council will make superannuation contribution payments to a superannuation account nominated by the Councillor equivalent in amount to superannuation guarantee payments from the date of application.

2. POLICY OBJECTIVES

2.1. The objectives of this policy are to:

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;
- enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;
- ensure facilities and expenses provided to Councillors meet community expectations;
- support a diversity of representation;
- fulfil Council's statutory responsibilities.

3. PRINCIPLES

3.1. Council commits to the following principles:

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

4. PRIVATE OR POLITICAL BENEFIT

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

4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected. Such incidental private use does not require a compensatory payment back to Council.

4.3. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse Council.

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

- production of election material;
- use of Council resources and equipment for campaigning;
- use of official Council phone and mobile phone services, email, letterhead,

publications, websites or services for political benefit;

- fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. GENERAL EXPENSES

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

5.2. All Council officials must not personally benefit from reward points programs when incurring Council-relates expenses, as outlined in Council's adopted *Code of Conduct.*

6. SPECIFIC EXPENSES

General Travel Arrangements and Expenses

6.1. Travel by Councillors should be undertaken using the most direct available route and the most practicable and economical mode of transport.

6.2. Each Councillor may be reimbursed up to a maximum limit of $4,000 per year for travel expenses incurred while undertaking official business or attending professional development or attending approved conferences and seminars within NSW. This includes reimbursement:

- for public transport fares;
- for the use of a private vehicle or hire car;
- for parking costs for Council and other meetings;
- for tolls;
- by Cabcharge card or equivalent;
- for documented ride-share programs, such as Uber, where tax invoices can be issued.

6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.

6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate and Long Distance Intrastate Travel Expenses

6.5. Councillors seeking approval for any long distance intrastate and interstate travel must submit a request and obtain the approval of the General Manager prior to travel.

6.6. The request to the General Manager should be in written or electronic form and detail how the travel aligns with current Council business and its relevance to the exercise of the Councillor's civic duties;

Note: A request to the General Manager is not required for Councillor attendance at the ALGA National General Assembly of Local Government or the Local Government NSW Annual Conference. Councillor attendance at these conferences is determined via resolution of the Council.

6.7. For interstate and long distance intrastate journeys by air, the class of air travel is to be economy class.

6.8. Bookings for approved air travel and accommodation are to be made through the General Manager's office or via alternate arrangements at the approval of the

General Manager.

6.9. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit and is a breach of Council's adopted Code of Conduct.

6.10. No overseas travel will be undertaken at Council's expense.

Representing Council on a Board or Other Third Party

6.11. Any Councillor seeking to represent Council on a Board of Directors, or as an office bearer on a community organisation by virtue of holding office is subject to the following requirements:

- The Councillor must seek approval to represent Council via Council resolution.
- Any travel and associated expense claims associated with representation of Council must be handled in accordance with this policy.
- Payments or expenses claimed from any third party must be refused unless a Council resolution endorses this.
- Any payments or expenses claimed from a third party endorsed by Council resolution must be claimed by Council directly from the third party. Council will claim the amount as outlined in the Council resolution and reimburse that amount to the Councillor, subject to the relevant form being filled out and claim approved by the General Manager.
- Any breach of the above may constitute a breach of the *Code of Conduct*.
- This clause does not apply to Councillor attendance at community events.

6.12. The Mayor is exempt from the requirements of clause 6.11 in regards to requests from community organisations to act as Patron of that organisation. Acceptance of these requests is at the discretion of the Mayor.

Travel Expenses Not Paid by Council

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

Accommodation and Meals

6.14. Council will incur or reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development. Council will not cover the costs for accommodation and meals of accompanying persons, except as specified in clause 6.26.

6.15. Accommodation will be at the rate of an available standard room in the hotel where the professional development, conference and seminar or other Council business is being held, or the nearest hotel to it that is of a similar standard, subject to the approval of the General Manager.

6.16. Bookings for accommodation are to be made through the General Manager's office or via alternate arrangements at the approval of the General Manager.

6.17. The daily limits for meal expenses within Australia are to be consistent with the provisions set out in the *Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009* (see clauses 29.1.1 – 29.1.3 for meals).

Refreshments for Council Related Meetings

6.18. Appropriate refreshments will be available for Council meetings, Council Committee meetings, Councillor Briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.

Professional Development Including Conferences and Seminars

6.19. Council will facilitate and promote the professional development of Councillors through programs, training, education courses, conferences, seminars and membership of professional bodies, up to a total maximum limit of $40,000 per year for all Councillors combined.

6.20. In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development budget.

6.21. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties and/professional development, and the Councillor actively participates in the body.

6.22. Approval for all Councillor professional development/membership requests are subject to a written or electronic application submitted for the approval of the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:

- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties;
- cost of the conference or seminar in relation to the total remaining budget.

6.23. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager, subject to the limits outlined in this Policy. Council will also meet the reasonable cost of meals when they are not included in the conference fees.

Supplementary Conferences and Professional Development Programs

6.24. In line with Council's commitment to promoting the ongoing professional development of Councillors, Councillors may voluntarily elect to complete the UTS Executive Certificate for Elected Members and/or the Company Directors Course conducted by the Australian Institute of Company Directors once per Council term. The General Manager from time to time may update this list in line with contemporary training courses released for Councillors.

6.25. Councillors may attend the Local Government NSW Annual Conference and/or the Australian Local Government Association National General Assembly of Local Government.

6.26. For the Local Government NSW Annual Conference and Australian Local Government Association National General Assembly of Local Government only, Council will meet the costs of the official conference dinner for an accompanying person of a Councillor.

6.27. Attendance at the conferences listed in clause 6.25 and professional development programs listed in clause 6.24 is voluntary, and does not contribute to the monetary limits for conferences and professional development mentioned elsewhere in this policy.

Information and Communication Technology

6.28. Upon election to office, Councillors will be provided with Information and Communication Technology equipment and a mobile phone plan subscription for the Council term. The following shall be provided under this clause:

- Smart phone;
- Notebook and tablet device;

- Councillor mobile phone plan with included data allowance;
- Maintained multi-function colour laser printer (with scanning and wireless printing capability).

The General Manager will determine the device makes/models to be issued to enable Councillors to effectively undertake their civic duties.

6.29. Councillors who opt to retain a mobile phone service of their own for civic duties are permitted to do so, and Council will reimburse the Councillor up to a maximum limit of $150 per month representing the retail market cost of calls and/or mobile data for one service as outlined in this policy.

6.30. For clarity, Council will not pay or reimburse Councillors for the cost of purchasing devices outlined in 6.28. Council will not be able to provide technical support for the operation of a Councillor owned device, however Council ICT staff may troubleshoot on request for minor issues.

6.31. Council from time to time may provide Councillors with upgraded equipment or new facilities where doing so will result in efficiencies and aligns to Council's general ICT program, at the approval of the General Manager.

6.32. Councillors will have the opportunity to have a mobile number assigned to them as a Councillor transferred into their ownership upon leaving office at their cost.

6.33. Information and Communication Technology equipment and services are intended to be utilised by Councillors to undertake their civic duties.

6.34. A standard suite of corporate applications will be provided on issue of Information and Communication Technology equipment to enable Councillors to exercise their civic duties effectively.

6.35. Any excess usage charges in relation to the Councillor standard mobile phone plan will be handled in accordance with clause 11.7.

Special Requirement and Carer Expenses

6.36. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.

6.37. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.

6.38. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.

6.39. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum limit of $5,000 per year for attendance at official business, plus reasonable travel time and costs from the Councillor's principal place of residence.

6.40. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative. Receipts must be provided with all claims.

6.41. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home Office, ICT and Subscription Expenses

6.42. Councillors will be provided with an office chair, printer and desk if required at the start of the Council term. In addition, each Councillor may be reimbursed up to a

maximum limit of $3,000 per year for general home office/ICT expenses relevant to civic duties, including subscriptions and postage. This threshold excludes access to print toner which will be provided as part of a maintained printer. Councillors will be required to provide a receipt or invoices for all expenses claimed as evidence for reimbursement, and appropriate justification.

6.43. At the start of each Council term, Councillors will be subscribed to Council's media monitoring platform and be provided with a digital subscription to a major newspaper publication as determined by the General Manager.

7. INSURANCES

7.1. In accordance with section 382 of the *Local Government Act*, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this policy.

7.2. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.

7.3. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

7.4. Appropriate travel insurances will be provided for any Councillors traveling on approved interstate travel on Council business upon request.

8. LEGAL ASSISTANCE

8.1. Council may, if requested, indemnify, or reimburse the reasonable legal expenses of:

- a Councillor defending an action arising from the performance in good faith of a function under the *Local Government Act 1993*;
- a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act;
- a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

8.2. In the case of a conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced and undertaken a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

8.4. Council will not meet the legal costs:

- of legal proceedings initiated by a Councillor under any circumstances;
- of a Councillor seeking advice in respect of possible defamation, or in seeking a

non-litigious remedy for possible defamation;

- for legal proceedings that do not involve a Councillor performing their role as a Councillor.

8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C – Facilities

9. GENERAL FACILITIES FOR ALL COUNCILLORS

9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:

- a Councillor common room in the Auburn and Merrylands administration buildings, appropriately furnished to include telephone, photocopier, printer, desks, computer terminals, mailbox and appropriate refreshments.
- Four (4) parking spaces at the Merrylands Office and (4) parking spaces at the Auburn Office (including one dedicated parking space for the Mayor at both locations) with swipe pass access for each Councillor also at the Auburn Public Carpark. All Councillors to have a parking permit making them eligible to park in staff only areas;
- as required, personal protective equipment for use during site visits;
- a corporate uniform and name badge, which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.

9.2. Councillors may book meeting rooms for official business at no cost. Rooms may be booked through the General Managers Office.

9.3. Noting the geographic spread of the local government area, general office space will be made available for Councillors in Granville also.

9.4. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationery

9.5. Council will provide the following stationery to Councillors each year upon request:

- 1000 personalised business cards;
- 200 personalised Christmas or festive cards.

Digital letterhead will be provided at the commencement of the Council term, which is to be used for official Councillor civic correspondence only.

Note: Councillor official photos, letterhead and business card designs remain the property of Council, and must not be altered or be used for political or private gain *by any Councillor. Councillor stationery designs will include official Councillor contact details on them only.*

Administrative Support

9.6. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the General Manager's Office or by a member of Council's administrative staff as arranged by the General Manager or their delegate.

9.7. As per section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including

campaigning.

10. FACILITIES FOR THE MAYOR

10.1. Council will provide to the Mayor a maintained vehicle to a similar standard of other Council leaseback vehicles for civic duties. The make and model of the Mayoral vehicle must comply with Council's internal *Fleet Management Policy*. The Mayoral vehicle will also be affixed with a toll pass for the Mayor's Council business related travel only. Any private travel trips will be deducted from the Mayoral allowance in accordance with the provisions of this policy.

10.2. A parking space at Council's Auburn and Merrylands Administration offices will be reserved for the Mayor.

10.3. Council will provide the Mayor with furnished office space at the Auburn and Merrylands Administration Centres, to appropriately conduct Mayoral duties.

10.4. Council will provide the Mayor with 1 ongoing newspaper subscription upon request during the Mayoral term.

10.5. A full time member of staff as determined by the General Manager will support the Mayor, providing secretarial and administrative support for official civic duties. This includes the use of official stationery and postage of Mayoral correspondence. Other internal staff support and advice will be provided as required.

10.6. Ceremonial clothing will be provided for use including Mayoral robes and chains of office, to be worn at civic and ceremonial functions at the Mayor's discretion;

10.7. In keeping with Council's ongoing commitment to represent Council at key industry specific functions and community events, the Mayor and their partner (and/or the Mayor's nominated Councillor delegates) may attend such events on behalf of Council where there is a ticket or entry fee associated. Council will provide up to a maximum limit of $10,000 per year to cover the cost of event entry or ticket fees.

10.8. In addition to clause 10.7, the Mayor in consultation with the General Manager, may host civic events to receive official delegations from outside the local government area or to honour local residents. Council will provide up to a maximum limit of $5,000 per year towards hosting such events.

Part D – Processes

11. APPROVAL, PAYMENT AND REIMBURSEMENT ARRANGEMENTS

11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred for local travel relating to the conduct of official business.

11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.

11.3. Final approval for payments made under this policy will be granted by the General Manager or their delegate.

Direct Payment

11.4. Council may approve and directly pay expenses as approved by the General Manager.

Reimbursement

11.5. All claims for reimbursement of expenses incurred must be supported by receipts and/or tax invoices and be submitted to the General Manager or delegate.

Reimbursement to Council

11.6. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:

• Council will invoice the Councillor for the expense

• the Councillor will reimburse Council for that expense within 30 days of the invoice date.

If the Councillor cannot reimburse Council within 30 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for Reimbursement

11.7. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time may not be approved.

12. DISPUTES

12.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.

12.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

13. RETURN OR RETENTION OF FACILITIES/EQUIPMENT

13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

13.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment, including depreciation from when the Councillor was issued the equipment.

13.3. The prices for all equipment purchased by Councillors under clause 13.2 will be recorded in Council's Annual Report.

14. REPORTING

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

14.2. Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. This information will include expenditure summarised by individual Councillor and as a total for all Councillors.

15. AUDITING

15.1. The operation of this policy is subject to Council's audit program.

16. BREACHES

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

16.2. Alleged breaches of this policy shall be in accordance with the *Code of Conduct*, as detailed in the Code and in the Procedures for the Administration of the Code.

Part E – Appendices

Appendix I: Related Legislation, Guidance and Policies

Relevant Legislation and Guidance:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009*
- *Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities*
- *Office of Local Government Circular – Councillor Superannuation Payments*

Related Council Documents:

- *Code of Conduct*
- *Fraud and Corruption Control Policy*
- *Council Minutes – 1 June 2022 – Councillor Superannuation*

Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
Accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
Act	Means the *Local Government Act 1993* (NSW)
Clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
Incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the *Code of Conduct*
Long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle from a Councillors principal place of residence.
Mayor	A Councillor who is elected for a period of up to 2 years as the head and spokesperson of the Council.
NSW	New South Wales
Official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: • meetings of Council and committees of the whole • meetings of committees facilitated by Council • civic receptions hosted or sponsored by Council • meetings, functions, workshops and other community based events to which attendance by a Councillor has been requested.
Professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the *Local Government (General) Regulation 2021* (NSW)
Year	Means the financial year, that is the 12 month period commencing on 1 July each year.

DOCUMENTS ASSOCIATED WITH REPORT C09/25-185

Attachment 5

Code of Meeting Practice - For re-adoption (Interim)

CUMBERLAND
CITY COUNCIL

CODE OF MEETING PRACTICE

AUTHORISATION & VERSION CONTROL

Policy Number	POL-005
Policy Owner	Director Governance & Risk
Date Adopted	TBC
Version No	5
Document ID	5756427
Review Date	September 2029

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1 INTRODUCTION

This Cumberland City Council Code of Meeting Practice is based on the Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code), as prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

This Code of Meeting Practice applies to all meetings of Councils and Committees of Councils of which all the members are Councillors (Committees of Council). Council Committees whose members include persons other than Councillors may adopt their own rules for meetings unless the Council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code. A Council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a Council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A Council and a Committee of the Council of which all the members are Councillors must conduct its meetings in accordance with the code of meeting practice adopted by the Council.

2 MEETING PRINCIPLES

2.1 Council and Committee meetings should be:

Transparent	Decisions are made in a way that is open and accountable.
Informed	Decisions are made based on relevant, quality information.
Inclusive	Decisions respect the diverse needs and interests of the local community.
Principled	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
Trusted	The community has confidence that Councillors and staff act ethically and make decisions in the interests of the whole community.
Respectful	Councillors, staff and meeting attendees treat each other with respect.
Effective	Meetings are well organised, effectively run and skillfully chaired.
Orderly	Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

Timing of ordinary Council meetings

3.1 Ordinary meetings of the Council will be held on the following occasions:

Generally, Ordinary meetings will be held on the last Wednesday of each month except for the month of January where no ordinary Council meetings will be held. Meetings will commence at 6.30pm. Generally, meetings will be held in the Merrylands Council Chamber, 16 Memorial Avenue

Merrylands unless resolved by Council to hold a particular meeting at another place. Such a resolution must allow for sufficient notice to be provided to the public as to the change of place.

Extraordinary meetings

3.2 If the Mayor or General Manager receives a request in writing, signed by at least two (2) Councillors, the Mayor or General Manager must call an extraordinary meeting of the Council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The Mayor can be one of the two Councillors requesting the meeting. (S.366 LGA)

Notice to the public of Council meetings

3.3 The Council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of Committees of the Council. (S.9(1) LGA)

3.4 For the purposes of Clause 3.3, notice of a meeting of the Council and of a Committee of Council is to be published before the meeting takes place. The notice must be published on the Council's website, and in such other manner that the Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.5 For the purposes of Clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to Councillors of ordinary Council meetings

3.6 The General Manager must send to each Councillor, at least three (3) days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting. (S.367(1) LGA)

3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to Councillors in electronic form, but only if all Councillors have facilities to access the notice, agenda and business papers in that form. (S.367(3) LGA)

Notice to Councillors of extraordinary meetings

3.8 Notice of less than three (3) days may be given to Councillors of an extraordinary meeting of the Council in cases of emergency. (S.367(2) LGA)

Giving notice of business to be considered at Council meetings

3.9 A Councillor may give notice of any business they wish to be considered by the Council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted seven (7) business days before the meeting is to be held. Another Councillor may express their intent in advance to second a proposed notice of motion of a Councillor given in accordance with this Clause. This will be recorded in the agenda.

3.10 A Councillor may, in writing to the General Manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

3.11 If the General Manager considers that a notice of motion submitted by a Councillor for consideration at an ordinary meeting of the Council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the General Manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the Council.

3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the General Manager must either:

(a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the Council, or
(b) by written notice sent to all Councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the Council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

3.13 A Councillor may, by way of a notice submitted under Clause 3.9, ask a question for response by the General Manager about the performance or operations of the Council.

3.14 A Councillor is not permitted to ask a question with notice under Clause 3.13 that comprises a complaint against the General Manager or a member of staff of the Council, or a question that implies wrongdoing by the General Manager or a member of staff of the Council.

3.15 The General Manager or their nominee may respond to a question with notice submitted under Clause 3.13 by way of a report included in the business papers for the relevant meeting of the Council or orally at themeeting.

Agenda and business papers for ordinary meetings

3.16 The General Manager must cause the agenda for a meeting of the Council or a Committee of the Council to be prepared as soon as practicable before the meeting.

3.17 The General Manager must ensure that the agenda for an ordinary meeting of the Council states:

(a) all matters to be dealt with arising out of the proceedings of previous meetings of the Council, and

(b) if the Mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
(c) all matters, including matters that are the subject of staff reports and reports of Committees, to be considered at the meeting, and
(d) any business of which due notice has been given under Clause 3.9.

3.18 Nothing in Clause 3.17 limits the powers of the Mayor to put a Mayoral minute to a meeting under Clause 9.6.

3.19 The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is, or the implementation of the business would be, unlawful. The General Manager must report, without giving details of the item of business, any such exclusion to the next meeting of the Council.

3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public, the General Manager must ensure that the agenda of the meeting:

(a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
(b) states the grounds under section 10A(2) of the Act relevant to the item of business. (S.9(2A)(a) LGA)

3.21 The General Manager must ensure that the details of any item of business which, in the opinion of the General Manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to Councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a Councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

3.22 Business papers for all ordinary and extraordinary meetings of the Council and Committees of the Council must contain a statement reminding Councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the Council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Council and Committees of Council, are to be published on the Council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the Council, at the relevant meeting and at such other venues determined by the Council. (S.9(2) and (4) LGA)

3.24 Clause 3.23 does not apply to the business papers for items of business that the General Manager has identified under Clause 3.21 as being likely to be considered when the meeting is closed to the public. (S.9(2A)(b) LGA)

3.25 For the purposes of Clause 3.23, copies of agendas and business papers must be published on the Council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors. (S.9(3) LGA)

3.26 A copy of an agenda, or of an associated business paper made available under Clause 3.23, may in addition be given or made available in electronic form. (S.9(5) LGA)

Agenda and business papers for extraordinary meetings

3.27 The General Manager must ensure that the agenda for an extraordinary meeting of the Council deals only with the matters stated in the notice of the meeting.

3.28 Despite Clause 3.27, business may be considered at an extraordinary meeting of the Council, even though due notice of the business has not been given, if:

(a) a motion is passed to have the business considered at the meeting,and
(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

3.29 A motion moved under Clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.30 Despite Clauses 10.20–10.30, only the mover of a motion moved under Clause 3.28(a) can speak to the motion before it is put.

3.31 A motion of dissent cannot be moved against a ruling of the chairperson under Clause 3.28(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

3.32 Prior to each ordinary meeting of the Council, the General Manager may arrange a pre-meeting briefing session to brief Councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the Council and meetings of Committees of the Council.

3.33 Pre-meeting briefing sessions are to be held in the absence of the public.

3.34 Pre-meeting briefing sessions may be held by audio-visual link.

3.35 The General Manager or a member of staff nominated by the General Manager is to preside at pre-meeting briefing sessions.

3.36 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal Council or Committee meeting at which the item of business is to be considered.

3.37 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a Council or Committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the Councillor who made the declaration.

4 PUBLIC FORUMS

4.1 The Council may hold a public forum at each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting, matters of policy, the delivery of services, regulatory functions or issues of community concern. Public forums may also be held prior to extraordinary Council meetings and meetings of Committees of the Council.

4.2 Public forums may be held by audio-visual link.

4.3 Public forums are to be chaired by the Mayor or their nominee.

4.4 To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received by 5pm on the day prior to the Council Meeting and must identify the item of business, if relevant.

4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.6 The General Manager or their delegate may refuse an application to speak at a public forum. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.

4.7 Approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council at the public forum, and to identify any equipment needs by 5pm, the day before the Council meeting. The General Manager or their delegate may refuse to allow such material to be presented.

4.8 The General Manager or their delegate is to determine the order of speakers at the public forum.

4.9 Each speaker will be allowed three (3) minutes to address the Council with a two (2) minute extension of time. This time is to be strictly enforced by the chairperson.

4.10 Speakers at public forums must not digress from the matter(s) they have applied to address the Council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

4.11 A Councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

4.12 Speakers at public forums may, through the chairperson, ask questions of the Council, Councillors or the General Manager.

4.13 Speakers, Councillors or the General Manager are under no obligation to answer a question put under Clauses 4.11 or 4.12. Answers to each question are to be limited to two (2) minutes.

4.14 The General Manager or their nominee may, with the concurrence of the chairperson, address the Council for up to two (2) minutes in response to an address to the Council at a public forum after the address and any subsequent questions and answers have been finalised.

4.15 Where an address made at a public forum raises matters that require further consideration by Council staff, the General Manager may recommend that the Council defer consideration of the matter pending the preparation of a further report on the matters.

4.16 When addressing the Council, speakers at public forums must comply with this code and all other relevant Council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's code of conduct or making other potentially defamatory statements.

4.17 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in Clause 4.16, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

4.18 Clause 4.17 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.19 Where a speaker engages in conduct of the type referred to in Clause 4.16, the General Manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager or their delegate considers appropriate.

5 COMING TOGETHER

Attendance by Councillors at meetings

5.1 All Councillors must make reasonable efforts to attend meetings of the Council and of Committees of the Council of which they are members.

Note: A Councillor may not attend a meeting as a Councillor (other than the first meeting of the Council after the Councillor is elected or a meeting at which the Councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

5.2 A Councillor cannot participate in a meeting of the Council or of a Committee of the Council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

5.3 Where a Councillor is unable to attend one or more ordinary meetings of the Council, the Councillor should request that the Council grant them a leave of absence from those meetings. This Clause does not prevent a Councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

5.4 A Councillor's request for leave of absence from Council meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.5 The Council must act reasonably when considering whether to grant a Councillor's request for a leave of absence.

5.6 A Councillor's civic office will become vacant if the Councillor is absent from three (3) consecutive ordinary meetings of the Council without prior leave of the Council, or leave granted by the Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Council has been suspended under the Act, or as a consequence of a compliance order under section 438HA. (S.234(1)(d) LGA)

5.7 A Councillor who intends to attend a meeting of the Council despite having been granted a leave of absence should, if practicable, give the General Manager at least two (2) days' notice of their intention to attend.

5.8 The Chairperson may, at the conclusion of an item of business, adjourn the meeting for a period of no more than fifteen (15) minutes, to allow a Councillor or Councillors to pray. An adjournment for this purpose may only occur once in any meeting.

The quorum for a meeting

5.9 The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office at that time and are not suspended from office. (S.368(1) LGA)

5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Council. (S.368(2) LGA)

5.11 A meeting of the Council must be adjourned if a quorum is not present:

(a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
(b) within half an hour after the time designated for the holding of the meeting, or
(c) at any time during the meeting.

5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:

(a) by the chairperson, or
(b) in the chairperson's absence, by the majority of the Councillors present, or
(c) failing that, by the General Manager.

5.13 The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.

5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the Mayor may, in consultation with the General Manager and, as far as is practicable, with each Councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the Council's website and in such other manner that the Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.15 Where a meeting is cancelled under Clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the Council or at an extraordinary meeting called under Clause 3.2.

Meetings held by audio-visual link

5.16 A meeting of the Council or a Committee of the Council may be held by audio-visual link where the Mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The Mayor may only make a determination under this Clause where they are satisfied that attendance at the meeting may put the health and safety of Councillors and staff at risk. The Mayor must make a determination under this Clause in consultation with the General Manager and, as far as is practicable, with each Councillor.

5.17 Where the Mayor determines under Clause 5.16 that a meeting is to be held by audio-visual link, the General Manager must:

(a) give written notice to all Councillors that the meeting is to be held by audio-visual link, and
(b) take all reasonable steps to ensure that all Councillors can participate in the meeting by audio-visual link, and
(c) cause a notice to be published on the Council's website and in such other manner the General Manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.18 This code applies to a meeting held by audio-visual link under Clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a Council holds a meeting by audio-visual link under Clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by Councillors at meetings by audio-visual link

5.19 Councillors may attend and participate in meetings of the Council and Committees of the Council by audio-visual link with the approval of the Council or the relevant Committee.

5.20 A request by a Councillor for approval to attend a meeting by audio-visual link must be made in writing to the General Manager by 4pm on the day of the meeting in question and must provide reasons why the Councillor will be prevented from attending the meeting in person.

5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a Councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under Clause 5.20.

5.22 The Council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a Councillor to attend a meeting by audio-visual link.

5.23 A Councillor who has requested approval to attend a meeting of the Council or a Committee of the Council by audio-visual link may participate in the meeting by audio-visual link until the Council or Committee determines whether to approve their request and is to be taken as present at the meeting. The Councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.24 A decision whether to approve a request by a Councillor to attend a meeting of the Council or a Committee of the Council by audio-visual link must be made by a resolution of the Council or the Committee concerned. The resolution must state:

(a) the meetings the resolution applies to, and
(b) the reason why the Councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.

5.25 If the Council or Committee refuses a Councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.26 A decision whether to approve a Councillor's request to attend a meeting by audio-visual link is at the Council's or the relevant Committee's discretion. The Council and Committees of the Council must act reasonably when considering requests by Councillors to attend meetings by audio-visual link. However, the Council and Committees of the Council are under no obligation to approve a Councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the Councillor to attend the meeting by these means.

5.27 The Council and Committees of the Council may refuse a Councillor's request to attend a meeting by audio-visual link where the Council or Committee is satisfied that the Councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the Council or a Committee of the Council by audio-visual link.

5.28 This code applies to a Councillor attending a meeting by audio-visual link in the same way it would if the Councillor was attending the meeting in person. Where a Councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending themeeting in person.

5.29 A Councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The Councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.30 A Councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the Council or the Committee into disrepute.

Entitlement of the public to attend Council meetings

5.31 Everyone is entitled to attend a meeting of the Council and Committees of the Council. The Council must ensure that all meetings of the Council and Committees of the Council are open to the public. (S.10(1) LGA)

5.32 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.33 A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or a Committee of the Council if expelled from the meeting:

(a) by a resolution of the meeting, or
(b) by the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion. (S.10(2) LGA)

Webcasting of meetings

5.34 Each meeting of the Council or a Committee of the Council is to be recorded by means of an audio or audio-visual device.

5.35 At the start of each meeting of the Council or a Committee of the Council, the chairperson must inform the persons attending the meeting that:

(a) the meeting is being recorded and made publicly available on the Council's website, and
(b) persons attending the meeting should refrain from making any defamatory statements.

5.36 The recording of a meeting is to be made publicly available on the Council's website:

(a) at the same time as the meeting is taking place, or
(b) as soon as practicable after the meeting.

5.37 The recording of a meeting is to be made publicly available on the Council's website for at least 12 months after the meeting.

5.38 Clauses 5.36 and 5.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.34 – 5.38 reflect section 236 of the Regulation.

5.39 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the General Manager and other staff at meetings

5.40 The General Manager is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a Committee of the Council of which all of the members are Councillors. (S.376(1) LGA)

5.41 The General Manager is entitled to attend a meeting of any other Committee of the Council and may, if a member of the Committee, exercise a vote. (S.376(2) LGA)

5.42 The General Manager may be excluded from a meeting of the Council or a Committee while the Council or Committee deals with a matter relating to the standard of performance of the General Manager or the terms of employment of the General Manager. (S.376(3) LGA)

5.43 The attendance of other Council staff at a meeting, (other than as members of the public) shall be with the approval of the General Manager.

5.44 The General Manager and other Council staff may attend meetings of the Council and Committees of the Council by audio-visual-link. Attendance by Council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the General Manager.

6 THE CHAIRPERSON

The chairperson at meetings

6.1 The Mayor, or at the request of or in the absence of the Mayor, the Deputy Mayor (if any) presides at meetings of the Council. (S.369(1) LGA)

6.2 If the Mayor and the Deputy Mayor (if any) are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council. (S.369(2) LGA)

Election of the chairperson in the absence of the Mayor and Deputy Mayor

6.3 If no chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

(a) by the General Manager or, in their absence, an employee of the Council designated by the General Manager to conduct the election, or
(b) by the person who called the meeting or a person acting on their behalf if neither the General Manager nor a designated employee is present at the meeting, or if there is no General Manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of Clause 6.5, the person conducting the election must:

(a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
(b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.8 Any election conducted under Clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

6.9 When the chairperson rises or speaks during a meeting of the Council:

(a) any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
(b) every Councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

7.1 If the chairperson is the Mayor, they are to be addressed as 'Mayor', 'Mr Mayor' or 'Madam Mayor'.

7.2 Where the chairperson is not the Mayor, they are to be addressed as either 'Chairperson', 'Mr Chairperson' or 'Madam Chairperson'.

7.3 A Councillor is to be addressed as 'Councillor [surname]'.

7.4 A Council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 The general order of business for an ordinary meeting of the Council shall be:

- Opening meeting
- Opening Prayer/Acknowledgment of Country/National Anthem
- Apologies and applications for a leave of absence or attendance by audio-visual link by Councillors
- Confirmation of minutes
- Disclosures of Interest
- Mayoral Minutes
- Public Forum/presentation of Petitions
- Items of business resolved by exception
- Reports to Council
- Reports of Committees
- Notices of Motion
- Notice of Rescission Motions
- Questions with Notice
- Matters to be considered in closed session
- Resolutions passed in closed session
- Other/General Matters
- Close of the meeting

8.2 The order of business as fixed under Clause 8.1 may be altered for a particular meeting of the Council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

8.3 Despite Clauses 10.20–10.30, only the mover of a motion referred to in Clause 8.2 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a Council meeting

9.1 The Council must not consider business at a meeting of the Council:

(a) unless a Councillor has given notice of the business, as required by Clause 3.9, and
(b) unless notice of the business has been sent to the Councillors in accordance with Clause 3.6 in the case of an ordinary meeting or Clause 3.8 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

(a) is already before, or directly relates to, a matter that is already before the Council, or
(b) is the election of a chairperson to preside at the meeting, or
(c) subject to Clause 9.9, is a matter or topic put to the meeting by way of a Mayoral minute, or
(d) is a motion for the adoption of recommendations of a Committee, including, but not limited to, a Committee of the Council.

9.3 Despite Clause 9.1, business may be considered at a meeting of the Council even though due notice of the business has not been given to the Councillors if:

(a) a motion is passed to have the business considered at the meeting, and
(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

9.4 A motion moved under Clause 9.3(a) can be moved without notice. Despite Clauses 10.20–10.30, only the mover of a motion referred to in Clause 9.3(a) can speak to the motion before it is put.

9.5 A motion of dissent cannot be moved against a ruling by the chairperson under Clause 9.3(b).

Mayoral minutes

9.6 Subject to Clause 9.9, if the Mayor is the chairperson at a meeting of the Council, the Mayor may, by minute signed by the Mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the Council, or of which the Council has official knowledge.

9.7 A Mayoral minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of a Mayoral minute without the motion being seconded.

9.8 A recommendation made in a Mayoral minute put by the Mayor is, so far as it is adopted by the Council, a resolution of the Council.

9.9 A Mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this Clause, a matter will be urgent where it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

9.10 Where a Mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the Mayoral minute does not identify a funding source, the Council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

9.11 A recommendation made in a staff report is, so far as it is adopted by the Council, a resolution of the Council.

Reports of Committees of Council

9.12 The recommendations of a Committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.

9.13 If in a report of a Committee of the Council distinct recommendations are made, the Council may make separate decisions on each recommendation.

Questions

9.14 With the exception of 4.11 and 4.12, a question must not be asked at a meeting of the Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with Clauses 3.9 and 3.13.

9.15 A Councillor may, through the chairperson, put a question to another Councillor about a matter on the agenda.

9.16 A Councillor may, through the General Manager, put a question to a Council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the General Manager at the direction of the General Manager.

9.17 A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a Councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council.

9.18 Councillors must put questions directly, succinctly, respectfully and without argument.

9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.

10 RULES OF DEBATE

Motions to be seconded

10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

10.2 A Councillor who has submitted a notice of motion under Clause 3.9 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a Councillor who has submitted a notice of motion under Clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Councillor may request the withdrawal of the motion when it is before the Council.

10.4 In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of the Council:

(a) any other Councillor may, with the leave of the chairperson, move the motion at the meeting, or
(b) the chairperson may defer consideration of the motion until the next meeting of the Council.

Chairperson's duties with respect to motions

10.5 It is the duty of the chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under Clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the Council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

10.10 An amendment to a motion must be moved and seconded before it can be debated.

10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the Council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before Council at any one time.

10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

10.16 An amendment may become the motion without debate or a vote where it is accepted by the Councillor who moved the original motion.

Foreshadowed motions

10.17 A Councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

10.18 Where an amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the Council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.19 Foreshadowed motions and foreshadowedamendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

10.20 A Councillor who, during a debate at a meeting of the Council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.21 A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.22 A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.23 Despite Clause 10.22, the chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

10.24 Despite Clause 10.22, the Council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

10.25 Despite Clauses 10.20 and 10.21, a Councillor may move that a motion or an amendment be now put:

(a) if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or
(b) if at least two (2) Councillors have spoken in favour of the motion or amendment and at least two (2) Councillors have spoken against it.

10.26 The chairperson must immediately put to the vote, without debate, a motion moved under Clause 10.25. A seconder is not required for such a motion.

10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under Clause 10.20.

10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.29 All Councillors must be heard without interruption and all other Councillors must, unless otherwise permitted under this code, remain silent while another Councillor is speaking.

10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11 VOTING

Voting entitlements of Councillors

11.1 Each Councillor is entitled to one (1) vote. (S.370 LGA)

11.2 The person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote. (S.370(2) LGA)

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at Council meetings

11.4 A Councillor who is present at a meeting of the Council but who fails to vote on a motion put to the meeting is taken to have voted against themotion.

11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

11.6 All voting at Council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Voting on planning decisions

11.7 The General Manager must keep a register containing, for each planning decision made at a meeting of the Council or a Council Committee (including, but not limited to a Committee of the Council), the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.

11.8 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.9 Clauses 11.7-11.8 apply also to meetings that are closed to the public. (S.375A LGA)

12 COMMITTEE OF THE WHOLE

12.1 The Council may resolve itself into a Committee to consider any matter before the Council. (S.373 LGA)

12.2 All the provisions of this code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in Committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

12.3 The General Manager or, in the absence of the General Manager, an employee of the Council designated by the General Manager, is responsible for reporting to the Council the proceedings of the Committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the Committee must be reported.

12.4 The Council must ensure that a report of the proceedings (including any recommendations of the Committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

13.1 The Council or a Committee of Council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the Council or Committee resolves to adopt multiple items of business on the agenda together under Clause 13.1, the chairperson must list the items of business to be adopted and ask Councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The Council or Committee must not resolve to adopt any item of business under Clause 13.1 that a Councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under Clause 13.1 involves a variation to the order of business for the meeting, the Council or Committee must resolve to alter the order of business in accordance with Clause 8.2.

13.5 A motion to adopt multiple items of business together under Clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

13.6 Items of business adopted under Clause 13.1 are to be taken to have been adopted unanimously.

13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under Clause 13.1 in accordance with the requirements of the Council's Code of Conduct.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

14.1 The Council or a Committee of the Council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

(a) personnel matters concerning particular individuals (other than Councillors),
(b) the personal hardship of any resident or ratepayer,
(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,
(d) commercial information of a confidential nature that would, ifdisclosed:
    (i) prejudice the commercial position of the person who supplied it, or
    (ii) confer a commercial advantage on a competitor of the Council, or
    (iii) reveal a trade secret,
(e) information that would, if disclosed, prejudice the maintenance of law,
(f) matters affecting the security of the Council, Councillors, Council staff or Council property,
(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
(i) alleged contraventions of the Council's Code of Conduct.

(S.10A(1) and (2) LGA)

14.2 The Council or a Committee of the Council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public. (S.10A(3) LGA)

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in Clause 14.1:

(a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
(b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or Committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest. (S.10B(1) LGA)

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in Clause 14.1(g) unless the advice concerns legal matters that:

(a) are substantial issues relating to a matter in which the Council or Committee is involved, and
(b) are clearly identified in the advice, and
(c) are fully discussed in that advice.

(S.10B(2) LGA)

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in Clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of

whether the matter concerned is a matter referred to in Clause 14.1. (S.10B(3) LGA)

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

(a) a person may misinterpret or misunderstand the discussion, or
(b) the discussion of the matter may:
  (i) cause embarrassment to the Council or Committee concerned, or to Councillors or to employees of the Council, or
  (ii) cause a loss of confidence in the Council or Committee.

(S.10B(4) LGA)

14.7 In deciding whether part of a meeting is to be closed to the public,the Council or Committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government. (S.10B(5) LGA)

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the Council, or of a Committee of the Council, may be closed to the public while the Council or Committee considers a matter that has not been identified in the agenda for the meeting under Clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

(a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in Clause 14.1, and
(b) the Council or Committee, after considering any representations made under Clause 14.9, resolves that further discussion of the matter:
  (i) should not be deferred (because of the urgency of the matter), and
  (ii) should take place in a part of the meeting that is closed to the public.

(S.10C LGA)

Representations by members of the public

14.9 The Council, or a Committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed. (S.10A(4) LGA)

14.10 A representation under Clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under Clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under Clause 14.9, members of the public must first make an application to the Council in the approved form. Applications must be received by 5pm on the day before the meeting at which the matter is to be considered.

14.12 The General Manager (or their delegate) may refuse an application made under Clause 14.11. The General Manager or their delegate must give reasons

in writing for a decision to refuse an application.

14.13 No more than three (3) speakers are to be permitted to make representations under Clause 14.9.

14.14 If more than the permitted number of speakers apply to make representations under Clause 14.9, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Council. If the speakers are not able to agree on whom to nominate to make representations under Clause 14.9, the General Manager or their delegate is to determine who will make representations to the Council.

14.15 The General Manager (or their delegate) is to determine the order of speakers.

14.16 Where the Council or a Committee of the Council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under Clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under Clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than three (3) speakers to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed two (2) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-Councillors from meetings closed to the public

14.18 If a meeting or part of a meeting of the Council or a Committee of the Council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a Councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of Councillors attending meetings by audio-visual link

14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

(a) the relevant provision of section 10A(2) of the Act,
(b) the matter that is to be discussed during the closed part of themeeting,
(c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest. (S.10D LGA)

Resolutions passed at closed meetings to be made public

14.22 If the Council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under Clause 14.22 during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGS

Points of order

15.1 A Councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

15.2 A point of order cannot be made with respect to adherence to the principles contained in Clause 2.1.

15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the Councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

15.4 The chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.5 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.

15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

15.8 A Councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.11 A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a Committee of the Council:

(a) contravenes the Act, the Regulation or this code, or
(b) assaults or threatens to assault another Councillor or person present at the meeting, or
(c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the Committee, or addresses or attempts to address the Council or the Committee on such a motion, amendment or matter, or
(d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other Council official, or alleges a breach of the Council's code of conduct, or
(e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the Committee into disrepute. (S.182 LGR)

15.12 The chairperson may require a Councillor:

(a) to apologise without reservation for an act of disorder referred to in Clauses 15.11(a), (b), or (e), or
(b) to withdraw a motion or an amendment referred to in Clause 15.11(c) and, where appropriate, to apologise without reservation, or

(c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in Clauses 15.11(d) and (e). (S.233 LGR)

How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the Council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The Council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This Clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

Expulsion from meetings

15.14 All chairpersons of meetings of the Council and Committees of the Council are authorised under this code to expel any person other than a Councillor, from a Council or Committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the Council or the Committee of the Council.

15.15 Clause 15.14 does not limit the ability of the Council or a Committee of the Council to resolve to expel a person, including a Councillor, from a Council or Committee meeting, under section 10(2)(a) of the Act.

15.16 A Councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for having failed to comply with a requirement under Clause 15.12. The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned. (S.233(2) LGR)

15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for engaging in or having engaged in disorderly conduct at the meeting.

15.18 Where a Councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.19 If a Councillor or a member of the public fails to leave the place where a meeting of the Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by Councillors attending meetings by audio-visual link may be dealt with

15.20 Where a Councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the Councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.21 If a Councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the Councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

15.22 Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Council and Committees of the Council.

15.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the Council or a Committee of the Council without the prior authorisation of the Council or the Committee.

15.24 Without limiting Clause 15.17, a contravention of Clause 15.23 or an attempt to contravene that Clause, constitutes disorderly conduct for the purposes of Clause 15.17. Any person who contravenes or attempts to contravene Clause 15.23, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

16.1 All Councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the Council and Committees of the Council in accordance with the Council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the Council's code of conduct. Where a Councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the Councillor's audio-visual link to the meeting must be suspended or terminated and the Councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the Council or Committee, or at any time during which the Council or Committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council. (S.371 LGA)

17.2 Decisions made by the Council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering Council decisions

17.3 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been given under Clause 3.9. (S.372 LGA)

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with. (S. 372(2) LGA)

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with Clause 3.9. (S. 372(3) LGA)

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) Councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost. (S. 372(4) LGA)

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This Clause may not be evaded by substituting a motion differently worded, but in principle the same. (S. 372(5) LGA)

17.8 The provisions of Clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment. (S. 372(7) LGA)

17.9 A notice of motion submitted in accordance with Clause 17.6 may only be withdrawn under Clause 3.10 with the consent of all signatories to the notice of motion.

17.10 A motion to alter or rescind a resolution of the Council may be moved on the report of a Committee of the Council and any such report must be recorded in the minutes of the meeting of the Council. (S. 372(6) LGA)

17.11 Subject to Clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the Council may be moved at the same meeting at which the resolution was adopted, where:

(a) a notice of motion signed by three (3) Councillors is submitted to the chairperson, and
(b) a motion to have the motion considered at the meeting is passed,and

(c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

17.12 A motion moved under Clause 17.11(b) can be moved without notice. Despite Clauses 10.20–10.30, only the mover of a motion referred to in Clause 17.11(b) can speak to the motion before it is put.

17.13 A motion of dissent cannot be moved against a ruling by the chairperson under Clause 17.11(c).

Recommitting resolutions to correct an error

17.14 Despite the provisions of this Part, a Councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

(a) to correct any error, ambiguity or imprecision in the Council's resolution, or
(b) to confirm the voting on the resolution.

17.15 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of Clause 17.14(a), the Councillor is to propose alternative wording for the resolution.

17.16 The chairperson must not grant leave to recommit a resolution for the purposes of Clause 17.14(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.17 A motion moved under Clause 17.14 can be moved without notice. Despite Clauses 10.20–10.30, only the mover of a motion referred to in Clause 17.14 can speak to the motion before it is put.

17.18 A motion of dissent cannot be moved against a ruling by the chairperson under Clause 17.14.

17.19 A motion moved under Clause 17.14 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

18.1 Meetings of the Council and Committees of the Council are to conclude no later than 10.00pm, or if an item being discussed is unfinished at 10.00pm, at the conclusion of that item.

18.2 If the business of the meeting is unfinished at 10.00pm the Council or the Committee may, by resolution, extend the time of the meeting by an additional 1 hour to conclude at 11pm or if an item being discussed isunfinished at 11pm, at the conclusion of that item.

18.3 If the business of the meeting is unfinished at 10.00pm**,** and the Council does not resolve to extend the meeting, the chairperson must either:

(a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the Council, or
(b) adjourn the meeting to a time, date and place fixed by thechairperson.

18.4 Clause 18.3 does not limit the ability of the Council or a Committee of the Council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.5 Where a meeting is adjourned under Clause 18.3 or 18.4, the General Manager must:

(a) individually notify each Councillor of the time, date and place at which the meeting will reconvene, and
(b) publish the time, date and place at which the meeting will reconvene on the Council's website and in such other manner that the General Manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

19.1 The Council is to keep full and accurate minutes of the proceedings of meetings of the Council. (S.375(1) LGA)

19.2 At a minimum, the General Manager must ensure that the following matters are recorded in the Council's minutes:

(a) the names of Councillors attending a Council meeting and whether they attended the meeting in person or by audio-visual link,
(b) details of each motion moved at a Council meeting and of any amendments moved to it,
(c) the names of the mover and seconder of the motion or amendment,
(d) whether the motion or amendment was passed or lost, and
(e) such other matters specifically required under this code.

19.3 The minutes of a Council meeting must be confirmed at a subsequent meeting of the Council. (S.375(2) LGA)

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting. (S.375(3) LGA)

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this Clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a Council meeting must be published on the Council's website. This Clause does not prevent the Council from also

publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The Council and Committees of the Council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting. (S.11(1) LGA)

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public. (S.11(2) LGA)

19.10 Clause 19.8 does not apply if the Council or the Committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act. (S.11(3) LGA)

19.11 Correspondence or reports to which Clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the Council

19.12 The General Manager is to implement, without undue delay, lawful decisions of the Council. (S.335(b) LGA)

20 COUNCIL COMMITTEES

Application of this Part

20.1 This Part only applies to Committees of the Council whose members are all Councillors.

Council Committees whose members are all Councillors

20.2 The Council may, by resolution, establish such Committees as it considers necessary.

20.3 A Committee of the Council is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

20.4 The quorum for a meeting of a Committee of the Council is to be:

(a) such number of members as the Council decides, or
(b) if the Council has not decided a number – a majority of the members of the Committee.

Functions of Committees

20.5 The Council must specify the functions of each of its Committees when the Committee is established but may from time to time amend those functions.

Notice of Committee meetings

20.6 The General Manager must send to each Councillor, regardless of whether they are a Committee member, at least three (3) days before each meeting of the Committee, a notice specifying:

(a) the time, date and place of the meeting, and
(b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a Committee meeting called in an emergency.

Attendance at Committee meetings

20.8 A Committee member (other than the Mayor) ceases to be a member of a Committee if the Committee member:

(a) has been absent from three (3) consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences, or
(b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the Council are members of the Committee.

Non-members entitled to attend Committee meetings

20.10 A Councillor who is not a member of a Committee of the Council is entitled to attend, and to speak at a meeting of the Committee. However, the Councillor is not entitled:

(a) to give notice of business for inclusion in the agenda for the meeting,or
(b) to move or second a motion at the meeting, or
(c) to vote at the meeting.

Chairperson and /Deputy Chairperson of Council Committees

20.11 The chairperson of each Committee of the Council must be:

(a) the Mayor, or
(b) if the Mayor does not wish to be the chairperson of a Committee, a member of the Committee elected by the Council, or
(c) if the Council does not elect such a member, a member of the Committee elected by the Committee.

20.12 The Council may elect a member of a Committee of the Council as deputy chairperson of the Committee. If the Council does not elect a deputy chairperson of such a Committee, the Committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a Committee of the Council is able or willing to preside at a meeting of the Committee, the Committee must elect a member of the Committee to be acting chairperson of the Committee.

20.14 The chairperson is to preside at a meeting of a Committee of the Council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in Committee meetings

20.15 Subject to any specific requirements of this code, each Committee of the Council may regulate its own procedure. The provisions of this code are to be taken to apply to all Committees of the Council unless the Council or the Committee determines otherwise in accordance with this Clause.

20.16 Whenever the voting on a motion put to a meeting of the Committee is equal, the chairperson of the Committee is to have a casting vote as well as an original vote unless the Council or the Committee determines otherwise in accordance with Clause 20.15.

20.17 Voting at a Council Committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of Committee meetings to the public

20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of Committees of the Council to the public in the same way they apply to the closure of meetings of the Council to the public.

20.19 If a Committee of the Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under Clause 20.20 during a part of the meeting that is webcast.

Disorder in Committee meetings

20.21 The provisions of the Act and this code relating to the maintenance of order in Council meetings apply to meetings of Committees of the Council in the same way as they apply to meetings of the Council.

Minutes of Council Committee meetings

20.22 Each Committee of the Council is to keep full and accurate minutes of the

proceedings of its meetings. At a minimum, a Committee must ensure that the following matters are recorded in the Committee's minutes:

(a) the names of Councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
(b) details of each motion moved at a meeting and of any amendments moved to it,
(c) the names of the mover and seconder of the motion oramendment,
(d) whether the motion or amendment was passed or lost, and
(e) such other matters specifically required under this code.

20.23 All voting at meetings of Committees of the Council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

20.24 The minutes of meetings of each Committee of the Council must be confirmed at a subsequent meeting of the Committee.

20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this Clause must not alter the substance of any decision made at the meeting.

20.28 The confirmed minutes of a meeting of a Committee of the Council must be published on the Council's website. This Clause does not prevent the Council from also publishing unconfirmed minutes of meetings of Committees of the Council on its website prior to their confirmation.

21 IRREGULARITES

21.1 Proceedings at a meeting of a Council or a Council Committee are not invalidated because of:

(a) a vacancy in a civic office, or
(b) a failure to give notice of the meeting to any Councillor or Committee member, or
(c) any defect in the election or appointment of a Councillor or Committee member, or
(d) a failure of a Councillor or a Committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council or Committee meeting in accordance with the Council's code of conduct, or
(e) a failure to comply with this code.
(S. 374 LGA)

DEFINITIONS

the Act	means the *Local Government Act 1993 (LGA)*
act of disorder	means an act of disorder as defined in Clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the Council – means the person presiding at the meeting as provided by section 369 of the Act and Clauses 6.1 and 6.2 of this code, and in relation to a meeting of a Committee – means the person presiding at the meeting as provided by Clause 20.11 of this code
this code	means the Council's adopted code of meeting practice
Committee of the Council	means a Committee established by the Council in accordance with Clause 20.2 of this code (being a Committee consisting only of Councillors) or the Council when it has resolved itself into Committee of the whole under Clause 12.1
Council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two Councillors under Clause 11.7 of this code requiring the recording of the names of the Councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a Councillor under Clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a Councillor under Clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a Council under the *Environmental Planning and Assessment Act 1979* including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including

	the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of Councillors or Committee members necessary to conduct a meeting
the Regulation	means the *Local Government (General) Regulation 2021 (LGR)*
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

DOCUMENTS ASSOCIATED WITH REPORT C09/25-185

Attachment 6

Draft Code of Meeting Practice - Based on 2025 New Model Code - For Exhibition

CUMBERLAND
CITY COUNCIL

CODE OF MEETING PRACTICE

DRAFT

AUTHORISATION & VERSION CONTROL

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DRAFT

1 INTRODUCTION

This Cumberland City Council Code of Meeting Practice has been prepared based on the August 2025 Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) as prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

This Code of Meeting Practice applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code. A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Note: The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to councils on what free speech means in the context of NSW local government, including in relation to council meetings. The Guidelines have been issued under section 23A of the Act meaning councils must consider them when exercising their functions at meetings.

3 BEFORE THE MEETING

Timing of ordinary council meetings

3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings. Council will generally meet on the last Wednesday of each calendar month in the months of February to November, to adhere to its statutory requirements. Meetings will commence at 6.00pm. Meetings will be held in the Merrylands Council Chamber, 16 Memorial Avenue Merrylands, unless resolved by Council to hold a particular meeting at another location. Such a resolution must allow for sufficient notice to be provided to the public as to the date, time and location of the meeting.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting. (S.366 LGA)

3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

Notice to the public of council meetings

3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings, and of each meeting of committees of the council. (S.9(1) LGA)

3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council must be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting. (S.367(1) LGA).

3.8 The notice and the agenda for, and the business papers relating to, the

meeting may be given to councillors in electronic form, unless the council determines otherwise, but only if all councillors have facilities to access the notice, agenda and business papers in that form. (S.367(3) LGA)

Notice to councillors of extraordinary meetings

3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency. (S.367(2) LGA)

Giving notice of business to be considered at council meetings

3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by 5pm on Wednesday, (10) business days prior to the meeting.

3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

Questions with notice

3.12 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.

3.13 A councillor is not permitted to ask a question with notice under clause 3.12 that would constitute an act of disorder.

3.14 The general manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the council.

Agenda and business papers for ordinary meetings

3.15 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting. Where practicable, the general manager will ensure the agenda is released (5) business days prior to the meeting.

3.16 The general manager must ensure that the agenda for an ordinary meeting of the council states:

(a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
(b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
(c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
(d) any business of which due notice has been given under clause 3.10.

3.17 Nothing in clause 3.16 limits the powers of the mayor to put a mayoral minute to a meeting without notice under clause 9.7.

3.18 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.19 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

(a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
(b) states the grounds under section 10A(2) of the Act relevant to the item of business. (S.9(2A)(a) LGA)

3.20 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

3.21 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council. (S.9(2) and (4) LGA)

3.22 Clause 3.21 does not apply to the business papers for items of business identified under clause 3.19 as being likely to be considered when the meeting is closed to the public. (S.9(2A)(b) LGA)

3.23 For the purposes of clause 3.21, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors. (S.9(3) LGA)

3.24 A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the council determines otherwise. (S.9(5) LGA)

Agenda and business papers for extraordinary meetings

3.25 The council must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.26 Nothing in clause 3.25 limits the powers of the mayor to put a mayoral minute to an extraordinary meeting without notice under clause 9.7.

3.27 Despite clause 3.25, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice has not been given of the business, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.

3.28 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27, and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

3.29 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.27 and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29 on whether a matter is urgent.

Prohibition of pre-meeting briefing sessions

3.31 Briefing sessions must not be held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.

Note: The prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the council.

3.32 Nothing in clause 3.31 prevents a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

4 PUBLIC FORUMS

4.1 The council may hold a public forum prior to meetings of the council and committees of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to meetings of other committees of the council.

4.2 The council may determine the rules under which public forums are to be conducted and when they are to be held.

4.3 The provisions of this code requiring the livestreaming of meetings also apply to public forums.

4.4 Council may hold Public Forum prior to an Ordinary or Extraordinary Council Meeting, in accordance with its *Public Forum Procedure*, as at Appendix 1.

5 COMING TOGETHER

Attendance by councillors at meetings

5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

5.2 The council may determine standards of dress for councillors when attending meetings.

5.3 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

5.4 Where a councillor is unable to attend one or more meetings of the council or committees of the council, the councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence from the meetings and request that the council grant them a leave of absence from the relevant meetings.

5.5 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.

5.6 Where a councillor makes an apology under clause 5.4, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act. If the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

5.7 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA. (S.234(1)(d) LGA)

The quorum for a meeting

5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office. (S.368(1) LGA)

5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council. (S.368(2) LGA)

5.10 A meeting of the council must be adjourned if a quorum is not present:

(a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
(b) within half an hour after the time designated for the holding of the meeting, or
(c) at any time during the meeting.

5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:

(a) by the chairperson, or
(b) in the chairperson's absence, by the majority of the councillors present, or
(c) failing that, by the general manager.

5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the mayor under clause 3.3.

Meetings held by audio-visual link

5.15 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of

councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

5.16 Where the mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the general manager must:

(a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
(b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
(c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

5.19 Clause 5.18 does not apply to meetings at which a mayoral election is to be held.

5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.

5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.

5.22 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.

5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting

by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state the meetings the resolution applies to.

5.25 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.26 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link.

5.27 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.28 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.29 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.30 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

<u>Entitlement of the public to attend council meetings</u>

5.31 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public. (S.10(1) LGA)

5.32 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.33 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

(a) by a resolution of the meeting, or
(b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion. (S.10(2) LGA)

5.34 On the adoption of this code and at the commencement of each council term, the council must determine whether to authorise the person presiding at a meeting to exercise a power of expulsion.

Note: Clause 15.15 confers a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. Clause 15.15 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting.

Livestreaming of meetings

5.35 Each meeting of the council or a committee of the council is to be recorded by means of an audio-visual device.

5.36 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

(a) the meeting is being recorded and made publicly available on the council's website, and
(b) persons attending the meeting should refrain from making any defamatory statements.

5.37 The recording of a meeting is to be made publicly available on the council's website at the same time as the meeting is taking place.

5.38 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.

5.39 Clauses 5.35 - 5.38 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act. (S.236 LGR)

5.40 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

5.41 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors. (S.376(1) LGA)

5.42 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote. (S.376(2) LGA)

5.43 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment

of the general manager. (S.376(3) LGA)

5.44 The attendance of other council staff at a meeting, (other than as members of the public) shall be determined by the general manager in consultation with the mayor.

6 THE CHAIRPERSON

The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council. (S.369(1) LGA)

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council. (S.369(2) LGA)

Election of the chairperson in the absence of the mayor and deputy mayor

6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

(a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
(b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:

(a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
(b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

6.9 When the chairperson rises or speaks during a meeting of the council:
(a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
(b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

7.1 Where physically able to, councillors and staff should stand when the mayor enters the chamber and when addressing the meeting.

7.2 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor', 'Madam Mayor' or 'Mayor'.

7.3 If the chairperson is the deputy mayor, they are to be addressed as 'Mr Deputy Mayor', or 'Madam Deputy Mayor' or 'Deputy Mayor'.

7.4 Where the chairperson is not the mayor or deputy mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.

7.5 A councillor is to be addressed as 'Councillor [surname]'.

7.6 A council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council. Council's general order of business adopted under this Code is as follows:

1. Open meeting
2. Apologies/Leave of absence/Attendance by audio visual link
3. Confirmation of minutes
4. Declarations of Interest
5. Mayoral Minutes
6. Items Resolved by Exception
7. Reports to Council
8. Reports of Committees
9. Notices of Motion
10. Notices of Motion to Alter/Rescind
11. Questions with Notice
12. Closed Session
13. Resolutions Passed in Closed Session
14. Other Urgent/General Matters
15. Close of meeting

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

8.3 Despite any other provision of this code, only the mover of a motion referred to in clause 8.2 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

(a) unless a councillor has given notice of the business, as required by clause 3.10, and
(b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

(a) is already before, or directly relates to, a matter that is already before the council, or
(b) is the election of a chairperson to preside at the meeting, or
(c) is a matter or topic put to the meeting by way of a mayoral minute, or
(d) is a motion for the adoption of recommendations of a committee of the council.

9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice has not been given of the business to councillors, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting. A resolution adopted under this clause must state the reasons for the urgency.

9.4 A motion moved under clause 9.3 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 9.3 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

9.6 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.5.

Mayoral minutes

9.7 The mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that the mayor determines should be considered at the meeting.

9.8 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The mayor may move the adoption of a mayoral minute without the motion being seconded.

9.9 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

Staff reports

9.10 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

9.11 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.12, unless the council determines otherwise in accordance with this code.

9.14 A councillor may, through the chairperson, ask another councillor about a matter on the agenda.

9.15 A councillor may, through the mayor, ask the general manager about a matter on the agenda. The general manager may request another council employee to answer the question.

9.16 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

9.17 Councillors must ask questions directly, succinctly, and without argument.

9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

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10 RULES OF DEBATE

Motions to be seconded

10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it, they may request its withdrawal at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the chairperson is to note the withdrawal of the notice of motion at the meeting unless the council determines to consider the notice of motion at the meeting.

10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:

(a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
(b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

Amendments to motions

10.8 An amendment to a motion must be moved and seconded before it can be debated.

10.9 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

10.10 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

10.11 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.

10.12 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

10.13 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

10.14 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Limitations on the number and duration of speeches

10.15 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.16 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.17 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.18 Despite clause 10.17, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

10.19 Despite clauses 10.15 and 10.16, a councillor may move that a motion or an amendment be now put:

(a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
(b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.20 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.19. A seconder is not required for such a motion.

10.21 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.15.

10.22 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.23 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

10.24 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

10.25 Clause 10.24 does not prevent a further motion from being moved on the same item of business where the original motion is lost provided the motion is not substantially the same as the one that is lost.

11 VOTING

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote. (S.370(1) LGA)

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote. (S.370(2) LGA)

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.6 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment (including the use of the casting vote) being recorded.

Voting on planning decisions

11.7 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.

11.8 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

11.9 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.10 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.11 Clauses 11.8–11.10 apply also to meetings that are closed to the public. (S.375A) LGA)

Note: The requirements of clause 11.13 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council. (S.373) LGA)

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and encouraging councillors and staff to stand when addressing the meeting.

Note: Clauses 10.15 – 10.25 limit the number and duration of speeches.

Note: Clause 7.1 encourages councillors and staff to stand when addressing the meeting where they can.

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution where it considers it necessary to expedite the consideration of business at a meeting.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items

of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.

13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.

13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

(a) personnel matters concerning particular individuals (other than councillors),
(b) the personal hardship of any resident or ratepayer,
(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
(d) commercial information of a confidential nature that would, if disclosed:
  (i) prejudice the commercial position of the person who supplied it, or
  (ii) confer a commercial advantage on a competitor of the council, or
  (iii) reveal a trade secret,
(e) information that would, if disclosed, prejudice the maintenance of law,
(f) matters affecting the security of the council, councillors, council staff or council property,
(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
(i) alleged contraventions of the council's code of conduct. (S.10A(1) and (2) LGA)

14.2 The council or a committee of the council may also close to the public so much

of its meeting as comprises a motion to close another part of the meeting to the public. (S.10A(3) LGA)

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

(a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
(b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest. (S.10B(1) LGA)

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

(a) are substantial issues relating to a matter in which the council or committee is involved, and
(b) are clearly identified in the advice,
(c) are fully discussed in that advice, and
(d) are subject to legal professional privilege. (S.10B(2) LGA)

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1. (S.10B(3) LGA)

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

(a) a person may misinterpret or misunderstand the discussion, or
(b) the discussion of the matter may:
    (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
    (ii) cause a loss of confidence in the council or committee. (S.10B(4) LGA)

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government. (S.10B(5) LGA)

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.19 as a matter

that is likely to be considered when the meeting is closed, but only if:

(a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
(b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
    (i) should not be deferred (because of the urgency of the matter), and
    (ii) should take place in a part of the meeting that is closed to the public. (S.10C) LGA)

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed. (S.10A(4) LGA)

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.

14.12 Where the matter has been identified in the agenda of the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in a manner determined by the council.

Expulsion of non-councillors from meetings closed to the public

14.13 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.14 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

Obligations of councillors attending meetings by audio-visual link

14.15 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

14.16 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

(a) the relevant provision of section 10A(2) of the Act,
(b) the matter that is to be discussed during the closed part of the meeting,
(c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest. (S.10D) LGA)

Resolutions passed at closed meetings to be made public

14.17 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.18 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.17 during a part of the meeting that is livestreamed where practicable.

14.19 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

14.20 The general manager must consult with the council and any other affected persons before publishing information on the council's website under clause 14.19 and provide reasons for why the information has ceased to be confidential.

15 KEEPING ORDER AT MEETINGS

Points of order

15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

15.2 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been

breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

15.3 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.4 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.5 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

15.6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

15.7 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.8 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.9 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.10 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

(a) contravenes the Act, the Regulation or this code, or
(b) assaults or threatens to assault another councillor or person present at the meeting, or
(c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
(d) uses offensive or disorderly words, or
(e) makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or
(f) imputes improper motives to or unfavourably personally reflects upon any

other council official, or a person present at the meeting, except by a motion, or

(g) says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

Note: Clause 15.10 reflects section 182 of the Regulation.

Note: The Legislative Assembly's Speaker's Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".

15.11 The chairperson may require a councillor:

(a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d), (e), or (g), or
(b) to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or
(c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f) or (g). (S.233 LGR)

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement. If the councillor fails to remedy the act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.17.

How disorder at a meeting may be dealt with

15.14 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.16 Clause 15.15 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.11 or clause 15.13. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned. (S.233(2) LGR)

15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.19 Members of the public attending a meeting of the council:

(a) must remain silent during the meeting unless invited by the chairperson to speak,
(b) must not bring flags, signs or protest symbols to the meeting, and
(c) must not disrupt the meeting.

15.20 Without limiting clause 15.18, a contravention of clause 15.19 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting for a breach of clause 15.19.

15.21 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.22 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

<u>How disorder by councillors attending meetings by audio-visual link may be dealt with</u>

15.23 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.24 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

15.25 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

15.26 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.

15.27 Without limiting clause 15.18, a contravention of clause 15.26 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.26, may, as provided for under section 10(2) of the Act, be expelled from the meeting.

15.28 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

16 CONFLICTS OF INTEREST

16.1 All councillors and, where applicable, all other persons, must declare and manage conflicts of interest they have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest must be recorded in the minutes of the meeting at which the declaration was made.

16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act.

17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given in accordance with this code. (S.372(1) LGA)

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with. (S.372(2) LGA)

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with this code. (S.372(3) LGA)

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost. (S.372(4) LGA)

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost.

This clause may not be evaded by substituting a motion differently worded, but in principle the same. (S.372(5) LGA)

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment. (S.372(7) LGA)

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

17.10 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council. (S.372(6) LGA)

17.11 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

(a) a notice of motion signed by three councillors is submitted to the

chairperson at the meeting, and

(b) the council resolves to deal with the motion at the meeting on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.

17.12 A motion moved under clause 17.11(b) can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.12(b) and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

17.13 A resolution adopted under clause 17.11(b) must state the reasons for the urgency.

Recommitting resolutions to correct an error

17.14 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

(a) to correct any error, ambiguity or imprecision in the council's resolution, or

(b) to confirm the voting on the resolution.

17.15 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.14(a), the councillor is to propose alternative wording for the resolution.

17.16 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.14(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.17 A motion moved under clause 17.14 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.14 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

17.18 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.14.

17.19 A motion moved under clause 17.14 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

18.1 Meetings of the Council and Committees of the Council are to conclude no later than 10.00pm, or if an item being discussed is unfinished at 10.00pm, at the conclusion of that item.

18.2 If the business of the meeting is unfinished at 10.00pm, the Council or the Committee may, by resolution, extend the time of the meeting by an additional 1 hour to conclude at 11pm or if an item being discussed is unfinished at 11pm, at the conclusion of that item. If the business of the meeting is unfinished at

the time the council has determined, and the council does not resolve to extend the meeting, the chairperson must either:

(a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
(b) adjourn the meeting to a time, date and place fixed by the chairperson.

18.3 Clause 18.2 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.4 Where a meeting is adjourned under clause 18.2 or 18.3, the general manager must:

(a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
(b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

18.5 The Mayor may, at any stage during a Council meeting, suspend proceedings for a short recess. The suspension must be recorded in the Minutes.

18.6 At the conclusion of the recess, the Mayor will declare the meeting resumed and business will continue from the point at which it was suspended. The resumption must be recorded in the Minutes.

19 AFTER THE MEETING

Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council. (S.375(1) LGA)

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

(a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
(b) details of each motion moved at a council meeting and of any amendments moved to it,
(c) the names of the mover and seconder of the motion or amendment,
(d) whether the motion or amendment was passed or lost, and
(e) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council. (S.375(2) LGA)

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting. (S.375(2) LGA)

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting. (S.11(1) LGA)

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public. (S.11(2) LGA)

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act. (S.11(3) LGA)

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council. (S.335(b) LGA)

20 COUNCIL COMMITTEES

Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

(a) such number of members as the council decides, or
(b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

(a) the time, date and place of the meeting, and
(b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Non-members entitled to attend committee meetings

20.8 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

(a) to give notice of business for inclusion in the agenda for the meeting, or
(b) to move or second a motion at the meeting, or
(c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.9 The chairperson of each committee of the council must be:

(a) the mayor, or
(b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
(c) if the council does not elect such a member, a member of the committee elected by the committee.

20.10 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.11 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.12 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is

to preside at the meeting. If neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.13 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council.

20.14 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.13.

20.15 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Mayoral minutes

20.16 The provisions of this code relating to mayoral minutes also apply to meetings of committees of the council in the same way they apply to meetings of the council.

Closure of committee meetings to the public

20.17 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.18 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.19 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.18 during a part of the meeting that is livestreamed where practicable.

20.20 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

20.21 The general manager must consult with the committee and any other affected persons before publishing information on the council's website under clause 20.20 and provide reasons for why the information has ceased to be confidential.

Disorder in committee meetings

20.22 The provisions of the Act, the Regulation, and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way they apply to meetings of the council.

Minutes of council committee meetings

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

(a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
(b) details of each motion moved at a meeting and of any amendments moved to it,
(c) the names of the mover and seconder of the motion or amendment,
(d) whether the motion or amendment was passed or lost, and
(e) such other matters specifically required under this code.

20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.26 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

(a) a vacancy in a civic office, or
(b) a failure to give notice of the meeting to any councillor or committee member, or
(c) any defect in the election or appointment of a councillor or committee member, or
(d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
(e) a failure to comply with this code. (S.374 LGA)

22 DEFINITIONS

the Act	means the *Local Government Act 1993*
act of disorder	means an act of disorder as defined in clause 15.10 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.9 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and any other person exercising functions on behalf of the council
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
livestream	a video broadcast of a meeting transmitted across the internet concurrently with the meeting
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the *Environmental Planning and Assessment Act 1979* including any decision relating to a development application, an environmental planning instrument, a development control plan, a planning agreement or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the *Local Government (General) Regulation 2021*
year	means the period beginning 1 July and ending the following 30 June

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Appendix 1 – Council Meeting - Public Forum Procedure

Option A – Public Forum held (1) day prior to the Council meeting

1. Public Forum will be held on the Tuesday, (1) day prior to the Council meeting, at 3.30pm to 5.30pm at Council's Auburn Administration Building.

2. A notice will be placed on Council's website detailing the date, time and location for each upcoming Public Forum.

3. The Mayor will chair Public Forum. In the absence of the Mayor, the Deputy Mayor, or in their absence, the General Manager will chair Public Forum.

4. Attendance at Public Forum is not a mandatory requirement for Councillors.

5. Public Forum will be livestreamed on Council's website.

6. Councillors may attend Public Forum in person or via Audio/Visual link if they wish.

7. A registered Public Forum speaker address must relate to an item on the Council agenda.

8. To address Council in Public Forum, an applicant is required to complete and return the prescribed form to Council's Governance team by 10am on the day of Public Forum. Any applications received after this time will be refused. The Application must include at a minimum:

    - Applicant name;
    - Applicant address or suburb;
    - Item of business on the agenda they wish to address Council on;
    - Whether they are registering to speak 'for' or 'against' the matter;
    - Whether they wish to address Council in person or via Audio/Visual link.
    - Details of any questions they wish to ask and seek answered at Public Forum.
    - Any supporting documentation to their Public Forum address that they wish to be disseminated to the Council if applicable. The General Manager reserves the right to refuse to disseminate to Councillors any material that is offensive, defamatory or inappropriate.

9. Any consultants or legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

10. An applicant may only apply to speak on up to (2) items of business on the Council agenda.

11. The General Manager or their delegate may refuse an application to speak at a public forum. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.

12. Each speaker will be allowed up to (10) minutes to address the Council, with no extension of time. This includes the raising of any questions.

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13. The General Manager will determine the order of registered speakers.

14. Speakers at public forums must not digress from the matter(s) they have applied to address the Council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

15. Despite point 6, speakers at Public Forum may, through the chairperson, ask in a succinct manner, questions of the Council, Councillors or the General Manager. Councillors or the General Manager are not required to answer questions raised without notice, and may opt to take them on notice if they wish.

16. No external files will be displayed electronically during Public Forum, to accord with Council's Risk Management Policy and Cybersecurity Strategy.

17. The General Manager will ensure a record of Public Forum is emailed to all Councillors prior to the Council meeting commencement. This will include a record of attendees, a summary list of registered speakers, as well as a summary of queries raised and responses provided by the General Manager to each registered speaker.

18. When addressing the Council, speakers at public forums must comply with this code and all other relevant Council codes, policies, legislation and procedures, including the *Work Health and Safety Act 2011 (NSW).* Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's code of conduct or making other potentially defamatory statements.

19. If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in Point 18, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

20. Point 19 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of the adopted Code of Meeting Practice.

21. Where a speaker engages in conduct of the type referred to in Point 18, the General Manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager or their delegate considers appropriate.

22. If there are no registered speakers for Public Forum as at the deadline for registration, the General Manager will cancel public forum for the nominated meeting and notify Councillors as such in writing.

23. Nothing in this procedure prevents Council from extending the duration of Public Forum, or convening Public Forum or on another date, time or location, with appropriate notice provided to the public via a notice on Council's website.

Option B – Public Forum held 30 Minutes prior to the Council meeting

1. Public Forum will be held from 5.30pm to 6pm, immediately prior to the Council meeting commencement within the Council Chamber, Merrylands.

2. The Mayor will chair Public Forum. In the absence of the Mayor, the Deputy Mayor, or in their absence, the General Manager will chair Public Forum.

3. Attendance at Public Forum is not a mandatory requirement for Councillors.

4. Public Forum will be livestreamed on Council's website.

5. Councillors may attend Public Forum in person or via Audio/Visual link if they wish.

6. A registered Public Forum speaker address must relate to an item on the Council agenda.

7. To address Council in Public Forum, an applicant is required to complete and return the prescribed form to Council's Governance team by 10am on the day of Public Forum. Any applications received after this time will be refused. The Application must include at a minimum:

    - Applicant name;
    - Applicant address or suburb;
    - Item of business on the agenda they wish to address Council on;
    - Whether they are registering to speak 'for' or 'against' the matter;
    - Whether they wish to address Council in person or via Audio/Visual link.
    - Details of any questions they wish to ask and seek answered at Public Forum.
    - Any supporting documentation to their Public Forum address that they wish to be disseminated to the Council if applicable. The General Manager reserves the right to refuse to disseminate to Councillors any material that is offensive, defamatory or inappropriate.

8. Any consultants or legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

9. An applicant may only apply to speak on up to (2) items of business on the Council agenda.

10. The General Manager or their delegate may refuse an application to speak at a public forum. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.

11. The General Manager will determine the order of registered speakers.

12. Each speaker will be allowed three (3) minutes to address the Council with a two (2) minute extension of time. This includes the raising of any questions. This time is to be strictly enforced by the chairperson.

13. Speakers at public forums must not digress from the matter(s) they have applied

to address the Council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

14. Despite point 6, speakers at Public Forum may, through the chairperson, ask in a succinct manner, questions of the Council, Councillors or the General Manager. Councillors or the General Manager are not required to answer questions raised without notice, and may opt to take them on notice if they wish.

15. No external files will be displayed electronically during Public Forum, to accord with Council's *Risk Management Policy* and *Cybersecurity Strategy*.

16. The General Manager will ensure that a record of Public Forum is emailed to all Councillors following the Council meeting. This will include a record of attendees, a summary list of registered speakers.

17. When addressing the Council, speakers at public forums must comply with this code and all other relevant Council codes, policies, legislation and procedures, including the *Work Health and Safety Act 2011 (NSW)*. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's code of conduct or making other potentially defamatory statements.

18. If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in Point 17, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

19. Point 18 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of the adopted Code of Meeting Practice.

20. Where a speaker engages in conduct of the type referred to in point 17, the General Manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager or their delegate considers appropriate.

21. If there are no registered speakers for Public Forum as at the deadline for registration, the General Manager will cancel public forum for the nominated meeting and notify Councillors as such in writing.

22. Nothing in this Procedure prevents Council from extending the duration of Public Forum, or convening Public Forum or on another date, time or location, with appropriate notice provided to the public via a notice on Council's website.

DOCUMENTS ASSOCIATED WITH REPORT C09/25-185

Attachment 7

The Model Code of Meeting Practice for Local Councils in NSW 2025

Department of Planning,
Housing and Infrastructure
Office of Local Government

NSW GOVERNMENT

The model code of meeting practice for local councils in NSW

August 2025

olg.nsw.gov.au

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1 Introduction

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in red font.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.

In adopting the Model Meeting Code, 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".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

2 Meeting principles

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Note: The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to councils on what free speech means in the context of NSW local government, including in relation to council meetings. The Guidelines have been issued under section 23A of the Act meaning councils must consider them when exercising their functions at meetings.

3 Before the meeting

Timing of ordinary council meetings

3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each time in a different quarter of the year.

Note: Under clause 13 of Schedule 11 of the Act, councils that have been designated as a rural and remote council under the Regulation are required to meet at least four (4) times each year, each time in a different quarter of the year.

Extraordinary meetings

3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

Notice to the public of council meetings

3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings, and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council must be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, unless the council determines otherwise, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted within such reasonable time before the meeting is to be held as determined by the council.

3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

Questions with notice

3.12 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.

3.13 A councillor is not permitted to ask a question with notice under clause 3.12 that would constitute an act of disorder.

3.14 The general manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the council.

Agenda and business papers for ordinary meetings

3.15 **The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.**

3.16 **The general manager must ensure that the agenda for an ordinary meeting of the council states:**

a. all matters to be dealt with arising out of the proceedings of previous meetings of the council, and

b. if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and

c. all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and

d. any business of which due notice has been given under clause 3.10.

3.17 **Nothing in clause 3.16 limits the powers of the mayor to put a mayoral minute to a meeting without notice under clause 9.7.**

3.18 **The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.**

3.19 **Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:**

a. identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and

b. states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.19 reflects section 9(2A)(a) of the Act.

3.20 **The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.**

Availability of the agenda and business papers to the public

3.21 **Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.**

Note: Clause 3.21 reflects section 9(2) and (4) of the Act.

3.22 **Clause 3.21 does not apply to the business papers for items of business identified under clause 3.19 as being likely to be considered when the meeting is closed to the public.**

Note: Clause 3.22 reflects section 9(2A)(b) of the Act.

3.23 **For the purposes of clause 3.21, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.**

Note: Clause 3.23 reflects section 9(3) of the Act.

3.24 **A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the council determines otherwise.**

Note: Clause 3.24 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.25 The council must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.26 Nothing in clause 3.25 limits the powers of the mayor to put a mayoral minute to an extraordinary meeting without notice under clause 9.7.

3.27 Despite clause 3.25, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice has not been given of the business, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.

3.28 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27, and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

3.29 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.27 and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29 on whether a matter is urgent.

Prohibition of pre-meeting briefing sessions

3.31 Briefing sessions must not be held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.

Note: The prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the council.

3.32 Nothing in clause 3.31 prevents a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

4 Public forums

4.1 The council may hold a public forum prior to meetings of the council and committees of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to meetings of other committees of the council.

4.2 The council may determine the rules under which public forums are to be conducted and when they are to be held.

4.3 The provisions of this code requiring the livestreaming of meetings also apply to public forums.

5 Coming together

Attendance by councillors at meetings

5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

5.2 The council may determine standards of dress for councillors when attending meetings.

5.3 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

5.4 The board of the joint organisation may, if it thinks fit, transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if any representative who speaks on a matter before the meeting can be heard by the other representatives. For the purposes of a meeting held in accordance with this clause, the chairperson and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.

Note: Clause 5.4 reflects section 397G of the Regulation. Joint organisations may adopt clause 5.4 and omit clause 5.3. Councils must not adopt clause 5.4.

5.5 Where a councillor is unable to attend one or more meetings of the council or committees of the council, the councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence from the meetings and request that the council grant them a leave of absence from the relevant meetings.

5.6 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.

5.7 Where a councillor makes an apology under clause 5.5, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act. If the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

5.8 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.8 reflects section 234(1)(d) of the Act.

The quorum for a meeting

5.9 **The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.**

Note: Clause 5.9 reflects section 368(1) of the Act.

5.10 **Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.**

Note: Clause 5.10 reflects section 368(2) of the Act.

5.11 **A meeting of the council must be adjourned if a quorum is not present:**

a. at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or

b. within half an hour after the time designated for the holding of the meeting, or

c. at any time during the meeting.

5.12 **In either case, the meeting must be adjourned to a time, date, and place fixed:**

a. by the chairperson, or

b. in the chairperson's absence, by the majority of the councillors present, or

c. failing that, by the general manager.

5.13 **The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.**

5.14 **Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.**

5.15 **Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the mayor under clause 3.3.**

Meetings held by audio-visual link

5.16 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:

a. give written notice to all councillors that the meeting is to be held by audio-visual link, and

b. take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and

c. cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be held.

5.21 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.

5.22 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.21.

5.23 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.

5.24 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.25 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state the meetings the resolution applies to.

5.26 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.27 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link.

5.28 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.29 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.30 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.31 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

5.32 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.32 reflects section 10(1) of the Act.

5.33 Clause 5.32 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.34 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

a. by a resolution of the meeting, or

b. by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.34 reflects section 10(2) of the Act.

5.35 On the adoption of this code and at the commencement of each council term, the council must determine whether to authorise the person presiding at a meeting to exercise a power of expulsion.

Note: If adopted, clauses 15.15 and 15.16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.15 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.16 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Livestreaming of meetings

5.36 Each meeting of the council or a committee of the council is to be recorded by means of an audio-visual device.

5.37 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

a. the meeting is being recorded and made publicly available on the council's website, and

b. persons attending the meeting should refrain from making any defamatory statements.

5.38 The recording of a meeting is to be made publicly available on the council's website at the same time as the meeting is taking place.

5.39 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.

5.40 Clauses 5.36 - 5.39 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.36 – 5.40 reflect section 236 of the Regulation.

5.41 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Note: Joint organisations are not required to livestream their meetings but may choose to do so by adopting clauses 5.36–5.40. Joint organisations that choose not to livestream their meetings may omit clauses 5.36–5.40.

Attendance of the general manager and other staff at meetings

5.42 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.42 reflects section 376(1) of the Act.

5.43 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.43 reflects section 376(2) of the Act.

5.44 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.44 reflects section 376(3) of the Act.

5.45 The attendance of other council staff at a meeting, (other than as members of the public) shall be determined by the general manager in consultation with the mayor.

6 The chairperson

The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

a. by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or

b. by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:

a. arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and

b. then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

6.9 When the chairperson rises or speaks during a meeting of the council:

a. any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and

b. every councillor present must be silent to enable the chairperson to be heard without interruption.

7 Modes of address

7.1 Where physically able to, councillors and staff should stand when the mayor enters the chamber and when addressing the meeting.

7.2 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor', 'Madam Mayor' or 'Mayor'.

7.3 If the chairperson is the deputy mayor, they are to be addressed as 'Mr Deputy Mayor', or 'Madam Deputy Mayor' or 'Deputy Mayor'.

7.4 Where the chairperson is not the mayor or deputy mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.

7.5 A councillor is to be addressed as 'Councillor [surname]'.

7.6 A council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].

8 Order of business for ordinary council meetings

8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows council to deal with items of business by exception.

8.3 Despite any other provision of this code, only the mover of a motion referred to in clause 8.2 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

9 Consideration of business at council meetings

Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

a. unless a councillor has given notice of the business, as required by clause 3.10, and

b. unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

a. is already before, or directly relates to, a matter that is already before the council, or

b. is the election of a chairperson to preside at the meeting, or

c. is a matter or topic put to the meeting by way of a mayoral minute, or

d. is a motion for the adoption of recommendations of a committee of the council.

9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice has not been given of the business to councillors, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting. A resolution adopted under this clause must state the reasons for the urgency.

9.4 A motion moved under clause 9.3 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 9.3 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

9.6 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.5.

Mayoral minutes

9.7 The mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that the mayor determines should be considered at the meeting.

9.8 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The mayor may move the adoption of a mayoral minute without the motion being seconded.

9.9 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

Staff reports

9.10 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

9.11 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.12, unless the council determines otherwise in accordance with this code.

9.14 A councillor may, through the chairperson, ask another councillor about a matter on the agenda.

9.15 A councillor may, through the mayor, ask the general manager about a matter on the agenda. The general manager may request another council employee to answer the question.

9.16 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

9.17 Councillors must ask questions directly, succinctly, and without argument.

9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 Rules of debate

Motions to be seconded

10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it, they may request its withdrawal at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the chairperson is to note the withdrawal of the notice of motion at the meeting unless the council determines to consider the notice of motion at the meeting.

10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:

a. any other councillor may, with the leave of the chairperson, move the motion at the meeting, or

b. the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

Amendments to motions

10.8 An amendment to a motion must be moved and seconded before it can be debated.

10.9 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

10.10 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

10.11 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.

10.12 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

10.13 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

10.14 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Limitations on the number and duration of speeches

10.15 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.16 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.17 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.18 Despite clause 10.17, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

10.19 Despite clauses 10.15 and 10.16, a councillor may move that a motion or an amendment be now put:

a. if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or

b. if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.20 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.19. A seconder is not required for such a motion.

10.21 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.15.

10.22 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.23 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

10.24 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

10.25 Clause 10.24 does not prevent a further motion from being moved on the same item of business where the original motion is lost provided the motion is not substantially the same as the one that is lost.

Participation by non-voting representatives in joint organisation board meetings

10.26 **Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.**

Note: Under section 400T(1)(c) of the Act, non-voting representatives of joint organisation boards may attend but are not entitled to vote at a meeting of the board.

Note: Joint organisations must adopt clause 10.26. Councils must not adopt clause 10.26.

11 Voting

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

Note: Under section 400T(1) of the Act, voting representatives of joint organisation boards are entitled to one (1) vote each at meetings of the board.

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

11.4 A motion at a meeting of the board of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 11.4 reflects section 397E of the Regulation. Joint organisations must adopt clause 11.4 and omit clauses 11.2 and 11.3. Councils must not adopt clause 11.4.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 11.4 must be adapted to reflect those requirements.

Voting at council meetings

11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment (including the use of the casting vote) being recorded.

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.15 may be omitted.

Voting on planning decisions

11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.

11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

11.14 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.15 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

11.16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.17 Clauses 11.14–11.16 apply also to meetings that are closed to the public.

Note: Clauses 11.14–11.17 reflect section 375A of the Act.

Note: The requirements of clause 11.14 may be satisfied by maintaining a register of the minutes of each planning decision.

12 Committee of the whole

12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and encouraging councillors and staff to stand when addressing the meeting.

Note: Clauses 10.15 – 10.25 limit the number and duration of speeches.

Note: Clause 7.1 encourages councillors and staff to stand when addressing the meeting where they can.

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 Dealing with items by exception

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution where it considers it necessary to expedite the consideration of business at a meeting.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.

13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.

13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1.

14 Closure of council meetings to the public

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

a. personnel matters concerning particular individuals (other than councillors),

b. the personal hardship of any resident or ratepayer,

c. information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,

d. commercial information of a confidential nature that would, if disclosed:

   i. prejudice the commercial position of the person who supplied it, or

   ii. confer a commercial advantage on a competitor of the council, or

   iii. reveal a trade secret,

e. information that would, if disclosed, prejudice the maintenance of law,

f. matters affecting the security of the council, councillors, council staff or council property,

g. advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,

h. information concerning the nature and location of a place or an item of Aboriginal significance on community land,

i. alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

a. except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and

b. if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

a. are substantial issues relating to a matter in which the council or committee is involved, and

b. are clearly identified in the advice,

c. are fully discussed in that advice, and

d. are subject to legal professional privilege.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

a. a person may misinterpret or misunderstand the discussion, or

b. the discussion of the matter may:

   i. cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or

   ii. cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed, but only if:

a. it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and

b. the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:

   i. should not be deferred (because of the urgency of the matter), and

   ii. should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.

14.12 Where the matter has been identified in the agenda of the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in a manner determined by the council.

Expulsion of non-councillors from meetings closed to the public

14.13 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.14 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

Obligations of councillors attending meetings by audio-visual link

14.15 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

14.16 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

a. the relevant provision of section 10A(2) of the Act,

b. the matter that is to be discussed during the closed part of the meeting,

c. the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.16 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.17 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.18 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.17 during a part of the meeting that is livestreamed where practicable.

14.19 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

14.20 The general manager must consult with the council and any other affected persons before publishing information on the council's website under clause 14.19 and provide reasons for why the information has ceased to be confidential.

15 Keeping order at meetings

Points of order

15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

15.2 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

15.3 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.4 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.5 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

15.6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

15.7 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.8 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.9 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.10 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

a. contravenes the Act, the Regulation or this code, or

b. assaults or threatens to assault another councillor or person present at the meeting, or

c. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or

d. uses offensive or disorderly words, or

e. makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or

f. imputes improper motives to or unfavourably personally reflects upon any other council official, or a person present at the meeting, except by a motion, or

g. says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

Note: Clause 15.10 reflects section 182 of the Regulation.

Note: The Legislative Assembly's Speaker's Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".

15.11 **The chairperson may require a councillor:**

a. to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d), (e), or (g), or

b. to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or

c. to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f), or (g).

Note: Clause 15.11 reflects section 233 of the Regulation.

15.12 **A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.**

15.13 **Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement. If the councillor fails to remedy the act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.18.**

How disorder at a meeting may be dealt with

15.14 **If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.**

Expulsion from meetings

15.15 **All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.**

15.16 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.15 or clause 15.16.

15.17 Clause [15.15/15.16] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.18 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.11 or clause 15.13. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.18 reflects section 233(2) of the Regulation.

15.19 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.20 Members of the public attending a meeting of the council:

a. must remain silent during the meeting unless invited by the chairperson to speak,
b. must not bring flags, signs or protest symbols to the meeting, and
c. must not disrupt the meeting.

15.21 Without limiting clause 15.19, a contravention of clause 15.20 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting for a breach of clause 15.20.

15.22 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.23 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

How disorder by councillors attending meetings by audio-visual link may be dealt with

15.24 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.25 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

15.26 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent

during meetings of the council and committees of the council.

15.27 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.

15.28 Without limiting clause 15.19, a contravention of clause 15.27 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Any person who contravenes or attempts to contravene clause 15.27, may, as provided for under section 10(2) of the Act, be expelled from the meeting.

15.29 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

16 Conflicts of interest

16.1 All councillors and, where applicable, all other persons, must declare and manage conflicts of interest they have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest must be recorded in the minutes of the meeting at which the declaration was made.

16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 Decisions of the council

Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 17.1 must be adapted to reflect those requirements.

17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given in accordance with this code.

Note: Clause 17.3 reflects section 372(1) of the Act.

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with this code.

Note: Clause 17.5 reflects section 372(3) of the Act.

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 1 day after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

a. a notice of motion signed by three councillors is submitted to the chairperson at the meeting, and

b. the council resolves to deal with the motion at the meeting on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.12(b) and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

17.14 A resolution adopted under clause 17.12(b) must state the reasons for the urgency.

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

a. to correct any error, ambiguity or imprecision in the council's resolution, or

b. to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.15 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 Time limits on council meetings

18.1 Meetings of the council and committees of the council are to conclude at a time the council may from time to time determine.

18.2 If the business of the meeting is unfinished at the time the council has determined, and the council does not resolve to extend the meeting, the chairperson must either:

a. defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or

b. adjourn the meeting to a time, date and place fixed by the chairperson.

18.3 Clause 18.2 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.4 Where a meeting is adjourned under clause 18.2 or 18.3, the general manager must:

a. individually notify each councillor of the time, date and place at which the meeting will reconvene, and

b. publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 After the meeting

Minutes of meetings

19.1 **The council is to keep full and accurate minutes of the proceedings of meetings of the council.**

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 **At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:**

a. the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,

b. details of each motion moved at a council meeting and of any amendments moved to it,

c. the names of the mover and seconder of the motion or amendment,

d. whether the motion or amendment was passed or lost, and

e. such other matters specifically required under this code.

19.3 **The minutes of a council meeting must be confirmed at a subsequent meeting of the council.**

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 **Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.**

19.5 **When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.**

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 **The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.**

19.7 **The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.**

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 Council committees

Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

a. such number of members as the council decides, or

b. if the council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

a. the time, date and place of the meeting, and

b. the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Non-members entitled to attend committee meetings

20.8 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

a. to give notice of business for inclusion in the agenda for the meeting, or

b. to move or second a motion at the meeting, or

c. to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.9 The chairperson of each committee of the council must be:

a. the mayor, or

b. if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or

c. if the council does not elect such a member, a member of the committee elected by the committee.

20.10 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.11 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.12 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting. If neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.13 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council.

20.14 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.13.

20.15 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 20.15 reflects section 397E of the Regulation. Joint organisations must adopt clause 20.15 and omit clause 20.14. Councils must not adopt clause 20.15.

20.16 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Mayoral minutes

20.17 The provisions of this code relating to mayoral minutes also apply to meetings of committees of the council in the same way they apply to meetings of the council.

Closure of committee meetings to the public

20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is livestreamed where practicable.

20.21 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

20.22 The general manager must consult with the committee and any other affected persons before publishing information on the council's website under clause 20.21 and provide reasons for why the information has ceased to be confidential.

Disorder in committee meetings

20.23 The provisions of the Act, the Regulation, and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way they apply to meetings of the council.

Minutes of council committee meetings

20.24 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

a. the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,

b. details of each motion moved at a meeting and of any amendments moved to it,

c. the names of the mover and seconder of the motion or amendment,

d. whether the motion or amendment was passed or lost, and

e. such other matters specifically required under this code.

20.25 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

20.26 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.27 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.28 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

20.29 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.30 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 Irregularites

21.1 **Proceedings at a meeting of a council or a council committee are not invalidated because of:**

a. a vacancy in a civic office, or

b. a failure to give notice of the meeting to any councillor or committee member, or

c. any defect in the election or appointment of a councillor or committee member, or

d. a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or

e. a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 Definitions

the Act	means the *Local Government Act 1993*
act of disorder	means an act of disorder as defined in clause 15.10 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.9 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and any other person exercising functions on behalf of the council
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
livestream	a video broadcast of a meeting transmitted across the internet concurrently with the meeting
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the *Environmental Planning and Assessment Act 1979* including any decision relating to a development application, an environmental planning instrument, a development control plan, a planning agreement or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the *Local Government (General) Regulation 2021*
year	means the period beginning 1 July and ending the following 30 June

DOCUMENTS ASSOCIATED WITH REPORT C09/25-185

Attachment 8

Circular to Councils - Model Meeting Code 2025

Department of Planning, Housing and Infrastructure

Office of Local Government

NSW GOVERNMENT

Circular to Councils

Subject/title	2025 Model Meeting Code
Circular Details	Circular No 25-20 / 29 August 2025 / A975455
Previous Circular	*Council Circular 24-23 Consultation on reforms to council meeting practices*
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Council governance staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- Following extensive consultation, the new 2025 Model Code of Meeting Practice for Local Councils in NSW (2025 Model Meeting Code) has been finalised.
- The new 2025 Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the Local Government (General) Regulation 2021 (the Regulation) shortly.
- The new 2025 Model Meeting Code is available on the Model Code of Meeting Practice for Local Councils in NSW webpage on the Office of Local Government's (OLG) website at www.olg.nsw.gov.au.
- Among other changes, the mandatory provisions of the 2025 Model Meeting Code will prohibit pre-meeting briefings.
- Councils must also livestream meetings of the council and committees comprising wholly of councillors from 1 January 2026 using an audio-visual recording. Recordings of meetings must be published on the council's website for the balance of the council term or for 12 months, whichever is the later date.
- More detailed information about the changes to council meeting practices made by the 2025 Model Meeting Code is provided in the FAQ attached to this circular and available

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on the Model Code of Meeting Practice for Local Councils in NSW webpage on OLG's website.

What will this mean for council?

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.
- Transitional provisions in the Regulation will provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.
- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

Key points

- The 2025 Model Meeting Code has two elements:
    - mandatory provisions (indicated in black font), and
    - non-mandatory provisions (indicated in red font) covering areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the 2025 Model Meeting Code, 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".
- In adopting the 2025 Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

Where to go for further information

- The 2025 Model Meeting Code is available on the Model Code of Meeting Practice for Local Councils in NSW webpage of OLG's website at www.olg.nsw.gov.au.
- More information about the 2025 Model Meeting Code and guidance on its adoption is provided in the FAQ attached to this circular and available on the Model Code of Meeting Practice for Local Councils in NSW webpage of OLG's website.
- A webinar will be held in October to support councils in adopting the new Model Code of Meeting Practice. Notice will be provided to enable councils to register.
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

Brett Whitworth
Deputy Secretary
Office of Local Government

Department of Planning, Housing and Infrastructure

NSW GOVERNMENT

2025 Model Meeting Code - FAQ

Implementation of the 2025 Model Meeting Code

When must the 2025 Model Meeting Code be adopted?

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.

What happens if the 2025 Model Meeting Code is not adopted by 31 December 2025?

- Transitional provisions in the Local Government (General) Regulation 2021 (the Regulation) provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, then from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.

Are councils required to adopt the non-mandatory provisions of the 2025 Model Meeting Code?

- No. The non-mandatory provisions of the 2025 Model Meeting Code cover areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- Councils are free to omit the non-mandatory provisions or to adapt them to meet their needs.

Can councils include supplementary provisions in their adopted code of meeting practice?

- Yes. There is nothing to prevent councils from including supplementary provisions in their adopted code of meeting practice to meet their needs, provided the supplementary provisions are not inconsistent with the mandatory provisions of the 2025 Model Meeting Code.

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What consultation must councils do before adopting a code of meeting practice?

- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.
- This requirement does not apply to joint organisations.

What are the key changes?

A key focus of the changes made to the 2025 Model Meeting Code is to ensure meetings are conducted in a dignified and orderly way befitting to a chamber of democracy and to promote community confidence in councils and their decisions.

The following is a summary of the key changes. It is not an exhaustive list of all the changes that have been made.

Extraordinary meetings

- The mayor may now call an extraordinary meeting without the need to obtain the signature of two councillors.

Dealing with urgent business at meetings

- The process for dealing with urgent business at both ordinary and extraordinary meetings has been simplified.
- Business may be considered at a meeting at which all councillors are present, even though due notice has not been given of the business, if the council resolves

to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. The resolution must state the reasons for the urgency.

- If all councillors are not present at the meeting, the chairperson must also rule that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

Prohibition on pre-meeting briefing sessions

- The 2025 Model Meeting Code prohibits briefing sessions being held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.
- The prohibition on briefing sessions does not prevent a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. The information must be provided in a way that does not involve any discussion of the information.

Public forums

- The public forum provisions are now mandatory but leave it to councils to determine whether to hold public forums before council and committee meetings.
- Councils are also free to determine the rules under which public forums are to be conducted and when they are to be held. OLG will be issuing model best practice public forum rules that councils can use if they choose to.
- Public forums must be livestreamed.

Councillors' attendance at meetings by audio-visual link

- The provisions governing attendance by councillors at meetings by audio-visual link have been made mandatory and the option to attend meetings by audio-visual link has been restricted to where councillors are prevented from attending a meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

Absences from council meetings

- Changes have been made to the provisions governing absences from meetings.
- Where councillors are unable to attend one or more meetings of the council or committees of the council, the new provisions encourage them to:
    - submit an apology for the meetings they are unable to attend,
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- request that the council grant them a leave of absence from the relevant meetings.

- Where a councillor makes an apology, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting. Councils are required to act reasonably when deciding whether to grant a leave of absence to a councillor. To ensure accountability, if the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

Livestreaming meetings

- As of 1 January 2026, councils are required to livestream their meetings using an audio-visual recording.
- Recordings of meetings must be published on the council's website for the balance of the council's term or for 12 months, whichever is the later date.
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- Councils may determine standards of dress for councillors when attending meetings.
- Where physically able to, councillors and staff are encouraged to stand when the mayor enters the chamber and when addressing the meeting.
- The 2025 Model Meeting Code prescribes modes of address.

Mayoral minutes

- The restrictions on mayoral minutes under the previous code have been removed. A mayoral minute may be put to a meeting without notice on any matter or topic that the mayor determines should be considered at the meeting.

Rules of debate

- The rules of debate have been simplified and the rules governing the foreshadowing of motions and amendments have been removed. It remains open to councillors to foreshadow that they intend to move an amendment during the debate, but there are no longer formal rules governing this.
- An amendment has been made to clarify that there is nothing to prevent a further motion from being moved at a meeting on the same item of business where the original motion is lost, provided the motion is not substantially the same as the one that was lost.

- Councils will no longer have the option of reducing the duration of speeches to less than 5 minutes. However, councils continue to have other options to expedite business at meetings such as moving that a motion be put where the necessary conditions have been satisfied and to resolve to deal with items by exception.

Voting on planning decisions

- Consistent with the Independent Commission Against Corruption's (ICAC) recommendations, a council or a council committee must not make a final planning decision at a meeting without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

Representations by the public on the closure of meetings

- In the interests of simplifying the code, the rules governing representations by the public on the closure of meetings have been removed. However, there is nothing to prevent councils from adopting their own rules on this. OLG will be issuing model best practice rules for public representations that councils can use if they choose to.

Making information considered at closed meetings public

- Consistent with ICAC's recommendation, the general manager must publish business papers for items of business considered during meetings that have been closed to public on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- Before publishing this information, the general manager must consult with the council and any other affected persons and provide reasons for why the information has ceased to be confidential.

Dealing with disorder

- Councils will be required to determine on the adoption of the new code and at the commencement of each council term, whether to authorise the person presiding at a meeting to exercise a power of expulsion.
- The definition of acts of disorder by councillors have changed. The following constitute acts of disorder under the Regulation and the 2025 Model Meeting Code:

- contravening the Act, the Regulation, or the council's code of meeting practice,
- assaulting, or threatening to assault, another councillor or person present at the meeting,
- moving or attempting to move a motion or an amendment that has an unlawful purpose, or deals with a matter that is outside the jurisdiction of the council or committee or addressing or attempting to address the council or committee on or such a motion, amendment or matter,
- using offensive or disorderly words,
- making gestures or otherwise behaving in a way that is sexist, racist, homophobic or otherwise discriminatory, or if the behaviour occurred in the Legislative Assembly, would be considered disorderly,
- imputing improper motives, or unfavourably personally reflecting, on another council official or a person present at the meeting, or
- saying or doing anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

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- Members of the public can be expelled from meetings for engaging in disorderly conduct. Disorderly conduct includes:
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  - making unauthorised recordings of meetings.
- The 2025 Model Meeting Code notes that failure by a councillor or members of the public to leave a meeting when expelled is an offence under section 660 of the Act. Section 660 provides that a person who wilfully obstructs a council, councillor, employee of a council or a duly authorised person in the exercise of any function under the Act, or Regulation is guilty of an offence. An offence under section 660 carries a maximum fine of $2,100.

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- Meetings of committees of a council whose membership comprises only of councillors must be conducted in accordance with the council's adopted meeting code. Such committees will no longer have the option of determining that rules under the council's meeting code do not apply to them.

DOCUMENTS ASSOCIATED WITH REPORT C09/25-185

Attachment 9

Model Meeting Code 2025 - FAQ

Department of Planning, Housing and Infrastructure

NSW GOVERNMENT

2025 Model Meeting Code - FAQ

Implementation of the 2025 Model Meeting Code

When must the 2025 Model Meeting Code be adopted?

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Item No: C09/25-186

DRAFT CHILDREN AND FAMILIES STRATEGY 2026 - 2030

Directorate:	Community and Culture
Responsible Officer:	Director Community and Culture
Community Strategic Plan Goal:	*Supporting Community Health, Safety and Wellbeing*

SUMMARY

The *Draft Children and Families Strategy 2026 – 2030* has been developed to provide a clear direction for Council over the next four years to support outcomes for children and families in Cumberland.

This report recommends that the *Draft Children and Families Strategy 2026 – 2030* be placed on public exhibition for consultation with the community.

RECOMMENDATION

That Council place the *Draft Children and Families Strategy 2026 – 2030* on public exhibition for a period of 28 days, with a report to be provided back to Council following the conclusion of the exhibition period.

REPORT

The *Draft Cumberland Children and Families Strategy 2026 – 2030* outlines a clear, strategic framework for Council and local children's services over the next four years. It outlines a vision for delivering improved outcomes for children and building a dynamic, inclusive community enriched with opportunity.

Cumberland's population is projected to grow by 30% over the next 20 years reaching an estimated 340,122 people by 2046 (Forcast.id, 2021). A notable increase in families with dependent children underscores the need for forward-looking, responsive service delivery.

Developed through an evidence-informed, collaborative planning process, the Draft Strategy articulates key themes, priorities, and actions to meet the evolving needs, interests, and aspirations of children and families across the region. It serves as a cornerstone for Council's ongoing investment in child-focused programs, infrastructure, and services.

Development of the Draft Strategy involved the following:

1. Evaluation of the Children and Families Strategy 2019 – 2023 with key recommendations on future priorities.

2. Extensive policy and literature review of local, state and national frameworks.

3. Robust Community engagement:
   - 20 consultations with community
   - 83 Child and Families Survey responses

- Feedback from 121 parents/guardians and 59 children on Council initiatives
- 234 families identifying priority areas
- 377 children illustrating what makes them feel happy, heathy and safe
- Input from 44 industry professionals and eight Council staff.

The Strategy identifies four key priority areas that will inform Council planning, programming, and service delivery:

1. *Access and Wellness* – ensuring equitable access to programs and resource that promote wellbeing and development of Cumberland's children and families.

2. *Safety and Protection* – fostering a secure and nurturing Cumberland for children, with a strong emphasis on child protection, taking active measure to prevent and reduce harm.

3. *Learning and Development* – empowering children and families to actively develop and refine essential skills, fostering continuous learning and development.

4. *Connection and Engagement* – strengthening children and families' connection to their community, fostering meaningful engagement and active participation with Cumberland's places.

A total of 13 strategies and 41 actions have been developed under the four priority areas for implementation by Council over the next four years.

Implementation of the *Draft Children and Families Strategy 2026 – 2030* has been incorporated into Council's *Operational Plan.* Several key projects are currently underway and a detailed evaluation process to support the implementation of the Draft Strategy will also be undertaken. Progress against the Strategy will be reported to Council as part of Council's Corporate Planning and Reporting Framework.

COMMUNITY ENGAGEMENT

The *Draft Children and Families Strategy 2026 – 2030* will be placed on public exhibition for a period of 28 days to enable the community to have an opportunity for further input.

During the public exhibition period, the following actions and additional community engagement activities will be undertaken:

- The Draft Strategy will be distributed to families and key stakeholders who participated in the engagement process to seek additional feedback and comment.
- The Draft Strategy will be made available on the Council website, 'Have Your Say' community engagement site and at Council libraries, staffed community centres and Council's customer service centres.
- Promotion of the public exhibition period via Council's social media channels and distribution of media releases to local papers.
- The Draft Strategy will also be distributed through community networks, including at relevant advisory committee and interagency meetings.

POLICY IMPLICATIONS

Actions in the *Draft Children and Families Strategy 2026 – 2030* align with and support the implementation of Council's *Child Protection Framework*.

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

CONCLUSION

The *Draft Cumberland Children and Families Strategy 2026 – 2030* provides a targeted, strategic framework to guide the planning and delivery of services, programs, and initiatives that promote the wellbeing, safety, and development of children and families across Cumberland. It outlines Council's leadership role in fostering inclusive, supportive, and opportunity-rich environments for local families over the next four years.

A key focus throughout the development of the Strategy has been ensuring Council's planning is responsive to the communities projected growth and changing demographics. Reflecting Council's commitment to a holistic, child-centred approach to service design and community building.

In implementing this Strategy, Council's role will be to lead, support and strengthen the important work and initiatives at the local level that consider the needs of Cumberland's youngest residents front and centre. This report recommends that the *Draft Children and Families Strategy 2026 – 2030* be placed on public exhibition for a period of 28 days for consultation with the community.

ATTACHMENTS

1. Cumberland Children and Families Strategy 2019 - 2023 Evaluation Report ⇩
2. Draft Children and Families Strategy 2026 - 2030 ⇩

DOCUMENTS ASSOCIATED WITH REPORT C09/25-186

Attachment 1

Cumberland Children and Families Strategy 2019 - 2023 Evaluation Report

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Cumberland Children and Families Strategy 2019 - 2023

Evaluation Report: Years 1 - 4 (October 2019 – October 2023)

Introduction

The Cumberland Children and Families Strategy 2019 – 2023 was adopted by Council in October 2019 with the aim of providing a safe Cumberland for children and families. The Strategy focused on four priority areas which were identified by children, families and services through community consultation and an education and care needs analysis. The priority areas are:

Priority Area	*Aim*
Child Protection	To establish Council as a child safe organisation and improve the safety of children throughout Cumberland.

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Education and Care	To improve the quality in education and care services and meet the educational and care needs of children and families in Cumberland.
Community Participation	To create engaged and invested future Cumberland citizens by providing opportunities for children and families to participate in activities and programs in their community and increase community connection.
Health and Wellbeing	To help children and families reach their full potential and engage in healthy lifestyles.

Council's Children's Development Team is responsible for driving the implementation of the Strategy in collaboration with other sections of Council, local children and families, service providers, agencies, and other stakeholders.

Report Summary

The following report outlines an evaluation of the 40 action items outlined in the Cumberland Children and Families Strategy 2019 - 2023, referred to as "the Strategy" in this document. Each completed strategy item was assessed to determine success as well as highlight strengths and opportunities for improvement. Included in the evaluation is feedback from community members on their experience with Council's children's programs over the Strategy period. The report includes a spotlight on the Community Reading Box Initiative. Furthermore, the report outlines the needs, interests and priority areas of Cumberland's families discovered through face-to-face consultations with children and their families, and sector professionals which form recommendations for the new Children and Families Strategy.

All actions outlined in the Strategy were completed and many actions continue to be implemented ongoingly including those with a focus on early years child development, community engagement, children's health and wellbeing and child protection. It should be noted that the method and means of implementation were impacted by Covid-19 restrictions and lockdown particularly in 2020 - 2021. The provision of face-to-face

community and sector engagement shifted to online delivery for this period. Following the return to face-to-face delivery, Council encountered some barriers to reengage children and families which required additional communication and engagement strategies to counteract.

Key highlights

- A Child Protective Behaviours Program was delivered to 165 children across five education and care services and 322 families through community-based initiatives.
- A Council Child Protection e-Learning Module was revised and rolled out as compulsory training to all Council employees.
- A targeted education and care DA Toolkit was developed to help inform developers consider building childcare centres.
- Four successful Local Government Child Protection Forums were delivered and were open to all councils across NSW to attend.
- Three successful Cumberland's Biggest Playgroup community events were run for children and families.
- Over 3000 children enrolled in the Dolly Parton Imagination Library program.
- The Healthy Kids Initiative was delivered to over 5000 children through programs including the Women in Sports Roadshow, School Holiday Programs, After School Programs, Frenzy Sports Program and Active Fest.
- Nine Bush School Connections online sessions and 58 online health and wellbeing programs were delivered.
- The Healthy Kids Initiative won the 2021 National Sports Convention award in the events, programs, and activities. This award recognised Council for the extensive Covid-safe programs provided during the pandemic for children and families.

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Strategy Performance Indicators

The Strategy was partly evaluated against the outcomes identified in the following table. These outcomes serve as performance indicators.

Priority Area	Outcome	Data
Child Protection	% of Council staff who completed child protection training.	– 71% of Council staff completed child protection training.
	Number of children and families participating in child protection education programs.	– In 2023, 41 children attended the *Where We Start Matters* event where children received protective behaviour education program. – 31 children entered the Child Safe art competition to design Council's new child protection signage. – Child Protective Behaviours Packs were distributed to 281 families. – 165 children participated in the Child Protective Behaviours Program at their education and care service.
	Number of community members accessing resource library located on the child protection web page.	– Council's Child Protection webpage had 207 views.

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	Number of information and resources provided to local Government and non-government organisations.	Council shared child protection and child safe information at the Local Government Child Protection Forum with the following participation numbers of NSW council employees: – 2020: 200 participants – 2021: 270 participants – 2022: 150 participants – 2023: 100 participants
	Children's level of satisfaction with opportunities to participate in Council's decision-making process.	Number of children involved in children's participation consultations indicates level of satisfaction: – 30 submissions were received for the Western Sydney Wanderers Game Pass Membership Draw. – 31 children contributed designs for Council's new child protection signage.
Education and Care	Number of advocacy initiatives undertaken to improve quality of education and care.	– A total of 30 professional development training courses were offered to the Cumberland education and care sector to build their capacity and work on improving quality.

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	Utilisation of Council run education and care services.	– 90.75% utilisation of Council education and care services between September and November 2023.
	Utilisation of education and care services in the Cumberland area.	– 29 out of the 40 childcare services in Auburn have vacancies and the average NQS rating is Meeting. – 27 out of the 34 childcare services in Granville and surrounding suburbs have vacancies and average NQS rating is Meeting. – 111 of the 137 childcare services in Greystanes and surrounding suburbs have vacancies and average NQS rating is Meeting. *StartingBlocks.gov.au (2023)*
	Level of satisfaction with Council from education and care services.	– Responses from the 2023 Cumberland's Educators United Network Engagement Survey said being a part of this network provides an effective link between their service and Council. – An average of 18 participants from education and care services attended Council hosted professional development training.
	Assessment and Rating classifications for	– The majority of Cumberland's Education and Care services are Meeting Expectations under the ACECQA standards of Assessment and Rating.

	services in the Cumberland area.	
	Number of new locations, venues and Joint Use agreements secured for Out of School Hours care.	– No new locations, venues and Joint Use Agreements for Out of School Hours Care were completed. This was in the context of a review of Council's education and care in 2021.
	Number of attendees at Council-run professional development and networking forums for education and care providers.	– An average of 15 attendees attended the Cumberland's Educators United Network Meetings which occur every second month. – There were 537 participants in total across 30 professional development training sessions.
	Number of development application tool kits distributed to potential service providers and developers of new education and care services.	– The DA Toolkit is featured on Council's website and has been shared with Council planners for distribution. At the time of this report, the data from the number of kits shared in unavailable.

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Community Participation	Number of Council family and child friendly events delivered.	– Council delivered 40 family and child friendly events across the Strategy period.
	Increased attendance of children and families at targeted programs developed by the Children, Youth and Families team.	– Cumberland's Biggest Playgroup saw a combined total of 713 families over three events held across 2022 and 2023. – Increased Bush School attendance with 40 children attending February 2023 session. – 174 School Holiday Programs were delivered to children with the highest attendance numbers at activities including Basketball, NRL, Badminton and Soccer. – 24 primary schools participated in the Women in Sports Roadshow program in 2020 with 1745 participants overall. This was a significant increase as only 12 schools participated in the program in 2019.
	Rate of developmentally vulnerable children in the Cumberland area according to the 2021 Australian Early Development Census (AEDC).	– According to the Australian Early Development Census (AEDC) 2021, 23% children in Cumberland are developmentally vulnerable in one or more domains and 11.3% in two or more domains as they arrive at school, compared to 21.2% and 10.5% in NSW respectively. The former Holroyd suburbs are particularly vulnerable with higher rates of children reporting vulnerability in one, two or more domains.

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	Number of Council events where the Children, Youth and Families team are represented.	– The Children and Youth Development Team (formally known as the Children, Youth and Families Team) were represented at 19 Council events between 2020 – 2023.
Health and Wellbeing	Number of participants attending programs and activities promoting health and wellbeing.	– Over 3000 children participated in physical sports activities. – Seven schools participated in the Healthy Kids Pitch. – 846 children were registered in after school health and wellbeing programs. – 156 preschoolers participated in the Frenzy Sports multisport program. – Over 1000 children participated in inclusive Goalball clinics. – Active Fest in 2023 saw 136 participants.
	% of Cumberland Council Community Grants Supporting programs promoting health and wellbeing for children and families.	– At the time of this report, this data is unavailable.

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	Level of satisfaction with improved access to information and resources on children's health and wellbeing.	– The survey in the Children, Youth and Families eNews found that families preferred online platforms like Council's website and Social Media platforms to access information about children and family programs. However, the survey sent out in 2023 found that families nominated email as their preferred method to gain information from Council. – When asked in 2023 how Council can make information more accessible for families who speak languages other than English, families stated: "You [Council] have already big platform to connect with families through activities" "I think they're already proficient in this area..." "I feel it's already accessible".
	Number of new Council facilities and spaces for children and families planned and established.	– The Wentworthville Swim Centre upgrade in 2022. – Friendship Garden at Auburn Centre for Community in 2023. – Pemulwuy Community Garden established in 2023. – Civic Park upgrades for completion in 2024. – Civic Square in Merrylands opened in 2023. – Playground upgrades at Central Gardens Nature Reserve in 2020.

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Strategy Actions Outputs

Priority 1: Child Protection

Strategy	Action	Outputs & Achievements
1.1 Establish and implement a comprehensive child protection framework for Council staff and representatives	a) Implement relevant Royal Commission recommendations and Child Safe Standards throughout Council.	– Council's internal Child Protection Team met bi-monthly to oversee Council's actions working towards being a child safe organisation. – The Triage Team continued to meet frequently, in collaboration with the Internal Ombudsman Shared Service (IOSS), to respond to and make recommendations for all received child protection allegations. – Council's intranet child protection page was established and has become a hub of information informing staff of all Council expectations around child protection. – Council developed a Child Safe Conduct Declaration which requires sign off at the completion of the staff e-Learning module. – Developed a high-level Council Child Safe Risk Assessment. – In 2020, representatives from the Children's Development Team, Education and Care, Community Centres and Swim Centres participated in interviews organised by the NSW Office of the Children's Guardian (OCG) on how Council embeds the Child Safe Standards. – Council participated in the Office of the Children's Guardian's Child Safe Audit pilot program. – 38 signs were designed and installed throughout the Local Government Area featuring artwork by children and young people and key child safe messaging.
	b) Develop and implement child protection guidelines and procedures for	The following documents were developed or reviewed during the Strategy period: • Mandatory Reporting of Risk of Significant Harm Guideline • Child Safe Organisation Guideline • Child Protection Allegations Against Staff Flowchart

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	Council staff and representatives. Work with relevant Government oversight bodies to ensure these align with legislation and best practise.	• Recruitment and Selection Guideline – Employee contact cards were developed in 2021 to ensure staff have access to the Triage Team phone number, even when offsite, in order to immediately report child protection allegations. Contact cards have since been provided to all Council employees including new starters to wear with their ID tags. – Lost and unattended children's checklist and parent letter were developed to equip staff with responding to this issue.
	c) Train Council staff in the requirements and expectations around child protection	– Two internal Child Protection e-Learning modules developed for completion by all existing employees and newly recruited staff. These were updated in 2022. – The following Council departments received tailored child protection training during the strategy period: • Education and Care • Library Services • Swim Centre Staff • Outdoor Staff – Community Early Learning Australia (CELA) child protection training provided in 2021 for the Education and Care sector within Cumberland including Council staff. – Child Safe case studies are featured in Council's monthly staff newsletter with the intention of being added to team meeting agendas for discussion. – Child Protection information is presented at all face-to-face corporate inductions for new employees. – Information sessions are made available for all Council teams based on identified need or knowledge gaps.

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	d) Share this framework and associated resources with other councils and organisations for implementation.	– Council manages the NSW Local Government Child Safe Google Group and the Local Government Child Safe Working Reference with an aim to share child protection systems and approaches amongst councils. – Council assists with the steering of the Cumberland Child Protection Interagency. – Council established and delivered the annual Local Government Child Protection Forum: • 2020 - Online Forum with 200 participants • 2021 - Online Forum with 270 participants • 2022 - Hybrid model at the Granville Centre with 150 participants • 2023 - Hybrid model at the Holroyd Centre with 100 participants. – Child protection resource kits are distributed to participants after each Forum. – Council presented to the Executive Team at Hawkesbury City Council in July 2023 about Cumberland's Child Protection Framework journey. – In November 2023, Council presented to North Sydney Council's Child Protection Team about Cumberland's Child Protection Framework journey. – Council has provided informal guidance to a number of NSW councils over.
	e) Embed children's participation in Council decision making processes that impact them, including community engagement and consultation processes.	– In 2021, 31 children submitted artwork on their ideas of the Child Safe Standards and five were selected to be developed into signs. Signs are displayed at 42 Council community venues. – Walk Safely to School Day Drawing Competition was delivered in partnership with Council's Crime Prevention Officer. Five schools participated and the children's artwork were turned into signs displayed at the school entrances/exits. – Children's participation was embedded in open spaces and park consultations. – The Children and Youth Participation Framework was developed and finalised in August 2021.

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1.2 Enhance and develop the community's knowledge and awareness of child protection	a) Work in partnership with service providers and stakeholders to develop and deliver a community education campaign on child protection in the Cumberland area.	– Annual support of the Cumberland Child Protection Interagency initiative with a selected local school promoting children's safety and wellbeing during National Child Protection Week. The schools breakfast was paired with a student protective behaviour lesson. – 41 children attended the Where We Start Matters event. – 31 children entered the Child Safe Messaging competition. – Child Protective Behaviours Packs were distributed to 281 families. – 165 children participated in the Child Protective Behaviours Program at their education and care service. – 53 educators across five education and care services participated in an online child protective behaviours educators workshop. – Face-to-face child protective behaviours parenting workshop in March 2023 at Wentworthville Library as a part of the Toy Library program. – Three families attended the child protective behaviours TEI parenting workshop in June 2023 delivered by IVPRS.
	b) Establish a webpage to serve as a local resource library with child protection resources, templates and documents accessible to residents as well as service providers and stakeholders.	- Council's child protection webpage was established in 2019 to inform the community about Council's roles and responsibilities, provide resources and information as well a place for the community to access key Council public child protection documents. - Other councils via the Local Government Child Safe Network will reach out directly for access to documents to help them in their child safe journey.
	c) Conduct research into child protection in Cumberland to	– Council keeps records of any child at risk reports made to the child protection helpline to ensure any patterns or areas of concern have oversight.

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	identify particular areas or groups that are more vulnerable or at risk.	– Research project completed in 2023 where five services who work with at risk families shared their insights into key themes.
1.3 Improve and support the personal safety of children and empower them to identity unsafe settings.	a) Work in partnership with services that have expertise in child protection and sexual harm prevention to develop and implement a personal safety protective behaviour program for children in the Cumberland area.	– Council engaged in a partnership with the Integrated Violence Prevention and Response Service (IVPRS) to establish the Child Protective Behaviours program. – 53 early childhood educators from five services participated in an online child protective behaviours workshop. – A face-to-face parent's workshop was delivered by IVPRS in March 2023 as a part of the Toy Library project at Wentworthville Library. – 41 children and their families, and 16 key stakeholders (to provide information and resources) attended the Where We Start Matters event in September 2023.
	b) Implement an online safety program for children and families in the Cumberland area.	– Sticks and Stones workshops delivered at three Primary Schools in 2022. – A webpage on Council's website was developed with resources, definitions, tips and tricks and quick links for parents/families on online safety and cyberbullying.

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Priority 2: Education and Care

Strategy	Action	Outputs & Achievements
2.1 Deliver high quality education and care for all children in the Cumberland area	a) Continue to deliver high quality education and care services to the community.	– Council continues to deliver education and care services through long day care (LDC), family day care (FDC) and out of school hours care (OOSH). – Centre Educational Leaders participated in the Practitioner Research Program in August and September 2020. – Council's LDC services received Quality Learning Environments grants. – Three OOSH services received innovation grants. – Vacation Care grant received to support children around Health and Wellbeing with related activities. – All of Council's Education and Care Services are either Exceeding or Meeting the NQF except for FDC which is Working Towards (2023).
	b) Develop a comprehensive professional development program for Council's education and care staff to ensure they are upskilled and provide high quality care.	– Three of Council's educators upskilled their qualifications to teaching degrees. – 11 traineeships undertaken within the Education and Care department. – Education and care staff have participated in the following training during the Strategy period: • Critical reflection • Understanding Behaviours training • CPR and First Aid • NDIS and Early Childhood Intervention Pathways • Administrative Responsibilities • Staff Relationships • Unpacking Exceeding Themes • Acknowledging and Supporting Aboriginal Culture • Child Protection

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		• Educational Leader Training Cert IV in Stepping into Leadership.
	c) Develop a targeted educational and communications campaign designed to highlight the benefits of early engagement in education and care to Cumberland's culturally and linguistically diverse communities.	– *Benefits of Education and Care* packs were created with information on how to enrol, how to apply for Centrelink benefits and information on Council's education and care services. – An Importance of Early Education and Care pamphlet was created and is available in the following languages: • English • Arabic • Mandarin • Cantonese • Turkish • Tamil
	d) Review affordable education and care options to cater to the socio-economic diversity of families in the Cumberland area	– The service security deposit fee in Council Education and Care services was waived in 2022. – A nine hour and 11-hour fee structure were implemented in 2023 benefiting families who require less hours of care. - Start Strong Funding was received in 2022 and 2023 for all preschool aged children to reduce costs of care for these families.
	e) Develop and implement a model of inclusion support for all children engaged in Council's education and care services including for	– In 2021, inclusion and sensory kits were developed for centres in consultation with the Seniors and Disability Team. – Calm spaces and calm rooms were introduced in Council's OOSH centres. – Inclusion support is covered during the enrolment process at Council's Education and Care Services.

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	those with additional needs.	
	f) Complete the upgrade and re-open Friend Park Children's Centre, Wentworthville to operate as a 40-place education and care centre.	- Friend Park Children's Centre upgrade and reopening was complete. The service opened in July 2021, later than anticipated, due to the Covid-19 outbreak and restrictions. - Promotion of the upgraded centre was completed throughout 2019 and 2020 by promoting at community events and offering an open enrolment evening.
	g) Undertake and implement an internal audit and compliance review of Council's Family Day Care service.	– A Family Day Care (FDC) audit was completed with two recommendations: • Continued level of resources for FDC • Ongoing professional development for FDC educators. FDC staff had the opportunity to participate in 11 different upskilling training courses.
2.2. Coordinate facility planning for Out of School Hours	a) Continue to monitor Council's OOSH service provision and needs and work with the State Government to identify solutions to address any issues or gaps that arise.	– Participated in the Department Education Before and After School Care (BASC) user research and the census for BASC distributed by the Minister for Education. – Council's Environment and Planning Department reviewed available data in 2021 and determined that there is an OOSH oversupply in the Wentworthville ward.

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(OOSH) services in partnership with State Government departments.	b) Work with School Infrastructure NSW to investigate opportunities for new community facilities through Joint-Use agreements.	- Multiple programs have utilised the work with School Infrastructure NSW (SINSW). The following programs were delivered through Joint-Use agreements: • Dads and Daughters Program at Girraween High School • Western Sydney Wanderers Soccer Clinic at Merrylands High School • NRL Workshop at Holroyd High School • Western Sydney Wanderers Soccer Clinic at Granville South Creative and Performing Arts High School • Volleyball Workshop at Granville South Public School.
2.3 Improve the distribution of Council operated education and care services across the Cumberland area based on community need.	a) Review the model of education and care delivered at The Sometime Centre, Merrylands to meet community need and ensure the ongoing viability of the service	- The Sometime Centre model was reviewed and revised to a long day care service in 2020 and continued to offer occasional care as needed by the community. - The Sometime Centre completed the Assessment and Rating process in May 2021 and was rated as Meeting Expectations. - The centre ceased offering care in 2021.
	b) Plan for the development of a 60 place Council-run long day care centre in the Wentworthville ward	- A needs analysis by Cumberland Council's Environment and Planning Department assessed education and care services for children in the Wentworthville ward. Comparing data from the 2019 CRED Report, the 2021 Census, and ACECQA, it was found that there is an over-supply of Long Day Care (LDC) and Out of School Hours Care services in the area. Consequently, the establishment of a new 60-place Council-run LDC service in Wentworthville was deemed unnecessary.
	c) Investigate opportunities to provide additional Council operated	- In 2020, Council assessed the feasibility of establishing a Long Day Care (LDC) service at 2 - 26 Church Street, Lidcombe, in collaboration with the Social Research team. The site was identified as a potential location for such a service. Following the COVID-19 pandemic,

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	education and care services in the eastern section of the Cumberland area.	demand for Education and Care services declined and it was since determined unfeasible to open a new service.
2.4 Build the capacity of the Cumberland education and care sector and improve quality outcomes across all education and care services	a) Provide training and support for local education and care services to increase quality outcomes for children and families.	– 30 professional development training courses were provided to education and care services, playgroup staff and other organisations working with children and families. – In April 2022, 30 Aboriginal Literacy Packs were distributed to education and care services.
	b) Advocate to relevant state and federal government bodies to increase supports available to the education and care sector to improve quality outcomes.	– Cumberland Educators United (CEU) developed ran as an interagency network for Cumberland education and care services. After Covid-19 lockdowns other child and family services joined this network to connect with local services. – Annual consultation was completed with the CEU to identify the needs of the sector. – A forum was held in 2019 where services workshopped priority areas for Cumberland's children and families. – Council contributed to the LGNSW submission for the review of the State environmental planning policies (SEPPs) with a focus on the development of education and care centres.
2.5 Influence future supply of high-quality education and care services in areas of high demand.	a) Contribute to the NSW Department of Planning's review of the State Environmental Planning Policy (Educational Establishments and	– Council contributed to the LGNSW submission for the review of the State environmental planning policies (SEPPs) with a focus on the development of education and care centres.

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	Child Care Facilities) 2017 (SEPP).	
	b) Develop and implement a tool kit with local education and care distribution and supply data to inform developers seeking to establish new education and care facilities.	– A tool kit was developed and finalised in 2023 and included: • The Australian Early Development Census (AEDC) data • Census data on families with children under five in each suburb • Data on current education and care services operating in the proposed services suburb, including their utilisation rates. • The Education and Care National Law and Regulations • The Childcare Planning Guidelines.

Priority 3: Community Participation

Strategy	Action	Outputs & Achievements
3.1 Identify and utilise platforms where Cumberland's	a) Develop effective and age-appropriate communication and marketing campaigns	– A Children, Youth and Families eNews was maintained with families opting in to receive information and updates.

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children and families gain their information and communication	utilising suitable platforms accessible to children and families.	– A survey was distributed to local families to determine preferred methods of communication. An online Healthy Kids Hub went live in 2022, this was developed based on the survey feedback. – Inclusion of local organisations and industry professionals as stall holders at big events like Active Fest, Cumberland's Biggest Playgroup and Where We Start Matters has been effective in bringing the information directly to families while their children participate in age-appropriate fun activities.
	b) Pilot new engagement methods to support and connect with children and families who are experiencing social isolation	– Ongoing community Storytimes with Paint Cumberland REaD and Poppy the Possum at local playgroups, community events, school groups and Council's Libraries to engage with families who are not linked to other services. – During Covid-19 lockdowns, 58 online health and fitness programs were delivered to engage families at home. – Nine online Bush School Connections sessions were delivered. – Information is shared at dedicated children and family friendly spaces when offered at some of Council's events including Family Financial Wellbeing Day.
3.2 Contribute to a variety of child-centred events, programs, activities, and educational experiences that are accessible to children and families	a) Increase children's engagement in the planning of events, programs, activities, and educational experiences.	– Evaluation processes have been integrated into program and event delivery including asking children about their experiences of Council programs and events. Feedback directly informs planning for future planning and events. – Sportability Club for children with a disability at Auburn Basketball Centre developed based on feedback from participants of the Healthy Kids Initiative. – Council worked with the International Women's Peace Group and Merrylands Public School to launch the We Choose Hope Art Exhibition. The event showcased artwork by 43 students and shared their expression of the theme.
	b) Access and engage children and families at Council and	– Children participated in activities at 19 Council events, engaging in various interactive and educational experiences.

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	community run events, programs, activities, and educational experiences.	– Five events were specifically delivered for children and families, offering tailored programs to meet their needs and interests.
	c) Undertake research on transport disadvantage for children and families in the Cumberland area.	– Council's Social Research team undertook a transport study and considered children in this. Consultations with children in 2019 and 2020 found that the common ways children said they travel are via car, bus and train, but they also get around by riding their bikes. – *Poppy Just Loves to Travel* book was created based on children's feedback. The book was distributed to children at playgroup visits, community events, storytimes and Library programs throughout 2021 - 2023. – 35 Road Safety Resource Packs were distributed to local services to support their work with children and families.
3.3 Develop and deliver meaningful programs for children to participate in their local community	a) Develop and facilitate outdoor play-based programs for children and their families to introduce them to Council facilities.	– 21 face-to-face Bush School sessions were delivered at Central Gardens Nature Reserve with an average of 17 children attending each session. – 180 school holiday program/after school programs were run at Council outdoor venues. – Children's Activities at four Wentworthville Community Garden Open Day's and the Pemulwuy Community Garden Launch.
	b) Develop and implement targeted children's programs supporting their development, focusing on suburbs identified as having	– Paint Cumberland REaD Community Reading Week twilight Storytimes held in parks where language and literacy vulnerability was high according to AEDC data. – 23 Community Reading Boxes were installed in targeted areas to promote early years literacy and early years learning in these areas. – Three Learn and Play for Families sessions were offered in 2023 on topics that align with areas of concern identified by the AEDC.

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	the greatest developmental vulnerability (based on results from the 2018 Australian Early Development Census (AEDC).	– School Holiday health and wellbeing programs held in areas experiencing increased physical developmental vulnerability.

Priority 4: Health and Wellbeing

Strategy	Action	Progress Update/Key Achievements
4.1 Increase awareness and availability of health and wellbeing programs for children and families across the Cumberland area.	a) Support the provision of health and wellbeing programs for children and families across Cumberland through the Cumberland Council Community Grants Program	– Six editions of the Schools Newsletter distributed to Primary and High Schools from 2022 - 2023 which included information for Schools on Council's Community Grants encouraging schools to utilise grant opportunities to fund health and wellbeing projects within their school communities.
	b) Promote and support established NSW Health initiatives for children and families in Cumberland	– Healthy Kids Initiative delivered nine programs utilising either Active Kids or Creative Kids Vouchers via an afterschool pilot program. Presented the pilot to the Office of Sport Local Government breakfast in 2022. – Supported Western Sydney LHD to deliver the Go4Fun program in Cumberland for children and young people 7-13 years and their families.

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	c) Implement and expand Council's Healthy Kid's Initiative, including the ongoing delivery of accessible sport and recreation programs to support children's health and wellbeing.	– The following initiatives were run as a part of Healthy Kid's Initiative: • Mindset Project with NRL- 660 participants across eight sessions. • After School and School Holiday Programs. • Over 20 Western Sydney Wanderers Soccer clinics and 100 game passes given away. • Active Fest 2023 event which saw 136 participants. • Preschool multisport program with 158 participants across 20 sessions. • International Women's Day 2023 Roadshow with 66 participants across six sessions. • Three rounds of the Healthy Kids Pitch with nine winning Schools overall.
	d) Improve access to up to date and accurate information on services supporting children's health and wellbeing for local families.	– Healthy Kids Hub online platform was launched to provide parents access to relevant health and wellbeing information. – Ten Brainstorm Productions student wellbeing programs were run for primary school aged children. – 15 water safety sessions were delivered to pre-schoolers and their families in 2023.
	e) Investigate the availability and accessibility of support for new parents	– Ongoing support for local playgroups through the Cumberland Educated United network. Meetings arranged with playgroups to inform the gaps in knowledge of families utilising their services. – Web page on Council's website as a hub for new parents was developed. – Five parenting workshops were run in 2023 with 27 families participating overall.

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4.3 Provide outdoor accessible physical environments for all children and families.	a) Investigate the increased provision of nature play spaces for children in the Cumberland area to provide equitable distribution of sensory rich and accessible outdoor play opportunities.	– Inclusion of nature play spaces in Civic Park, Pendle Hill upgrade following consultation. – 25 Poppy in the Park Storytimes delivered in 2020. – Playtime at the Merrylands Community Gardens (MCG) in partnerships with Hooked on Nature in September 2022. – Cumberland's Biggest Playgroup events in November 2022, March 2023 and October 2023 at Central Gardens Nature Reserve. – Two community storytimes in 2023 with Poppy the Possum at the Friendship Garden at Auburn Centre for Community. – Seven yoga school holiday programs with 45 participants overall.
	b) Trial inclusion initiatives at Council events, activities and programs to support children of all abilities, e.g. quiet zones, accessible equipment and activities.	– Quiet spaces were provided at five Council events. – Goalball clinic delivered in 2019 at Holroyd School with 30 participants. – Goalball school holiday program delivered in October 2019 with 15 participants. – Four-week Goalball programs at Wentworthville Public School, Greystanes Public School, St Peter Chanel, Guildford West Public School and Merrylands Public School. – $10,000 Clubs Grant received to run inclusive Goalball clinics at schools with support classes. – Three schools adopted the reverse inclusion model opening this program up to mainstream and support unit students. – Activate Inclusion Sports Day in May 2023. 80 children participated from five schools.

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Evaluation Summary

11 community consultations were carried out with 181 parents/guardians, sector professionals, Cumberland City Council staff and children. The purpose of these consultations was to evaluate completed strategy action items through stakeholder feedback on the children and family activities provided by Council over the strategy period.

- **Child Protection**: The strategic focus has successfully advanced child protection through robust implementation of state standards, effective community engagement, and strengthened staff training and policies, ensuring a safer environment for children. Moving forward, greater integration of children's participation, enhanced promotion of online resources, and expansion of digital safety programs are essential to deepen impact and foster a comprehensive child-safe culture.
- **Education and care**: The strategy effectively enhanced early education and care through targeted professional development, community campaigns, and improved service accessibility. Future efforts could focus on broadening support for diverse child and family services beyond education and care and increasing participation in comprehensive internal professional development programs.
- **Community Participation**: The strategy effectively considered transport disadvantages, engaged families through innovative programs and online initiatives, and fostered strong community participation through events and the Bush School Program. Consideration should be given to enhancing child engagement in event planning, improving access to information, and expanding multilingual materials will strengthen connections with diverse families and improve service awareness. The Community Reading Box Initiative was launched in 2018 by Paint Cumberland REaD and promotes early childhood literacy through handcrafted reading boxes placed in targeted locations, with 19 currently in the community. An audit was conducted from December 2023 to February 2024 which identified maintenance needs, including repairs to doors, hinges, and stickers, and repainting weathered boxes, with some damage reported by community members. A community survey which received 30 responses, revealed that 44% of respondents used the boxes, 81% find them accessible, and 94%

believe they benefit the community. Usage frequency varied, with most respondents engaging monthly or bi-weekly, and there was strong community support for expanding awareness and access to the boxes.

- **Health and Wellbeing**: The strategy raised awareness and expanded health and wellbeing programs through the Healthy Kids Initiative, with regular school-aged and preschool programs engaging children and families. Learnings included addressing participation barriers such as limited access, capacity constraints, and inclusivity will be essential to ensure equitable and comprehensive engagement across all community segments. At the Ordinary Meeting of Council held on 21 December 2022 (Item No. C12/22-213), Council endorsed a new one-year partnership arrangement with the Western Sydney Wanderers Foundation up to the value of $18,000 from the Community Reserve to deliver clinics and provide game access to school children within Cumberland. At the conclusion of the partnership, it was recommended the partnership or sponsorship arrangements with individual clubs cease and that alternate program options are pursued to meet Council's strategic goals and the community need and interest.

Based on community consultation, the literature review and evaluation findings, it is recommended that the next Children and Families Strategy consider the following four priority areas:

1. **Access and Wellness:** Ensure equitable access to programs and resources that promote the wellbeing and development of Cumberland's children and families.
2. **Safety and Protection:** Foster a secure and nurturing Cumberland for children, with a strong emphasis on child protection, while actively taking measures to prevent and reduce harm.
3. **Learning and Development:** Empower children and families to actively develop and refine essential skills, fostering continuous learning and development.
4. **Connection and Engagement:** Strengthen children and families' connection to their community, fostering meaningful engagement and active participation with Cumberland's places.

DOCUMENTS ASSOCIATED WITH REPORT C09/25-186

Attachment 2

Draft Children and Families Strategy 2026 - 2030

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DRAFT
Children and Families Strategy
2026-2030
CLICK TO START

Acknowledgement of Traditional Custodians

Here is the land; Here is the Sky

Here are my friends and here am I.

We thank the Darug People

for the land on which we learn and play.

Cumberland City Council acknowledges the Darug Nation and People as Traditional Custodians of the land on which the Cumberland Local Government Area (LGA) is situated and pays respect to Aboriginal Elders past, present and future.

We acknowledge Aboriginal and Torres Strait Islander Peoples as the First Peoples of Australia.

Cumberland City Council also acknowledges other Aboriginal and Torres Strait Islander Peoples living in the Cumberland Local Government Area and reaffirms that we will work closely with all Aboriginal and Torres Strait Islander communities to advance reconciliation within the area.

Councillor

Ola Hamed

MAYOR

Message from the Mayor

It is with great pride and unwavering dedication that I present the Cumberland Children and Families Strategy 2026 - 2030, a shared vision for a brighter and more inclusive future for our youngest residents and their families.

This Strategy is more than just a plan; it's a commitment. A commitment from Council to place children and families at the centre of our work and to recognise the vital role they play in shaping the heart and future of our community. It reflects our responsibility to create a place where all children can flourish by ensuring they are provided with every opportunity to reach their full potential.

We celebrate the richness and diversity of family life in Cumberland and value the experiences, cultures, and perspectives they foster, that strengthen our community. Children and families bring energy, resilience, and hope, and it is our obligation to make sure they receive tailored initiatives and meaningful support to grow and thrive.

Over the next four years, this Strategy will guide Council's priorities, programs, and partnerships for children and families. It outlines key focus areas, and embraces the principles of children's rights, ensuring we are responsive to what matters most to the families of Cumberland.

This work is a collective effort. We are committed to collaborating with expert organisations, local services, schools, and community partners to deliver meaningful and lasting outcomes. Together, we will continue building a community where children are valued, and families are heard, respected, and supported.

Let's keep working together to build a stronger, more connected Cumberland for all children and families.

Message from the General Manager

The Cumberland Children and Families Strategy 2026 - 2030 is a comprehensive plan that we are both proud to present and committed to implementing. This Strategy represents a significant step in reinforcing Council's responsibility and commitment to supporting children and families in our community. Our goal is to ensure Cumberland remains the ideal environment for young residents to live, play, learn, and grow.

This document provides a tactical framework that will guide the direction of Council's children's initiatives, projects, and programs over the next four years. It outlines key focus areas and identifies critical themes related to the implementation of children's rights, ensuring we address the issues that matter most to the children of Cumberland.

With 56,688 families (ABS, 2021) residing in Cumberland, families are at the heart of our community. We acknowledge the diversity within these families and recognise that each brings unique perspectives and experiences. While there are common challenges shared across families, we also understand that specific circumstances require tailored responses. For this reason, our approach will be diverse, inclusive, and developed through consultation with the community. The actions outlined in the Strategy are designed to address these varied needs, prioritising the voices of children and their families.

We look forward to working collaboratively with key services and organisations to engage, support, and empower Cumberland's children and families.

Finally, we extend our sincere thanks to the hundreds of community members who contributed their insights, hopes, and concerns, which have been invaluable in shaping the development of this Strategy.

Peter J. Fitzgerald

GENERAL MANAGER

Message from Children

Have you ever wondered what it means to live in Cumberland? To us, it means enjoying and learning things that will shape our future. It means having fun, making good friends, and having access to a great library. Being a kid here also means we can walk to the shops, park, and our school.

In the future, we would love to see more sporting grounds with pitches and courts, swim centres and parks. Also, fun spots for our friends and families to visit, like movie theaters.

Being a Cumberland kid means we enjoy seeing our friends and having their parents meet our parents, all while doing fun activities together at places like parks. We play in the park together, share food, and just have fun. In our suburbs, everyone plays with everyone, and there is always something happening, no matter the time. We are also lucky because our families can enjoy delicious meals at the best restaurants. We love being part of this community because everyone is friendly.

Children aged 5 to 12 years
consulted at Council's Out of School Hours Care Service

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Welcome

Belong

Succeed

Introduction

The Cumberland Children and Families Strategy 2026 - 2030 (the [new] Strategy) is a four-year plan designed to empower children (0 to 12 years) and their families, guiding Council's efforts to foster an environment where children can thrive. This Strategy builds on the strengths within our community, amplifies local assets, and seeks innovative ways to create opportunities that support children and families in Cumberland.

Building on the success of the Cumberland Children and Families Strategy 2019 - 2023 (previous Strategy), the new Strategy aims to continue improving outcomes for Cumberland's children. The previous Strategy saw the completion of 40 actions across the key areas of Child Protection, Education and Care, Community Participation, and Health and Wellbeing. The new Strategy responds to both the current needs and future aspirations of the community, placing children's rights at the core of every decision.

Through extensive consultation with children, parents/guardians, and professionals in the field, Council identified four key priority areas for the 2026 - 2030 Strategy:

ONE
Access and Wellness

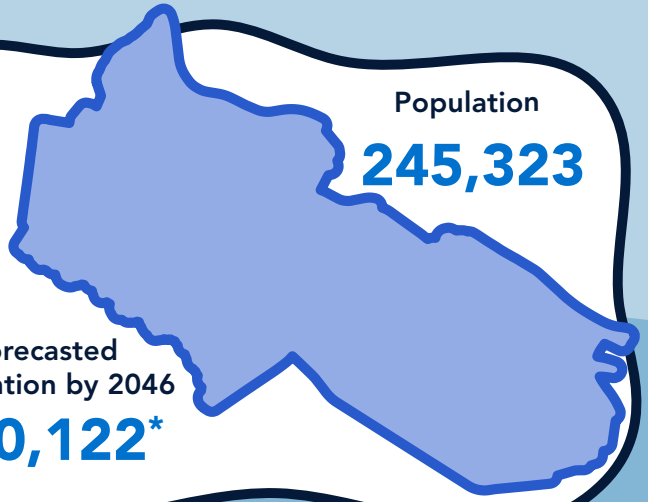
TWO
Safety and Protection

THREE
Learning and Development

FOUR
Connection and Engagement

These priorities reflect the voices of Cumberland's children and families, ensuring their needs and aspirations shape the services, programs, and actions Council implements. Together, we will create a supportive, inclusive community where every child is empowered to reach their full potential.

Community Snapshot



Population
245,323

Forecasted Population by 2046
340,122*

Median age:
34 years†

Number of children:
38,683*

65.2%
of residents speak a language other than English at home*

Top Five Language Used at Home (other than English)†

14.1%	Arabic
6.7%	Mandarin
4.4%	Nepali
4%	Cantonese
3.3%	Tamil

19%
are living in low-income households in Cumberland*

53%
of residents were born overseas*

38% Couples with children*

11% Single parent with children*

49% are living in medium to high density dwellings*

Top Five Ancestry†

12.6%	Chinese
11.9%	Lebanese
10.6%	Australian
9.2%	English
8.7%	Indian

Why have a Children and Families Strategy?

The Cumberland Children and Families Strategy outlines a clear, strategic framework for Council and local children's services over the next four years. The strategy aims to achieve improved outcomes for children and foster a vibrant, opportunity-rich community.

Cumberland's population is projected to grow by 30% over the next 20 years reaching an estimated 340,122 people by 2046 (forecast.id, 2021). Therefore it is essential to adopt a forward-thinking and strategic approach to meet the evolving demands of this growth. Notably, an increase is anticipated in families with dependents.

The Strategy serves as a guiding document for Council's ongoing investment in the development and refining of services and programming for children. It articulates key themes, strategies, and actions designed to support children's needs in the future. Central to the Strategy's development is a collaborative planning process that reflects the changing needs, interests, and aspirations of children across Cumberland.

Who are Children

Childhood is frequently seen as a brief stage in human development, but it is a vital and formative period that profoundly influences the future of both individuals and societies. It is a time of rapid growth and development across perceptual, emotional, intellectual, and behavioural dimensions. While childhood is often associated with dependency, learning, and play, it is also a period marked by vulnerability, risk, and potential emotional challenges. Children, though typically seen as carefree and adventurous, may also experience anxiety, voicelessness, and exposure to adversity.

Cumberland City Council recognises the profound impact that early childhood experiences have on long-term outcomes. The first 1,000 days of a child's life are crucial, as early exposure to stress, trauma, poverty, and violence can have ongoing consequences for health and wellbeing (Centre for Community Child Health, 2017). In this context, childhood is not merely a transitional phase but a significant stage that requires dedicated attention and support.

Council acknowledges that in a diverse community such as Cumberland, the concept of childhood can vary. The term "child" may encompass different age groups, with some communities considering young people as part of this stage. In alignment with the Convention on the Rights of the Child (1989), a child is defined as "every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier." For the purposes of this Strategy, childhood is defined as the period from 0 to 12 years, spanning from infancy to the conclusion of primary school.

What is a Family?

"Family is people that you trust and people you know love you. Family is anyone who loves you unconditionally and people who would help you with anything even if it is just advice or something big like helping with a big situation"

~ Child Participant ~

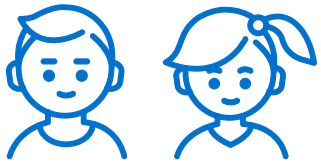
"Family is something you love and is the most important thing in your heart. Family are people that give you company and are just like friends but people you love the most"

~ Child Participant ~

"You're with your mum, dad, and brothers and sisters"

~ Child Participant ~

Cumberland's Children and Families Snapshot



4,475 children attending preschool†

19,638 children attending primary school†

23.6%
of young children are vulnerable in one or more domains of their development‡

11.2%
of young children are vulnerable in communication skills and general knowledge

7.9%
are vulnerable in language and cognitive skills (school-based)

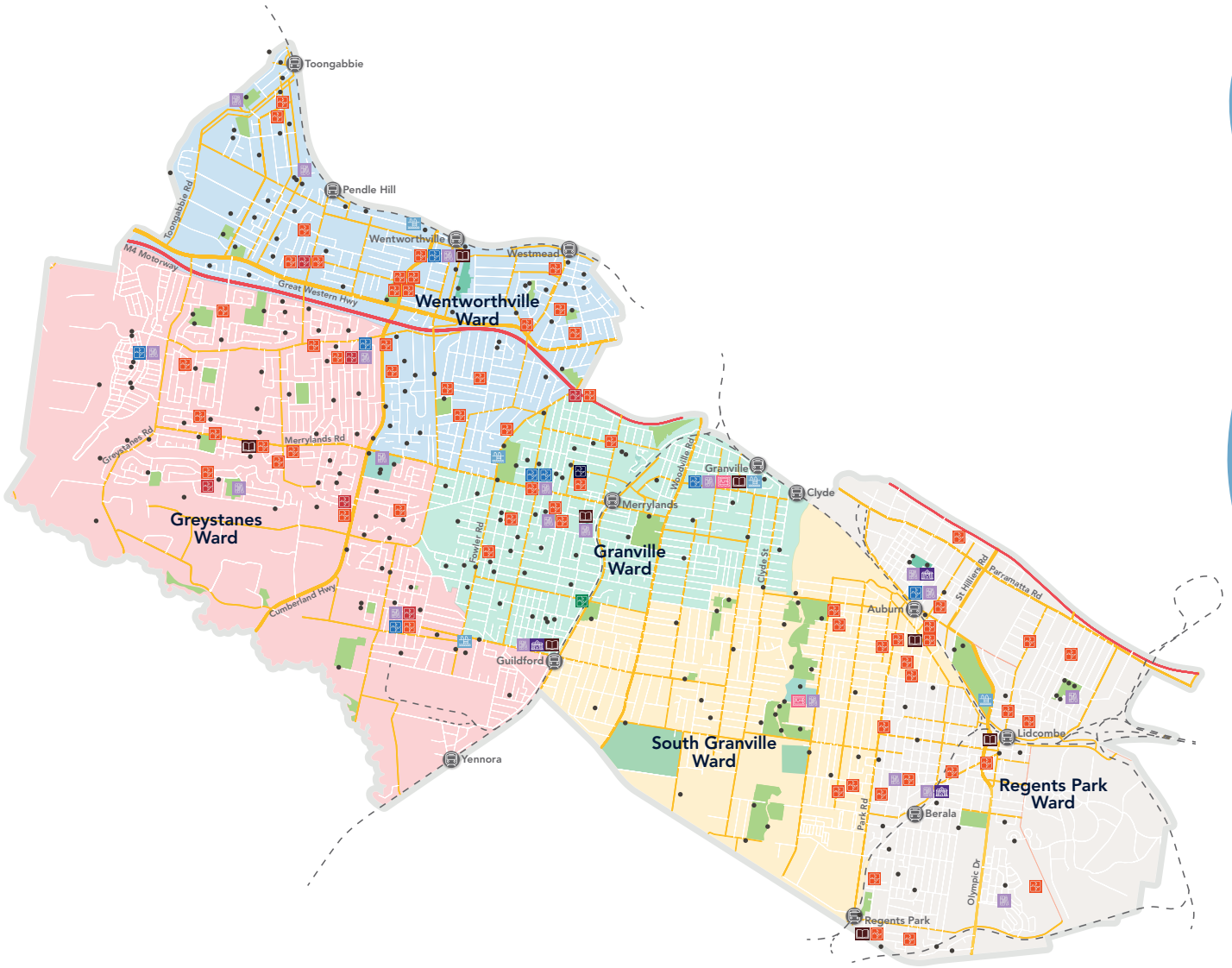
Average number of children per family‡: **2 children**

11.9%
of Cumberland's children are vulnerable in social competence which is higher than the state (9.9%) and national (10.7%) averages in this domain‡

7.9%
of young children are vulnerable in physical health and wellbeing†

5.4%
of young children are vulnerable in emotional maturity‡

Map of Council's Children and Family Services



LEGEND

- Granville Ward
- Greystanes Ward
- Regents Park Ward
- South Granville Ward
- Wentworthville Ward
- Railway Stations
- Swim Centres
- Libraries
- Community Reading Boxes
- Staffed Community Centres
- Council Long Day Care
- Council Family Day Care
- Council Occasional Care
- Council OOSH
- Early Education and Care Services
- Arts Facility
- Playground

Impact of COVID-19

The Western Sydney - Pillars of Resilience: COVID-19 Survival and Recovery Report (2022) highlights the significant impact that COVID-19 restrictions and lockdowns had on communities in Western Sydney. The report shares insights into the lived experiences of residents during the lockdowns and vaccination efforts in July and August 2021, and outlines the actions needed both for immediate survival and long-term recovery.

The report highlights three pillars which emerged as "being at the forefront for the people of Greater Western Sydney at this time". These three pillars were:

1. **Family and community**
2. **Health and safety**
3. **Livelihood and income**

(Western Sydney Community Forum & Western Sydney MRC, 2022)

83% said their family was negatively impacted by COVID-19

14% experienced poor mental health

23% experienced social isolation

(Child and Families Survey, 2024)

"COVID-19 had a significant impact with some obvious gaps in learning and social skills"

~ Parent Participant ~

"Isolation on many occasions have impacted my kid's ability to socialise and communicate"

~ Parent Participant ~

"Increased children's anxiety"

~ Parent Participant ~

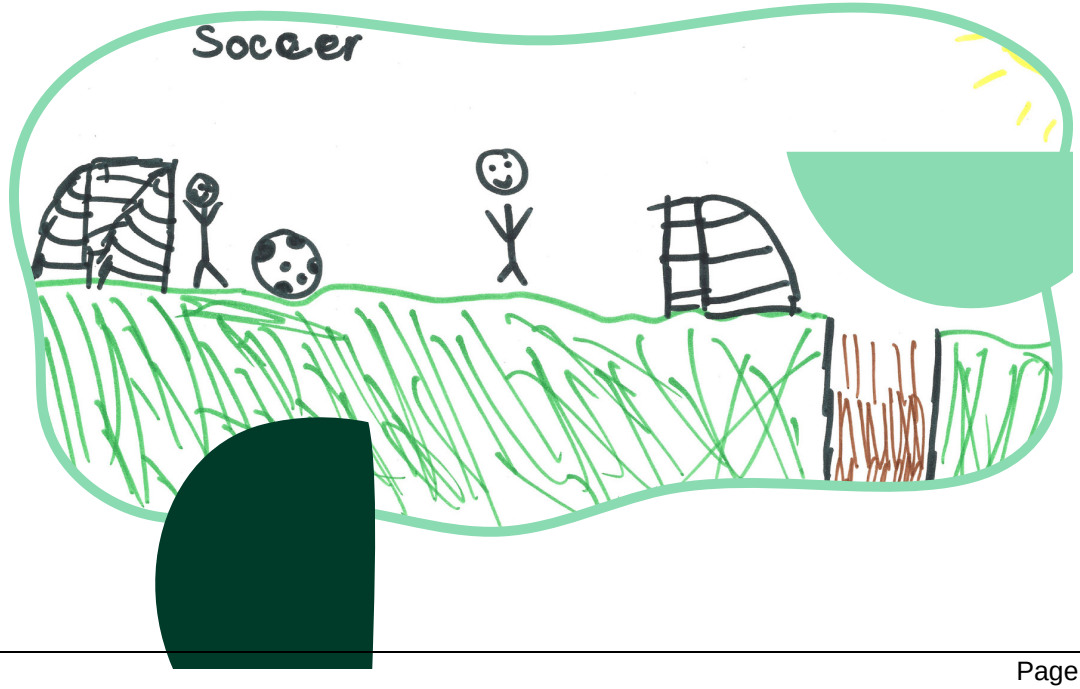
Development of the Strategy

The actions outlined in the Children and Families Strategy 2026 - 2030 are informed by recommendations from the evaluation of Council's Children and Families Strategy 2019 - 2023, as well as insights gathered through community consultations and secondary research. Council remains committed to integrating children's perspectives in the development of the Strategy, recognising that it is created for them and their families.

Children's rights and protection are central to the strategic direction of this four-year plan. Council is deeply committed to creating a safe, supportive, and empowering environment for our youngest community members. The Strategy is strongly aligned with the NSW Child Safe Standards, setting clear, actionable expectations to build and sustain a child-safe Cumberland. Guided by the United Nations Convention on the Rights of the Child (1989), the Strategy embeds its core principles across all actions—reinforcing Council's commitment to every child's right to protection, participation, and access. This foundation ensures child safety and wellbeing remain a priority in all areas of Council's planning, partnerships, and service delivery.

Children and Youth Participation Framework

Cumberland City Council's Children and Youth Participation Framework (2021) recognises the importance of including children and young people in decision-making processes. Throughout the development of the Strategy, Council utilised this framework to inform the approach in which to engage children and to understand their wants, needs and perspectives. Utilising the Participation Framework allowed increased participation of children in decision making and a deeper connection to the community empowering them to voice their valuable opinions.



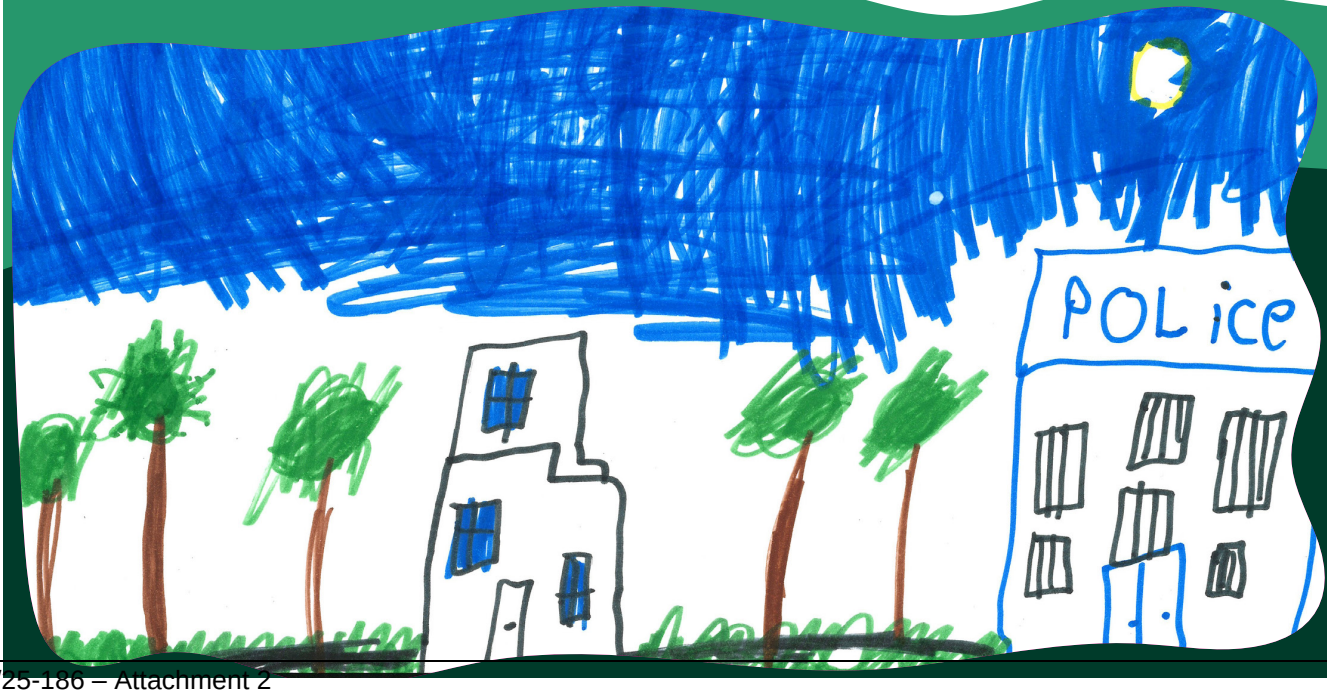
PHASE 1:
Evaluation of the Children and Families Strategy 2019 - 2023

Action items from the previous Strategy were examined to outline strengths and highlight areas for improvement. The evaluation of the previous Strategy was completed in 2024, and its findings helped form the Children and Families Strategy 2026 – 2030.

PHASE 2:
Secondary Research and Policy

Local, State and National Policies and research papers provided key understandings, directions, challenges and opportunities in identifying the needs of children in Cumberland.

- Advocate for Children and Young People (ACYP) 2019
- Australian Bureau of Statistics (ABS) 2021
- Australian Early Years Development Census (AEDC) 2024
- Australian Institute of Family Studies 2018
- Children and Youth Participation Framework
- Centre for Community Child Health
- Forcast.id 2021 & 2024
- National Office for Child Safety
- NSW Child Safe Standards
- NSW Strategic Plan for Children and Young People 2022
- Raising Children Network
- Safe and Supported: The National Framework for Protecting Australia's Children 2021-2031 (Department of Social Services)
- South-Western Sydney Local Health District 2016
- United Nations Convention on the Rights of the Child 1989
- Western Sydney Local Health District
- Western Sydney Community Forum and St Vincent de Paul Society 2018
- Western Sydney Community Forum & Western Sydney MRC 2022



PHASE 3:
Community Consultations

- 20 community consultations
- 83 responses on the Child and Families Survey
- 121 parents/guardians provided feedback on Council's child and family initiatives, programs and activities
- 59 children provided feedback on Council programs and spaces
- 234 parents/guardians identified top priority areas for their family
- 377 children drew what makes them feel happy, healthy and safe
- 44 industry professionals consulted
- Eight Council staff consulted

Key Priority Areas Identified

PRIORITY AREA ONE	Access and Wellness	Ensure equitable access to programs and resources that promote the wellbeing and development of Cumberland's children and families.
PRIORITY AREA TWO	Safety and Protection	Foster a secure and nurturing Cumberland for children, with a strong emphasis on child protection, while actively taking measures to prevent and reduce harm.
PRIORITY AREA THREE	Learning and Development	Empower children and families to actively develop and refine essential skills, fostering continuous learning and development.
PRIORITY AREA FOUR	Connection and Engagement	Strengthen children and families' connection to their community, fostering meaningful engagement and active participation with Cumberland's places.

Implementation Timeframes:

STRATEGY YEAR	CALENDAR YEAR
Year 1	January – December 2026
Year 2	January – December 2027
Year 3	January – December 2028
Year 4	January – December 2029

Other themes identified to improve family life in Cumberland:

- Well-maintained outdoor spaces and facilities
- Inclusive community spaces
- Access to support for families
- Easily accessible activities and community events

Source: Parent/Caregiver Consultations, 2024

PRIORITY AREA ONE:

Access and Wellness

What are the most important things you want for your children?

"To provide my child with opportunities that enhances [their] physical, emotional and intellectual health"

~ Parent Participant ~

***44%** of caregivers asked for information in their community language*

***65%** voted wellness as their top priority for their family*

***16%** said the provision of inclusive and accessible services was important*

~ Child and Families Survey, 2024 ~

What makes you feel happy, healthy, and safe?

"[I feel happy when] I get to my friend's house"

~ Child Participant ~

***15%** of children referenced playing with their friends*

***44%** of children referenced nature and playing outside*

***19%** of children referenced healthy eating*

~ Children's Consultations, 2024 ~

Access and Wellness

Ensure equitable access to programs and resources that promote the wellbeing and development of Cumberland's children and families.

Strategy	Actions	Timeframe
1.1 Expand access to valuable children's programs, prioritising support for isolated and vulnerable families and children of all abilities.	1.1a Develop a user-friendly, comprehensive online directory of playgroups within Cumberland for easy access by families.	Year 1
	1.1b Conduct a thorough analysis of Cumberland's family demographics, including data on vulnerabilities and shared experiences, to inform program development.	Year 2
	1.1c Explore effective communication strategies for disseminating information about child and family programs to newly-arrived families.	Year 3
	1.1d Champion the promotion of inclusive programs that actively engage and welcome children of all abilities.	Year 4
1.2 Drive impactful health and wellbeing initiatives that empower children and their families.	1.2a Design and deliver programs supporting the emotional, and social development of children, ensuring targeted outreach and inclusivity.	Year 1-4
	1.2b Implement targeted health and wellbeing programs for children, leveraging relevant data.	Year 2-4
	1.2c Partner with expert bodies to launch a coordinated initiative to empower and educate parents on best practices for supporting their children's health and development.	Year 1-4
	1.2d Collaborate with relevant oversight bodies to drive the implementation of effective, healthy eating initiatives with families.	Year 4
1.3 Enhance support for the mental health of primary school-aged children in Cumberland through targeted initiatives and resources.	1.3a Conduct research into children's mental health to identify key gaps, emerging trends, and priority areas for intervention.	Year 1
	1.3b Identify and deliver accessible resources for children and families that promotes essential mental health messages and connects them to supportive programs and services.	Year 2-3

PRIORITY AREA TWO:

Safety and Protection

What makes you feel happy, healthy and safe?

"Children and young people in Australia have the right to grow up safe, connected and supported in their family, community and culture"

~ Safe and Supported: The National Framework for Protecting Australia's Children 2021-2031 (Department of Social Services) ~

***26%** of children said their families*

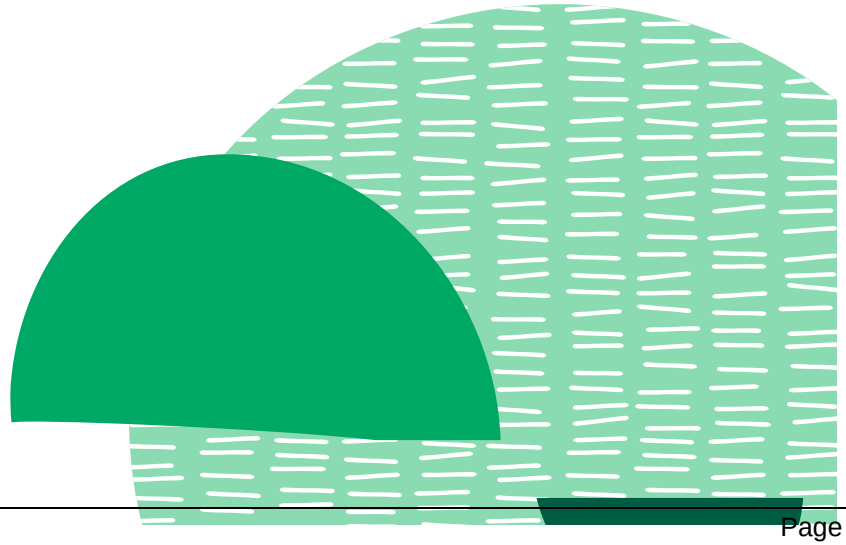
***13%** of children said their homes*

~ Children's Consultations, 2024 ~

***51%** of caregivers ranked child protection and safety as their top priority*

***18%** said physically safe and clean environments/venues are important to them*

~ Child and Families Survey, 2024 ~



Safety and Protection

Foster a secure and nurturing Cumberland for children, with a strong emphasis on child protection, while actively taking measures to prevent and reduce harm.

Strategy	Actions	Timeframe
2.1 Strengthen Council's commitment to being a child-safe organisation and extend action to the families of Cumberland through targeted initiatives.	2.1a Advance the implementation of Council's Child Protection Framework in alignment with the NSW Child Safe Standards, ensuring continuous improvement and compliance.	Year 1-4
	2.1b Lead and coordinate the Local Government Child Safe Network by facilitating regular meetings, fostering information exchange, creating networking opportunities, and sharing best practice models amongst NSW councils.	Year 1-4
	2.1c Deliver community-based child-safe initiatives that inform, empower, and build the capacity of families to enhance child protection and wellbeing.	Year 2
	2.1d Determine a Council online safety program in partnership with leading e-safety organisations to promote digital safety and protect children.	Year 3
	2.1e Integrate child-safe processes, prompts, and considerations into areas of Council operations, including non-traditional child-related business units, to ensure child protection is considered across the organisation.	Year 4
2.2 Support key community safety messages relating to safety and protection concerns identified by Council.	2.2a Continue to be responsive and implement a comprehensive Council-led child supervision campaign in Council settings aimed at raising awareness in the community.	Year 1-4
	2.2b Support the implementation of Council's water safety community education campaign, ensuring impactful actions and initiatives that promote water safety awareness and reduce risks across the community.	Year 1-2
	2.2c Support Council's roads safety campaigns for children and families considering key stakeholders.	Year 3
	2.2d Facilitate connections between parents and expert resources to collaboratively support families and raise awareness around bullying prevention and responses.	Year 4
2.3 Amplify children's voices and empower their agency by ensuring meaningful participation within Council.	2.3a Develop and launch a mural art project in Cumberland, where children can express themselves and share their views on what safety means to them through a creative medium.	Year 1
	2.3b Integrate opportunities for children's participation and engagement in relevant Council decision-making, specifically regarding spaces and facilities used by children.	Year 2
	2.3c Investigate the possibility of establishing a children's council to build capacity around civic participation and to offer a consultative pathway for Council.	Year 4

PRIORITY AREA THREE:

Learning and Development

What would assist parents and children?

"A safe learning environment where they can interact with children"

~ Parent Participant ~

"Learning about life skills"

~ Parent Participant ~

***27%** of children prefer educational activities*

~ Children's Consultations, 2024 ~

"Having education programs… not only for the children but also for the parents"

~ Parent Participant ~

***29%** of caregivers voted learning and skills as their top priority*

***53%** of caregivers said their children are interested in skills programs*

~ Child and Families Survey, 2024 ~

Learning and Development

Empower children and families to actively develop and refine essential skills, fostering continuous learning and development.

Strategy	Actions	Timeframe
3.1 Foster children's exploration and curiosity through engaging programs and initiatives that connect children to natural environments.	3.1a Expand and enhance Council's Bush School Program for children aged 0 to 5 years and their families, providing enriching outdoor learning experiences that foster connection to nature.	Year 1
	3.1b Launch and integrate nature play initiatives for primary school-aged children, fostering creativity, resilience, and a deeper connection to the natural world.	Year 2
3.2 Enhance children's learning and development, with a focus on early literacy, through targeted programs and activities that foster growth and foundational skills.	3.2a Promote early years learning by engaging families in key initiatives including the Paint Cumberland REaD Program.	Year 1-4
	3.2b Develop and distribute resources to highlight the importance of early literacy and skill development for families.	Year 2
	3.2c Work in partnership with key stakeholders to coordinate a comprehensive literacy, writing, and numeracy skills profile for Cumberland's children aged 5 to 12.	Year 4
3.3 Support smooth transitions for families as their children move into school to support readiness and positive educational outcomes.	3.3a Develop a transition to school initiative for soon-to-be primary and high school students around the key areas of need, in consultation with children and families.	Year 1-2
	3.3b Host a school readiness expo to provide a centralised platform of information and resources, supporting families in preparation for their children to commence formal education.	Year 3
	3.3c Foster stronger partnerships with schools in Cumberland by collaborating on key initiatives to enhance community engagement and educational outcomes.	Year 1-4
3.4 Explore the potential for creating a playful and engaging space in Cumberland dedicated to children, inspiring them to explore, learn and foster curiosity.	3.4a Conduct an in-depth feasibility analysis, including comprehensive cost estimation and an evaluation of potential Council property sites, to identify potential suitable locations for a children's space for play and exploration.	Year 2
	3.4b Investigate state and federal funding opportunities to support the development and delivery of a children's space for play and exploration.	Year 3
	3.4c Prepare and present a detailed report to Council, outlining key recommendations for the establishment of a children's space for play and exploration, incorporating a robust community engagement plan.	Year 4

PRIORITY AREA FOUR:

Connection and Engagement

What are the most important things you want for your children?

"Exposure to the community and building confidence"

~ Parent Participant ~

"For them to form strong social connections"

~ Parent Participant ~

***59%** of caregivers said Council activities/programs and events provided a space for community connections*

***22%** of caregivers said Council's child-friendly venues and spaces allowed community connections*

~ Child and Families Survey, 2024 ~

***56%** of industry professionals are seeking opportunities for connection and collaboration*

~ Children's Consultations, 2024 ~

Connection and Engagement

Strengthen children and families' connection to their community, fostering meaningful engagement and active participation with Cumberland's places.

Strategy	Actions	Timeframe
4.1 Facilitate strategic capacity building within Cumberland's child and family sector to enhance cross-sector collaboration and improve access to support for local families.	4.1a Perform a child and family services needs analysis and strengthen sector capacity through targeted professional development and networking opportunities.	Year 1-4
	4.1b Lead strategic coordination of the Cumberland Child and Family Network (CCFN) by facilitating regular meetings, fostering information exchange, creating networking opportunities, and promoting the adoption of best practice models in the child and family sector.	Year 1-4
	4.1c Develop and implement innovative strategies and resources to enhance children and families' awareness of available services and programs, ensuring the inclusion of linguistically diverse and accessible content.	Year 2
4.2 Create and deliver a series of targeted events and programs to actively engage families with their local community spaces in Cumberland, fostering stronger connections and participation in community life.	4.2a Engage families by organising child-friendly community pop-ups fostering active participation and connection within the community.	Year 1-4
	4.2b Develop a civic engagement program for children to learn about local government and promote civic education.	Year 1-2
4.3 Empower children by ensuring their active representation and celebrating their role in preserving and enriching cultural identities.	4.3a Launch a social media campaign to celebrate children and their unique Cumberland identity, highlighting their contributions and fostering community pride.	Year 2
	4.3b Foster and share creative representation of children's stories to increase their connection to place within Cumberland.	Year 3
	4.3c Create opportunities for children and families to actively engage in and pass down cultural traditions, rituals, and customs through intergenerational exchanges.	Year 4

Performance Indicators

Indicators are an important tool in ascertaining the progress in implementing the Strategy. They also serve to maintain the profile and commitment to improved outcomes for children and families within Council. The challenge for Council is that issues may be important and have a significant impact on children and families but be outside the direct control of Council. Council will monitor progress against these indicators to measure the wellbeing and inclusion of children and families.

CONCERN

Advocate, educate and support on behalf of the community

INFLUENCE

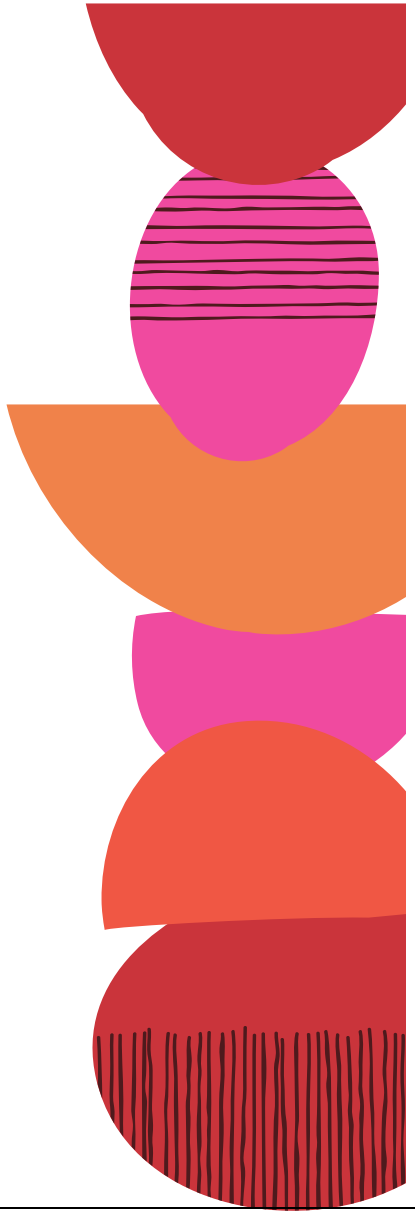
Partial or shared responsibility with community or government partners

CONTROL

Core business and functions of Council

Implementing, Monitoring and Evaluating the Strategy

	Outcome	Data Source
Children and Families Strategy 2026 - 2030	Self-rated benefit for children and families based on outputs.	Council survey
Access and Wellness	Number of engagements with the online playgroup directory.	Council data
	Number of access, inclusion and wellness programs delivered.	
	Number of children and families who participated in access, inclusion and wellness programs and initiatives.	
	Number of children and families who engaged with mental health content and resources.	
Safety and Protection	Number of Council child-safe initiatives developed and maintained.	Council data
	Number of community engagements with child-safe initiatives and programs.	
	Number of initiatives which utilised children's participation and engagement in the development phase.	
Learning and Development	Number of learning programs delivered for children.	Council data
	Number of learning and development programs delivered that focus on key early years learning messages.	
	Number of parents and caregivers engaged with school readiness initiatives.	
Connection and Engagement	Number of professional development, networking and information sharing opportunities facilitated by Council for the child and family sector.	Council data
	Number of children and parents engaged at community pop-ups and civic education programs.	
	Number of children who participated in opportunities to celebrate their identity and connection to Cumberland.	



CUMBERLAND
CITY COUNCIL

DRAFT

Children and Families Strategy 2026 - 2030

Cumberland City Council
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Follow Us

Item No: C09/25-187

25 HAMPDEN ROAD, SOUTH WENTWORTHVILLE – VOLUNTARY PLANNING AGREEMENT

Directorate:	Environment and Planning
Responsible Officer:	Director Environment & Planning
Community Strategic Plan Goal:	*Enhancing the Natural and Built Environment*

SUMMARY

The subject site at 25 Hampden Road, South Wentworthville (Lot 13 in Deposited Plan 13012) benefits from development consent (DA2023/0705) approving the construction of a two storey, 100 place centre-based child care facility with basement parking for 25 vehicles and associated landscaping and stormwater works.

At the Council meeting of 20 March 2024, Council provided in-principle endorsement of a Letter of Offer to enter into a Planning Agreement which was related to the Development Application for the subject site. The Letter of Offer proposed the dedication of a portion of the land at no cost to Council. The land is identified in the Cumberland Development Control Plan (DCP) 2021 Part F1-11 Hereford Place, Wentworthville, as required for the purposes of extending an existing local road (Hereford Place) to provide alternative vehicular access at the rear to properties with frontage to Cumberland Highway and Hampden Road, Wentworthville.

Following Council's resolution and determination of the Development Application, which included a condition of consent for a Voluntary Planning Agreement to be prepared to cover the land dedication, a draft Voluntary Planning Agreement has been prepared for consideration by Council. It is recommended that Council endorses the draft Voluntary Planning Agreement, and that the draft agreement be placed on public exhibition for a period of 28 days in accordance with legislative and policy requirements. It is also recommended that Council endorse the finalisation of the Voluntary Planning Agreement and delegate the General Manager to finalise and execute the Voluntary Planning Agreement, subject to no significant objections arising from public exhibition.

RECOMMENDATION

That Council:

1. **Endorse the draft Voluntary Planning Agreement prepared for 25 Hampden Road, South Wentworthville, and that the draft agreement be publicly exhibited for a period of 28 days in accordance with legislative and policy requirements; and**

2. **Delegate authority to the General Manager to finalise and execute the Voluntary Planning Agreement on behalf of Council for 25 Hampden Road, South Wentworthville, subject to no significant objections on the draft agreement arising from public exhibition.**

REPORT

Context

Council approved DA2023/0705 for 25 Hampden Road, South Wentworthville (Lot 13 in Deposited Plan 13012) as shown in Figure 1 to construct a two storey, 100 place centre-based child care facility with basement parking for 25 vehicles and associated landscaping and stormwater works.

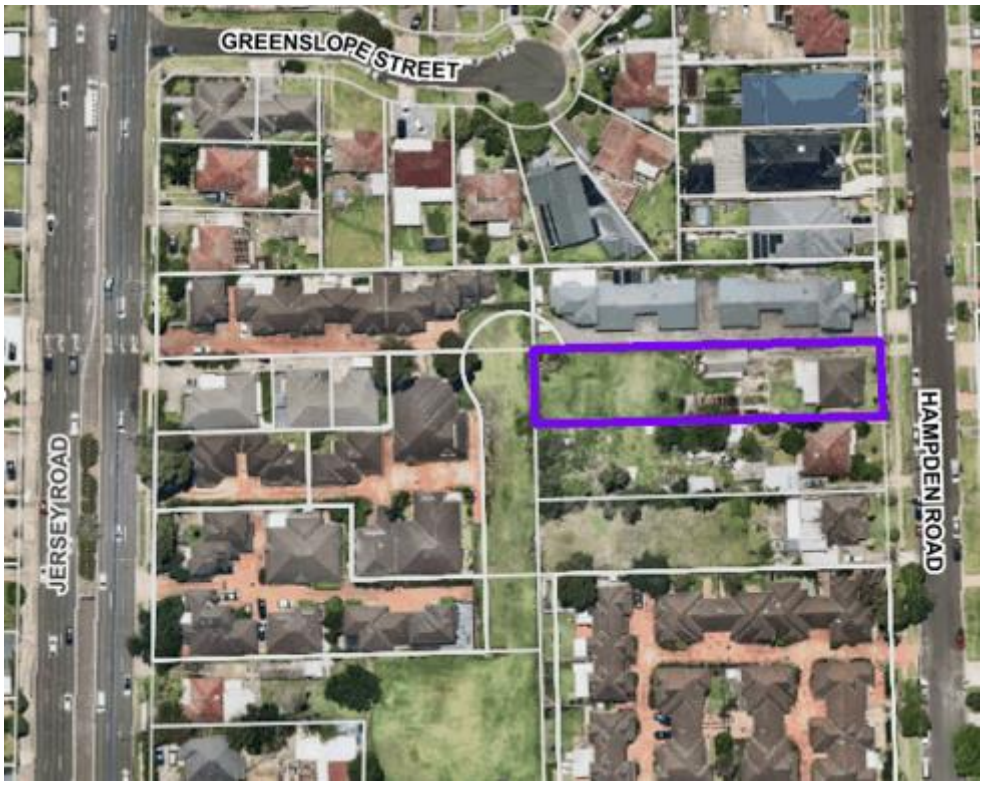

Figure 1: Subject Site

At the Council meeting of 20 March 2024, Council provided in-principle endorsement of a Letter of Offer associated with the Development Application for subject site which proposed the dedication of a portion of the land at no cost to Council. This endorsement was considered in the assessment and determination of the Development Application, with a condition of consent included for a Voluntary Planning Agreement to be prepared to cover this matter.

Following Council's resolution and determination of the Development Application, a draft Voluntary Planning Agreement has been prepared for consideration by Council. The draft Planning Agreement includes the public benefit offer previously endorsed by Council and is consistent with the Cumberland Planning Agreements Policy and Guideline.

Public Benefit and DCP Requirement

The dedication of land for the extension of a public road is consistent with the Cumberland Planning Agreements Policy, as it would provide a public benefit through

land dedication that would enable Council to construct an extension to an existing public road that is identified in local planning controls.

The future public road which requires a portion of the site is identified in the Cumberland DCP 2021 (Part F1-11 Hereford Place, Wentworthville) as shown in Figure 2 below.

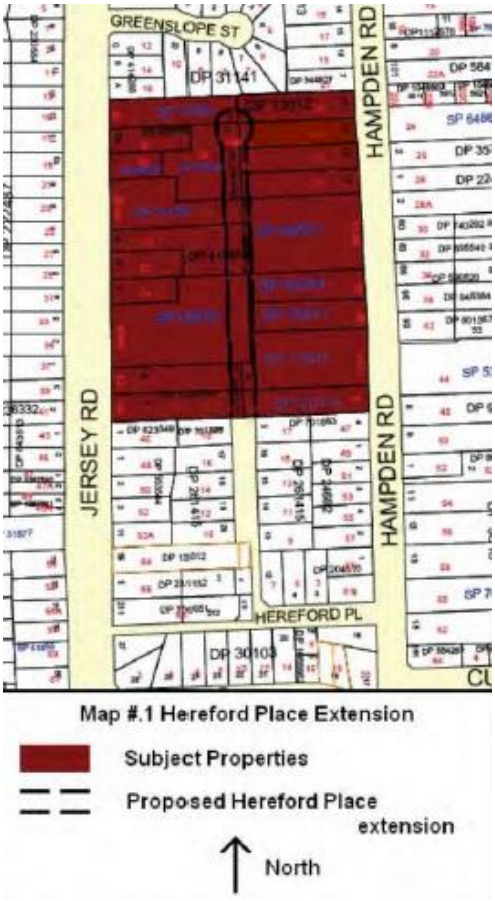

Figure 2: Land subject to land dedication in Cumberland DCP 2021 (Part F1-11) Hereford Place, Wentworthville)

As per the Cumberland DCP 2021, the land is required to be dedicated for the development of medium density residential, which will require adequate local road access. Given that half of the properties within this precinct have vehicular access only from the Cumberland Highway (also known as Jersey Road), the provision of alternative vehicular access to these properties is required to facilitate satisfactory access to development and minimise traffic conflicts on the Cumberland Highway.

Next Steps

Subject to Council's endorsement of the draft Voluntary Planning Agreement, the draft Voluntary Planning Agreement shall be placed on public exhibition for a period of 28 days in accordance with legislative and policy requirements. It is recommended that Council endorse the finalisation of the Voluntary Planning Agreement and delegate the General Manager to finalise and execute the Voluntary Planning Agreement, subject to no significant objections arising from public exhibition.

COMMUNITY ENGAGEMENT

Subject to endorsement, the draft Voluntary Planning Agreement will be publicly exhibited for a period of 28 days in accordance with legislative and policy requirements.

POLICY IMPLICATIONS

Policy implications for Council are outlined in the main body of this report.

RISK IMPLICATIONS

There are minimal risk implications for Council associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

CONCLUSION

A draft Voluntary Planning Agreement has been negotiated for 25 Hampden Road, South Wentworthville (Lot 13 in Deposited Plan 13012) for the dedication of a portion of the land at no cost to Council. It is recommended that Council endorse the draft Voluntary Planning Agreement for public exhibition and to delegate the execution of the document to the General Manager.

ATTACHMENTS

1. Draft Voluntary Planning Agreement ⇩

DOCUMENTS ASSOCIATED WITH REPORT C09/25-187

Attachment 1

Draft Voluntary Planning Agreement

HAMDAN EL MADI

[DRAFT FOR NEGOTIATION 010.09.25] Deed

Planning Agreement

for **25 Hampden Road, South Wentworthville NSW 2145 (Lot 13/DP 13012**)

Under s7.4 of the *Environmental Planning and Assessment Act 1979*

Between

Combo Group Pty Ltd
(ACN 644 882 093)

And

Cumberland Council

Date: _____

DRAFT

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Level 13, 111 Elizabeth St, Sydney NSW 2000 | T: +61 2 8379 1225 | info@hamdanelmadi.com | www.hamdanelmadi.com

Liability limited by a scheme approved under Professional Standards Legislation

[DRAFT] Planning Agreement for 25 Hampden Road, South Wentworthville NSW 2145
Combo Group Pty Ltd & Cumberland City Council

DRAFT

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1.1.1.1.1.1.1 KEY DETAILS

1	**Date**	See Execution on page ##
2	**Parties**	

Council

Name	Cumberland Council (ABN 22 798 563 329) (Council)
Address	Cumberland Council, 16 Memorial Ave, Merrylands 2160 New South Wales
Attention	The General Manager, Cumberland Council
Phone	(02) 8757 9000
Email	council@cumberland.nsw.gov.au
Representative	

Developer

Name	Combo Group Pty Ltd (ACN 644 882 093)
Address:	25 Hampden Road, South Wentworthville NSW 2145
Attention:	Mehmet Michael
Phone:	0406 906 467
Email:	michaelcatal@gmail.com

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HAMDAN EL MADI

1.1.1.1.1.1.2 BACKGROUND

A The Developer owns the Land.

B The Developer has lodged the Development Application. The Development Application was approved by the Council.

C The Development Application was accompanied by an offer by the Developer to enter into a planning agreement with Council under which the Developer would dedicate land to Council shown on the Dedication Plan.

D The Developer and the Council have agreed that the Developer will make a Development Contribution in connection with the Development Application in accordance with this Deed.

1.1.1.1.1.1.3 TERMS

Part 1 - Preliminary

1. Interpretation

1.1 Definitions

In this Deed the following definitions apply:

Act means the *Environmental Planning and Assessment Act 1979* (NSW).

Approval includes approval, consent, licence, permission or the like.

Authority means the Commonwealth or New South Wales government, a Minister of the Crown, a government department, state-owned corporation, a public authority established by or under any Act, a council or county council constituted under the *Local Government Act 1993*, or a person or body exercising functions under any Act including a commission, panel, court, tribunal and the like.

Claim includes a claim, demand, remedy, suit, injury, damage, loss, Cost, liability, action, proceeding or right of action.

Construction Certificate has the same meaning as in the Act and is a construction certificate in respect to the Land and Development Consent.

Cost means a cost, charge, expense, outgoing, payment, fee and other expenditure of any nature.

Dedicate means the creation or transfer of an estate in fee simple.

Dedication Land means the land shown in the Dedication Plan.

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Dedication Plan means the plan in Schedule 2.

Deed means this planning agreement and includes any schedules, annexures and appendices to this deed.

Development means the development described in the Development Application/ and set out in Schedule 1 hereto.

Development Application means the development application described in Schedule 1.

Development Consent has the same meaning as in the Act and means the formal approval of the Development Application, as modified or amended from time to time.

Development Contribution means, the dedication of land free of cost/ the carrying out of work, or the provision of any other material public benefit, to be used for, or applied towards a public purpose (subject to the provisions of the Deed) referred to in Schedule 1.

Development Contribution Date means the time by which the Development Contribution is to be performed as specified in Item 1 of the Schedule.

Dispute means a dispute or difference between the Parties under or in relation to this Deed.

GST has the same meaning as in the GST Law.

Key Details means the section of this deed headed Key Details.

Land means the land described in Schedule 1, including any subdivided lots of this land.

Occupation Certificate has the same meaning as in the Act and is any occupation certificate in respect to the Land and Development Consent.

Party means a party to this Deed.

Public Purpose means the public purpose for the purposes of this Deed described in Schedule 1.

Registration Application means an application for registration of this Deed as a planning agreement on title of the Land pursuant to s 7.6 of the Act in registrable form approved by Council.

Regulation means the *Environmental Planning and Assessment Regulation 2021*.

1.2 Interpretation rules

In the interpretation of this Deed, the following provisions apply unless the context otherwise requires:

(a) Except as otherwise provided in this Deed, words in this Deed have the same meaning as those words have in the Act;

(b) Headings are inserted for convenience only and do not affect the interpretation of this Deed.

(c) A reference in this Deed to a business day means a day other than a Saturday or Sunday on which banks are open for business generally in Sydney.

(d) If the day on which any act, matter or thing is to be done under this Deed is not a business day, the act, matter or thing must be done on the nextbusiness day.

(e) A reference in this Deed to dollars or $ means Australian dollars and all amounts payable under this Deed are payable in Australian dollars.

(f) A reference in this Deed to a $ value relating to a Development Contribution is a reference to the value exclusive of GST.

(g) A reference in this Deed to any law, legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision.

(h) A reference in this Deed to any agreement, deed or document is to that agreement, deed or document as amended, novated, supplemented or replaced.

(i) A reference to a clause, part, schedule or attachment is a reference to a clause, part, schedule or attachment of or to this Deed.

(j) The word “person” includes any individual, company, trust, partnership, joint venture, association, body corporate, unincorporated body or governmental agency.

(k) Where a word or phrase is given a defined meaning, another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.

(l) A word which denotes the singular denotes the plural, a word which denotes the plural denotes the singular, and a reference to any gender denotes the other genders.

(m) References to the word 'include' or 'including' are to be construed without limitation.

(n) A reference to this Deed includes the agreement recorded in this Deed.

(o) A reference to a Party to this Deed includes a reference to the servants, agents and contractors of the Party, the Party's successors and assigns.

(p) A reference to 'dedicate' or 'dedication' in relation to land is a reference to

dedicate or dedication free of cost.

(q) Any schedules, appendices and attachments form part of this Deed.

(r) Notes appearing in this Deed are operative provisions of this Deed.

2. Status of this Deed

2.1 This Deed is a planning agreement within the meaning of s7.4(1) of the Act.

3. Commencement

3.1. This Deed commences and has force and effect on and from the date when the Parties have:

(a) both executed the same copy of this Deed; or

(b) each executed separate counterparts of this Deed and exchanged the counterparts.

3.2. The Parties are to insert the date when this Deed commences on the front page and on the execution page.

3.3. The Developer covenants and agrees not to make an application for the issue of any construction certificate until this Deed has commenced in accordance with clause 3.1 of this Deed.

4. Application of this Deed

4.1. This Deed applies to the Land and to the Development.

5. Warranties

5.1. The Parties warrant to each other that they:

(a) have full capacity to enter into this Deed, and

(b) are able to fully comply with their obligations under this Deed.

6. Further agreements

6.1. The Parties may, at any time and from time to time, enter into agreements relating to the subject-matter of this Deed that are not inconsistent with this Deed for the purpose

of implementing this Deed.

7. Surrender of right of appeal, etc.

7.1. The Developer is not to commence or maintain, or to cause or procure the commencement or maintenance, of any proceedings in any court or tribunal or similar body appealing against, or questioning the validity of this Deed, or an Approval relating to the Development Application in so far as the subject matter of the proceedings relates to this Deed.

7.2. Clause 7.1 does not restrict the Developer or person with the benefit of the Development Consent issued in relation to the Development Application from commencing an appeal in the Land and Environment Court in relation to any subsequent development application or application to modify or amend the Development Consent the subject of this Deed, provided that the subject matter of the appeal does not relate to this Deed or any condition of Development Consent requiring entry into this Deed.

8. Application of s 7.11, s 7.12 and Division 7.1, Subdivision 4 of the Act to the Development

8.1. This Deed does not exclude the application of s 7.11 or s 7.12 or Division 7.1, Subdivision 4 of the Act to the Development.

8.2. The Development Contribution provided by the Developer will not be taken into consideration in determining any Development Contribution under s 7.11 or s 7.12 of the Act.

8.3. This clause continues to apply notwithstanding any amendments to the *Cumberland Local Infrastructure Contributions Plan 2020*.

Part 2 - Development Contributions

9. Dedication of land

9.1. The Developer must at its cost, and at no cost to or consideration payable by Council, Dedicate to Council the Dedication Land in accordance with Schedule 1.

9.2. The Dedication will be effected when:

(a) a deposited plan is registered in the register of plans held with the Registrar-General that dedicates the Dedication Landas a public road (including a temporary public road) under the Roads Act 1993 or creates a public reserve or drainage reserve under the Local Government Act 1993, or

(b) the Council is given:

(i) an instrument in registrable form under the Real Property Act 1900 duly executed by the Developer as transferor that is effective to transfer the title to the Dedication Land to the Council when executed by the Council as transferee and registered,

(ii) the written consent to the registration of the transfer of any person whose consent is required to that registration, and

(iii) a written undertaking from any person holding the certificate of title to the production of the certificate of title for the purposes of registration of the transfer.

9.3. The Developer is to do all things necessary to enable registration of the instrument of transfer to occur.

9.4. Except as otherwise agreed in writing by Council, the Developer must ensure that the land to be dedicated or transferred to Council under this Deed is free of all encumbrances and affectations (whether registered or unregistered and including without limitation any charge or liability for rates, taxes and charges).

Part 3 - Dispute Resolution

10. Notice of Dispute

10.1. If a Party claims that a Dispute has arisen under this Agreement (Claimant), it must give written notice to the other party (Respondent) stating the matters in dispute and designating as its representative a person to negotiate the dispute. No party may start court proceedings (except for proceedings seeking interlocutory relief) in respect of a Dispute unless it has first complied with this clause.

10.2. Within 15 business days of receiving notice under Clause 10.1, the Respondent must notify the Claimant of its representative to negotiate the dispute.

11. Conduct pending resolution

11.1. The Parties must continue to perform their respective obligations under this document if there is a Dispute but will not be required to complete the matter the subject of the Dispute, unless the appropriate Party indemnifies the other Parties against costs, damages and all losses suffered in completing the disputed matter if the Dispute is not resolved in favour of the indemnifying Party.

12. Negotiation

12.1. The Parties' nominated representatives must:

(a) meet to discuss the matter in good faith within 10 business days after service by the Respondent of notice of its representative;

(b) use reasonable endeavours to settle or resolve the dispute within 20 business days after they have met.

12.2. If the Dispute is not resolved within 30 business days after the nominated representatives have met, then the Parties must agree on the appropriate method of alternative dispute resolution (which may include mediation under clause 13 or expert determination under clause 14) within ten (10) Business Days of the date of the final meeting held in accordance with clause 12.1.

12.3. If the Parties fail to agree on the appropriate method of alternative Dispute resolution in accordance with clause 12.2, the Dispute must be referred for mediation in accordance with clause 13.

13. Dispute Resolution - Mediation

13.1. If a Dispute is referred to Mediation under clause 12.3, the Parties are to mediate the Dispute and the Dispute must be referred for mediation to a mediator agreed by the Parties or failing agreement, appointed by the President of the NSW Bar Association.

13.2. The mediator appointed pursuant to clause 13.1 must:

(a) have reasonable qualifications and practical experience in the area of the Dispute; and

(b) have no interest or duty which conflicts or may conflict with his function as mediator, he being required to fully disclose any such interest or duty before his appointment.

13.3. If the Dispute is not resolved by mediation within a further 20 business days, or such longer period as may be necessary to allow any mediation process which has been commenced to be completed, then the Parties may exercise their legal rights in relation to the Dispute, including by the commencement of legal proceedings in a court of competent jurisdiction in New South Wales.

13.4. In relation to costs and expenses:

(a) each Party will bear their own professional and expert costs incurred in connection with the mediation; and

(b) the costs of the mediator will be shared equally by the Parties unless the mediator determines a party has engaged in vexatious or unconscionable behaviour in which case the mediator may require the full costs of the mediation to be borne by that Party.

14. Dispute Resolution – Expert Determination

14.1. If the dispute is not resolved by mediation , the Dispute must be determined by a suitably qualified independent expert in the relevant field.

14.2. The Parties are to agree on the appointment of the expert, and failing agreement, the matter is referred to the President of the NSW Bar Association to appoint the expert.

14.3. The expert must act as an expert and not an arbitrator.

14.4. The determination of the expert will be binding upon the Parties unless otherwise agreed, except in the case of fraud or misfeasance by the expert.

14.5. If the expert does not award costs, each Party will bear its own costs in connection with the process and the determination by the expert together with an equal proportion of related fees and costs for the expert.

Part 4 – Enforcement

15. Enforcement

15.1. Nothing in this Deed prevents the Council from exercising any function under the Act or any other Act or law relating to the enforcement of any aspect of this Deed (including the breach of this Deed by the Developer) or any matter to which this Deed relates.

15.2. The Developer acknowledges and agrees that:

(a) Until the Development Contribution is performed, the Developer cannot sell, transfer, assign, novate, charge, encumber or otherwise deal with the Land or attempt or purport to do so without consent of Council acting reasonably;
(b) Council has a caveatable interest in the Land from the date of the commencement of this Deed until the Development Contribution is performed;
(c) Council has the right to lodge and maintain a caveat against the title to the Land to notify of and protect its interest created by this Deed, until the Development Contribution is performed; and
(d) Notwithstanding the provisions of (a) to (c) of this clause, the Council may consent to registration of a transfer or other dealing in respect of the land where the transferee or other party to the proposed dealing enters into an agreement with Council to perform the Developer's obligations under this Deed.

16. Breach of obligations

16.1. If the Council reasonably considers that the Developer is in breach of any obligation under this Deed, it may give a written notice to the Developer:

16.1.1 specifying the nature and extent of the breach,

16.1.2 requiring the Developer to:

(a) rectify the breach if it reasonably considers it is capable of rectification, or

(b) pay compensation to the reasonable satisfaction of the Council in lieu of rectifying the breach if it reasonably considers the breach is not capable of rectification,

16.1.3 specifying the period within which the breach is to be rectified or compensation paid, being a period that is reasonable in the circumstances.

16.2. If the Developer fails to fully comply with a notice referred to in clause 16.1, the Council may, without further notice to the Developer, call-up the Security provided by the Developer under this Deed and apply it to remedy the Developer's breach.

16.3. Any costs incurred by the Council in remedying a breach in accordance with clause 16.2 may be recovered by the Council by either or a combination of the following means:

16.3.1 by calling-up and applying the Security provided by the Developer under this Deed, or

16.3.2 as a debt due in a court of competent jurisdiction.

16.4. For the purpose of clause 16.3, the Council's costs of remedying a breach the subject of a notice given under clause 16.1 include, but are not limited to:

16.4.1 the costs of the Council's employees, agents and contractors reasonably incurred for that purpose,

16.4.2 all fees and charges necessarily or reasonably incurred by the Council in remedying the breach, and

16.4.3 all legal costs and expenses reasonably incurred by the Council, by reason of the breach.

16.5. Nothing in this clause 16 prevents the Council from exercising any rights it may have at law or in equity in relation to a breach of this Deed by the Developer, including but not limited to seeking relief in an appropriate court.

17. Enforcement in a court of competent jurisdiction

17.1. Without limiting any other provision of this Deed, the Parties may enforce this Deed in any court of competent jurisdiction.

17.2. Before commencing legal proceedings, the Parties must act in good faith and use best endeavours to resolve any Dispute in accordance with Part 3 of this Deed.

17.3. Subject to Part 3, nothing in this Deed prevents:

(a) a Party from bringing proceedings in the Land and Environment Court to enforce any aspect of this Deed or any matter to which this Deed relates; or

(b) the Council from exercising any function under the Act or any other Act or law relating to the enforcement of any aspect of this Deed or any matter to which this Deed relates.

Part 5 - Registration

18. Registration of this Deed

18.1. The Parties agree this Deed is to be registered by the Registrar General as provided for in Section 7.6 of the Act.

18.2. The Developer warrants that it has done everything necessary to enable this Deed to be registered under Section 7.6 of the Act.

18.3. Without limiting clause 17.2, the Developer warrants that it has obtained the express written consent to the registration of this Deed under Section 7.6 of the Act from:

(a) If this Deed relates to land under the Real Property Act 1900, each person who has an estate or interest in the Land registered under that Act; or

(b) If this Deed relates to land not under the Real Property Act 1900, each person who is seized or in possessed of an estate or interest in the Land.

18.4. As soon as possible after the commencement of this Deed, an in any event prior to the issue of any Construction Certificate, the Developer will at its cost arrange to:

(a) deliver to Council the Registration Application in registrable form for endorsement by Council; and

(b) take any other necessary action so as to ensure this Deed is registered on the title to the Land with the Registrar General prior to the issue of any Construction Certificate.

18.5. The Parties will co-operate with each other to ensure that the Deed is registered by the Registrar General.

18.6. Upon performance of the Development Contribution or surrender of the Development Consent, the Developer may request the removal of the dealing created by registration of the Deed from the title to the Land. The Council will not

withhold its consent to such removal, provided that the terms of this Deed have been complied with and the Developer pays all costs, expenses and fees of the Council relating to such removal.

18.7. Upon registration of this Deed by the Registrar General, this Deed is binding on, and is enforceable against the owner of the Land from time to time as if each owner for the time being had entered into this Deed.

19. Restriction on dealings

19.1. The Developer is not to:

19.1.1 sell or transfer the Land, or

19.1.2 assign the Developer's rights or obligations under this Deed, or

19.1.3 novate this Deed,

to any person unless:

19.1.4 the Developer has, at no cost to the Council, first procured the execution by the person to whom the Land or part is to be sold or transferred or the Developer's rights or obligations under this Deed are to be assigned or novated, or a deed in favour of the Council on terms reasonably satisfactory to the Council, and

19.1.5 the Council has given written notice to the Developer stating that it reasonably considers that the purchaser, transferee, assignee or novatee, is reasonably capable of performing its obligations under this Deed, and

19.1.6 the Developer is not in breach of this Deed, and

19.1.7 the Council otherwise consents to the transfer, assignment or novation, such consent not to be unreasonably withheld.

19.2. Subject to clause 19.3, the Developer acknowledges and agrees that it remains liable to fully perform its obligations under this Deed unless and until it has complied with its obligations under clause 19.1.

19.3. Clause 19.1 does not apply in relation to any sale or transfer of the Land if this Deed is registered on the title to the Land at the time of the sale.

19.4. Despite any other provision of this clause 19, if the Land is transferred after the date of registration of this Deed the Developer must notify the Council in writing of the proposed new landowner 30 calendar days prior to the proposed settlement of the contract for the sale of the Land.

Part 6 – Indemnities & Insurance

20. Risk

20.1. The Developer performs this Deed at its own risk and its own cost.

21. Release

21.1. The Developer releases the Council from any Claim it may have against the Council arising in connection with the performance of the Developer's obligations under this Deed except if, and to the extent that, the Claim arises because of the Council's negligence or default.

22. Indemnity

22.1. The Developer indemnifies and keeps indemnified the Council from and against all Claims that may be sustained, suffered, recovered or made against the Council arising in connection with the performance of the Developer's obligations under this Deed except if, and to the extent that, the Claim arises because of the Council's negligence or default.

Part 7 - Other Provisions

23. Notices

23.1. Any notice, consent, information, application or request that is to or may be given or made to a Party under this Deed is only given or made if it is in writing and sent in one of the following ways:

(a) delivered or posted to that Party at its address set out in the Key Details;

(b) emailed to that Party at its email address set out in the Key Details.

23.2. If a Party gives the other Party 3 business days' notice of a change of its address or email, any notice, consent, Information, application or request is only given or made by that other Party if it is delivered, posted or emailed to the latest address or email.

23.3. Any notice, consent, information, application or request is to be treated as given or made if it is:

(a) delivered, when it is left at the relevant address,

(b) sent by post, 2 business days after it is posted.

(c) sent by email and the sender does not receive a delivery failure message from the sender's internet service provider within a period of 24 hours of the

email being sent.

23.4. If any notice, consent, information, application or request is delivered, or an error free transmission report in relation to it is received, on a day that is not a business day, or if on a business day, after 5pm on that day in the place of the Party to whom it is sent, it is to be treated as having been given or made at the beginning of the next business day.

24. Approvals and Consent

24.1. Except as otherwise set out in this Deed, and subject to any statutory obligations, a Party may give or withhold an approval or consent to be given under this Deed in that Party's absolute discretion and subject to any conditions determined by the Party.

24.2. A Party is not obliged to give its reasons for giving or withholding consent or for giving consent subject to conditions.

25. Costs

25.1. The Developer is to pay to the Council the Council's reasonable costs of preparing, negotiating, executing, registering and stamping this Deed, and any document related to this Deed within 7 days of a written demand by the Council for such payment.

25.2. The Developer is also to pay to the Council the Council's reasonable costs of enforcing this Deed within 7 days of a written demand by the Council for such payment.

26. Entire Deed

26.1. This Deed contains everything to which the Parties have agreed in relation to the matters it deals with.

26.2. No Party can rely on an earlier document, or anything said or done by another Party, or by a director, officer, agent or employee of that Party, before this Deed was executed, except as permitted by law.

27. Further Acts

27.1. Each Party must promptly execute all documents and do all things that another Party from time to time reasonably requests to effect, perfect or complete this Deed and all transactions incidental to it.

28. Governing Law and Jurisdiction

28.1. This Deed is governed by the law of New South Wales

28.2. The Parties submit to the non-exclusive jurisdiction of its courts and courts of appeal from them.

28.3. The Parties are not to object to the exercise of jurisdiction by those courts on any basis.

29. Joint and Individual Liability and Benefits

29.1. Except as otherwise set out in this Deed;

(a) any agreement, covenant, representation or warranty under this Deed by 2 or more persons binds them jointly and each of them individually; and

(b) any benefit in favour of 2 or more persons is for the benefit of them jointly and each of them individually.

30. No Fetter

30.1. Nothing in this Deed shall be construed as requiring Council to do anything that would cause it to be in breach of any of its obligations at law, and without limitation, nothing shall be construed as limiting or fettering in any way the exercise of any statutory discretion or duty.

30.2. If, contrary to the operation of this clause, any provision of this planning agreement is held by a Court of competent jurisdiction to constitute an unlawful fetter on any discretion, power or duty, the Parties agree:

(a) They will take all practical steps, including the execution of any further documents, to ensure the objective of this clause is substantially satisfied, and

(b) To endeavour to satisfy the common objectives of the Parties in relation the provision of this Deed which is held to be an unlawful fetter to the extent that it is possible having regard to the relevant court judgment.

31. Illegality

31.1. If this Deed or any part of it becomes illegal, unenforceable or invalid as a result of any change to a law, the Parties are to co-operate and do all things necessary to ensure that an enforceable agreement of the same or similar effect to this Deed is entered into.

32. Severability

32.1. If a clause or part of a clause of this Deed can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable

and valid, it must be read in the latter way.

32.2. If any clause or part of a clause is illegal, unenforceable or invalid, that clause or part is to be treated as removed from this Deed, but the rest of this Deed is not affected.

33. Amendment

33.1. No amendment of this Deed will be of any force or effect unless it is in writing and signed by the Parties to this Deed in accordance with clause 203 of the Regulation.

34. Waiver

34.1. The fact that a Party fails to do, or delays in doing, something the Party is entitled to do under this Deed, does not amount to a waiver of any obligation of, or breach of obligation by, another Party.

34.2. A waiver by a Party is only effective if it is in writing.

34.3. A written waiver by a Party is only effective in relation to the particular obligation or breach in respect of which it is given. It is not to be taken as an implied waiver of any other obligation or breach or as an implied waiver of that obligation or breach in relation to any other occasion.

35. GST

35.1. Unless otherwise indicated, all amounts payable by one party to the other party in relation to a supply under this Deed have been calculated exclusive of any GST which may be imposed on the supply.

35.2. If any supply made under this Deed is, or becomes, subject to GST, the party to whom the supply is made ("**Recipient**") must pay to the party making the supply ("**Supplier**"), as consideration, in addition to any consideration payable or to be provided elsewhere in this Deed, subject to issuing a Valid Tax Invoice, an additional amount on account of GST, such amount to be calculated by multiplying the consideration by the applicable rate of GST.

35.3. Any amount in respect of GST payable under clause 36.2 must be paid to the Supplier immediately on receipt of the Valid Tax Invoice.

35.4. If any party is required to reimburse or indemnify the other party for a cost or expense ("**Cost**") incurred by the other party, the amount of that Cost for the purpose of this Deed is the amount of the Cost incurred, less the amount of any credit for, or refund of, GST, which the party incurring the Cost is entitled to claim in respect of the Cost.

35.5. If GST is linked with the abolition or reduction of other taxes and charges, all amounts payable by the Recipient to the Supplier under this Deed (excluding GST) must be reduced by the same proportion as the actual total costs of the Supplier (excluding GST) are reduced either directly as a result of the abolition or reduction of other taxes and charges payable by the Supplier or indirectly by way of any reduction in prices (excluding GST) charged to the Supplier. Both parties must also comply with Part VB of the *Trade Practices Act 1974* (Cth).

36. Execution in Triplication

36.1. The Parties shall execute this Deed in triplicate so as to provide one original signed by both parties and a further copy for registration of the Deed under s7.6 of the Act. This Deed will be dated on the day of execution by all Parties.

37. Explanatory Note

37.1. The Appendix contains the Explanatory Note relating to this Deed required by clause 205 of the Regulation.

37.2. Pursuant to clause 205(5) of the Regulation, the Parties agree that the Explanatory Note is not to be used to assist in construing this Deed.

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Schedule 1

1. Development Application

Development Application No. DA2023/0705, for which consent was granted on 14 June 2024, as modified or amended from time to time.

2. Development Description

Construction of a two storey, 100 place Centre-Based Child Care Facility over basement parking for 23 vehicles and associated landscaping and stormwater works, as modified or amended from time to time.

3. Land

25 Hampden Road, South Wentworthville NSW 2145, legally known as Lot 13 DP 13012.

4. Development Contribution

Development Contribution/ Monetary Contribution	**Public Purpose**	**Development Contribution Date**
Dedication of land shown on the Dedication Plan, and the approved plans for the Development Application, specifically the Site Plan drawing no. DA-050 (Rev D).	For the construction of a public road by the Council	Prior to the issue of any Occupation Certificate for the Development Application to which the contribution relates. The Council is to give the Developer 1 months' notice for the dedication under this Deed, after the above prerequisite has been satisfied.

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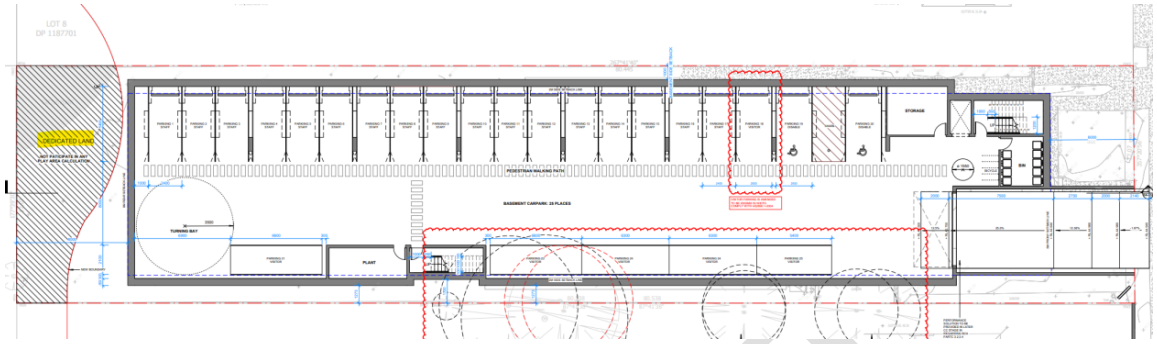
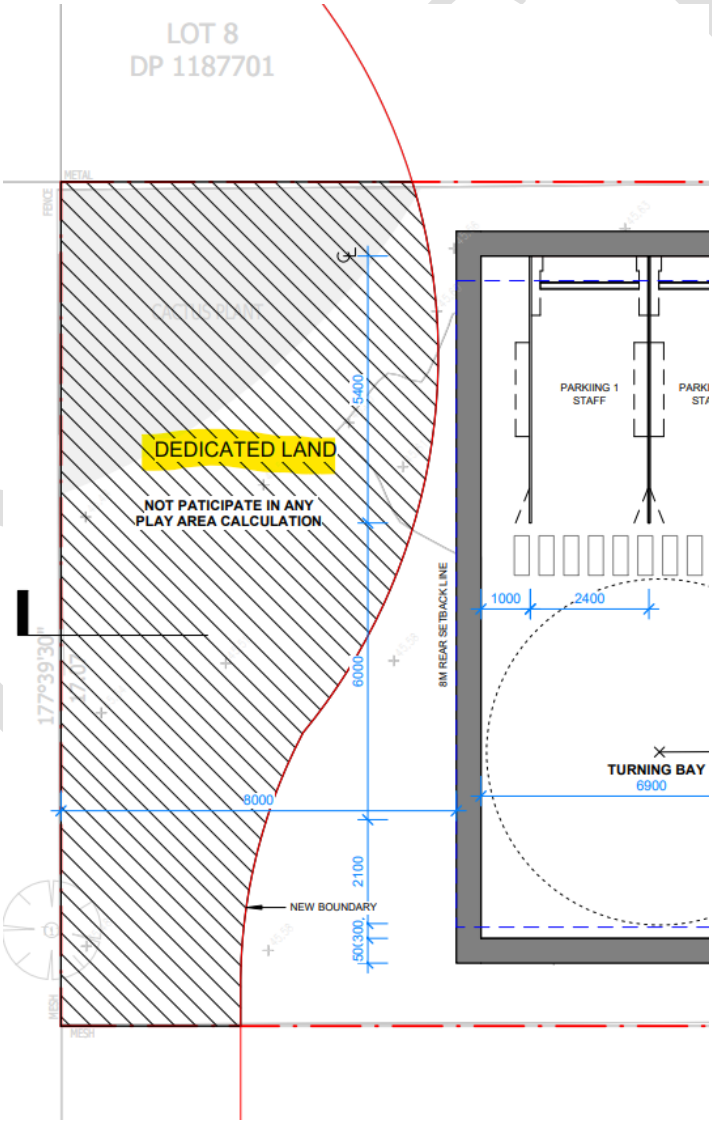
Schedule 2 – Dedication Plan





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EXECUTION

Executed as a Deed on ……

Executed on behalf of **Cumberland Council**

….....	….....
General Manager	Witness
…….	….....
Mayor Witness	

Executed on behalf of COMBO GROUP PTY LTD
ACN 644 882 093 in accordance with
s127(1) of the Corporations Act 2001 (Cth):

……	……
Secretary/Director	Director
……	……
Name of Authorised Officer	Name of Authorised Officer

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Appendix

Explanatory Note

Section 205 of the *Environmental Planning and Assessment Regulation 2021* (NSW)

Draft Planning Agreement

Under s7.4 of the *Environmental Planning and Assessment Act 1979* (NSW).

Parties

Cumberland Council ABN 22 798 563 329 of 16 Memorial Ave, Merrylands 2160 New South Wales

and

Combo Group Pty Ltd ACN 644 882 093 of 25 Hampden Road, South Wentworthville NSW 2145

Description of the Land to which the Draft Planning Agreement Applies

This draft Planning Agreement applies to:

Folio Identifier: Lot 13, DP130112
Location: 25 Hampden Road, South Wentworthville

(**the Land**).

Description of Proposed Development

This draft Planning Agreement applies to the Development Application approved by Council.

Summary of Objectives, Nature and Effect of the Draft Planning Agreement

Objectives of Draft Planning Agreement

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The objective and intended outcome for the Planning Agreement is to comply with the approved Development and conditions of consent for the Development which requires the owner of the Land to dedicate the area shown on the Dedication Plan to Council.

Nature of Draft Planning Agreement

This draft Planning Agreement is a planning agreement under s7.4 of the *Environmental Planning and Assessment Act 1979* (NSW). It is a voluntary agreement, under which the Developer makes Development Contributions (as defined in the draft Planning Agreement) for various public purposes (as defined in s7.4(2) of the Act) following the approval of the Development Application by Council.

Effect of the Draft Planning Agreement

The draft Planning Agreement:

- requires the Developer to make Development Contributions in the form of dedicated land to Council;
- relates to the Development carried out on the Land;
- does not exclude the application of ss7.11, 7.12 or Division 7.1, Subdivision 4 of the Act to the Development;
- is to be registered on the title of the Land;
- imposes restrictions on the Developer transferring the Land or part of the Land or assigning an interest under the Planning Agreement;
- provides a dispute resolution mechanism for a dispute under the agreement, being mediation and expert determination;
- provides that the agreement is governed by the law of New South Wales.

Assessment of the Merits of the Draft Planning Agreement

The Planning Purposes Served by the draft Planning Agreement

The draft Planning Agreement:

- promotes and co-ordinates the orderly and economic use and development of the Land to which this agreement applies;
- provides and coordinates public benefits in connection with the Development;
- provides increased opportunity for public involvement and participation in environmental planning and assessment of the Development; and
- facilitates ecologically sustainable development.

The draft Planning Agreement provides a reasonable means of achieving these planning purposes by requiring the Developer to make Development Contributions described to facilitate the provision of public benefit.

How the Draft Planning Agreement Promotes the Public Interest

The draft Planning Agreement promotes the public interest by promoting the objects of the Act, a set out in s1.3 of the Act. The draft Planning Agreement also promotes the following

guiding principles for local councils as set out in s8A of the *Local Government Act 1993* (NSW):

- the draft Planning Agreement facilitates the Council's management of assets so that current and future local community needs can be met in an affordable way be requiring the Developer to dedicate land for future public domain improvements within the area;
- The draft Planning Agreement is an example of Council working with others, being the Developer, to secure appropriate amenities for local community needs;
- The draft Planning Agreement promotes active engagement with local communities by being required to be publicly notified in accordance with the *Environment Planning and Assessment Regulation 2021* (NSW).

For Planning Authorities

Development Corporations – How the Draft Planning Agreement Promotes its Statutory Responsibilities
N/A

Other Public Authorities – How the Draft Planning Agreement Promotes the Objects (if any) of the Act under which it is Constituted

N/A

Council's – How the Draft Planning Agreement Promotes the Elements of the Council's Guiding Principles

The draft Planning Agreement promote the elements of the Council's Guiding Principles by:

- working with others to secure appropriate services for local community needs; and
- promoting Council's long-term strategic planning on behalf of the local community.

All Planning Authorities – Whether the draft Planning Agreement Conforms with the Authority's Capital Works Program

The draft Planning Agreement conforms with the Council's Capital Works Program as the land dedication will contribute towards the public domain improvements within the local area.

All Planning Authorities – Whether the Draft Planning Agreement specifies that certain requirements must be complied with before a construction certificate, occupation certificate is subdivision certificate is issued

The draft Planning Agreement:

- must be entered into before the issue of a construction certificate;
- provides for the dedication to occur prior to the issue of any occupation certificate;
- does not include requirements that must be complied with before a, subdivision certificate is issued.

The timing of the Development Contribution is set out in Schedule 1.

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Item No: C09/25-188

DRAFT SUBMISSION - PROPOSAL FOR A NEW CROWN CEMETERY AT CARNARVON GOLF COURSE

Directorate: Environment and Planning
Responsible Officer: Director Environment & Planning
Community Strategic Plan Goal: *Enhancing the Natural and Built Environment*

SUMMARY

This report provides a response to the Notice of Motion – Matter of Urgency - Carnarvon Golf Course resolved at the Ordinary Meeting of Council on 27 August 2025 (Min.1017).

On 19 August 2025, Metropolitan Memorial Parks (MMP) commenced public consultation on the proposal for a new Crown cemetery on the site of Carnarvon Golf Course, located at 65-95 Nottinghill Road, Lidcombe. Council staff have considered the exhibition material, Council-endorsed strategies and the Parliament of NSW's report on the Statutory Review of the Cemeteries and Crematoria Act 2013 entitled 'The 11th Hour' and prepared a draft submission to MMP (Attachment 1).

The draft submission objects to the proposal to repurpose Carnarvon Golf Course into a new Crown cemetery, and outlines a number of concerns regarding the proposal. It is recommended that the draft submissions be endorsed and forwarded to MMP for consideration. The submission must be submitted to MMP by 19 October 2025.

RECOMMENDATION

That Council:

1. **Endorse the draft submission to Metropolitan Memorial Parks on the proposal for a new Crown cemetery on the site of Carnarvon Golf Course at Attachment 1 and forward to Metropolitan Memorial Parks for consideration; and**
2. **Delegate authority to the General Manager to finalise the draft submission, including minor typographical changes.**

REPORT

Background

At the Council Meeting of 26 February 2025, Council resolved the following (Min 872, C02/25-60):

> *"That Council:*
> *1. Confirms its strong opposition to any proposal to repurpose the Carnarvon Golf Course for non-recreational use, including its potential conversion into a cemetery or any other uses that diminish its current function. With growing pressure to reduce golf courses in size, as seen with Moore Park, any loss of*

green space at Carnarvon—whether through partial or full repurposing—would be a significant blow to the community and the local environment.

2. Acknowledges the importance of Carnarvon Golf Course as a vital green space that serves as a sporting and recreational facility critical to the health and well-being of the community, while also providing significant environmental benefits, such as mitigating the urban heat island effect and cooling the surrounding urban environment.

3. Writes to the Hon. Steve Kamper MP, Minister for Lands and Property, and the Hon. Paul Scully MP, Minister for Planning and Public Spaces, to express the Council's opposition to the repurposing of Carnarvon Golf Course and request that it be protected as a key community asset; and

4. Actively supports the campaign to protect Carnarvon Golf Course, in partnership with Auburn MP Lynda Voltz, including:

- *Sharing campaign materials and petition details through the Council's communication channels.*
- *Encouraging community participation through the Council's social media platforms, newsletters, and public forums.*
- *Preparing and installing banners in high-traffic areas near the golf course, including the corner of Amy Street and Joseph Street, to raise awareness and garner community support.*
- *Engaging with relevant stakeholders, such as Golf Australia, local sporting clubs, and community organisations, to strengthen the campaign by raising awareness of the threats to the course and mobilising community support to ensure its preservation."*

On 19 August 2025, Metropolitan Memorial Parks (MMP) commenced public consultation on the proposal for a new Crown cemetery on the site of Carnarvon Golf Course. Noting the current public consultation period, Council resolved at the Ordinary Meeting of 27 August 2025 (Min 1017):

"That the General Manager take necessary action to develop a submission on behalf of Cumberland Council opposing the creation of a cemetery on the site of Carnarvon Golf Course and Coleman Park so as to satisfy the timeline for consultation as now established by the NSW Government."

Submissions are due by 19 October 2025, and feedback from the consultation will be used to inform the Minister for Lands and the NSW Government to make a decision on the proposal.

Draft submission

Following Council's resolutions on the proposal for a new cemetery at Carnarvon Golf Course, a draft submission has been prepared by Council officers for consideration by Council, as provided in Attachment 1. The submission outlines Council's objection to the proposal, and outlines a range of concerns regarding the proposal, as outlined below. It is recommended that Council endorse the draft submission to Metropolitan Memorial Parks on the proposal for a new Crown cemetery on the site of Carnarvon Golf Course and forward to Metropolitan Memorial Parks for consideration.

Lack of alignment with strategic direction for cemetery planning in NSW

The Parliament of NSW's report on the Statutory Review of the Cemeteries and Crematoria Act 2013 entitled 'The 11th Hour', highlights the need for the new cemetery land to aid in the current burial space shortage, however, notes that new cemeteries should not be acquired and developed in such a 'disparate, non-strategic manner.' Council supports the Review's recommendation that the NSW Government incorporate new cemeteries into its overall strategic infrastructure planning, however, notes that the decision to nominate Carnarvon Golf Course, a large parcel of public recreational land, adjacent to a transport oriented development (TOD) precinct, as a suitable site for a Crown cemetery, will lead to poor planning outcomes.

Limitations on community engagement and consultation on the proposal

MMP was tasked to review existing Crown land for repurposing and any other options for how to deliver a significant expansion of accessible burial space in Sydney; however, no further options were presented in this instance. Consultation material notes that an extensive evaluation process was undertaken, but no detail has been provided on this body of work nor are there any ongoing consultations on other potential sites in Sydney.

Loss of a key community asset and public open space

Carnarvon Golf Course accounts for almost 43ha of public recreational land servicing residents of Berala and surrounds. The loss of this valued community asset and large parcel of public recreational land contradicts the objectives of a well-planned, higher density precinct and risks poor planning outcomes for the present and future community of Berala.

No consideration of cultural sensitivities of the proposal on our diverse community

Berala is a suburb with a diverse demographic makeup, with a high proportion of residents of Chinese ancestry, and a significant number of residents born overseas. Council expresses concern over the establishment of a new Crown cemetery in a suburb where residents may have cultural reservations around living in proximity to a cemetery. Council believes the location is not appropriate for the use of a cemetery and advocates for an alternative site that better considers the cultural sensitivities and values of the local community.

Incompatibility of a new cemetery near an area identified by the NSW Government as a transport orientated development precinct earmarked for significant housing growth

Council raises concern over the lack of consideration of the NSW Government's housing reforms affecting Berala, including the Transport Oriented Development (TOD) program and Low-Mid Rise (LMR) housing policy, and how the scale of future redevelopment in the precinct would impact the suitability of Carnarvon Golf Course as a location for a new Crown cemetery.

Following the finalisation of new TOD and LMR controls for Berala, the NSW Government announced that the precinct is set to receive over 9,200 new homes over the next 15 years. The TOD extent is located merely 130m from Carnarvon Golf Course, with the LMR extent capturing properties directly opposite the golf course. Proximity of a Crown cemetery to areas with such anticipated growth puts strain on existing community and social infrastructure present in and around the precinct, including recreational and sporting facilities. This is exacerbated with the reduction of open space for the precinct as envisage under the Crown cemetery proposal.

Inconsistency with adopted Council strategies being implemented

Several Council strategies reference priorities and directions that highlight the importance of preserving public recreational sporting facilities and open space in Cumberland, including Cumberland Open Space and Recreation Strategy 2019-2029 and Cumberland Community Wellbeing Report 2021. The proposal takes away from the directions mentioned above and Council expresses concern over its inconsistency with these adopted strategies that care currently being implemented by Council.

COMMUNITY ENGAGEMENT

The proposal is currently on public exhibition by the NSW Government from 19 August 2025 to 19 October 2025.

POLICY IMPLICATIONS

Policy implications on the proposal are outlined in the submission provided in this report.

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications for Council associated with this report.

CONCLUSION

This report provides an overview of Council's draft submission on Metropolitan Memorial Parks proposal for a new Crown cemetery on the site of Carnarvon Golf Course, and outlines the key concerns identified by Council officers. It is recommended that Council endorse the draft submission and forward to Metropolitan Memorial Parks for consideration.

ATTACHMENTS

1. Draft Submission ⇩

DOCUMENTS ASSOCIATED WITH REPORT C09/25-188

Attachment 1

Draft Submission

CUMBERLAND CITY COUNCIL

DD/MM/2025

Our Reference CS-280
Contact Peter J. Fitzgerald
Telephone 02 8757 9000

Denise Ora
Chief Executive Officer
Metropolitan Memorial Parks

Dear Madam,

CUMBERLAND CITY COUNCIL SUBMISSION ON THE CARNARVON GOLF COURSE CROWN CEMETERY PROPOSAL

Cumberland City Council (Council) acknowledges the challenges posed by Sydney's critical public burial space shortage and welcomes the opportunity to provide feedback on the Metropolitan Memorial Parks (MMP) proposal for a new Crown cemetery. It is understood that the NSW Government has tasked MMP to identify a suitable location for a new Crown cemetery, and that Carnarvon Golf Course, located at 65-95 Nottinghill Road, Lidcombe, has been identified as the preferred site for this development.

The Cumberland LGA already hosts Rookwood Cemetery, which is the largest cemetery in the Southern Hemisphere, and is in close proximity to the Carnarvon Golf Course site. While Council appreciates the need to increase the supply of new burial space across Greater Sydney, Council objects to the proposal to nominate Carnarvon Golf Course as a new Crown cemetery site. Having reviewed the consultation material, Council identifies the following concerns with the proposal:

- Lack of alignment with strategic directions for cemetery planning in NSW
- Limitations on community engagement and consultation on the proposal
- Loss of a key community asset and public open space
- No consideration of cultural sensitivities of the proposal on our diverse community
- Incompatibility of a new cemetery near an area identified by the NSW Government as a transit-orientated development precinct earmarked for significant housing growth
- Inconsistency with adopted Council strategies being implemented.

Council urges the NSW Government to reconsider the proposal for a Crown cemetery at Carnarvon Golf Course and pursue alternative proposals for additional cemetery capacity to support Greater Sydney.

Yours faithfully

Peter J Fitzgerald
GENERAL MANAGER

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16 Memorial Avenue, PO Box 42, Merrylands NSW 2160
T 02 8757 9000 E council@cumberland.nsw.gov.au W cumberland.nsw.gov.au
ABN 22 798 563 329

CUMBERLAND CITY COUNCIL SUBMISSION
CONSULTATION ON CARNARVON GOLF COURSE AS A NEW CROWN CEMETERY

September 2025

The NSW Government's Metropolitan Memorial Parks (MMP) has identified Carnarvon Golf Course, located at 65-95 Nottinghill Road, Lidcombe, as the preferred site for redevelopment into a new Crown cemetery. Consultation material notes the following characteristics of the site as the reason for its suitability:

- Existing Crown land.
- Centrally located in Sydney and in proximity to an existing Crown cemetery – Rookwood Cemetery.
- Limited flood risk.

MMP notes the current lease on Carnarvon Golf Course is due to expire in 2035, and that construction will occur in phases to enable the continued use of the golf course.

The Cumberland LGA already hosts Rookwood Cemetery, which is the largest cemetery in the Southern Hemisphere, and is in close proximity to the Carnarvon Golf Course site. While Council appreciates the need to increase the supply of new burial space across Greater Sydney, the proposal to nominate Carnarvon Golf Course as a new Crown cemetery site is not supported by Council. Having reviewed the consultation material, Council identifies the following concerns with the proposal.

Lack of alignment with strategic direction for cemetery planning in NSW

The Parliament of NSW's report on the Statutory Review of the Cemeteries and Crematoria Act 2013 entitled 'The 11th Hour', highlights the need for the Crown cemetery sector to require further cemetery land in addition to existing proposals currently awaiting planning approval, to ensure its sustainability over the longer term. However, as discussed in the report, 'the Review does not recommend that new cemeteries be acquired and developed in such a disparate, non-strategic manner.' Council supports the Review's recommendation that the NSW Government incorporate new cemeteries into its overall strategic infrastructure planning, however, notes that the decision to nominate Carnarvon Golf Course, a large parcel of public recreational land, adjacent to a transport oriented development precinct for additional housing, as a suitable site for a Crown cemetery, will lead to poor planning outcomes.

Limitations on community engagement and consultation on the proposal

Council is concerned about the adequacy of the community engagement approach taken for a proposal of this scale. The community consultation material provided a single summary brochure, lacking information on alternative site options that were considered.

It is understood that MMP was tasked to review existing Crown land for repurposing and any other options for how to deliver a significant expansion of accessible burial space in Sydney, however, no further options were presented in this instance. Consultation material notes that an extensive evaluation process was undertaken, however, no detail is provided on this body of work nor are there any ongoing consultations on other potential sites in Sydney. A proposal

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of this scale warrants consideration of multiple options and the absence of information is of concern to Council.

Loss of a valued community asset and public open space

The Cumberland area is rapidly growing, with a present need to expand and provide new community and social infrastructure to service its current and future residents. The proposal for a new Crown cemetery in place of Carnarvon Golf Course will result in the loss of valuable open space and recreational sporting facilities within a suburb already earmarked for significant growth. With 9,200 additional dwellings planned over the next 15 years, the demand for accessible green space and active recreation areas will increase. Facilities such as Carnarvon Golf Course are essential for promoting wellbeing, social connection, and active lifestyles in a growing community.

Carnarvon Golf Course accounts for almost 43ha of public recreational land servicing residents of Berala and surrounds. The loss of this valued community asset and large parcel of public recreational land contradicts the objectives of a well-planned, higher density precinct and risks poor planning outcomes for the present and future community of Berala. While Council appreciates that Coleman Park, which was previously understood to be considered in addition to the golf course, will no longer be affected, Council remains concerned about the loss of a key community asset and public open space in a location that is rapidly growing and changing.

No consideration of cultural sensitivities of the proposal on our diverse community

Berala is a suburb with a diverse demographic makeup, with a high proportion of residents of Chinese ancestry, and a significant number of residents born overseas. Council expresses concern over the establishment of a new Crown cemetery in a suburb where residents may have cultural reservations around living in proximity to a cemetery.

For many, living near a cemetery can cause discomfort, anxiety, and distress, as these land uses are often associated with death and mourning. Some traditions hold strong beliefs around the separation between the living and deceased, with a cultural preference for maintaining physical distance from burial sites as it may impact their emotional and social wellbeing. Cemeteries are traditionally located away from residential areas for this reason, among others. Noting the potential increase in residential density in Berala, and the proximity of this precinct to Carnarvon Golf Course, Council's concern is only heightened.

Council believes the location is not appropriate for the use of a cemetery and advocates for an alternative site that better considers the cultural sensitivities and values of the local community.

Incompatibility of a new cemetery near an area identified by the NSW Government as a transport orientated development precinct earmarked for significant housing growth

Council raises concern over the lack of consideration of the NSW Government's housing reforms affecting Berala, and how the scale of future redevelopment in the precinct would impact the suitability of Carnarvon Golf Course as a location for a new Crown cemetery.

On 29 October 2024, the NSW Government announced that Berala would be included in the Transport Oriented Development (TOD) Program. The TOD Program includes planning

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reforms to enable future development around key transport nodes –improving housing delivery in proximity to public transport, jobs and amenities. In addition to the TOD planning controls, Berala is also subject to planning reforms under the Low-Mid Rise (LMR) Housing Policy, which seeks to encourage low and mid-rise housing development in nominated areas. Both the TOD Program and the LMR Housing Policy are reforms under the State Environmental Planning Policy (Housing) 2021 based on principles to deliver new housing supply in well located areas near public transport and services. Currently a low density residential suburb, Berala was selected for both programs due to its location and capacity for growth close to public transport, shops and other essential services.

Following the finalisation of new TOD and LMR controls for Berala, the NSW Government announced that the precinct is set to receive over 9,200 new homes over the next 15 years. The TOD extent is located merely 130m from Carnarvon Golf Course, with the LMR extent capturing properties directly opposite the golf course. Proximity of a Crown cemetery to areas with such anticipated growth puts strain on existing community and social infrastructure present in and around the precinct, including recreational and sporting facilities. This is exacerbated with the reduction of open space for the precinct as envisage under the Crown cemetery proposal.

Inconsistency with Council adopted strategies being implemented

Several Council strategies reference priorities and directions that highlight the importance of preserving public recreational sporting facilities and open space in Cumberland:

- Cumberland Open Space and Recreation Strategy 2019-2029 – Strategic Direction 2: Increasing the quality and capacity of existing open space and recreation facilities. The Strategy highlights the importance of open space in high density areas, noting that all dwellings should be located within 200m of open space of at least 0.1ha. The Strategy further noted the growing popularity of golf as a sport, and the value of retaining and enhancing existing facilities in the community. This is particularly significant for Berala, which already has low open space provision and falls under the current 9m2 per person benchmark.
- Cumberland Community Wellbeing Report 2021 – The Report maps the walkability of areas to public open space, with a large portion of Berala mapped as areas within 400m easy walking distance of a park of at least 0.5ha – the park in question being Carnarvon Golf Course. The loss of this site as a public recreational space will mean that a sizeable portion of Berala will not be within 400m of a park of at least 0.5ha.

The proposal takes away from the directions mentioned above and Council expresses concern over its inconsistency with these adopted strategies that care currently being implemented by Council.

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Item No: C09/25-189

CUMBERLAND LOCAL TRAFFIC COMMITTEE - MEETING OF 6 AUGUST 2025

Directorate:	Environment and Planning
Responsible Officer:	Director Environment & Planning
Community Strategic Plan Goal:	*Enhancing the Natural and Built Environment*

SUMMARY

This report presents the minutes of the Cumberland Local Council Committee meeting, items considered under delegated authority and recommendations to Council.

RECOMMENDATION

That Council:

1. **Receive and note the minutes of the Cumberland Local Traffic Committee meeting held on 6 August 2025, as provided in Attachment 1.**

2. **Note the items considered under delegated authority by the Cumberland Local Traffic Committee at the 6 August 2025 meeting, as provided in Attachment 2.**

3. **Endorse the recommendations for items considered by the Cumberland Local Traffic Committee at the 6 August 2025 meeting, as provided in Attachment 3.**

REPORT

A meeting of the Cumberland Local Traffic Committee was held, and the minutes of the meeting are provided in Attachment 1. The items considered under delegated authority under Part 1 of the Terms of Reference for the Cumberland Local Traffic Committee are provided in Attachment 2. The items recommended for endorsement by Council under Part 2 of the Terms of Reference for the Cumberland Local Traffic Committee are provided in Attachment 3.

COMMUNITY ENGAGEMENT

Community consultation has been undertaken and has been addressed under each report that was presented to the Local Traffic Committee.

POLICY IMPLICATIONS

There are no policy implications for Council associated with this report.

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

FINANCIAL IMPLICATIONS

The expenditure of funds associated with implementing the recommendations will be included in the Council's traffic facility construction program.

ATTACHMENTS

1. Minutes of the Meeting of Cumberland Traffic Committee on 6 August 2025 ⇩
2. Items Considered under Delegated Authority at the Cumberland Local Traffic Committee on 6 August 2025 ⇩
3. Recommendation to Council of Cumberland Traffic Committee Meeting on 6 August 2025 ⇩

DOCUMENTS ASSOCIATED WITH REPORT C09/25-189

Attachment 1

Minutes of the Meeting of Cumberland Traffic Committee on 6 August 2025

CUMBERLAND CITY COUNCIL

Traffic Committee
6 August 2025

Minutes of the Traffic Committee meeting held in the Mayor's Boardroom, 16 Memorial Avenue, Merrylands on Wednesday, 6 August 2025.

OPENING OF MEETING:

The meeting was opened by the Chairperson - Clr. Joseph Rahme at 9.35am.

PRESENT:

MEMBERS

Clr Joseph Rahme (Chairman)	Cumberland City Council
Mr Matthew Tangonan	Transport for NSW
Mr George Campbell	Local Member for Auburn
Clr Glenn Elmore	Local Member for Granville
Leading Senior Constable Raymond Yeung	Auburn Police Area Command

COUNCIL OFFICERS

Daniel Cavallo	Director Environment & Planning
Elias Elias	Manager Engineering & Building
Soma Somaskanthan	Executive Engineer Traffic and Transport
Siva Sivakumar	Manager Special Projects
Scott Kavanagh	Coordinator Engineering Services
Sarah Hussein	Executive Assistant to Director Environment and Planning
Ann-Marie Dinh	Business Admin Trainee
Paulette Maroon	Governance Officer (Minute Taker)
Joyti Sharma	Governance Officer

APOLOGIES:

Dr Diane Colman	Local Member for Prospect – Concurrence for all relevant items received
Local Member for Fairfield – no representative nominated	Local Member for Fairfield – *No items in the State electorate.*
Sergeant Kris Cooper	Cumberland Police Area Command - Concurrence received for all relevant items.
Mr James Duguid	Transit Systems – No objections received
CDCBus	No objections received
Transdev	No objections received

DECLARATIONS OF INTEREST

Nil.

CUMBERLAND CITY COUNCIL

Traffic Committee
6 August 2025

CONFIRMATION OF PREVIOUS MINUTES

That the Cumberland Traffic Committee confirm the minutes of the Cumberland Traffic Committee held on 4 June 2025 be confirmed as per Council's resolution 30 July 2025.

Note: Final Resolutions can be viewed on Council's Website.

Moved Clr Glenn Elmore, **Seconded** Mr George Campbell.

Summary of reports

Part 1 - Recommended for Approval under Delegated Authority

Item #	Title	Electorate				Police Area Command (PAC)	
		Fairfield	Granville	Prospect	Auburn	Cumberland	Auburn
CTC-25-135	AURELIA STREET / THE PORTICO, TOONGABBIE – PROPOSED MOTOR BIKE PARKING SPACES			×		×	
CTC-25-136	CHISHOLM ROAD, AUBURN – APPLICATION FOR 'WORKS ZONE' SIGNAGE				×		×
CTC-25-137	BANDO ROAD, GIRRAWEEN – APPLICATION FOR 'WORKS ZONE' SIGNAGE			×		×	
CTC-25-138	RICHARDSON STREET, MERRYLANDS - PROPOSED TIMED PARKING RESTRICTION		×			×	
CTC-25-139	MILLER STREET, MERRYLANDS – APPLICATION FOR 'WORKS ZONE' SIGNAGE		×			×	
CTC-25-140	JOHN STREET, EDITH STREET & ELIMATTA STREET, LIDCOMBE – PROPOSED SAFETY MEASURES AT THE INTERSECTIONS				×		×
CTC-25-141	OSGOOD STREET, GUILDFORD – PROPOSED 'NO STOPPING' RESTRICTIONS		×			×	
CTC-25-142	BRIDGE ROAD AND HUDSON STREET, WESTMEAD – PROPOSED 'NO STOPPING' RESTRICTIONS		×			×	
CTC-25-143	FARNELL STREET, MERRYLANDS BETWEEN WOODVILLE ROAD AND EXCELSIOR STREET – ROAD SAFETY CONCERNS		×			×	
CTC-25-144	JOYCE STREET, PENDLE HILL – APPLICATION FOR 'WORKS ZONE' SIGNAGE			×		×	
CTC-25-145	RAILWAY TERRACE, MERRYLANDS – ROAD SAFETY CONCERNS		×			×	
CTC-25-146	MERRYLANDS ROAD, MERRYLANDS – PARKING ARRANGEMENT REVIEW		×			×	
CTC-25-147	GREATREX AVENUE AND PHILLIPS AVENUE, REGENTS PARK – PROPOSED INTERSECTION TREATMENT				×		×

CTC-25-148	ENID AVENUE, GRANVILLE – EXTENSION OF 'NO STOPPING' RESTRICTION		×			×	
CTC-25-149	JONATHAN STREET, GREYSTANES – PROPOSED 'BUS ZONE' SIGNAGE			×		×	
CTC-25-150	PATRICIA STREET, MAYS HILL – PROPOSED 'NO STOPPING' AND TIMED PARKING RESTRICTIONS		×			×	
CTC-25-151	MARY STREET, GRANVILLE – PROPOSED TIMED PARKING RESTRICTIONS		×			×	
CTC-25-152	ST JOHN ROAD, AUBURN – APPLICATION FOR 'WORKS ZONE' SIGNAGE				×		×
CTC-25-153	MCCREDIE ROAD, SMITHFIELD – PROPOSED 'NO PARKING' RESTRICTION		×			×	
CTC-25-154	CLYDE STREET, SOUTH GRANVILLE - PROPOSED ACCESSIBLE PARKING SPACE		×			×	
CTC-25-155	PORTICO PARADE, TOONGABBIE - REQUEST FOR ACCESSIBLE PARKING			×		×	
CTC-25-156	VAUGHAN STREET, LIDCOMBE - REQUEST FOR A PEDESTRIAN CROSSING				×		×

Part 2 - Recommendation to Council

Note: Part 2 recommendations of the Traffic Committee are subject to Council's endorsement. For final decisions regarding these matters, please refer to the Council Meeting Minutes where these matters were reported to Council for determination.

Item #	Title	Electorate				Police Area Command (PAC)	
		Fairfield	Granville	Prospect	Auburn	Cumberland	Auburn
CTC-25-157	RESPONSE TO NOTICE OF MOTION - LIDCOMBE OVERHEAD BRIDGE SERVICING CHURCH STREET AND RAILWAY STREET				×		×
CTC-25-158	WARWICK ROAD AT WALPOLE STREET, MERRYLANDS - ROAD SAFETY CONCERNS		×			×	
CTC-25-159	MILNER ROAD AT RHODES AVENUE, GUILDFORD - ROAD SAFETY CONCERNS		×			×	
CTC-25-160	JONES STREET AT DUNMORE STREET, PENDLE HILL - ROAD SAFETY CONCERNS		×			×	
CTC-25-161	GOZO ROAD, GREYSTANES – ROAD SAFETY CONCERNS			×		×	
CTC-25-162	GUILDFORD ROAD, GUILDFORD - PROPOSED PARKLET		×			×	
CTC-25-163	NIJONG DRIVE, PEMULWUY - REQUEST FOR A PEDESTRIAN CROSSING			×		×	

CTC-25-164	HARRIS STREET AT HAWKSVIEW STREET, GUILDFORD - ROAD SAFETY CONCERNS		×			×	
CTC-25-165	MERRYLANDS EAST PUBLIC SCHOOL - SAFETY CONCERNS IN THE SURROUNDING ROAD NETWORK		×			×	
CTC-25-166	MARTIN STREET AT RAWSON STREET, LIDCOMBE - ROAD SAFETY CONCERNS				×		×
CTC-25-167	PARK ROAD AT MARY STREET, AUBURN - ROAD SAFETY CONCERNS		×			×	
CTC-25-168	OLD PROSPECT ROAD, GREYSTANES – PROPOSED ROAD CLOSURES FOR SYDNEY WATER ROAD WORKS			×		×	
CTC-25-169	LANCE CRESCENT, GREYSTANES - ROAD SAFETY CONCERNS – CONSULTATION RESULT			×		×	
CTC-25-170	OXFORD STREET AND HIGHLAND STREET, GUILDFORD - PROPOSED ROUNDABOUT - CONSULTATION RESULTS		×			×	
CTC-25-171	DELHI STREET & SIMLA STREET, LIDCOMBE – PROPOSED INTERSECTION TREATMENT				×		×
CTC-25-172	DESMOND STREET AND DAVIES STREET, MERRYLANDS – PROPOSED ROUNDABOUT		×			×	
CTC-25-173	RESPONSE TO NOTICE OF MOTION - TOONGABBIE BRIDGE			×		×	
CTC-25-174	MEADOWS STREET, THOMAS STREET AND MAY STREET, MERRYLANDS – PROPOSED MEDIAN ISLAND AND 'NO STOPPING' RESTRICTIONS		×			×	
CTC-25-175	DELHI STREET, LIDCOMBE – REQUEST FOR TRAFFIC CALMING				×		×
CTC-25-176	PENDLE WAY, PENDLE HILL - PROPOSED TEMPORARY ROAD CLOSURE FOR THAI PONGAL FESTIVAL 2026			×		×	
CTC-25-177	JUNCTION STREET, AUBURN - STRATEGIC CYCLEWAY - PROPOSED CYCLEWAY LINK				×		×
CTC-25-178	WHALANS ROAD, GREYSTANES - ROAD SAFETY CONCERNS – CONSULTATION RESULT			×		×	
CTC-25-179	DAMIEN AVENUE, GREYSTANES – ROAD SAFETY CONCERN – CONSULTATION RESULT			×		×	
CTC-25-180	TEMPORARY ROAD CLOSURES FOR COUNCIL EVENTS		×			×	
CTC-25-181	ROSEBERRY STREET BETWEEN HAWKSVIEW STREET AND MYALL STREET, MERRYLANDS – CONSULTATION RESULTS		×			×	
CTC-25-182	LOCKWOOD STREET BETWEEN WALPOLE STREET AND BURNETT STREET, MERRYLANDS – CONSULTATION RESULTS		×			×	

CTC-25-183	GELIBOLU PARADE, AUBURN – REQUEST FOR ACCESSIBLE PARKING SPACE				×		×
CTC-25-184	NEW INSTRUMENT AND DELEGATIONS ON PRESCRIBED TRAFFIC CONTROL DEVICES AND REGULATION OF TRAFFIC TO COUNCILS FROM TRANSPORT FOR NSW				×		×
CTC-25-185	RESPONSE TO NOTICE OF MOTION - MULTI-STOREY PARKING SOLUTIONS FOR PENDLE HILL			×		×	
CTC-25-186	GELIBOLU PARADE, AUBURN - PROPOSED TEMPORARY ROAD CLOSURE FOR GALLIPOLI MOSQUE				×		×

Part 1 - Recommended for Approval under Delegated Authority in accordance with Part 1 of the Terms of Reference for the Cumberland Local Traffic Committee.

ITEMS RESOLVED BY EXCEPTION

The Committee resolved by exception the below items on the Traffic Committee Agenda as per the recommendations in the reports:

CTC-25-135, CTC-25-136, CTC-25-137, CTC-25-138, CTC-25-139, CTC-25-140, CTC-25-141, CTC-25-142, CTC-25-143, CTC-25-144, CTC-25-145, CTC-25-146, CTC-25-147, CTC-25-148, CTC-25-149, CTC-25-150, CTC-25-151, CTC-25-152, CTC-25-153, CTC-25-154, CTC-25-155 and CTC-25-156.

Moved Clr Glenn Elmore, **Seconded** Mr George Campbell

ITEM CTC-25-135 - AURELIA STREET / THE PORTICO, TOONGABBIE – PROPOSED MOTOR BIKE PARKING SPACES

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of '1P, MOTOR CYCLE ONLY' signs at the bend outside 12 The Portico in accordance with the attached plan be approved.

2. The concerned business owner be notified of the outcome.

ITEM CTC-25-136 - CHISHOLM ROAD, AUBURN – APPLICATION FOR 'WORKS ZONE' SIGNAGE

Resolved by Exception

The Traffic Committee recommends that:

1. The 12m long 'Works Zone, 7:00am-6:00pm, Monday-Friday, 8:00am-4:00pm, Saturday' signs be approved in principle on the frontage of the redevelopment site on Chisholm Road, Auburn in accordance with the attached plan, subject to Council's standard conditions for the period of 6 months and subsequent extension if required.

2. The applicant be advised to pay the 'Works Zone' fees to Council as per the adopted Fees and Charges.

ITEM CTC-25-137 - BANDO ROAD, GIRRAWEEN – APPLICATION FOR 'WORKS ZONE' SIGNAGE

Resolved by Exception

The Traffic Committee recommends that:

1. The 18m long 'Works Zone, 7:00am-6:00pm, Monday-Friday, 8:00am-4:00pm, Saturday' signs be approved in principle on the frontage of the redevelopment site on Bando Road, Girraween in accordance with the attached plan, subject to Council's standard conditions for the period of 6 months and subsequent extension if required.

2. Girraween Public School will be notified of the proposed parking restriction changes prior to the commencement of works.

3. The applicant be advised to pay the 'Works Zone' fees to Council as per the adopted Fees and Charges.

ITEM CTC-25-138 - RICHARDSON STREET, MERRYLANDS - PROPOSED TIMED PARKING RESTRICTION

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of '1/4 P 7:30 am to 6 pm Mon- Fri' signage on the eastern side of Richardson Street, Merrylands outside No.9 as per the attached plan be approved.

2. The property owner and the neighbouring residents be advised of the outcome.

ITEM CTC-25-139 - MILLER STREET, MERRYLANDS – APPLICATION FOR 'WORKS ZONE' SIGNAGE

Resolved by Exception

The Traffic Committee recommends that:

1. The 36m long 'Works Zone, 7:00am-6:00pm, Monday-Friday, 8:00am-4:00pm, Saturday' signs be approved in principle on the frontage of the redevelopment site on Miller Street, Merrylands in accordance with the attached plan subject to Council's standard conditions for the period of 6 months and subsequent extension if required.

2. The applicant be advised to pay the 'Works Zone' fees to Council as per the adopted Fees and Charges.

ITEM CTC-25-140 - JOHN STREET, EDITH STREET & ELIMATTA STREET, LIDCOMBE – PROPOSED SAFETY MEASURES AT THE INTERSECTIONS

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of 'Give Way' control signs and associated line marking at the intersections of John Street with Edith Street and Elimatta Street, Lidcombe, in accordance with the attached plan be approved.

2. The concerned resident be notified of the outcome.

ITEM CTC-25-141 - OSGOOD STREET, GUILDFORD – PROPOSED 'NO STOPPING' RESTRICTIONS

Resolved by Exception

The Traffic Committee recommends that:

1. The proposed 'No Stopping' restrictions on Osgood Street, Guildford at the kerb extension outside No.44 in accordance with attached plan be approved.

2. The impacted and concerned residents be notified of the outcome.

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ITEM CTC-25-142 - BRIDGE ROAD AND HUDSON STREET, WESTMEAD – PROPOSED 'NO STOPPING' RESTRICTIONS

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of 'No Stopping' signs at the intersection of Bridge Road and Hudson Street, Westmead in accordance with the attached plan be approved.

2. The affected / concerned residents be notified of the outcome.

ITEM CTC-25-143 - FARNELL STREET, MERRYLANDS BETWEEN WOODVILLE ROAD AND EXCELSIOR STREET – ROAD SAFETY CONCERNS

Resolved by Exception

The Traffic Committee recommends that:

1. Provision of Centre Line Marking (BL2) in Farnell Street, Merrylands between Woodville Road and Excelsior Street in accordance with the attached plan be approved.

2. Council request Cumberland Police Area Command to undertake speed surveillance in Farnell Street, Merrylands.

ITEM CTC-25-144 - JOYCE STREET, PENDLE HILL – APPLICATION FOR 'WORKS ZONE' SIGNAGE

Resolved by Exception

The Cumberland Traffic Committee recommends that:

1. The 12m long 'Works Zone, 7:00am-6:00pm, Monday-Friday, 8:00am-4:00pm, Saturday' signs be approved in principle on the frontage of the redevelopment site on Joyce Street, Pendle Hill in accordance with the attached plan, subject to Council's standard conditions for the period of 6 months and subsequent extension if required.

2. The applicant be advised to pay the 'Works Zone' fees to Council as per the adopted Fees and Charges.

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ITEM CTC-25-145 - RAILWAY TERRACE, MERRYLANDS – ROAD SAFETY CONCERNS

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of 'Pedestrian Crossing Ahead' warning signs, along with associated zig-zag line markings on the approaches to the existing pedestrian crossings on Railway Terrace, Merrylands in accordance with attached plan be approved.

2. The concerned resident be notified of the outcome.

ITEM CTC-25-146 - MERRYLANDS ROAD, MERRYLANDS – PARKING ARRANGEMENT REVIEW

Resolved by Exception

The Traffic Committee recommends that:

1. The existing 'Bus Zone' and 'No Stopping' signage on the northern side of Merrylands Road, Merrylands outside No. 231 be relocated approximately 5m west as per the attached plan be approved.

2. Council notify concerned resident of the outcome.

ITEM CTC-25-147 - GREATREX AVENUE AND PHILLIPS AVENUE, REGENTS PARK – PROPOSED INTERSECTION TREATMENT

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of 'Give Way' and 'No Stopping' signs with associated line marking at the intersection of Greatrex Avenue and Phillips Avenue, Regents Park in accordance with attached plan be approved.

2. The painted island in Greatrex Avenue at Phillips Avenue, Regents Park in accordance with attached plan be approved.

3. The affected / concerned residents be notified of the outcome.

ITEM CTC-25-148 - ENID AVENUE, GRANVILLE – EXTENSION OF 'NO STOPPING' RESTRICTION

Resolved by Exception

The Traffic Committee recommends that:

1. The extension of the 'No Stopping' restriction on the western side of Enid Avenue, Granville outside the Memorial Drive carpark as per the attached plan be approved.

2. Council notify the concerned resident of the outcome.

ITEM CTC-25-149 - JONATHAN STREET, GREYSTANES – PROPOSED 'BUS ZONE' SIGNAGE

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of 'Bus Zone' signs on the northern side of Jonathan Street, Greystanes outside No.45 in accordance with the attached plan be approved.

2. The adjacent /concerned residents be notified of the outcome.

ITEM CTC-25-150 - PATRICIA STREET, MAYS HILL – PROPOSED 'NO STOPPING' AND TIMED PARKING RESTRICTIONS

Resolved by Exception

The Traffic Committee recommends that:

1. The following signage be approved, subject to consultation:

    a) 'No Stopping' signs at the intersection of Patricia Street and Great Western Highway, Mays Hill in accordance with the attached plan.

    b) '1P 8:30am – 6pm Monday to Friday, 8:30am – 12 Noon' on the western side of Patricia Street, Mays Hill between Great Western Highway and the laneway in accordance with the attached plan.

2. Council notify the concerned residents of the outcome.

ITEM CTC-25-151 - MARY STREET, GRANVILLE – PROPOSED TIMED PARKING RESTRICTIONS

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of '1/4P 8 am to 6pm Mon - Fri, 8:30 am to 12 noon Sat' restriction outside No.34 Mary Street as per the attached plan be approved.

2. The installation of '2P 8 am to 6pm Mon- Fri, Permit Holders Excepted, Area 04' restrictions on both sides of Mary Street between Hutchinson Street and The Avenue as per the attached plan be approved.

3. Council notifies affected business owner and residents of the outcome.

ITEM CTC-25-152 - ST JOHN ROAD, AUBURN – APPLICATION FOR 'WORKS ZONE' SIGNAGE

Resolved by Exception

The Traffic Committee recommends that:

1. The 12m long 'Works Zone, 7:00am-6:00pm, Monday-Friday, 8:00am-4:00pm, Saturday' signs be approved in principle on the frontage of the redevelopment site on St John Road, Auburn in accordance with the attached plan subject to Council's standard conditions for the period of 6 months and subsequent extension if required.

2. The applicant be advised to pay the 'Works Zone' fees to Council as per the adopted Fees and Charges.

ITEM CTC-25-153 - MCCREDIE ROAD, SMITHFIELD – PROPOSED 'NO PARKING' RESTRICTION

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of 'No Parking' restriction on the southern side of McCredie Road, Smithfield outside No.150-156 and No.158-160 as per the attached plan be approved.

2. Council notifies business owners of the outcome.

ITEM CTC-25-154 - CLYDE STREET, SOUTH GRANVILLE - PROPOSED ACCESSIBLE PARKING SPACE

Resolved by Exception

The Traffic Committee recommends that:

1. The proposed accessible parking space on Clyde Street, South Granville outside No.295 in accordance with the attached plan be approved.

2. The affected residents / businesses be notified of the outcome.

ITEM CTC-25-155 - PORTICO PARADE, TOONGABBIE - REQUEST FOR ACCESSIBLE PARKING

Resolved by Exception

The Traffic Committee recommends that:

1. The relocation of the existing accessible parking space in a westerly direction into the existing 'No Stopping' zone in accordance with the attached plan be approved.

2. The conversion of the existing accessible parking space to '1P, 8.30am-6pm, Monday to Friday; 8:30am-12:30pm, Saturday' in accordance with the attached plan be approved.

3. The adjacent businesses be notified of the outcome.

ITEM CTC-25-156 - VAUGHAN STREET, LIDCOMBE - REQUEST FOR A PEDESTRIAN CROSSING

Resolved by Exception

The Traffic Committee recommends that:

1. Council installs pedestrian warning signs on the approaches to the of Vaughan Street officer to review the signage and line marking at the existing refuge island to ensure they comply with the relevant standards.

2. Council officer to investigate the possibility of providing (Raised Retroreflective Pavement Marker (RRPM) at this section of Vaughan Street particularly around the existing refuge island.

3. The concerned residents be notified of the outcome.

Part 2 - Recommendation to Council in accordance with Part 2 of the Terms of Reference for the Cumberland Local Traffic Committee.

Note: Part 2 recommendations of the Traffic Committee are subject to Council's endorsement. For final decisions regarding these matters, please refer to the Council Meeting Minutes where these matters were reported to Council for determination.

ITEMS RESOLVED BY EXCEPTION

The Committee resolved by exception the below items on the Traffic Committee Agenda as per the recommendations in the reports:

CTC-25-157, CTC-25-158, CTC-25-159, CTC-25-160, CTC-25-161, CTC-25-163, CTC-25-164, CTC-25-165, CTC-25-166, CTC-25-167, CTC-25-168, CTC-25-169, CTC-25-171, CTC-25-173, CTC-25-174, CTC-25-175, CTC-25-176, CTC-25-177, CTC-25-178, CTC-25-179, CTC-25-180, CTC-25-181, CTC-25-182, CTC-25-183, CTC-25-185 and CTC-25-186.

Moved Clr Glenn Elmore, **Seconded** L/Snr Constable Raymond Yeung.

ITEM CTC-25-157 - RESPONSE TO NOTICE OF MOTION - LIDCOMBE OVERHEAD BRIDGE SERVICING CHURCH STREET AND RAILWAY STREET

Resolved by Exception

The Traffic Committee recommends that Council:

1. Receive and note the report.

2. Advocate to the NSW Government for a long term plan on the upgrade of the road overbridge at Lidcombe Train Station servicing Church Street and Railway Street to meet current and future needs, and write to the relevant State Minister and Local Member outlining Council's request.

3. Endorse that planning and design work be undertaken for the following initiatives to improve local road network safety and traffic flow at the Lidcombe overhead bridge servicing Church Street and Railway Street, and Lidcombe Town Centre:
   a. Upgrade of the Church Street intersection at the road overbridge to a roundabout.
   b. Upgrade of the Railway Street / East Street intersection to full or partial traffic signals.
   c. Upgrade of the Church Street / Swete Street intersection to include roundabout metering.
   d. Optimise traffic signal operations to support local traffic movements at intersections accessing the town centre.

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4. Advocate the following initiatives to the NSW Government and relevant government agencies to support traffic and transport outcomes for the Lidcombe Town Centre:
   a. Optimise traffic signal operations to support local traffic movements at intersections accessing the town centre.
   b. Improve public transport services accessing the Lidcombe Town Centre.
   c. Deliver the Pippita Rail Trail active transport link between Lidcombe and Sydney Olympic Park.

ITEM CTC-25-158 - WARWICK ROAD AT WALPOLE STREET, MERRYLANDS - ROAD SAFETY CONCERNS

Resolved by Exception

The Traffic Committee recommends that:

1. The proposed concrete raised thresholds and associated signs at the intersection of Warwick Road and Walpole Street, Merrylands in accordance with the attached plan be approved.

2. Directly affected residents be notified of the outcome.

ITEM CTC-25-159 - MILNER ROAD AT RHODES AVENUE, GUILDFORD - ROAD SAFETY CONCERNS

Resolved by Exception

The Traffic Committee recommends that:

1. The proposed roundabout with concrete raised thresholds and associated signs at the intersection of Milner Road and Rhodes Avenue, Guildford in accordance with the attached plan be approved.

2. Directly affected and concerned residents be notified of the outcome.

ITEM CTC-25-160 - JONES STREET AT DUNMORE STREET, PENDLE HILL - ROAD SAFETY CONCERNS

Resolved by Exception

The Traffic Committee recommends that:

1. The proposed concrete raised thresholds and associated signs at the intersection of Jones Street and Dunmore Street, Pendle Hill in accordance with the attached plan be approved.

2. Directly affected residents be notified of the outcome.

ITEM CTC-25-161 - GOZO ROAD, GREYSTANES – ROAD SAFETY CONCERNS

Resolved by Exception

The Traffic Committee recommends that:

1. Council consult with the resident of Gozo Road, Greystanes to assess support for the installation of speed humps, and report back to the Traffic Committee.
2. Council refers the matter to NSW Police for speed monitoring and/or enforcement.

ITEM CTC-25-163 - NIJONG DRIVE, PEMULWUY - REQUEST FOR A PEDESTRIAN CROSSING

Resolved by Exception

The Traffic Committee recommends that:

1. The proposed marked pedestrian crossing on Nijong Drive, Pemulwuy be approved in principle.
2. Council forward final design plans to Transport for NSW for concurrence.
3. Council undertake consultation with directly impacted residents regarding the proposed marked pedestrian crossing in Nijong Drive, Pemulwuy, and report back to the Traffic Committee if objections are received.

ITEM CTC-25-164 - HARRIS STREET AT HAWKSVIEW STREET, GUILDFORD - ROAD SAFETY CONCERNS

Resolved by Exception

The Traffic Committee recommends that:

1. The proposed concrete raised thresholds and associated signs at the intersection of Harris Street and Hawksview Street, Guildford in accordance with the attached plan be approved.
2. Directly affected residents be notified of the outcome.

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ITEM CTC-25-165 - MERRYLANDS EAST PUBLIC SCHOOL - SAFETY CONCERNS IN THE SURROUNDING ROAD NETWORK

Resolved by Exception

The Traffic Committee recommends that Council investigate the issues raised, including one-way options for the streets surrounding Merrylands East Public School.

ITEM CTC-25-166 - MARTIN STREET AT RAWSON STREET, LIDCOMBE - ROAD SAFETY CONCERNS

Resolved by Exception

The Traffic Committee recommends that:

1. The proposed roundabout with concrete raised thresholds and associated signs at the intersection of Martin Street and Rawson Street, Lidcombe in accordance with the attached plan be approved.

2. Directly affected residents be notified of the outcome.

ITEM CTC-25-167 - PARK ROAD AT MARY STREET, AUBURN - ROAD SAFETY CONCERNS

Resolved by Exception

The Traffic Committee recommends that:

1. The proposed concrete raised thresholds and associated signs at the intersection of Park Road and Mary Street, Auburn in accordance with the attached plan be approved.

2. Directly affected residents be notified of the outcome.

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ITEM CTC-25-168 - OLD PROSPECT ROAD, GREYSTANES – PROPOSED ROAD CLOSURES FOR SYDNEY WATER ROAD WORKS

Resolved by Exception

The Traffic Committee recommends that the following temporary road closures in Greystanes be approved for a period of approximately four weeks, subject to the conditions outlined below.

Proposed Road Closures:

1. Old Prospect Road between Berith Road and Ringrose Avenue
2. Ringrose Avenue at its intersection with Old Prospect Road
3. Berith Road at its intersection with Old Prospect Road

Conditions of Approval:

1. All affected businesses, residents, and emergency service stakeholders must be notified of the temporary closures.
2. Bus operators must be consulted regarding the proposed closures and any necessary service adjustments.

ITEM CTC-25-169 - LANCE CRESCENT, GREYSTANES - ROAD SAFETY CONCERNS – CONSULTATION RESULT

Resolved by Exception

The Cumberland Traffic Committee recommends that:

1. The installation of speed humps on Lance Crescent, Greystanes be approved in principle.
2. Council prepared speed hump design, undertake consultation with directly affected and adjacent residents and report back to the Traffic Committee.

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ITEM CTC-25-171 - DELHI STREET & SIMLA STREET, LIDCOMBE – PROPOSED INTERSECTION TREATMENT

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of 'No Stopping' signs at the intersection of Delhi Street and Simla Street, Lidcombe in accordance with the attached plan be approved.
2. The installation of speed cushions on the Delhi Street approaches to its intersection with Simla Street in accordance with the attached plan be approved.
3. The concerned resident be notified of the outcome.

ITEM CTC-25-173 - RESPONSE TO NOTICE OF MOTION - TOONGABBIE BRIDGE

Resolved by Exception

The Traffic Committee recommends that Council receive and note the report.

ITEM CTC-25-174 - MEADOWS STREET, THOMAS STREET AND MAY STREET, MERRYLANDS – PROPOSED MEDIAN ISLAND AND 'NO STOPPING' RESTRICTIONS

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of median islands and 'No Stopping' signs at the intersection of Meadows Street, Thomas Street and May Street, Merrylands in accordance with the attached plan be approved.
2. The affected and concerned residents be notified of the outcome.

ITEM CTC-25-175 - DELHI STREET, LIDCOMBE – REQUEST FOR TRAFFIC CALMING

Resolved by Exception

The Traffic Committee recommends that:

1. Council undertake consultation with the residents of Delhi Street, Lidcombe to gauge their support or opposition to the installation of speed humps in Delhi Street.

2. The concerned resident be notified of the outcome.

ITEM CTC-25-176 - PENDLE WAY, PENDLE HILL - PROPOSED TEMPORARY ROAD CLOSURE FOR THAI PONGAL FESTIVAL 2026

Resolved by Exception

The Traffic Committee recommends that the temporary closure of Pendle Way, Pendle Hill (from Gilba Road to Civic Avenue) between the hours of 2:00am and 8:00pm Saturday 18 January 2026 be approved, subject to the following conditions:

1. All affected businesses, residents and emergency stakeholders being notified/consulted of the closure.

2. Complying with the notification requirements of the Roads Act 1993, i.e. placing public notices in a newspaper and erecting notices on the road.

3. Bus operators be consulted of the closure.

4. Approval of a Traffic Management Plan by Transport for NSW and the Transport Management Centre.

ITEM CTC-25-177 - JUNCTION STREET, AUBURN - STRATEGIC CYCLEWAY - PROPOSED CYCLEWAY LINK

Resolved by Exception

The Cumberland Traffic Committee recommends that:

1. Council support both concept options in principle, with a preference for Option 2 – Cycleway along Junction Street with Pedestrian Crossing.

2. Council undertake consultation with affected residents.

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ITEM CTC-25-178 - WHALANS ROAD, GREYSTANES - ROAD SAFETY CONCERNS – CONSULTATION RESULT

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of speed humps on Whalans Road, Greystanes be supported in principle.
2. Council prepares design of the speed humps, undertake consultation with directly affected residents and report back to Traffic Committee.
3. The concerned residents be notified of the outcome.

ITEM CTC-25-179 - DAMIEN AVENUE, GREYSTANES – ROAD SAFETY CONCERN – CONSULTATION RESULT

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of speed humps and vehicle activated sign in Damien Avenue, Greystanes be approved in accordance with the attached plan.
2. Council notifies the concerned and affected residents of the outcome.

ITEM CTC-25-180 - TEMPORARY ROAD CLOSURES FOR COUNCIL EVENTS

Resolved by Exception

The Traffic Committee recommends to Council that the temporary road closures associated with Council events in this report are undertaken, subject to the following conditions:

1. All affected businesses, residents and emergency stakeholders being notified of the closure.
2. Complying with the notification requirements of the Roads Act 1993, i.e. placing public notices in a newspaper and erecting notices on the road.
3. Bus operators shall be consulted of the closure.
4. Approval of a Traffic Management Plan by Transport for NSW and the Transport Management Centre be obtained.
5. If the timing of the events varies due to unforeseen circumstances, Council to liaise with Transport for NSW for concurrence.

CUMBERLAND CITY COUNCIL

ITEM CTC-25-181 - ROSEBERRY STREET BETWEEN HAWKSVIEW STREET AND MYALL STREET, MERRYLANDS – CONSULTATION RESULTS

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of speed humps on Roseberry Street between Hawksview Street and Myall Street, Merrylands be supported in principle.
2. Council prepares design of the speed humps, undertake consultation with directly affected residents and report back to Traffic Committee.
3. The concerned residents be notified of the outcome

ITEM CTC-25-182 - LOCKWOOD STREET BETWEEN WALPOLE STREET AND BURNETT STREET, MERRYLANDS – CONSULTATION RESULTS

Resolved by Exception

The Traffic Committee recommends that;

1. The installation of speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands be supported in principle.
2. Council prepare design of the speed humps, undertake consultation with the adjacent residents and report back to the Traffic Committee if objections are received.

ITEM CTC-25-183 - GELIBOLU PARADE, AUBURN – REQUEST FOR ACCESSIBLE PARKING SPACE

Resolved by Exception

The Traffic Committee recommends that:

1. The proposed accessible parking space and access ramp outside 11 Gelibolu Parade, Auburn in accordance with attached plan be approved.
2. Gallipoli Health Services be notified of the outcome.

ITEM CTC-25-185 - RESPONSE TO NOTICE OF MOTION - MULTI-STOREY PARKING SOLUTIONS FOR PENDLE HILL

Resolved by Exception

The Traffic Committee recommend that Council:

1. Receive and note the report.

2. Endorse the proposed approach for parking solutions at Pendle Hill town centre to align parking space availability with customer and business demand, including:

    a. Deliver additional car parking spaces at Civic Park on the former Cassia site as previously resolved by Council.

    b. Review on-street and Council land car parking arrangements to:

        i. extend the hours of operation of timed parking to encourage parking turnover on weeknights, Saturday afternoon and Sundays

        ii. consider shorter periods of timed parking at targeted locations to encourage greater turnover of parking spaces

    c. Consider opportunities for additional public car parking to be included in future mixed use development within the town centre, subject to relevant planning controls and policy guidance.

ITEM CTC-25-186 - GELIBOLU PARADE, AUBURN - PROPOSED TEMPORARY ROAD CLOSURE FOR GALLIPOLI MOSQUE

Resolved by Exception

The Traffic Committee recommends that the temporary closure of Gelibolu Parade, Auburn between Swaggy Road and Dartbrook Road between the hours of 10:00am and 10:00pm Friday 28 and Saturday 29 November 2025 be approved, subject to the following conditions:

1. Consultation be undertaken with affected businesses, residents and emergency stakeholders and resolving any issues raised.

2. Submitting a Traffic Guidance Scheme indicating the detours required for the closure.

3. Complying with the notification requirements of the Roads Act 1993, i.e. placing public notices in a newspaper and erecting notices on the road.

4. Approval of a Traffic Management Plan by Transport for NSW and the Transport Management Centre.

ITEM CTC-25-162 - GUILDFORD ROAD, GUILDFORD - PROPOSED PARKLET

RECOMMENDATION

The Traffic Committee recommends that Council approve the installation of a parklet in the on-road parking space outside 374 Guildford Road, Guildford.

Moved L/Snr Constable Raymond Yeung, **Seconded** Clr Glenn Elmore.

ITEM CTC-25-170 - OXFORD STREET AND HIGHLAND STREET, GUILDFORD - PROPOSED ROUNDABOUT - CONSULTATION RESULTS

RECOMMENDATION

The Traffic Committee recommends:

1. The proposed roundabout at the intersection of Oxford St and Highland Street, Guildford in accordance with the attached plan be approved.

2. Directly affected residents be notified of the outcome.

Moved L/Snr Constable Raymond Yeung, **Seconded** Mr Matthew Tangonan.

ITEM CTC-25-172 - DESMOND STREET AND DAVIES STREET, MERRYLANDS – PROPOSED ROUNDABOUT

RECOMMENDATION

The Traffic Committee recommends that:

1. The installation of a roundabout with speed cushions at the intersection of Desmond Street and Davies Street, Merrylands be supported in principle subject to funding.

2. Upon receiving the funding, Council prepares a concept plan for the proposed roundabout and speed cushions, undertake consultation with affected residents and provide a further report to the Traffic Committee.

Moved Clr Glenn Elmore, **Seconded** L/Snr Constable Raymond Yeung.

CUMBERLAND CITY COUNCIL

Traffic Committee
6 August 2025

ITEM CTC-25-184 - NEW INSTRUMENT AND DELEGATIONS ON PRESCRIBED TRAFFIC CONTROL DEVICES AND REGULATION OF TRAFFIC TO COUNCILS FROM TRANSPORT FOR NSW

RECOMMENDATION

The Local Traffic Committee recommends that the information contained in this report be received and noted.

Moved, Clr Glenn Elmore, **Seconded** L/Snr Constable Raymond Yeung.

General Business

The following general business was raised:

Jersey Road and Bates Ave South Wentworthville
Clr Glenn Elmore notified the Committee of residents safety concerns in relation to the intersection at Jersey Road and Bates Ave South Wentworthville. Council Officers to investigate and report back to the November 2025 CTC Committee Meeting.

Hawksview Street Guildford
Clr Glenn Elmore asked for an update on the speed camera request. Council Officers to provide status update.

NEXT MEETING

Next Meeting 5 November 2025 at 9:30am.

MEETING CLOSE

The meeting terminated at 10.00am.

Signed:
Chairperson

DOCUMENTS ASSOCIATED WITH REPORT C09/25-189

Attachment 2

Items Considered under Delegated Authority at the Cumberland Local Traffic Committee on 6 August 2025

CUMBERLAND TRAFFIC COMMITTEE PART 1 ITEMS CONSIDERED UNDER DELEGATED AUTHORITY

Traffic Committee Meeting – 6 August 2025

Item #	Title	Recommendation
CTC-25-135	AURELIA STREET / THE PORTICO, TOONGABBIE – PROPOSED MOTOR BIKE PARKING SPACES	1. The installation of '1P, MOTOR CYCLE ONLY' signs at the bend outside 12 The Portico in accordance with the attached plan be approved. 2. The concerned business owner be notified of the outcome.
CTC-25-136	CHISHOLM ROAD, AUBURN – APPLICATION FOR 'WORKS ZONE' SIGNAGE	1. The 12m long 'Works Zone, 7:00am-6:00pm, Monday-Friday, 8:00am4:00pm, Saturday' signs be approved in principle on the frontage of the redevelopment site on Chisholm Road, Auburn in accordance with the attached plan, subject to Council's standard conditions for the period of 6 months and subsequent extension if required. 2. The applicant be advised to pay the 'Works Zone' fees to Council as per the adopted Fees and Charges
CTC-25-137	BANDO ROAD, GIRRAWEEN – APPLICATION FOR 'WORKS ZONE' SIGNAGE	1. The 18m long 'Works Zone, 7:00am-6:00pm, Monday-Friday, 8:00am4:00pm, Saturday' signs be approved in principle on the frontage of the redevelopment site on Bando Road, Girraween in accordance with the attached plan, subject to Council's standard conditions for the period of 6 months and subsequent extension if required. 2. Girraween Public School will be notified of the proposed parking restriction changes prior to the commencement of works. 3. The applicant be advised to pay the 'Works Zone' fees to Council as per the adopted Fees and Charges.
CTC-25-138	RICHARDSON STREET, MERRYLANDS - PROPOSED TIMED PARKING RESTRICTION	1. The installation of '1/4 P 7:30 am to 6 pm Mon- Fri' signage on the eastern side of Richardson Street, Merrylands outside No.9 as per the attached plan be approved. 2. The property owner and the neighbouring residents be advised of the outcome.
CTC-25-139	MILLER STREET, MERRYLANDS – APPLICATION FOR 'WORKS ZONE' SIGNAGE	1. The 36m long 'Works Zone, 7:00am-6:00pm, Monday-Friday, 8:00am4:00pm, Saturday' signs be approved in principle on the frontage of the redevelopment site on Miller Street, Merrylands in accordance with the attached plan subject to Council's standard conditions for the

		period of 6 months and subsequent extension if required. 2. The applicant be advised to pay the 'Works Zone' fees to Council as per the adopted Fees and Charges.
CTC-25-140	JOHN STREET, EDITH STREET & ELIMATTA STREET, LIDCOMBE – PROPOSED SAFETY MEASURES AT THE INTERSECTIONS	1. The installation of 'Give Way' control signs and associated line marking at the intersections of John Street with Edith Street and Elimatta Street, Lidcombe, in accordance with the attached plan be approved. 2. The concerned resident be notified of the outcome.
CTC-25-141	OSGOOD STREET, GUILDFORD – PROPOSED 'NO STOPPING' RESTRICTIONS	1. The proposed 'No Stopping' restrictions on Osgood Street, Guildford at the kerb extension outside No.44 in accordance with attached plan be approved. 2. The impacted and concerned residents be notified of the outcome.
CTC-25-142	BRIDGE ROAD AND HUDSON STREET, WESTMEAD – PROPOSED 'NO STOPPING' RESTRICTIONS	1. The installation of 'No Stopping' signs at the intersection of Bridge Road and Hudson Street, Westmead in accordance with the attached plan be approved. 2. The affected / concerned residents be notified of the outcome.
CTC-25-143	FARNELL STREET, MERRYLANDS BETWEEN WOODVILLE ROAD AND EXCELSIOR STREET – ROAD SAFETY CONCERNS	1. Provision of Centre Line Marking (BL2) in Farnell Street, Merrylands between Woodville Road and Excelsior Street in accordance with the attached plan be approved. 2. Council request Cumberland Police Area Command to undertake speed surveillance in Farnell Street, Merrylands.
CTC-25-144	JOYCE STREET, PENDLE HILL – APPLICATION FOR 'WORKS ZONE' SIGNAGE	1. The 12m long 'Works Zone, 7:00am-6:00pm, Monday-Friday, 8:00am4:00pm, Saturday' signs be approved in principle on the frontage of the redevelopment site on Joyce Street, Pendle Hill in accordance with the attached plan, subject to Council's standard conditions for the period of 6 months and subsequent extension if required. 2. The applicant be advised to pay the 'Works Zone' fees to Council as per the adopted Fees and Charges.
CTC-25-145	RAILWAY TERRACE, MERRYLANDS – ROAD SAFETY CONCERNS	1. The installation of 'Pedestrian Crossing Ahead' warning signs, along with associated zig-zag line markings on the approaches to the existing pedestrian crossings on Railway Terrace, Merrylands in accordance with attached plan be approved. 2. The concerned resident be notified of the outcome.

CTC-25-146	MERRYLANDS ROAD, MERRYLANDS – PARKING ARRANGEMENT REVIEW	1. The existing 'Bus Zone' and 'No Stopping' signage on the northern side of Merrylands Road, Merrylands outside No. 231 be relocated approximately 5m west as per the attached plan be approved. 2. Council notify concerned resident of the outcome.
CTC-25-147	GREATREX AVENUE AND PHILLIPS AVENUE, REGENTS PARK – PROPOSED INTERSECTION TREATMENT	1. The installation of 'Give Way' and 'No Stopping' signs with associated line marking at the intersection of Greatrex Avenue and Phillips Avenue, Regents Park in accordance with attached plan be approved. 2. The painted island in Greatrex Avenue at Phillips Avenue, Regents Park in accordance with attached plan be approved. 3. The affected / concerned residents be notified of the outcome.
CTC-25-148	ENID AVENUE, GRANVILLE – EXTENSION OF 'NO STOPPING' RESTRICTION	1. The extension of the 'No Stopping' restriction on the western side of Enid Avenue, Granville outside the Memorial Drive carpark as per the attached plan be approved. 2. Council notify the concerned resident of the outcome.
CTC-25-149	JONATHAN STREET, GREYSTANES – PROPOSED 'BUS ZONE' SIGNAGE	1. The installation of 'Bus Zone' signs on the northern side of Jonathan Street, Greystanes outside No.45 in accordance with the attached plan be approved. 2. The adjacent /concerned residents be notified of the outcome.
CTC-25-150	PATRICIA STREET, MAYS HILL – PROPOSED 'NO STOPPING' AND TIMED PARKING RESTRICTIONS	1. The following signage be approved, subject to consultation: a) 'No Stopping' signs at the intersection of Patricia Street and Great Western Highway, Mays Hill in accordance with the attached plan. b) '1P 8:30am – 6pm Monday to Friday, 8:30am – 12 Noon' on the western side of Patricia Street, Mays Hill between Great Western Highway and the laneway in accordance with the attached plan. 2. Council notify the concerned residents of the outcome.
CTC-25-151	MARY STREET, GRANVILLE – PROPOSED TIMED PARKING RESTRICTIONS	1. The installation of '1/4P 8 am to 6pm Mon - Fri, 8:30 am to 12 noon Sat' restriction outside No.34 Mary Street as per the attached plan be approved. 2. The installation of '2P 8 am to 6pm Mon- Fri, Permit Holders Excepted, Area 04' restrictions on both sides of Mary Street between Hutchinson Street and The Avenue as per the attached plan be approved.

		3. Council notifies affected business owner and residents of the outcome.
CTC-25-152	ST JOHN ROAD, AUBURN – APPLICATION FOR 'WORKS ZONE' SIGNAGE	1. he 12m long 'Works Zone, 7:00am-6:00pm, Monday-Friday, 8:00am-4:00pm, Saturday' signs be approved in principle on the frontage of the redevelopment site on St John Road, Auburn in accordance with the attached plan subject to Council's standard conditions for the period of 6 months and subsequent extension if required. 2. The applicant be advised to pay the 'Works Zone' fees to Council as per the adopted Fees and Charges.
CTC-25-153	MCCREDIE ROAD, SMITHFIELD – PROPOSED 'NO PARKING' RESTRICTION	1. The installation of 'No Parking' restriction on the southern side of McCredie Road, Smithfield outside No.150-156 and No.158-160 as per the attached plan be approved. 2. Council notifies business owners of the outcome.
CTC-25-154	CLYDE STREET, SOUTH GRANVILLE - PROPOSED ACCESSIBLE PARKING SPACE	1. The proposed accessible parking space on Clyde Street, South Granville outside No.295 in accordance with the attached plan be approved. 2. The affected residents / businesses be notified of the outcome.
CTC-25-155	PORTICO PARADE, TOONGABBIE - REQUEST FOR ACCESSIBLE PARKING	1. The relocation of the existing accessible parking space in a westerly direction into the existing 'No Stopping' zone in accordance with the attached plan be approved. 2. The conversion of the existing accessible parking space to '1P, 8.30am6pm, Monday to Friday; 8:30am-12:30pm, Saturday' in accordance with the attached plan be approved. 3. The adjacent businesses be notified of the outcome.
CTC-25-156	VAUGHAN STREET, LIDCOMBE - REQUEST FOR A PEDESTRIAN CROSSING	1. Council installs pedestrian warning signs on the approaches to the of Vaughan Street officer to review the signage and line marking at the existing refuge island to ensure they comply with the relevant standards. 2. Council officer to investigate the possibility of providing Raised Retroreflective Pavement Marker (RRPM) at this section of Vaughan Street particularly around the existing refuge island. 3. The concerned residents be notified of the outcome.

DOCUMENTS ASSOCIATED WITH REPORT C09/25-189

Attachment 3

Recommendation to Council of Cumberland Traffic Committee Meeting on 6 August 2025

List of Recommendations to Council: Cumberland Traffic Committee Meeting on 6 August 2025

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Item No: CTC-25-157

RESPONSE TO NOTICE OF MOTION - LIDCOMBE OVERHEAD BRIDGE SERVICING CHURCH STREET AND RAILWAY STREET

The Local Traffic Committee recommends, and Council resolves that:

1. The Traffic Committee recommends that Council: Receive and note the report.

2. Advocate to the NSW Government for a long term plan on the upgrade of the road overbridge at Lidcombe Train Station servicing Church Street and Railway Street to meet current and future needs, and write to the relevant State Minister and Local Member outlining Council's request.

3. Endorse that planning and design work be undertaken for the following initiatives to improve local road network safety and traffic flow at the Lidcombe overhead bridge servicing Church Street and Railway Street, and Lidcombe Town Centre:
    a. Upgrade of the Church Street intersection at the road overbridge to a roundabout.
    b. Upgrade of the Railway Street / East Street intersection to full or partial traffic signals.
    c. Upgrade of the Church Street / Swete Street intersection to include roundabout metering.
    d. Optimise traffic signal operations to support local traffic movements at intersections accessing the town centre.

4. Advocate the following initiatives to the NSW Government and relevant government agencies to support traffic and transport outcomes for the Lidcombe Town Centre:
    a. Optimise traffic signal operations to support local traffic movements at intersections accessing the town centre.
    b. Improve public transport services accessing the Lidcombe Town Centre.
    c. Deliver the Pippita Rail Trail active transport link between Lidcombe and Sydney Olympic Park.

REPORT

At the Ordinary Meeting of Council held on 28 May 2025, Council considered the Notice of Motion – Lidcombe Overhead Bridge Servicing Church Street and Railway Street, and resolved (Min.951, C05/25-164):

"That Council seek an urgent report concerning the functionality of the existing bridge. The report is to consider the following:

1. The future expansion of Lidcombe and its surrounds;
2. The importance of Lidcombe's road network and its integral role in the movement of commuter transport;

3. *The strategic role of Lidcombe as promoted by the Greater Sydney Commission and now absorbed by the Department of Planning, Housing and Infrastructure;*
4. *The archaic design features of the bridge built circa 1924 and its ability to handle increased traffic in both bulk and numbers; and*
5. *Community concerns around its present and future safety."*

This report provides a response to the matters raised in the motion.

Strategic Context for Lidcombe

Strategically located in Cumberland City, Lidcombe is identified as a Principal Local Centre in Cumberland 2030: Our Local Strategic Planning Statement (LSPS). This means that the centre contains a mix of higher order commercial and retail services, and community facilities. Also, as recognised in the Central City District Plan, prepared by the former Greater Cities Commission, Lidcombe is growing as a key employment generating centre through its locational advantage as a part of the Greater Parramatta and Olympic Peninsula (GPOP).

Furthermore, Lidcombe North, which is the area along Parramatta Road to the north of the Lidcombe Town Centre, is identified as a Local Centre in the Central City District Plan and is identified in the Parramatta Road Corridor Urban Transformation Strategy (PRCUTS) 2016, as an area appropriate for additional jobs and density. The GPOP Economic Corridor also identifies opportunities in the Lidcombe North precinct to provide essential urban services, advanced technology and knowledge centres.

Cumberland LSPS projects the population of Lidcombe to grow from 22,092 in 2018 to 31,460 in 2036, and with the recent NSW State Government planning reforms (the planning reforms), Lidcombe's growth is expected to further increase from these projections. Under the planning reforms, Lidcombe is identified as a Transport Oriented Development (TOD) precinct and as a Low and Mid-Rise Housing Area. This further facilitates growth in Lidcombe and demonstrates its strategic importance as a housing and employment hub.

Lidcombe is well connected to Metropolitan Centres, Strategic Centres and Local Centres via rail and road networks. It is serviced by a high frequency railway station with T1, T2, T3 and T7 train lines providing easy public transport access to Parramatta and Sydney CBDs, and centres in the GPOP area. It is also bounded by major roads including Parramatta Road, Olympic Drive and the M4 Motorway which provides easy access to the Metropolitan Sydney area and beyond.

Lidcombe Overhead Bridge

The Lidcombe Overhead Bridge (Figure 1) is a single-lane bridge in each direction, serving as the main connection between Church Street in the north and Railway Street on the southern side. It forms a critical part of the Lidcombe local road network connecting the town centre. The bridge, approximately 12 metres wide and under the care and control of Sydney Trains, is significantly constrained due to its proximity to Lidcombe Station and as well as the access to the T7 train line running beneath it. The intersections at both ends of the bridge are local roads managed by Cumberland City Council.

Figure 1. Lidcombe Overhead Bridge

Council undertook traffic counts in April 2024 that show the bridge carries an average of 15,864 vehicles per day in both directions, predominantly light vehicles (92%). During peak periods, the bridge experiences 1,040 vehicles in the AM peak, mainly entering from Tooheys Lane, and 1,118 vehicles in the PM peak, primarily from Church Street. This makes it the most heavily trafficked point on the internal Lidcombe local road network.

Currently, the bridge is operating at near capacity levels in peak periods. Movement data shows the most significant delays occur for vehicles turning right from Church Street (west) onto the bridge. This is due to the movement being hindered by the need to give-way to both through-traffic on the bridge and vehicles entering from Church Street (east).

With future growth, traffic demand is expected to rise and the intersection is expected to reach capacity, with longer delays in peak periods. This is due to the further reduced availability of safe turning gaps for vehicles approaching from the northwest and southeast. The bridge operates at satisfactory levels outside of peak periods.

Proposed Traffic and Transport Response

Council has received ongoing community feedback regarding congestion and safety concerns at both intersections, particularly due to the complex and constrained intersection geometry in the area. In response, Council officers have examined options to address the issues raised.

The initial response was to investigate opportunities for an upgrade of the road overbridge linking Church Street and Railway Street. The location of the road

overbridge next to the Lidcombe Train Station has limited opportunities for expansion due to existing rail infrastructure and nearby development. As this asset is the responsibility of the NSW Government, it is recommended that Council advocate for a long term plan on the upgrade of the road overbridge at Lidcombe Train Station servicing Church Street and Railway Street to meet current and future needs, and write to the relevant State Minister and Local Member outlining Council's request.

Following consideration of the current road overbridge, Council officers have also identified further responses to progress, with a range of initiatives to improve local road network safety and traffic flow at the Lidcombe overhead bridge servicing Church Street and Railway Street, and Lidcombe Town Centre. These initiatives include:

- Upgrade of the Church Street intersection at the road overbridge to a roundabout.
- Upgrade of the Railway Street / East Street intersection to full or partial traffic signals.
- Upgrade of the Church Street / Swete Street intersection to include roundabout metering.

Subject to endorsement, planning and design work would be undertaken on these initiatives, and this would be funded through local infrastructure contributions collected by Council. As part of the planning and design work, Council officers will also liaise with Transport for NSW on these initiatives, as approvals from the agency are required to implement these upgrades (eg. new traffic signals).

In addition, there is also an opportunity to advocate for the following initiatives to the NSW Government and relevant government agencies to support traffic and transport outcomes for the Lidcombe Town Centre. These include:

- Optimise traffic signal operations to support local traffic movements at intersections accessing the town centre. These include signalised intersections at John Street / Church Street, Church Street / Olympic Drive, Vaughan Street / Olympic Drive, and Joseph Street / Olympic Drive.
- Improve public transport services accessing the Lidcombe Town Centre.
- Deliver the Pippita Rail Trail active transport link between Lidcombe and Sydney Olympic Park.

It is recommended that Council support the initiatives identified in this report.

CONSULTATION

No consultation was undertaken in the preparation of this report.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

Nil

Item No: CTC-25-158

WARWICK ROAD AT WALPOLE STREET, MERRYLANDS - ROAD SAFETY CONCERNS

The Local Traffic Committee recommends, and Council resolves that:

1. The proposed concrete raised thresholds and associated signs at the intersection of Warwick Road and Walpole Street, Merrylands in accordance with the attached plan be approved.

2. Directly affected residents be notified of the outcome

REPORT

Warwick Road is a local road and runs in a north-south direction with a posted speed limit of 50km/h.

Walpole Street is a collector road which runs in an east-west direction with a posted speed limit of 50km/h.

Warwick Road and Walpole Street form a four-way intersection which is currently controlled by a roundabout.

The figure below shows details of the intersection.

Based on the crash record at the intersection, Council officers have investigated the intersection and proposed construction of raised thresholds on approaches to the existing roundabout. Council officers have also nominated the site under Australian Government Black Spot Program. The submission was based on the latest Centre for Road Safety crash data at the time of the application which are summarised below:

Crash Period Investigated:	July 2018 – June 2023 (5 years)
Total number of crashes:	7
Total number of injury crashes:	4
Primary crash type:	Cross Traffic
Proposed treatment:	Concrete thresholds (Speed humps) on the approaches.

It should be noted that the Centre for Road Safety crash data provides information on reported crashes only and the application was based on available crashes at the time of the application.

Following the submission, Council is awaiting formal approval from Transport for NSW. Should the application be approved, a detailed plan will be developed in accordance with the current Transport for NSW guidelines.

It is proposed that Council approve the proposal in principle subject to availability of funding.

CONSULTATION

Consultation was undertaken with affected properties for 14 days from 10 June 2025 to 24 June 2025. By the closing date, Council received one response in support of the proposal.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

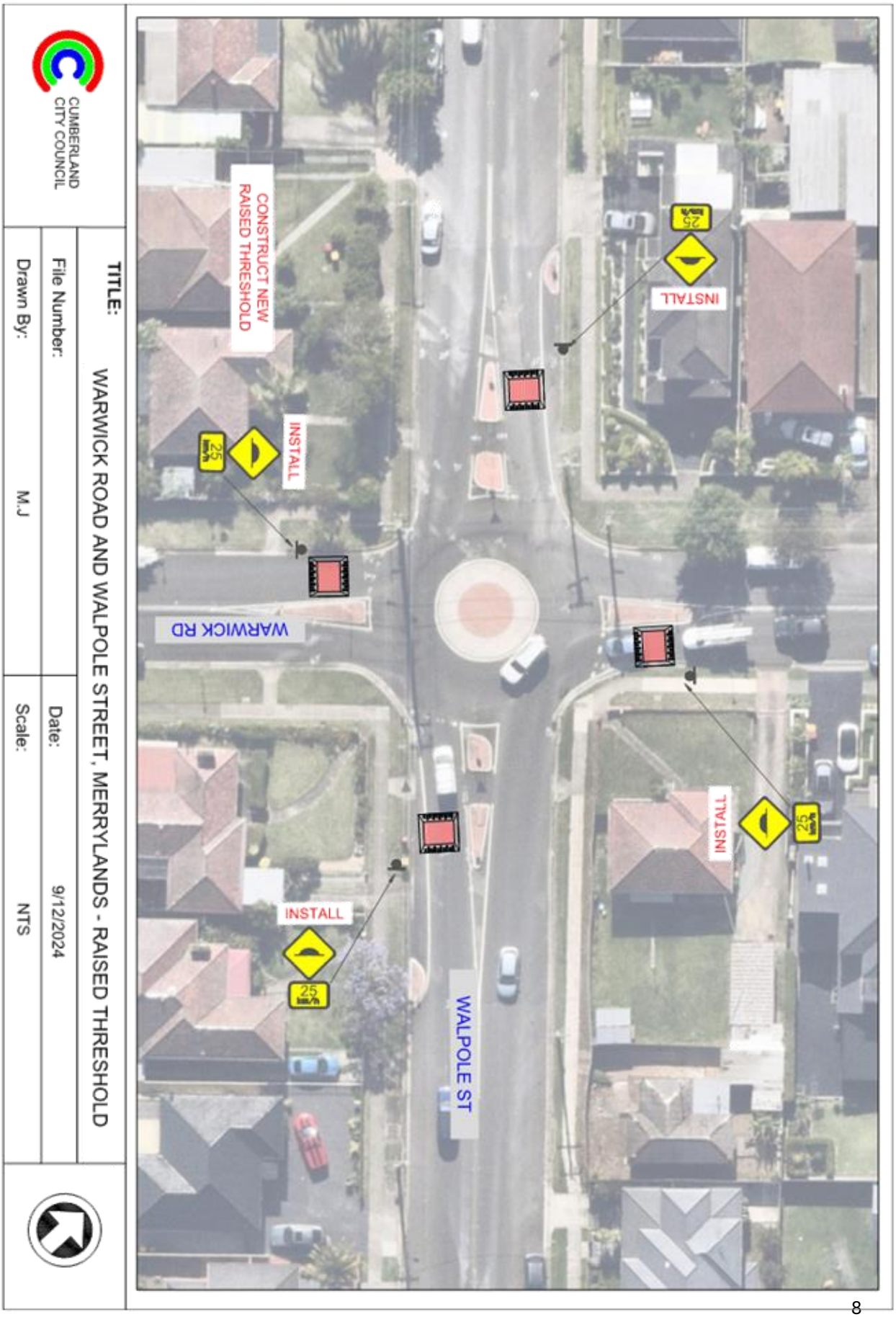
ATTACHMENTS

1. Plan – Warwick Road and Walpole Street, Merrylands – Proposed Concrete Thresholds
2. Submission

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-158

Attachment 1

Plan – Warwick Road and Walpole Street, Merrylands – Proposed Concrete Thresholds


CUMBERLAND CITY COUNCIL
TITLE:
WARWICK ROAD AND WALPOLE STREET, MERRYLANDS - RAISED THRESHOLD
File Number:
Date:
9/12/2024
Drawn By:
M.J
Scale:
NTS
CONSTRUCT NEW RAISED THRESHOLD
INSTALL
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WARWICK RD
WALPOLE ST

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-158

Attachment 2

Submission

From:
Sent: Tue, 1 Jul 2025 00:25:01 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] Reference: DCTC/2511/060 - Proposed Raised Thresholds
Attachments: IMG_0366.jpg, IMG_0375 (3).jpg, IMG_0388.jpg, IMG_0358.jpg, IMG_0364 (1).jpg

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01/07/2025

Attn:
Executive Engineer Traffic and Transport

Dear Sir/Madam,

RE: Protective Fence
Council Reference No. DCTC/2511/060
Warwick Road, Merrylands 2160
Cnr Warwick Road and Walpole Street

I have received your letter regarding the proposed raised thresholds, and I am pleased to support the proposal. This area is particularly prone to motor vehicle accidents, and any safety improvements are welcome.

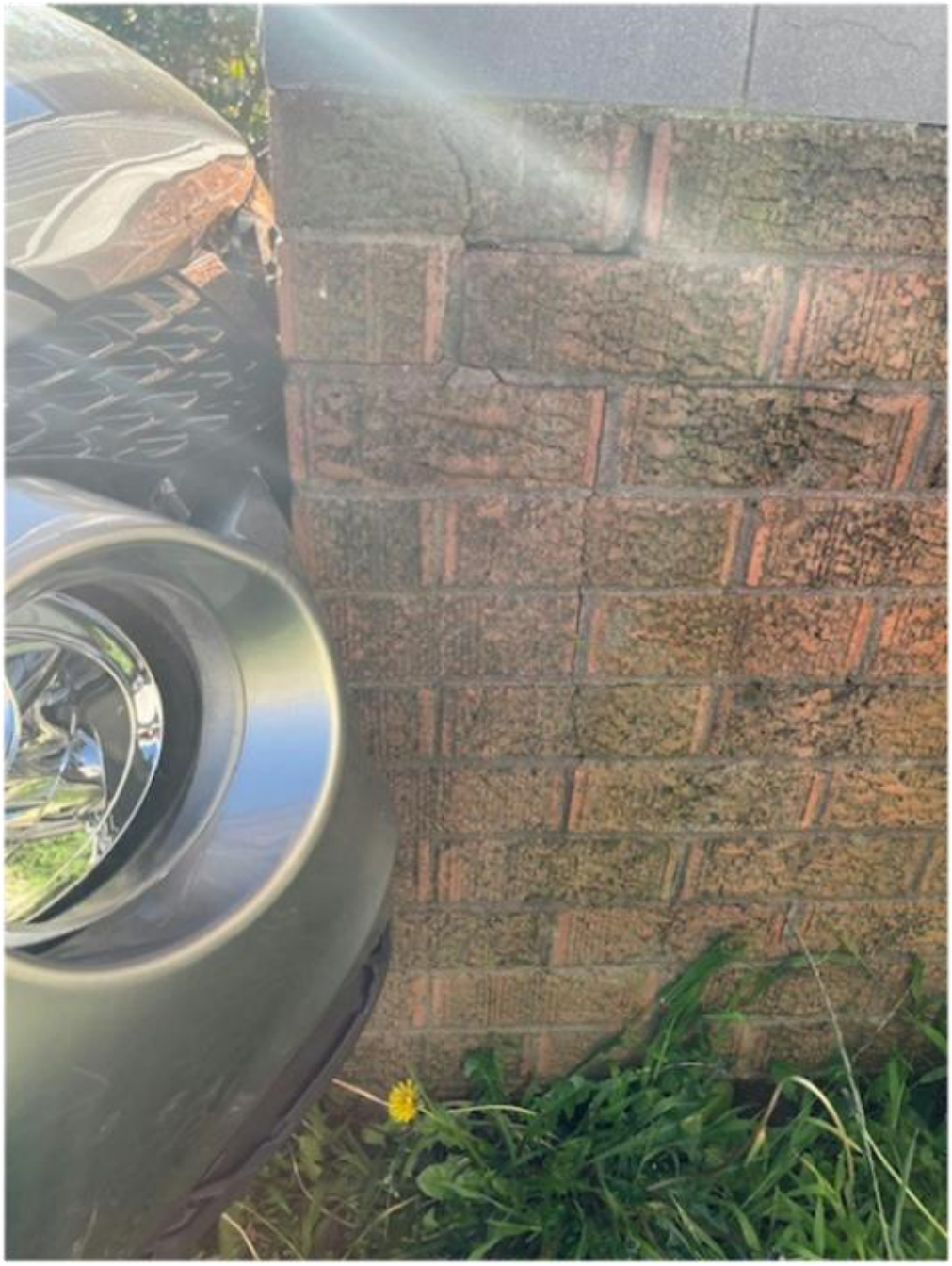
In addition to the proposed measures, I would like to suggest the installation of a protective fence at the corner of Warwick Road and Walpole Street. This is a high-risk location where vehicles occasionally mount the footpath, posing a serious danger to anyone walking.

Attached is a photo of an accident that occurred at the above address. On 27th June 2024 at around 10:00 AM, a vehicle crashed through the property fence and damaged part of the wall foundation of the veranda. This incident highlights the urgent need for additional safety infrastructure.

I hope my suggestion will be considered seriously in the interest of public safety and the wellbeing of the local community.

Thank you for your attention, and I look forward to your response.

Kind regards,



Item No: CTC-25-159

MILNER ROAD AT RHODES AVENUE, GUILDFORD - ROAD SAFETY CONCERNS

The Local Traffic Committee recommends, and Council resolves that:

1. The proposed concrete raised thresholds and associated signs at the intersection of Warwick Road and Walpole Street, Merrylands in accordance with the attached plan be approved.

2. Directly affected residents be notified of the outcome.

REPORT

Milner Road is a local road and runs in a north-south direction with a posted speed limit of 50km/h.

Rhodes Avenue is a local road which runs in an east-west direction with a posted speed limit of 50km/h.

Milner Road and Rhodes Avenue form a four-way intersection which is currently controlled by Stop signage and line marking, and priority is given to the traffic on Rhodes Avenue.

The figure below shows details of the intersection.

Based on the crash record at the intersection, Council officers have investigated the intersection and proposed construction of a roundabout with raised thresholds on all approaches. Council officers have also nominated the site under Australian Government Black Spot Program. The submission was based on the latest Centre for Road Safety crash data at the time of the application which are summarised below:

Crash Period Investigated:	July 2018 – June 2023 (5 years)
Total number of crashes:	3
Total number of injury crashes:	3
Primary crash type:	Cross Traffic
Proposed treatment:	Roundabout with concrete thresholds (Speed humps) on the approaches.

It should be noted that the Centre for Road Safety crash data provides information on reported crashes only and the application was based on available crashes at the time of the application.

Following the submission, Council is awaiting formal approval from Transport for NSW. Should the application be approved, a detailed plan will be developed in accordance with the current Transport for NSW guidelines.

It is proposed that Council approve the proposal in principle subject to availability of funding.

CONSULTATION

Consultation was undertaken with affected properties for 14 days from 10 June 2025 to 24 June 2025. By the closing date, Council received two submissions. Both residents raised concerns about the loss of on-street parking due to the proposed 'No Stopping' restrictions associated with the roundabout.

One resident requested that the proposed 'No Stopping' zone on the southern side of Rhodes Avenue outside No. 42 be reduced from 20 metres to 18 metres. The other resident expressed the view that the roundabout is unnecessary and raised concerns about its potential impact on local amenity including noise and access to their property.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

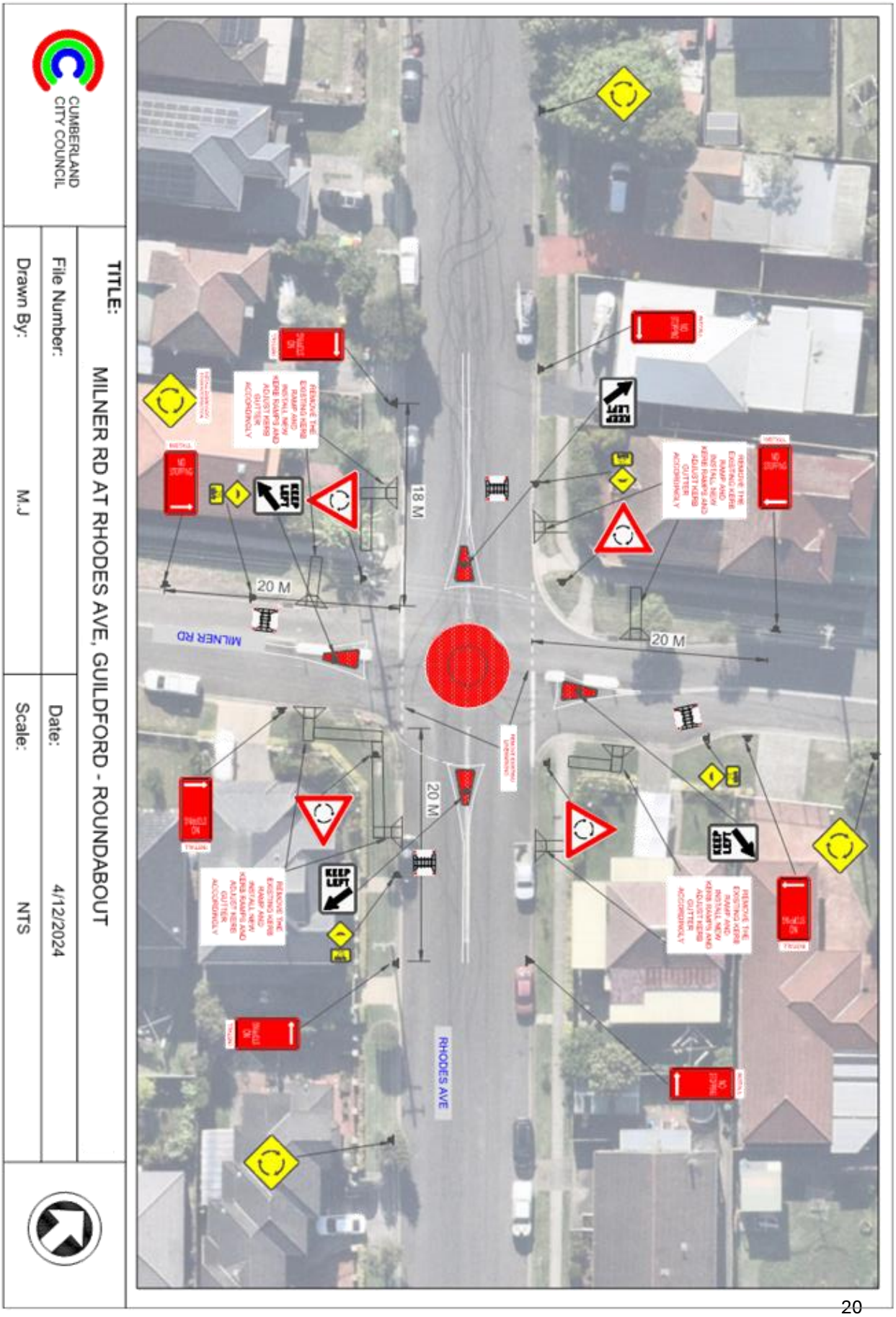
ATTACHMENTS

1. Plan – Milner Road and Rhodes Avenue, Guildford – Proposed Roundabout
2. Submissions

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-159

Attachment 1

Plan – Milner Road and Rhodes Avenue, Guildford – Proposed Roundabout


CUMBERLAND CITY COUNCIL
TITLE:
MILNER RD AT RHODES AVE, GUILDFORD - ROUNDABOUT
File Number:
Drawn By:
M.J
Date:
4/12/2024
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DOCUMENTS ASSOCIATED WITH REPORT CTC-25-159

Attachment 2

Submissions

From:
Sent: Mon, 23 Jun 2025 15:04:13 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] DCTC/2511/058 - SUBJECT: CONCERN and Feedback - Milner Road and Rhodes Avenue GUILDFORD proposed around about.
Attachments: Council and Resdent Proposed.pdf

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

To Cumberland City Council;

RE; Reference DCTC/2511/058

- Milner Road and Rhoes avenue, Guildford – Proposed Roundabout and Speed Cushions

Milner Road Guildford NSW 2161 (Corner of Milner Road and Rhodes Avenue) am writing this to address a major concern around a 'No Stopping Sign' indicated on your draft proposal at the side of my property.

This proposal does not allow any parking in front and/or side of my property.

We request that the 'no stopping' sign on Rhodes avenue be moved to 18M (as opposed to the proposed 20M) to allow up to ONE vehicle in front of our house.

As per attached diagram, the other side of the road heading north has 18M, however you have proposed 20M for our side directly in front of my house) – we simply request this to be changed and analogous as per the 18M for consistency

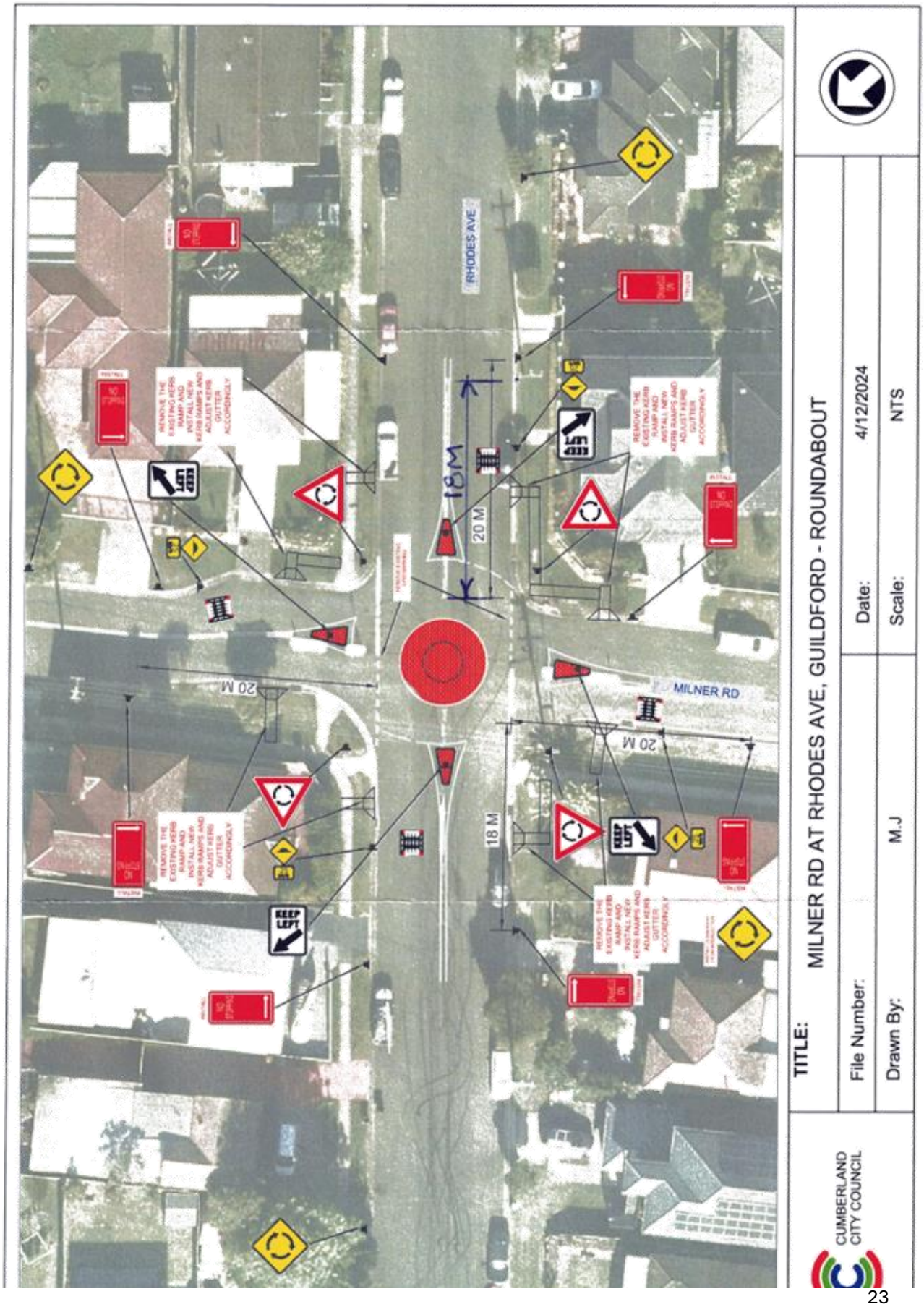
18M should be no further than the telegraph pole out the front of Milner Road Guildford NSW 2161 (i.e. on Rhodes Avenue) – we are happy with this.

Attached is your proposal; I have drawn our proposal within (i.e. approx. 18M boundary limit)

Please feel free to call me on to discuss further.

Thanks for your understanding and consideration.

Kind Regards,


RHODES AVE
MILNER RD
18M
20 M
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20 M
20 M
REMOVE THE EXISTING KERB RAMP AND INSTALL NEW KERB RAMPS AND ADJUST KERB GUTTER ACCORDINGLY
TITLE: MILNER RD AT RHODES AVE, GUILDFORD - ROUNDABOUT
File Number:
Date: 4/12/2024
Drawn By: M.J
Scale: NTS
CUMBERLAND CITY COUNCIL

From:
Sent: Mon, 23 Jun 2025 13:17:34 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] Milner road and Rhodes avenue, Guildford- proposed roundabout and speed cushions

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Cumberland council

I hope this message finds you well.

I am writing as a concerned resident of Milner road, Guildford NSW, regarding the proposed construction of a roundabout directly in front of my property. While I appreciate the council's efforts to improve road safety and traffic management in our area, I must express my strong objection to this development for several important reasons.

Our current traffic situation functions well with the existing stop signs and signage. As long-time residents, we have not observed any significant issues that would warrant the addition of a roundabout. The street is already calm in terms of traffic flow, and the current setup adequately serves both safety and efficiency without causing disruption to residents.

The introduction of a roundabout will significantly impact our daily lives, particularly in terms of parking. Our household owns five cars, and street parking is already limited. Losing our parking spaces due to the roundabout will create a major inconvenience and stress for our family. Parking is not just a matter of convenience—it is a necessity for our household, and we rely on the current availability to function day-to-day.

Moreover, the construction process itself is likely to cause considerable disruption, including noise, reduced accessibility, and potential temporary loss of access to our property. These are all factors that add strain to residents who are otherwise satisfied with the current infrastructure.

We strongly urge the council to reconsider this proposal and take into account the feedback from local residents who will be directly affected. I, along with my household, are not in support of the roundabout and kindly request that the council explore alternative options—if any real need for change exists at all.

Thank you for your time and attention to this matter. I would welcome the opportunity to discuss this further or attend any meetings where this issue is being reviewed.

Kind regards,

Item No: CTC-25-160

JONES STREET AT DUNMORE STREET, PENDLE HILL - ROAD SAFETY CONCERNS

The Local Traffic Committee recommends, and Council resolves that:

1. The proposed concrete raised thresholds and associated signs at the intersection of Jones Street and Dunmore Street, Pendle Hill in accordance with the attached plan be approved.

2. Directly affected residents be notified of the outcome.

REPORT

Jones Street is a local road and runs in a north-south direction with a posted speed limit of 50km/h.

Dunmore Street is a regional road which runs in an east-west direction with a posted speed limit of 50km/h.

Jones Street and Dunmore Street form a four-way intersection which is currently controlled by a roundabout.

The figure below shows details of the intersection.

Based on the crash record at the intersection, Council officers have investigated the intersection and proposed construction of raised thresholds on approaches to the

existing roundabout. Council officers have also nominated the site under Australian Government Black Spot Program. The submission was based on the latest Centre for Road Safety crash data at the time of the application which are summarised below:

Crash Period Investigated:	July 2018 – June 2023 (5 years)
Total number of crashes:	5
Total number of injury crashes:	4
Primary crash type:	Cross Traffic
Proposed treatment:	Concrete thresholds (Speed humps) on the approaches.

It should be noted that the Centre for Road Safety crash data provides information on reported crashes only and the application was based on available crashes at the time of the application.

Following the submission, Council is awaiting formal approval from Transport for NSW. Should the application be approved, a detailed plan will be developed in accordance with the current Transport for NSW guidelines.

It is proposed that Council approve the proposal in principle subject to availability of funding.

CONSULTATION

Consultation was undertaken with affected properties for 14 days from 10 June 2025 to 24 June 2025. No submissions were received.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

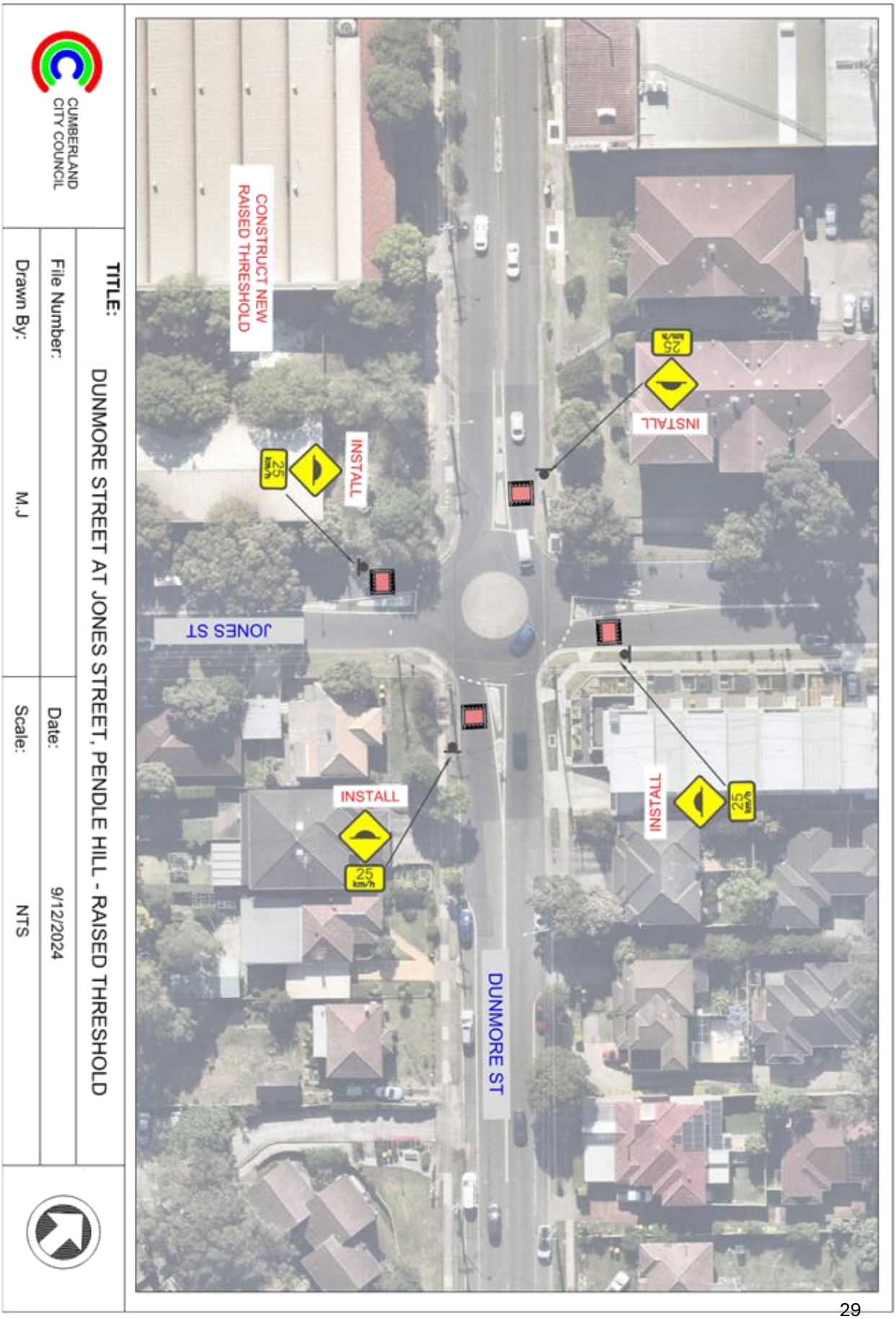
ATTACHMENTS

1. Plan – Jones Street and Dunmore Street, Pendle Hill – Proposed Concrete Thresholds

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-160

Attachment 1

Plan – Jones Street and Dunmore Street, Pendle Hill – Proposed Concrete Thresholds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DUNMORE ST
CUMBERLAND CITY COUNCIL
TITLE:
DUNMORE STREET AT JONES STREET, PENDLE HILL - RAISED THRESHOLD
File Number:
Drawn By:
M.J
Date:
9/12/2024
Scale:
NTS

Item No: CTC-25-161

GOZO ROAD, GREYSTANES – ROAD SAFETY CONCERNS

The Local Traffic Committee recommends, and Council resolves that:

1. Council consult with the resident of Gozo Road, Greystanes to assess support for the installation of speed humps, and report back to the Traffic Committee.

2. Council refers the matter to NSW Police for speed monitoring and/or enforcement.

REPORT

Council has received a request from a local resident for the installation of traffic calming devices on Gozo Road, Greystanes due to concerns about speeding.

Gozo Road is a local road that runs in a north–south direction from Old Prospect Road to Whalans Road. The road is approximately 730 m long with a speed limit of 50 km/h. Centre and edge line marking is already in place on both sides of the street. Parking is permitted on both sides of the road unless otherwise signposted.

The map below shows the location of Gozo Road:

The latest Centre for Road Safety accident data indicated that there were no reported accidents on Gozo Road in the last 5 years.

A traffic count was undertaken on Gozo Road outside No.42 in May 2025. The traffic count location is shown in red on the map above.

The results of the traffic count on Gozo Road, Greystanes, indicated the following:

Average Daily Traffic (ADT) = 2508 veh/day
85th percentile speed = 57.2 km/h
Mean (average) vehicle speed = 49.6 km/h

The results of the traffic count and recorded crashes were used in the assessment to determine the need for the installation of traffic calming devices on Gozo Road in accordance with the Local Area Traffic Management (LATM) criteria included in Council's Local Traffic and Transport Policy.

The LATM assessments are summarised in the tables below:

Table 1 – Gozo Road - LATM Assessment Points

Criteria	**Maximum Score**	**Score Achieved**
Traffic Study Data	60	25
Local Characteristics and Other Factors	40	21
Total	100	46

Table 2 – Gozo Road – Action

Points (out of 100)	**Recommended Action(s)**
61-100	• Report to Cumberland Traffic Committee with a recommendation of providing traffic calming • Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines • Consider community and stakeholder consultation on potential improvements
41-60	• Monitor and review traffic data after 6 months • Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines • Consider community and stakeholder consultation on potential improvements
25-40	• Monitor and review traffic data after 12 months • Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines • Consider community and stakeholder consultation on potential improvements
<25	• Do nothing
Speed	• Regardless of the total points scored, should the 85th percentile speed exceeds the posted speed limit by 5km/h, the street is to be referred to the Local Area Command of the NSW Police for monitoring and/or enforcement • Opportunities for line marking and associated improvements to support traffic calming and road safety to be considered, subject to technical guidelines.

The traffic count indicated that the recorded 85th percentile speed was 57.2 km/h which is more than 5 km/h above the speed limit of the street. The matter will be referred to the Cumberland Police Area Command for speed monitoring and enforcement.

Given that line marking is already present on Gozo Road and the 85th percentile speed exceeds the posted speed limit, it is proposed that Council consult with local residents to assess support for the installation of speed humps.

CONSULTATION

Subject to endorsement, consultation will be undertaken on the proposal.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

Nil

Item No: CTC-25-162

GUILDFORD ROAD, GUILDFORD - PROPOSED PARKLET

That the Local Traffic Committee recommends that Council approve the installation of a parklet in the on-road parking space outside 374 Guildford Road, Guildford.

REPORT

'The Permit/Plug/Play Pilot Program' is part of the NSW Government's 'Vibrant Streets Package', a $39 million investment in transforming streets into thriving local places to support the community, businesses and the creative sector.

As part of The Permit/Plug/Play Pilot Program, Council has received funding and is proposing a 'parklet' for a quieter part of Guildford to help bring more life, increase dwell time, and connection to the area. This seating space will offer a welcoming stop for locals and visitors, encouraging community use and small business engagement.

Key benefits from the proposal include:

- Activation of an underused space and encourages local foot traffic.
- Supporting nearby shops and cafes by increasing dwell time.
- Adding a fresh and inviting element to the streetscape.
- Reuse of materials in a sustainable, low-impact way.

Council's goal is to create a small, positive change that encourages people to pause, gather, and enjoy Guildford more fully.

The parklet is proposed to be installed outside 374 Guildford Road, Guildford. This location is also opposite to the Guildford Community Centre. One parking space (1P) will be lost by the installation of the parklet.

Subject to endorsement, the parklet will be installed as part of the program and reviewed after a 12 month period to confirm its effectiveness and community support.

The map below shows the location and artist impression of the parklet.

CONSULTATION

Council's Place and Economy Team consulted all the adjacent businesses on 13 May 2025 and received support for the proposal.

At the meeting, there was discussion on this matter and the Local Traffic Committee endorsed an amended recommendation.

ATTACHMENTS

Nil

Item No: CTC-25-163

NIJONG DRIVE, PEMULWUY - REQUEST FOR A PEDESTRIAN CROSSING

The Local Traffic Committee recommends, and Council resolves that:

1. The proposed marked pedestrian crossing on Nijong Drive, Pemulwuy be approved in principle.

2. Council forward final design plans to Transport for NSW for concurrence.

3. Council undertake consultation with directly impacted residents regarding the proposed marked pedestrian crossing in Nijong Drive, Pemulwuy, and report back to the Traffic Committee if objections are received.

REPORT

Council has received requests from a resident for the installation of a pedestrian crossing on Nijong Drive, Pemulwuy near Butu Wargun Drive and Shadid Reserve due to safety concerns.

The section between Butu Wargun Drive and Buran Road includes intended parking bays on both sides, and the carriageway is approximately 6.8 metres wide. Speed cushions are installed along this section, including at the roundabout at the intersection with Buran Road.

The map below shows the location of Nijong Drive near Butu Wargun Drive and Shadid Reserve.

Locality Plan

The latest Centre for Road Safety accident data indicated that there were no reported accidents at this section of Nijong Drive in the last 5 years that involves pedestrians.

Council officers have investigated the request for a pedestrian crossing at this section of Nijong Drive, Pemulwuy.

Pedestrian Crossing Warrants

Council has developed its own guidelines for the provision of pedestrian crossings on local roads especially at high demand locations including schools, community facilities, parks, hospitals, medical facilities, town centres, neighbourhood shops and public transport facilities.

A pedestrian (zebra) crossing is deemed to meet the numerical warrant for a pedestrian (zebra) crossing if the crossing point meets the following criteria:

- In each of two separate one-hour periods in a typical day, the pedestrian flow per hour crossing the road is or is expected to be equal to or greater than 20, and vehicle volumes be equal to or greater than 200. Where each unaccompanied child, elderly person or mobility impaired pedestrian is counted as two pedestrians.

In addition to the above, all requirements set down in Australian Standards are to be met.

Council has undertaken a pedestrian and vehicle count on a Friday in early May 2025 in Nijong Drive near Butu Wargun Drive. The hourly count data is given below:

Time Period	Children and Elderly Pedestrians	Adult Pedestrians	Total	Vehicles
08:00-09:00	5	17	27	451
09:00-10:00	11	18	40	309
10:00-11:00	0	7	7	259
14:00-15:00	1	6	8	366
15:00-16:00	11	15	37	525

The vehicle and pedestrian counts undertaken in Nijong Drive satisfies the requirements for a marked pedestrian crossing. It is proposed to provide a raised marked pedestrian crossing to enhance safety for pedestrians crossing Nijong Drive.

CONSULTATION

Subject to endorsement, consultation will be undertaken on the proposal.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

Nil

Item No: CTC-25-164

HARRIS STREET AT HAWKSVIEW STREET, GUILDFORD - ROAD SAFETY CONCERNS

The Local Traffic Committee recommends, and Council resolves that:

1. The proposed concrete raised thresholds and associated signs at the intersection of Harris Street and Hawksview Street, Guildford in accordance with the attached plan be approved.

2. Directly affected residents be notified of the outcome.

REPORT

Harris Street is a local road and runs in a north-south direction with a posted speed limit of 50km/h.

Hawksview Street is a regional road which runs in an east-west direction with a posted speed limit of 50km/h.

Harris Street and Hawksview Street form a four-way intersection which is currently controlled by a roundabout.

The figure below shows details of the intersection.

Based on the crash record at the intersection, Council officers have investigated the intersection and proposed construction of raised thresholds on approaches to the

existing roundabout. Council officers have also nominated the site under Australian Government Black Spot Program. The submission was based on the latest Centre for Road Safety crash data at the time of the application which are summarised below:

Crash Period Investigated:	July 2018 – June 2023 (5 years)
Total number of crashes:	5
Total number of injury crashes:	4
Primary crash type:	Cross Traffic
Proposed treatment:	Concrete thresholds (Speed humps) on the approaches.

It should be noted that the Centre for Road Safety crash data provides information on reported crashes only and the application was based on available crashes at the time of the application.

Following the submission, Council is awaiting formal approval from Transport for NSW. Should the application be approved, a detailed plan will be developed in accordance with the current Transport for NSW guidelines

It is proposed that Council approve the proposal in principle, subject to availability of funding.

CONSULTATION

Consultation was undertaken with affected properties for 14 days from 10 June 2025 to 24 June 2025. No submissions were received.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

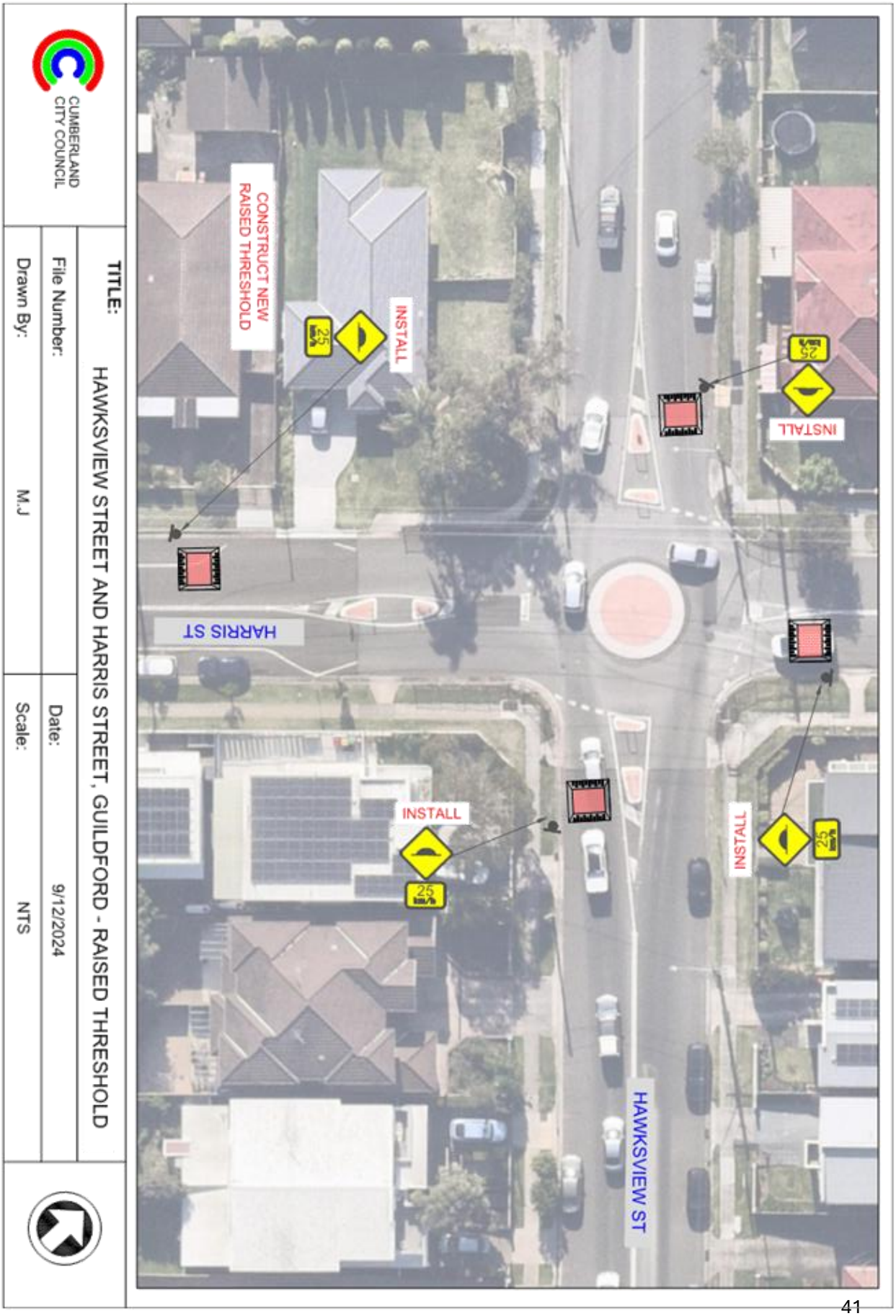
ATTACHMENTS

1. Plan – Harris Street and Hawksview Street, Guildford – Proposed Concrete Thresholds

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-164

Attachment 1

Plan – Harris Street and Hawksview Street, Guildford – Proposed Concrete Thresholds


CONSTRUCT NEW RAISED THRESHOLD
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HAWKSVIEW ST
CUMBERLAND CITY COUNCIL
TITLE:
HAWKSVIEW STREET AND HARRIS STREET, GUILDFORD - RAISED THRESHOLD
File Number:
Date:
9/12/2024
Drawn By:
M.J
Scale:
NTS

Item No: CTC-25-165

MERRYLANDS EAST PUBLIC SCHOOL - SAFETY CONCERNS IN THE SURROUNDING ROAD NETWORK

The Local Traffic Committee recommends that Council investigate the issues raised, including one-way options for the streets surrounding Merrylands East Public School.

REPORT

Merrylands East Public School is located west of Military Road with boundaries with Walker Street, Myee Street and York Street, Merrylands.

Military Road is a collector road running parallel to railway line and carries over 6,500 vehicle per day and average peak hour traffic of over 500 vehicles per hour.

Myee Street, York Street and Walker Street are local roads.

There are raised pedestrian crossings situated on Walker Street and Military Road near York Street. School Zones are signposted in all streets surrounding the school.

Council has received concerns from a resident regarding safety around Merrylands East Public School.

The resident has requested Council to consider one-way operation of Myee Street and York Street.

The map below shows the location of the school and surrounding road network.

Traffic conditions around Merrylands East Public School

Further details of the reported crashes is listed in the table below.

Date	Location	Description
16/03/2021	At the intersection of Military Rd & York St	Rear end
16/03/2024	At the intersection of Walker St & York St	Rear end

Process for conversion to one-way or banning movement of traffic

In accordance with the Transport for NSW (TfNSW) guidelines, Council does not have delegation to close a road or ban any traffic movement without preparing and receiving approval from TfNSW of a Traffic Management Plan (TMP).

The TMP deals with various impacts of the one-way arrangement including

- Justification for the decision to permanently close the road or ban movements.
- The impacts of the proposal have to be modelled using appropriate software and justification for the proposed closure analysed.
- Measures to ameliorate re-assigned traffic.
- Any impact of public transport services (if any).
- Impact on emergency vehicle and heavy vehicle access and alternate routes.
- Impact on other streets in the area.

In addition, one of the requirements of the TMP is that the proposal to be advertised and public comments summarised and addressed.

Next steps

1. Liaise with school administration.
2. Order traffic counts in all the streets surrounding the school to assess traffic conditions and one-way arrangement if feasible.
3. Audit signage around the school including Drop off / Pick Up areas.
4. Consider additional Drop off/Pick up (No Parking) signage.

A further report will be brought back to the Traffic Committee once the study is complete, prior to undertaking community consultation.

CONSULTATION

Subject to endorsement, consultation will be undertaken once proposals are confirmed for the issues raised.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

Nil

Item No: CTC-25-166

MARTIN STREET AT RAWSON STREET, LIDCOMBE - ROAD SAFETY CONCERNS

The Local Traffic Committee recommends, and Council resolves that:

1. The proposed roundabout with concrete raised thresholds and associated signs at the intersection of Martin Street and Rawson Street, Lidcombe in accordance with the attached plan be approved.

2. Directly affected residents be notified of the outcome.

REPORT

Martin Street is a local road and runs in a north-south direction with a posted speed limit of 50km/h.

Rawson Street is a local road which runs in an east-west direction with a posted speed limit of 50km/h.

Martin Street and Rawson Street form a four-way intersection which is currently controlled by Stop signage and line marking, and priority is given to the traffic on Martin Street.

The figure below shows details of the intersection.

Based on the crash record at the intersection, Council officers have investigated the intersection and proposed construction of a roundabout with raised thresholds on all approaches. Council officers have also nominated the site under Australian Government Black Spot Program. The submission was based on the latest Centre for Road Safety crash data at the time of the application which are summarised below:

Crash Period Investigated:	July 2018 – June 2023 (5 years)
Total number of crashes:	3
Total number of injury crashes:	3
Primary crash type:	Cross Traffic
Proposed treatment:	Roundabout with concrete thresholds (Speed humps) on the approaches

It should be noted that the Centre for Road Safety crash data provides information on reported crashes only and the application was based on available crashes at the time of the application.

Following the submission, Council is awaiting formal approval from Transport for NSW. Should the application be approved, a detailed plan will be developed in accordance with the current Transport for NSW guidelines.

It is proposed that Council approve the proposal in principle subject to availability of funding.

CONSULTATION

Consultation was undertaken with affected properties for 14 days from 10 June 2025 to 24 June 2025. No submissions were received.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

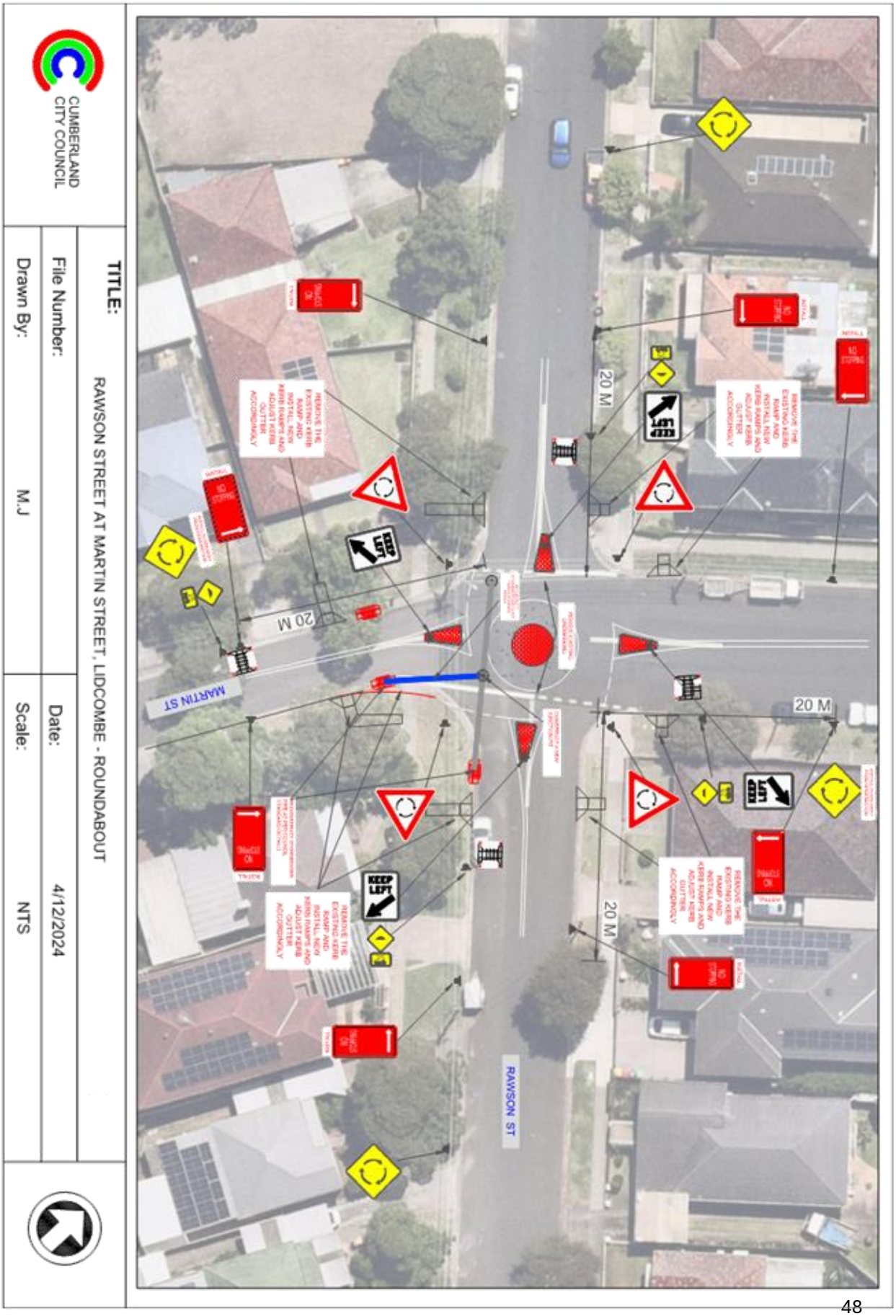
ATTACHMENTS

1. Plan – Martin Street and Rawson Street, Lidcombe – Proposed Roundabout

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-166

Attachment 1

Plan – Martin Street and Rawson Street, Lidcombe – Proposed Roundabout


CUMBERLAND CITY COUNCIL
TITLE:
RAWSON STREET AT MARTIN STREET, LIDCOMBE - ROUNDABOUT
File Number:
Drawn By:
M.J
Date:
4/12/2024
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REMOVE THE EXISTING KERB RAMP AND INSTALL NEW KERB RAMPS AND ADJUST KERB GUTTER ACCORDINGLY
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REMOVE THE EXISTING KERB RAMP AND INSTALL NEW KERB RAMPS AND ADJUST KERB GUTTER ACCORDINGLY

Item No: CTC-25-167

PARK ROAD AT MARY STREET, AUBURN - ROAD SAFETY CONCERNS

The Local Traffic Committee recommends, and Council resolves that:

3. The proposed concrete raised thresholds and associated signs at the intersection of Park Road and Mary Street, Auburn in accordance with the attached plan be approved.

4. Directly affected residents be notified of the outcome.

REPORT

Park Road is a local road and runs in a north-south direction with a posted speed limit of 50km/h.

Mary Street is a local road which runs in an east-west direction with a posted speed limit of 50km/h.

Park Road and Mary Street form a four-way intersection currently controlled by a roundabout. A concrete speed hump is located on Mary Street, approximately 25 metres east from the roundabout.

The figure below shows details of the intersection.

Based on the crash record at the intersection, Council officers have investigated the intersection and proposed construction of raised thresholds on three approaches to the existing roundabout. Council officers have also nominated the site under Australian

Government Black Spot Program. The submission was based on the latest Centre for Road Safety crash data at the time of the application which are summarised below:

Crash Period Investigated:	July 2018 – June 2023 (5 years)
Total number of crashes:	4
Total number of injury crashes:	4
Primary crash type:	Cross Traffic
Proposed treatment:	Concrete thresholds (Speed humps) on the approaches.

It should be noted that the Centre for Road Safety crash data provides information on reported crashes only and the application was based on available crashes at the time of the application.
Following the submission, Council is awaiting formal approval from Transport for NSW. Should the application be approved, a detailed plan will be developed in accordance with the current Transport for NSW guidelines.

It is proposed that Council approve the proposal in principle subject to availability of funding.

CONSULTATION

Consultation was undertaken with affected properties for 14 days from 10 June 2025 to 24 June 2025. Council received one objection from a resident who raised concerns that the proposed concrete thresholds may worsen congestion at the roundabout and cause inconvenience to shop customers. The resident also suggested converting the existing roundabout to traffic signals.

It should be noted that congestion particularly during school hours is primarily caused by high traffic volumes from nearby schools. The proposed speed hump is expected to have minimal impact on this issue.

Additionally, shop customers are unlikely to be affected, as parking is already restricted near the roundabout due to existing bus zones and other parking restrictions.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

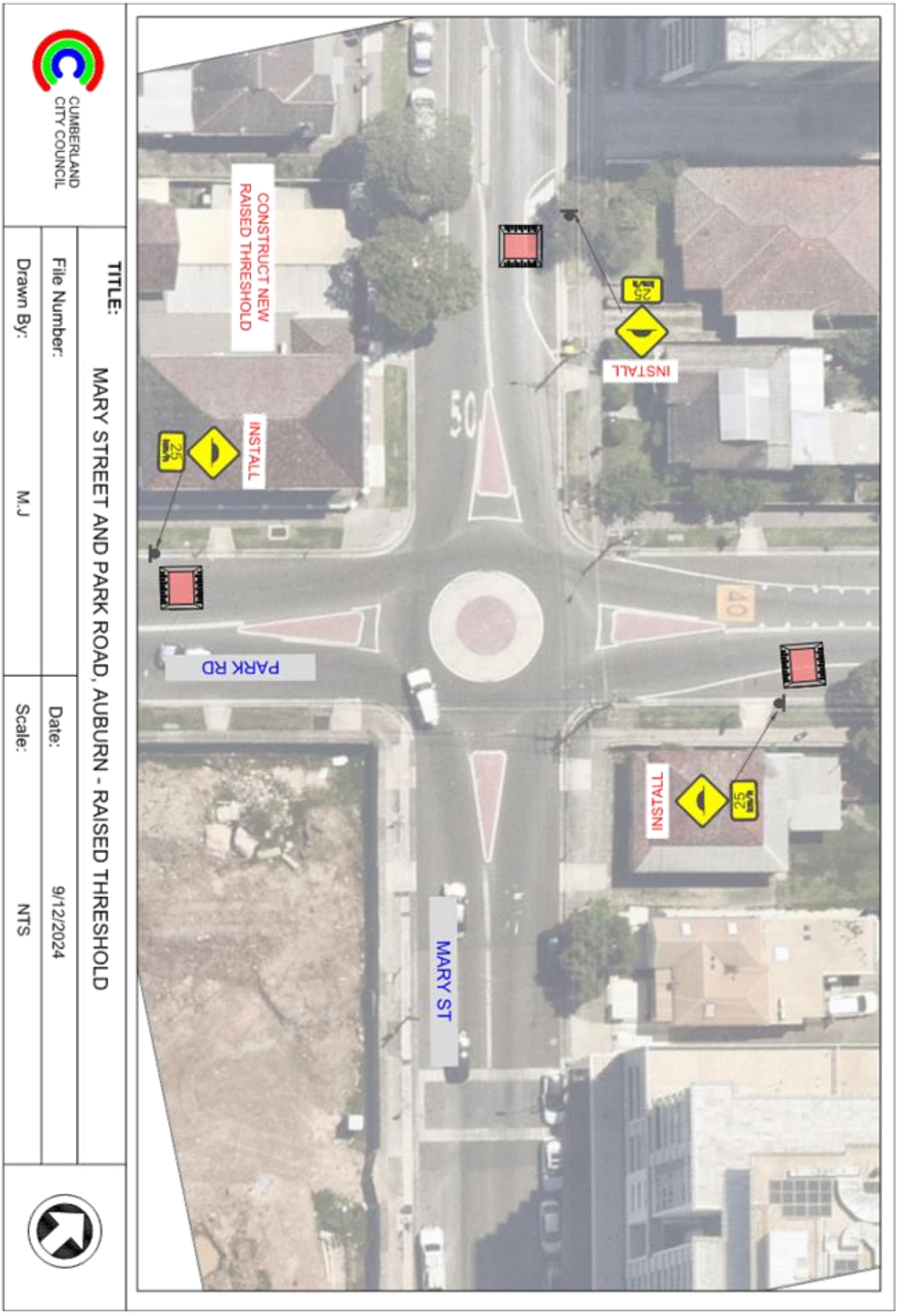
ATTACHMENTS

1. Plan – Park Road and Mary Street, Auburn – Proposed Concrete Thresholds
2. Submission

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-167

Attachment 1

Plan – Park Road and Mary Street, Auburn – Proposed Concrete Thresholds


CONSTRUCT NEW RAISED THRESHOLD
INSTALL
INSTALL
PARK RD
MARY ST
50
40
25
25
25
CUMBERLAND CITY COUNCIL
TITLE:
MARY STREET AND PARK ROAD, AUBURN - RAISED THRESHOLD
File Number:
Date:
9/12/2024
Drawn By:
M.J
Scale:
NTS

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-167

Attachment 2

Submission

From:
To: Records Department
Subject: [EXTERNAL] Re: Request for Additional Information - Mary Street & Park Road Auburn - Proposed Raised Thresholds
Date: Wednesday, 25 June 2025 10:51:32 AM
Attachments: image001.png
image287707.png

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

To whom it may concern.

MARY STREET,AUBURN.

Get Outlook for Android

From: Records Department <council@cumberland.nsw.gov.au>
Sent: Wednesday, June 25, 2025 10:37:40 AM
To:
Subject: Request for Additional Information - Mary Street & Park Road Auburn - Proposed Raised Thresholds

Thank you for your email.

Before forwarding your enquiry to the relevant area within Council, please provide your full name and address details for registration purposes only.

The information is required for the customer data base to prevent duplication and will not be released to any other person or organisation.

If you have previously submitted this information, please ignore this request.

Sent: Tuesday, 24 June 2025 1:03 AM
To: Records Department <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] Re-Mary Street & Park Road, Auburn - Proposed Raised Thresholds

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

To whom it may concern,

While the proposed raised thresholds may offer some benefits, they could also create significant inconvenience for customers in the area. Here are the reasons why:

Firstly, traffic congestion is already a major issue as vehicles approach the intersection where the roundabout is located. This problem is exacerbated during peak periods. Adding raised thresholds would further clog the road with cars, especially considering the current speed limits of 40 and 50 KPA.

Secondly, any changes around the roundabout should ideally involve converting it into a traffic light-controlled intersection. This suggestion stems from the numerous accidents that have occurred at this roundabout, with the only measure taken so far being its widening. Introducing traffic lights could enhance safety and reduce the risk of accidents more effectively.

I hope these points are taken into consideration.

Yours sincerely,
Concern Resident.

Item No: CTC-25-168

OLD PROSPECT ROAD, GREYSTANES – PROPOSED ROAD CLOSURES FOR SYDNEY WATER ROAD WORKS

The Local Traffic Committee recommends, and Council resolves that:

The following temporary road closures in Greystanes be approved for a period of approximately four weeks, subject to the conditions outlined below.

Proposed Road Closures:

1. Old Prospect Road between Berith Road and Ringrose Avenue
2. Ringrose Avenue at its intersection with Old Prospect Road
3. Berith Road at its intersection with Old Prospect Road

Conditions of Approval:

1. All affected businesses, residents, and emergency service stakeholders must be notified of the temporary closures.
2. Bus operators must be consulted regarding the proposed closures and any necessary service adjustments.

REPORT

Council has received an application from Ferrycarrig for the temporary closure of Old Prospect Road, Greystanes between Berith Road and Ringrose Avenue for approximately four weeks. The closure is required to facilitate road works being carried out on behalf of Sydney Water.

Due to the location of the work area on both sides of Old Prospect Road, it is also proposed to temporarily close Berith Road and Ringrose Avenue at Old Prospect Road for the same period. Access for emergency vehicles and buses will be maintained, with traffic controllers on-site to manage movements.

The closure date is yet to be determined as it is subject to approval by the Cumberland Traffic Committee. The duration of the closure may vary depending on project progress and construction requirements.

In addition, the works will occasionally require the temporary closure of Lance Crescent and Walnut Street. Access for local residents will be maintained at all times and managed by traffic controllers. These closures will occur only during working hours, with normal traffic conditions reinstated by 5:00 am each morning.

The impacted bus stops on both sides of Old Prospect Road will be moved to suitable nearby locations during the closure as shown in the attached Traffic Management Plan. The applicant has confirmed that bus operators were consulted and raised no objections.

CONSULTATION

The applicant will notify affected residents prior to the commencement of the closure, and Variable Message Signs (VMS) will be installed in advance as detailed in the attached Traffic Management Plan.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

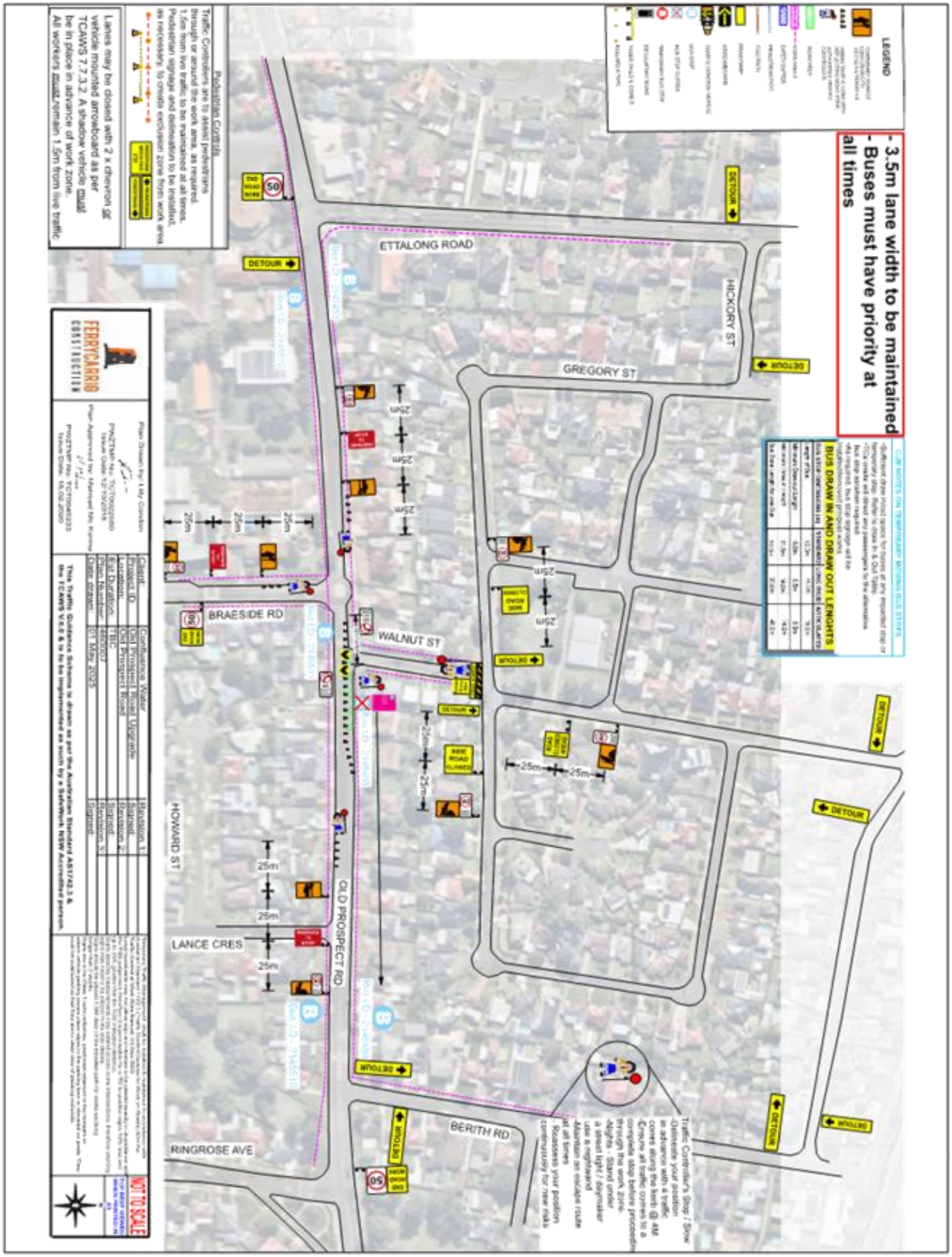
ATTACHMENTS

1. Traffic Management Plan

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-168

Attachment 1

Traffic Management Plan


- 3.5m lane width to be maintained
- Buses must have priority at all times
LEGEND
BUS DRAW IN AND DRAW OUT LENGTHS
Pedestrian Controls
Traffic Controllers are to assist pedestrians through or around the work area, as required. 1.5m from live traffic to be maintained at all times. Pedestrian signage and delineation to be installed as necessary to create exclusion zone from work area
Lanes may be closed with 2 x chevron or vehicle mounted arrowboard as per TCAWS 7.7.3.2. A shadow vehicle must be in place in advance of work zone. All workers must remain 1.5m from live traffic
ETTALONG ROAD
HICKORY ST
GREGORY ST
BRAESIDE RD
WALNUT ST
HOWARD ST
OLD PROSPECT RD
LANCE CRES
BERITH RD
RINGROSE AVE
DETOUR
25m
Confluence Water
Old Prospect Road Upgrade
Old Prospect Road
TBC
4/09/2025
01 May 2025
Revision 1
Revision 2
Revision 3
Revision 4
Revision 5
Signed
Traffic Controller's Stop / Slow
NOT TO SCALE

Item No: CTC-25-169

LANCE CRESCENT, GREYSTANES - ROAD SAFETY CONCERNS – CONSULTATION RESULT

The Local Traffic Committee recommends, and Council resolves that:

1. The installation of speed humps on Lance Crescent, Greystanes be approved in principle.

2. Council prepared speed hump design, undertake consultation with directly affected and adjacent residents and report back to the Traffic Committee.

REPORT

Cumberland Traffic Committee (CTC) at its meeting in February 2025 considered a report (CTC-25-045) regarding road safety concerns on Lance Crescent, Greystanes. Council resolved to undertake consultation with the residents of Lance Crescent, Greystanes to gauge interest for the installation of speed humps.

Consultation was carried out with the residents of Lance Crescent from Old Prospect Road to the bend outside No. 62 accordingly in June 2025.

Council received seven responses (21% of the total letters sent) by the closing date. Six responses (85.7%) supported and one (14.3%) opposed to the proposed speed humps.

Based on the above result, as majority of the submissions received from the residents supported the proposal. it is recommended that Council proceed with the design of the speed hump and carry out consultation with the directly impacted residents of Lance Crescent, Greystanes.

CONSULTATION

The proposal was notified to the impacted resident for a period of 14 days from 10 June 2025 to 24 June 2025. A total of seven submissions were received.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

1. Previous Report – CTC-25-045
2. Previous Minutes – CTC-25-045
3. Submissions

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-169

Attachment 1

Previous Report – CTC-25-045

Item No: CTC-25-045

LANCE CRESCENT, GREYSTANES - ROAD SAFETY CONCERNS

Directorate:	Environment and Planning
Responsible Officer:	Manager Engineering and Building
Electorate:	*Prospect*
Police Area Command (PAC):	*Cumberland*
Agenda Part	Part 2

Note: *Recommendation to Council*

SUMMARY

Cumberland Traffic Committee considered a report on the road safety concerns on Lance Crescent, Greystanes on 5 June 2024.

This report outlines further investigation into this matter.

RECOMMENDATION

The Traffic Committee recommends that:

1. **Council consults with residents of Lance Crescent, Greystanes to gauge their interest for the installation of speed humps in the street.**

2. **The concerned resident be notified of the outcome.**

REPORT

Cumberland Traffic Committee considered a report on the road safety concerns on Lance Crescent, Greystanes on 7 February 2024.

The traffic committee recommended that:

1. *The installation of traffic calming devices on Lance Crescent, Greystanes not be supported.*

2. *Council undertake further speed monitoring with the assistance of Variable Message Signs (VMS) in Lance Crescent.*

3. *The concerned resident be notified of the outcome.*

Council at its meeting held on 20 March 2024, resolved that this item considered by the Cumberland Local Traffic Committee at the 7 February 2024 meeting as provided in this report, be returned to the Committee for further consideration.

The matter was reported back to the Cumberland Local Traffic Committee on 5 June 2024 (CTC-24-105).

The traffic committee recommended that:

1. *Council undertake further speed monitoring with the assistance of Variable Message Signs (VMS) in Lance Crescent, Greystanes.*

2. *The concerned resident be notified of the outcome.*

Following the installation of the VMS in Lance Crescent, the resident raised concerns regarding the limited sight distance caused by the VMS, which made entering and exiting their driveway difficult.

The resident requested the removal of the VMS and reported that one accident and several near misses had recently occurred on the street.

Although previous traffic count data indicates that the Average Daily Traffic (ADT) is low and the 85th percentile speed is below the speed limit, it is recommended that consultation be conducted with residents of Lance Crescent to gauge their interest for the installation of speed humps on the street to address these concerns.

CONSULTATION

Consultation with residents in Lance Crescent be undertaken if recommended by the Cumberland Traffic Committee.

ATTACHMENTS

Nil

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-169

Attachment 2

Previous Minutes – CTC-25-045

ITEM CTC-25-045 - LANCE CRESCENT, GREYSTANES - ROAD SAFETY CONCERNS

Resolved by Exception

The Traffic Committee recommends that:

1. Council consults with residents of Lance Crescent, Greystanes to gauge their interest for the installation of speed humps in the street.

2. The concerned resident be notified of the outcome.

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-169

Attachment 3

Submissions

CUMBERLAND CITY COUNCIL

RECEIVED
19 JUN 2025
BY: .....

REF: DCTC/2511/034

LANCE CRESCENT, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: _

Phone: _

Please indicate your views on the proposed speed humps in Lance Crescent, Greystanes as described in Council's letter dated 10 June 2025 and submit your response by **Tuesday 24 June 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 10 June 2025 in relation to the proposed speed humps on Lance Crescent and I am in favour of the below option.

1. ***I support the installation of speed humps on Lance Crescent and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☒
2. ***I do not support the installation of speed humps on Lance Crescent.*** ☐

Comments:_____

_____

_____

_____

_____

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160
T 02 8757 9000 F 02 9840 9734 E council@cumberland.nsw.gov.au W cumberland.nsw.gov.au
ABN 22 798 563 329

RECEIVED
18 JUN 2025
BY.

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/034

LANCE CRESCENT, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name:

Addres

Phone: _____

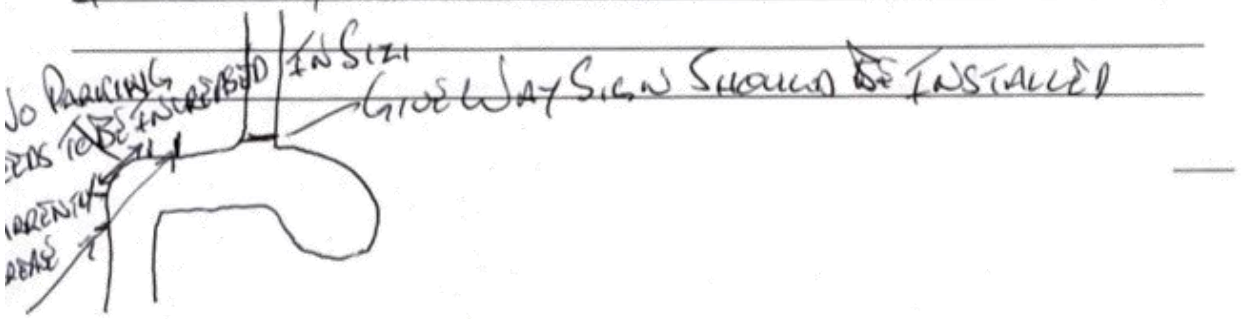
Please indicate your views on the proposed speed humps in Lance Crescent, Greystanes as described in Council's letter dated 10 June 2025 and submit your response by **Tuesday 24 June 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 10 June 2025 in relation to the proposed speed humps on Lance Crescent and I am in favour of the below option.

1. ***I support the installation of speed humps on Lance Crescent and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I do not support the installation of speed humps on Lance Crescent.*** ☐

Comments: FURTHER TO THE SPEED HUMPS THERE NEEDS CONSIDERATION GIVEN TO A NO PARKING SIGN & A GIVE WAY SIGN SEE DIAGRAM



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CUMBERLAND CITY COUNCIL

REF: DCTC/2511/034

LANCE CRESCENT, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name:

Address

Phone:

Please indicate your views on the proposed speed humps in Lance Crescent, Greystanes as described in Council's letter dated 10 June 2025 and submit your response by **Tuesday 24 June 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 10 June 2025 in relation to the proposed speed humps on Lance Crescent and I am in favour of the below option.

1. ***I support the installation of speed humps on Lance Crescent and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Lance Crescent.*** ☐

Comments:_____

_____

_____

_____

_____

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T 02 8757 9000 F 02 9840 9734 E council@cumberland.nsw.gov.au W cumberland.nsw.gov.au
ABN 22 798 563 329

RECEIVED
18 JUN 2025
BY: .....

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/034

LANCE CRESCENT, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address: _____

Phone: _____

Please indicate your views on the proposed speed humps in Lance Crescent, Greystanes as described in Council's letter dated 10 June 2025 and submit your response by **Tuesday 24 June 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 10 June 2025 in relation to the proposed speed humps on Lance Crescent and I am in favour of the below option.

1. ***I support the installation of speed humps on Lance Crescent and I raise no objection to consider my property frontage for placement of a speed hump.*** ☑
2. ***I do not support the installation of speed humps on Lance Crescent.*** ☐

Comments: _____

_____

_____

_____

_____

(Signed)

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

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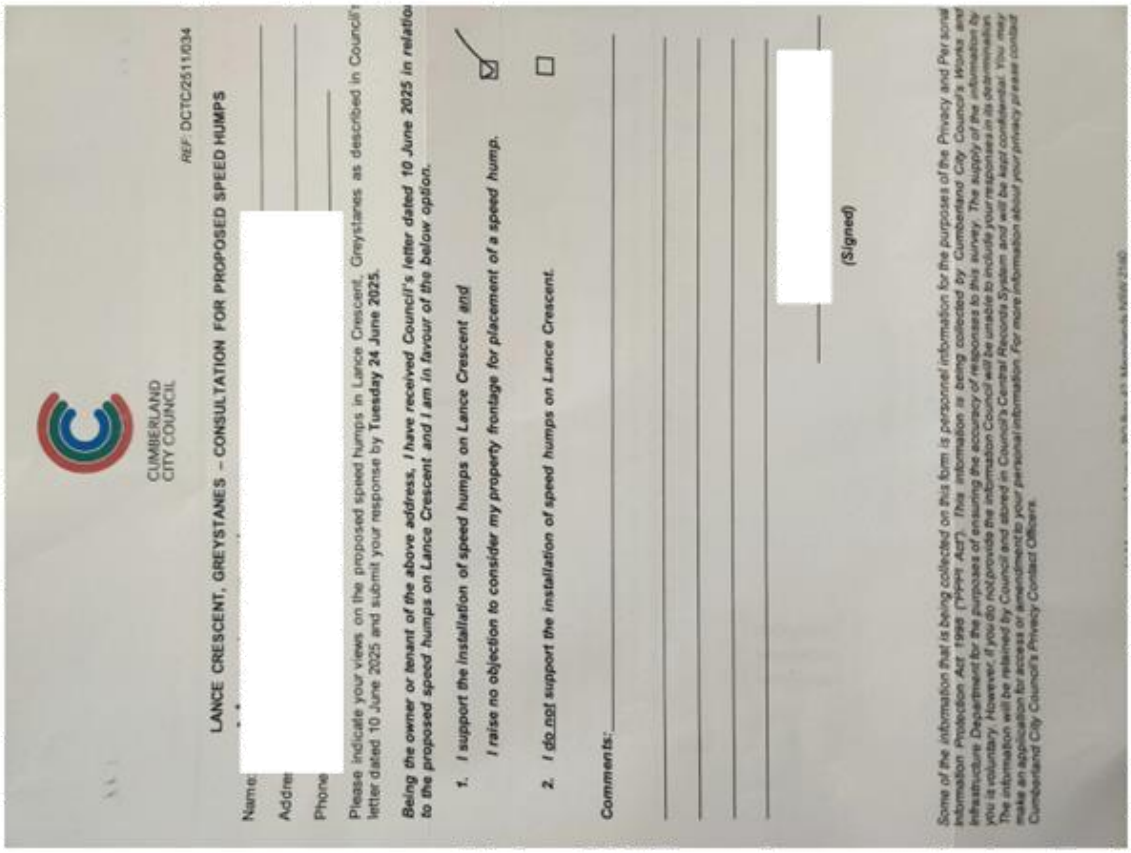
ABN 22 798 563 329

From:
Sent: Sun, 6 Jul 2025 09:56:02 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Cc: "Melinda Tanibe" <kittyargonn@yahoo.com.au>
Subject: [EXTERNAL] Proposed speed humps - Lance Cres Greystanes

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi,



CUMBERLAND CITY COUNCIL

REF: DCTC/2511/034

LANCE CRESCENT, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name:

Addre

Phone

Please indicate your views on the proposed speed humps in Lance Crescent, Greystanes as described in Council's letter dated 10 June 2025 and submit your response by **Tuesday 24 June 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 10 June 2025 in relation to the proposed speed humps on Lance Crescent and I am in favour of the below option.

1. ***I support the installation of speed humps on Lance Crescent and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Lance Crescent.*** ☐

Comments:

(Signed)

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPIP Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your response in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officer.

Please find attached my signed consultation form.

Regards,

RECEIVED
19 JUN 2025
BY: .....

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/034

LANCE CRESCENT, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____ Address: _____

Please indicate your views on the proposed speed humps in Lance Crescent, Greystanes as described in Council's letter dated 10 June 2025 and submit your response by **Tuesday 24 June 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 10 June 2025 in relation to the proposed speed humps on Lance Crescent and I am in favour of the below option.

1. ***I support the installation of speed humps on Lance Crescent and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Lance Crescent.*** ☑

Comments: I DO NOT SUPPORT THE INSTALLATION OF SPEED HUMPS AS LANCE CRESCENT IS ALREADY A VERY NARROW STREET, WITH VEHICLES PARKED OUT ON THE STREET, SPEED HUMPS WILL MAKE THE STREET UNSAFE, EVEN FURTHER THAN IT CURRENTLY IS. WHY COUNCIL ARE CHOOSING TO BUILD ROADS SO NARROW WHEN WE HAVE A BIG BEAUTIFUL COUNTRY IS BEYOND MY UNDERSTANDING.

_____ ***(Signed)***

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

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ABN 22 798 563 329

From:
Sent: Mon, 23 Jun 2025 20:57:19 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] Lance Crescent Greystanes - Speed Humps Response due 24.06.25

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Team,

I received a letter regarding installation of speed humps on Lance Crescent.

I am the resident of Lance Crescent Greystanes NSW 2145.
Please see attached letter in response to your request.

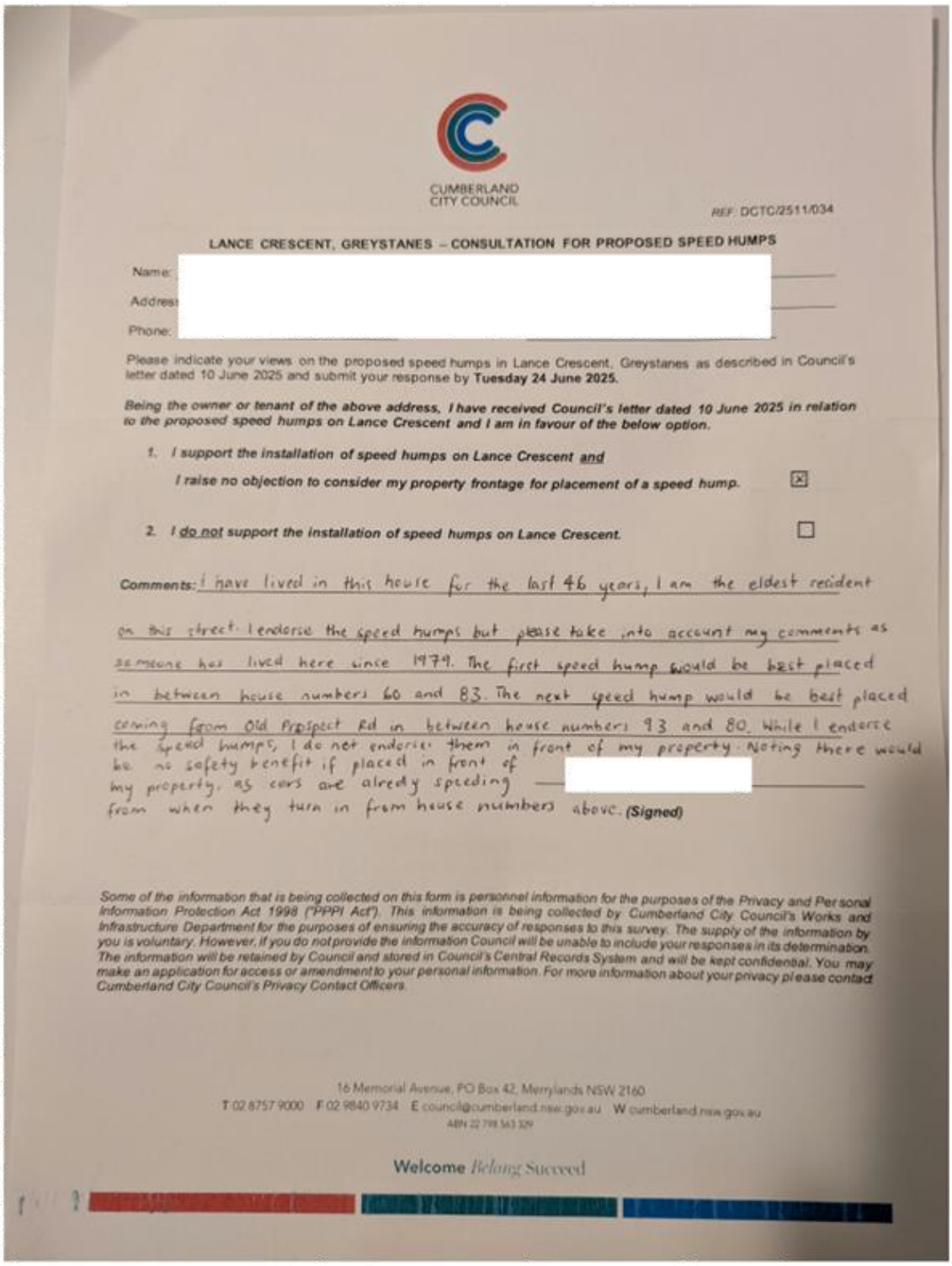
I will add comments here as well, in case they are not clear below.

"I have lived in this house for the last 46 years, I am the eldest resident on this street.
I endorse the speed humps but please take into account, my comments as someone who has watched the street go from 3 houses in 1979 to what it is today.

The first speed hump would be best placed coming in from old prospect road in between house numbers

The next speed hump would be best placed in between house numbers

While I endorse the speed humps, I do not endorse them in front of my property however there is no option to mark this. Noting there would be no safety benefit if placed in front of my property, as cars are already speeding from when they turn in from the house numbers mentioned above."



CUMBERLAND CITY COUNCIL

REF: DGTC/2511/034

LANCE CRESCENT, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: [redacted]

Address

Phone:

Please indicate your views on the proposed speed humps in Lance Crescent, Greystanes as described in Council's letter dated 10 June 2025 and submit your response by **Tuesday 24 June 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 10 June 2025 in relation to the proposed speed humps on Lance Crescent and I am in favour of the below option.

1. ***I support the installation of speed humps on Lance Crescent and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☒
2. ***I do not support the installation of speed humps on Lance Crescent.*** ☐

Comments: I have lived in this house for the last 46 years, I am the eldest resident on this street. I endorse the speed humps but please take into account my comments as someone has lived here since 1979. The first speed hump would be best placed in between house numbers 60 and 83. The next speed hump would be best placed coming from Old Prospect Rd in between house numbers 93 and 80. While I endorse the speed humps, I do not endorse them in front of my property. Noting there would be no safety benefit if placed in front of [redacted] my property, as cars are already speeding from when they turn in from house numbers above. **(Signed)**

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

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Welcome *Belong* Succeed

Item No: CTC-25-170

OXFORD STREET AND HIGHLAND STREET, GUILDFORD - PROPOSED ROUNDABOUT - CONSULTATION RESULTS

The Local Traffic Committee recommends, and Council resolves that:

3. The proposed roundabout at the intersection of Oxford St and Highland Street, Guildford in accordance with the attached plan be approved.

4. Directly affected residents be notified of the outcome.

REPORT

Background

Oxford Street is a regional road and runs in an east-west direction from Woodville Road and has a speed limit of 60 km/hr.

Highland Street is a local road which runs in a north-south direction from Oxford Street and has a speed limit of 50 km/hr.

Oxford Street and Highland Street, Guildford form a T-intersection. Granville South Public School is situated at the corner of Woodville Road and Oxford Street. Highland Street forms the western boundary for the school and acts as a drop-off/pick-up location.

Council has received funding from Australian Government for the construction of a roundabout at this intersection.

Initial consultation

Council undertook consultation with affected properties between 9 October 2024 and 23 October 2024. Council received objections as the concept design impacted on accesses of some property driveways and loss of parking.

Following the objections, Council amended the original concept plan to ease the access issues raised during the consultation.

It is noted that the amended design resolves the access concerns from the residents at the roundabout. The vehicular crossings of these properties have also been widened appropriately to allow access.

The proposal with amended plan was reported to Cumberland Traffic Committee on 5 February 2025.

"The Traffic Committee recommended that:

1. *Council officers consult with the community on the amended plan of the proposed roundabout at the intersection of Oxford Street and Highland Street, Guildford.*

2. *Affected residents and residents who signed the petition be notified.*

3. *Report the results of the consultation to a future Traffic Committee meeting."*

Council endorsed the recommendations at its meeting held on 26 March 2025.

Current consultation

In accordance with the Council resolution and Cumberland Traffic Committee recommendation, a further consultation with the amended plan was undertaken between 6 June 2025 and 27 June 2025.

Council received four submissions during this recent consultation for the proposed amended plan. One of these submissions came through an MP representing a constituent.

1. The representation through the MP raised concerns about the intersection suggesting "Keep Clear" pavement marking at the intersection. It should be noted that this matter was previously reported to the traffic committee in April 2018 and the traffic committee recommended to install 'Do Not Queue across intersection' signs at the intersection.

   The proposed roundabout will ease the problems encountered by parents dropping off and picking up children in Highland Street.

2. The second submission objects to the proposed roundabout. The resident has indicated that his/her family owns three properties on Oxford Street.

   The submission (attached) raises concerns regarding noise and air quality, ecological and biodiversity, road safety and traffic management, and stormwater and flood risk. The submission gives examples of precedents related to developments in private properties rather than works undertaken through the Roads Act. Should the proposal proceed, Council will manage construction noise and air quality and ensure appropriate construction measures are in place.

   Regarding safety, the proposed roundabout will reduce speeds and improve road safety. Furthermore, the proposal will also assist vehicles on Highland Street to exit safely. The roundabout design has not impacted on the existing drainage in the street and as such stormwater and flood risk is unchanged.

3. The third response raises concerns of parking loss, vehicle movements and property access. Council has proposed to widen driveways as part of this

design to offset concerns, and vehicles movements are included in Attachment 1.

4. The response from Granville Public School indicated that they had no comments about the roundabout itself but raised the ongoing concerns about the school driveway entrance on Oxford Street where staff have to wait on Oxford Street to turn right into the car park. These concerns regarding turning into the driveway are addressed by the proposed roundabout which allows for U-turns and left turning entry into the driveway.

Given the ongoing safety concerns in the vicinity of Granville South Public School, as well as the provision of grant funding for the roundabout under the Australian Government's Blackspot Program, Council proposes to progress the roundabout to respond to the safety concerns raised.

CONSULTATION

Consultation was undertaken with affected properties from 6 June 2025 to 27 June 2025. Four submissions were received on the proposal.

At the meeting, there was further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

1. Updated Plans - Oxford Street and Highland Street, Guildford - Proposed Roundabout
2. Previous Report – CTC-25-024
3. Submissions

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-170

Attachment 1

Updated Plans - Oxford Street and Highland Street, Guildford - Proposed Roundabout

OXFORD STREET & HIGHLAND STREET, GUILDFORD
- PROPOSED ROUNDABOUT

LOCALITY PLAN

N

DRAWING INDEX

SCHEDULE OF DRAWINGS

SHEET	TITLE
23-RB-MT-05/01	TITLE SHEET, DRAWING LIST, AND SITE LOCALITY
23-RB-MT-05/02	SIGNAGE AND LINEMARKING PLAN
23-RB-MT-05/03	CONSTRUCTION WORKS PLAN
23-RB-MT-05/04	STANDARD DETAILS

LEGEND

- SURVEY BASE MARK
- POWER POLE
- HYDRANT
- STOP VALVE
- TELSTRA PIT
- STREET SIGN
- GAS BOLLARD
- GAS LID
- STORMWATER DRAIN SEWER LID
- TREE PROTECTION ZONE (TPZ)
- EXISTING TREE

- CADASTER
- SAWCUT LINE
- FENCE LINE
- ELECTRICITY CONDUIT
- WATER
- TELSTRA
- STORMWATER
- SEWER
- GAS
- OVERHEAD WIRING
- VIVA HIGH PRESSURE FUEL MAIN OPTUS
- ROOF WATER PIPE
- RMS CONDUIT

ROAD WORKS
- ASPHALT RE-SHEETING

CONCRETE WORKS
- NEW CONCRETE WORKS

LANDSCAPE WORKS
- GARDEN BED PLANTING
- TOP SOIL AND TURF

GENERAL NOTES

G1. ALL WORKMANSHIP, MATERIALS AND TESTING REQUIREMENTS SHALL BE IN ACCORDANCE WITH CUMBERLAND CITY COUNCIL STANDARD SPECIFICATIONS, STANDARD DRAWINGS AND TO THE SATISFACTION OF COUNCIL'S SUPERINTENDENT.
G2. ALL DIMENSIONS SHOWN FOR PLANS, PROFILES AND SECTIONS ARE IN METRES UNLESS NOTED OTHERWISE.
G3. DRAWINGS TAKE PREFERENCE OVER COUNCIL STANDARD SPECIFICATIONS. ANY DISCREPANCIES FOUND SHALL BE REFERRED TO COUNCIL'S SUPERINTENDENT FOR CLARIFICATION BEFORE COMMENCEMENT OF ANY WORKS.
G4. DRAWINGS SHALL NOT BE SCALED TO OBTAIN DIMENSIONS, LEVELS OR CHAINAGES. LARGER SCALE DETAIL DRAWING AND WRITTEN DIMENSIONS TAKE PREFERENCE.
G5. ALL CONSTRUCTION MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH CUMBERLAND CITY COUNCIL STANDARD SPECIFICATIONS, TOGETHER WITH THE REQUIREMENTS OF ALL RELEVANT AUSTRALIAN STANDARDS AND CODES OF PRACTICE REFERRED TO THEREIN AND THE REQUIREMENTS OF ALL STATUTORY AUTHORITIES WHERE APPLICABLE.
G6. ALL LOCATIONS, ORIENTATIONS AND LEVELS SHALL BE VERIFIED ON SITE BY THE CONTRACTOR BEFORE COMMENCEMENT OF ANY WORKS. ANY DISCREPANCIES FOUND SHALL BE REFERRED TO COUNCIL'S SUPERINTENDENT.
G7. ALL AREAS NOT SUBJECT TO CONSTRUCTION WORKS SHALL BE RETAINED FREE FROM DISTURBANCE OF DAMAGE. TOPSOIL STOCKPILES SHALL BE LOCATED OUTSIDE HAZARD AREAS SUCH AS DRAINAGE DEPRESSIONS. ALL OPEN EXCAVATIONS TO BE SEALED OFF TO PUBLIC ACCESS BY THE PROVISION OF SAFETY FENCING TO THE SATISFACTION OF COUNCIL'S SUPERINTENDENT.
G8. IN AREA WHERE THERE IS NO EXISTING STREET LIGHTING OR IS DEEMED INSUFFICIENT FOR NIGHT WORKS, THE CONTRACTOR SHALL PROVIDE FLOODLIGHTING FOR THE WORK SITE.
G9. TREE PROTECTION MEASURES ARE TO BE IN PLACE PRIOR TO COMMENCEMENT OF WORKS. ALL TREE WORKS INCLUDING ROOT PRUNING REQUIRE SUPERINTENDENTS APPROVAL AND SHOULD BE SUPERVISED BY COUNCILS ARBORIST. IF TREE ROOTS ARE UNCOVERED DURING EXCAVATION AROUND TREES, CUMBERLAND CITY COUNCIL IS TO BE NOTIFIED TO APPROVE ROOT PRUNING METHODS.
G10. SEDIMENTATION AND EROSION CONTROL DEVICES SHALL BE IMPLEMENTED PRIOR TO OR IN CONJUNCTION WITH THE FIRST PHASE OF EARTHWORKS AND SHALL BE REMOVED ONLY WHEN THE AREAS ABOVE IT HAVE BEEN STABILISED. EACH SEDIMENTATION AND EROSION CONTROL DEVICE SHALL BE INSPECTED PERIODICALLY & AFTER EACH STORM FOR STRUCTURAL DAMAGE OR CLOGGING BY SILT AND OTHER DEBRIS AND PROMPTLY DE-SILTED, REPAIRED OR REPLACED IF REQUIRED.
G11. SEDIMENT CONTROL DEVICES SHALL BE CONSTRUCTED AT INLETS TO STORMWATER SYSTEMS TO TRAP THE SEDIMENT IN RUNOFF. THESE DEVICES SHALL COMPLY WITH RMS SPECIFICATION G38 – SOIL AND WATER MANAGEMENT.
G12. WHEN ENTERING PRIVATE PREMISES, PLEASE CONTACT OWNER OF PROPERTY FOR PERMISSION. RESIDENTS TO BE NOTIFIED OF CONSTRUCTION A MINIMUM OF TWO WEEKS PRIOR TO WORKS COMMENCING.
G13. THE CONTRACTOR IS RESPONSIBLE FOR THE DESIGN AND PROVISION OF ANY TEMPORARY SUPPORT STRUCTURES REQUIRED DURING THE CONSTRUCTION WORKS.
G14. EXISTING STRUCTURES SHALL BE PROTECTED FROM CONSTRUCTION LOADINGS AND ACTIVITIES. ALL DAMAGE SHALL BE RECTIFIED AT CONTRACTOR EXPENSE.

EXISTING SERVICES

E1. UNDERGROUND SERVICES SHOWN ON THE DRAWING ARE INDICATIVE ONLY. CUMBERLAND CITY COUNCIL WILL NOT ACCEPT ANY LIABILITY FOR INACCURACIES IN THE SERVICES INFORMATION SHOWN. CONTRACTOR TO OBTAIN UNDERGROUND SERVICES INFORMATION FROM DIAL BEFORE YOU DIG 1100 AND VERIFY THE LOCATION AND DEPTH OF UNDERGROUND SERVICES IN ACCORDANCE WITH AS 5488. THE CONTRACTOR IS RESPONSIBLE FOR PROTECTING EXISTING SERVICES FROM CONSTRUCTION LOADINGS AND PROVIDING TEMPORARY SERVICES IF NECESSARY DURING CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE TO RECTIFY ANY DAMAGE TO EXISTING SERVICES.
E2. THE CONTRACTOR SHALL COORDINATE WITH RELEVANT UTILITY AUTHORITIES WITH RESPECT TO ANY TEMPORARY DIVERSIONS OR SUPPLY IF NECESSARY.
E3. ALL UTILITY SERVICE COVERS SHALL BE RAISED OR LOWERED TO FINISH FLUSH WITH FINISHED SURFACE AND COMPLY WITH ALL RELEVANT SERVICE AUTHORITY REQUIREMENT. NO UTILITY SERVICE COVER ARE TO BE COVERED OR BURIED.

FOOTPATH, RAMP AND KERB AND GUTTER

F1. CONTRACTOR TO CONNECT ALL ROOF OUTLETS TO NEW KERB OR TO ADJACENT STORMWATER SYSTEM. THE DRAINAGE OUTLETS TO BE EXTENDED BEHIND THE KERB MUST HAVE A MINIMUM SLOPE OF 1%.
F2. DAMAGED STORMWATER OUTLETS TO BE REPLACED IN ACCORDANCE WITH SWD 6.11 WITH A 150x50x4mm/6mm THICK RHS GALVANISED PIPE OR WITH PIPES THAT PROVIDE EQUIVALENT CROSS SECTIONAL AREA. MAKE GOOD CONNECTION TO EXISTING STORMWATER DOWN PIPE AND ENSURE THE FACE OF THE OUTLET IS FINISHED FLUSH WITH THE NEW KERB FACE.
F3. ALTERNATIVE SAFE ACCESS WAY SHALL BE PROVIDED IF FOOTPATH IS BARRICADED COMPLETELY DURING WORKS.
F4. CONCRETE SURFACE SHALL BE BROOM FINISHED. STROKES TO BE IN ONE DIRECTION PERPENDICULAR TO LINE OF TRAVEL. ALL EDGES TO BE FINISHED WITH 20-40mm EDGING TOOL.
F5. TRAVEL DIRECTION BETWEEN CORRESPONDING KERB RAMPS SHALL BE ALIGNED. REFER TO CIV 2.11 OR CIV 2.12 FOR DETAIL.
F6. CONCRETE KERB RAMP SHALL BE CONSTRUCTED WITH DIMENSIONS AS PER CoR STANDARD DRAWINGS, UNLESS NOTED OTHERWISE IN THE DESIGN DRAWINGS.

WARNING:
EXISTING SERVICES HAVE BEEN PLOTTED FROM RECORDS SUPPLIED BY THE PUBLIC UTILITY AUTHORITIES. LOCATIONS HAVE BEEN INTERPRETED FROM THESE RECORDS AND ARE APPROXIMATE ONLY. EXTREME CAUTION SHOULD BE TAKEN WHEN EXCAVATING.

STORMWATER

SW1. ALL STORMWATER PIPES SHALL BE CLASS 2 RUBBER RING JOINT BELLED SOCKET REINFORCED CONCRETE PIPE UNLESS NOTED OTHERWISE.
SW2. MINIMUM COVER FOR ALL STORMWATER PIPES SHALL BE 650mm UNDER ROADS AND 400mm ELSEWHERE, UNLESS NOTED OTHERWISE IN THE DRAWING. REFER TO SWD 9.11 FOR STORMWATER PIPE INSTALLATION DETAILS.
SW3. DIMENSIONS OF PIPES AND PITS ARE SHOWN ON DRAWING. IF THESE INFORMATION ARE NOT SHOWN, THE CONTRACTOR SHALL SEEK CLARIFICATION FOR COUNCIL'S SUPERINTENDENT.
SW4. ALL ACTIVE STORMWATER CONNECTIONS SHALL BE REINSTATED AFTER CONSTRUCTION.
SW5. THE MINIMUM CLEARANCE TO EXISTING SERVICES SHALL BE IN ACCORDANCE WITH RELEVANT UTILITY AUTHORITIES REQUIREMENTS AND IN ACCORDANCE WITH AS3500.3.
SW6. EXISTING STORMWATER PIPES THAT ARE NO LONGER IN SERVICE ARE TO BE CAPPED OFF AT BOTH ENDS AND SHALL REMAIN IN SITU UNLESS DAMAGED. PIPES THAT ARE STRUCTURALLY UNSOUND SHALL BE FILLED WITH SAND CEMENT MATERIAL. PIPES THAT ARE CONFLICTING WITH NEW STORMWATER SYSTEM ARE TO BE DEMOLISHED AND REMOVED.
SW7. ALL PIT COVERS AND GRATES SHALL BE CLASS D AND COMPLY WITH THE REQUIREMENTS OF AS3996 UNLESS NOTED OTHERWISE.
SW8. ALL PIT COVERS AND GRATES SHALL BE BICYCLE SAFE UNLESS NOTED OTHERWISE.
SW9. HOT DIPPED GALVANISED STEP IRONS SHALL BE PROVIDED FOR PITS THAT ARE DEEPER THAN 600mm AND IN ACCORDANCE WITH AS1657.
SW10. STEEL GRATES AND FRAMES FOR PITS ARE TO BE FABRICATED FROM MILD STEEL AND HOT DIP GALVANISED AFTER FABRICATION.
SW11. ALL GALVANISING TO BE IN ACCORDANCE WITH AS2312 AND AS4680. GAVANISING THREADED FASTENERS ARE TO BE IN ACCORDANCE WITH AS1214. MINIMUM GALVANISING 600G/SQM OTHER THAN ON FASTENERS.
SW12. ALL WELDS TO COMPLY WITH AS1554. FILLET WELDS TO BE NOT LESS THAN 6mm UNLESS NOTED OTHERWISE.

CONCRETE

C1. ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH AS3600 CURRENT EDITION WITH AMENDMENTS EXCEPT WHERE VARIED BY THE CONTRACT DOCUMENTS.
C2. THE MINIMUM COMPRESSIVE STRENGTH OF ALL CONCRETE SHALL BE 25MPa. THE MINIMUM SLUMP SHALL BE AS FOLLOWS:

ELEMENT	SLUMP	MAX AGGREGATE SIZE	CEMENT TYPE
ALL	80mm ± 15mm	20mm	GENERAL PURPOSE

C3. NO ADMIXTURES SHALL BE USED IN ANY CONCRETE UNLESS NOTED OTHERWISE.
C4. MINIMUM CONCRETE COVER SHALL BE 50mm UNLESS NOTED OTHERWISE IN THE DRAWINGS OR COUNCIL'S STANDARD DETAIL DRAWINGS.
C5. THICKNESS OF CONCRETE ELEMENT DOES NOT INCLUDE THICKNESS OF APPLIED FINISH.
C6. CONSTRUCTION JOINTS THAT ARE NOT SHOWN IN THE DRAWINGS OR COUNCIL'S STANDARD DETAIL DRAWINGS SHALL ONLY BE LOCATED SUBJECT TO THE APPROVAL FROM COUNCIL'S SUPERINTENDENT.
C7. ALL CONCRETE TO BE MECHANICALLY VIBRATED IN FORM TO GIVE MAXIMUM COMPACTION WITHOUT SEGREGATION OF CONCRETE. CONCRETE IS NOT TO BE MOVED, PLACED OR POSITIONED USING VIBRATORS.
C8. PIPES OR CONDUITS SHALL NOT BE PLACED WITHIN THE CONCRETE COVER TO REINFORCEMENT.

REINFORCEMENT

R1. ALL REINFORCEMENT BARS TO BE GRADE D500N IN ACCORDANCE WITH AS4671.
R2. ALL REINFORCEMENT MESH TO BE GRADE D500L IN ACCORDANCE WITH AS4671.
R3. REINFORCEMENT IS PRESENTED DIAGRAMMATICALLY. IT IS NOT NECESSARILY SHOWN IN TRUE PROJECTION. UNLESS NOTED OTHERWISE, THE MINIMUM DEVELOPMENT LENGTHS OR LENGTH OF LAPS SHALL BE AS FOLLOWS:

BAR SIZE	N10	N12	N16	N20
LAP LENGTH	400	490	750	1000

REINFORCEMENT MAY BE DISPLACED SLIGHTLY WHERE NECESSARY TO CLEAR STEEL DOWELS.
R4. REINFORCEMENT MESH SHALL BE LAPPED TWO TRANSVERSE WIRES PLUS 25mm. A MAXIMUM OF THREE SHEETS SHALL BE LAPPED AT ANY ONE POINT.
R5. WELDING OF REINFORCEMENT IS NOT PERMITTED UNLESS SHOWN ON THE DRAWINGS.

TRAFFIC MANAGEMENT, SIGNAGE AND LINEMARKING

T1. AN APPROVED TRAFFIC CONTROL PLAN BY CoR'S SUPERINTENDENT SHALL BE IMPLEMENTED THROUGHOUT THE CONSTRUCTION AND IN ACCORDANCE WITH THE RMS "TRAFFIC CONTROL AT WORK SITES MANUAL AND AS1742.3. TEMPORARY SIGNS SHALL BE ERECTED AND REMOVED IN SEQUENCE AND AS OUTLINED IN THE RMS TRAFFIC CONTROL AT WORK SITES MANUAL.
T2. SAFE AND UNOBSTRUCTED PEDESTRIAN ACCESS MINIMUM WIDTH OF 1.2m SHALL BE PROVIDED THROUGHOUT THE WORK DURATION.
T3. ALL SIGNAGE SHALL BE SUPPLIED IN ACCORDANCE WITH RMS SIGNAGE REGISTER AND AS1742.2. SIGNPOST SHALL BE INSTALLED IN ACCORDANCE WITH CoR DRAWING CIV5.3.1 U.N.O ON DESIGN DRAWINGS.
T4. HOLDING LINEMARKING SHALL BE THERMOPLASTIC APPLIED U.N.O AND AS SHOWN ON PLANS WITH GLASS BEADS AND ANTI-SKID MATERIALS. REFER TO GS 3351 PROFILE THERMOPLASTIC ROAD MARKING MATERIAL SPECIFICATION.
T5. LONGITUDINAL LINEMARKING SHALL BE WATERBORNE PAINT U.N.O AND AS SHOWN ON PLANS. REFER TO RMS GS3356 WATERBORNE ROAD MARKING PAINT SPECIFICATION.
T6. DIMENSIONS AND ARRANGMENT OF LINEMARKING SHALL BE IN ACCORDANCE WITH RMS DELINEATION GUIDELINES OR AS1742.
T7. RAISED PAVEMENT MARKER SHALL BE SUPPLIED BY RMS PRE - QUALIFIED SUPPLIERS. REFER TO ATD2015/01 PRE-QUALIFIED RETROREFLECTIVE RAISED PAVEMENT MARKERS, AND INSTALLED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATION.
T8. REDUNDANT LINEMARKING SHALL BE REMOVED BY ABRASIVE BLASTING TECHNIQUES UNLESS APPROVE OTHERWISE BY COUNCIL'S SUPERINTENDENT.
T9. VEHICLE CLEARANCE FOR DRIVEWAY CHECK SHALL BE B85 VEHICLE IN ACCORDANCE WITH AS2890.1. TURNING SIMULATION CHECKS TO BE CARRIED OUT WITH DESIGN VEHICLES SPECIFIED BY COUNCIL'S DESIGN ENGINEER.

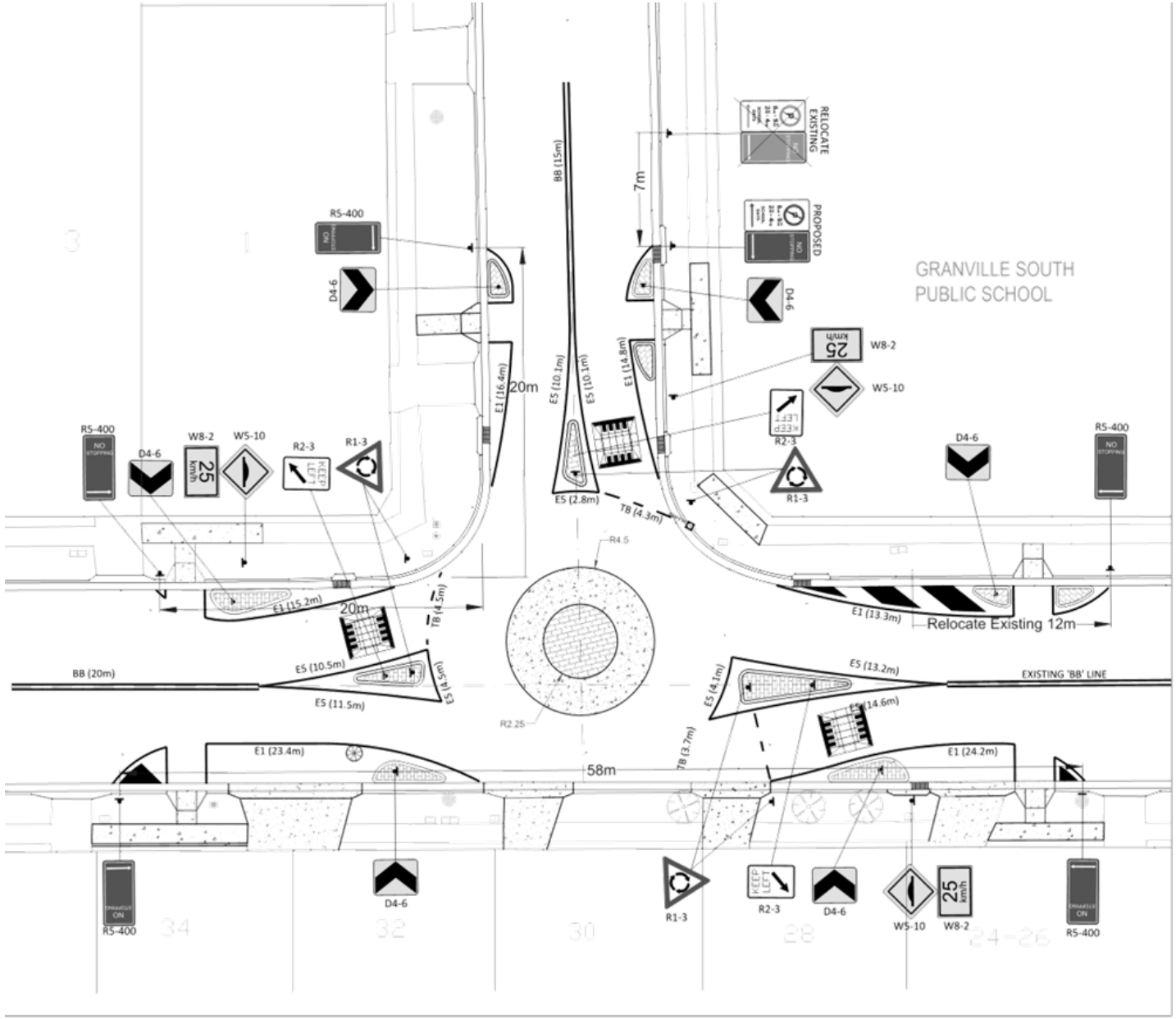
N	DATE	DESCRIPTION
REVISION B	17/08/23	REMOVE PEDESTRIAN OPENING IN THE REFUGE ISLAND. RELOCATE KERB RAMP ACCORDINGLY.
INITIAL DESIGN	30/06/23	

AMENDMENTS

CUMBERLAND CITY COUNCIL

16 Memorial Avenue (PO Box 42) MERRYLANDS NSW 2160
T (02 9840 9840) F (02 9840 9734)
DX 25408 MERRYLANDS
TTY (02 9840 9888)
ABN 22 798 563 329

PROJECT: INTERSECTION OF OXFORD ST & HIGHLAND ST, GUILDFORD - PROPOSED ROUNDABOUT		TITLE: TITLE SHEET, DRAWING LIST, AND SITE LOCALITY	
DESIGNED: P.L	APPROVED: R.R	SCALE: AS SHOWN @ A1	DRAWING No.: 24-RB-OH-01/01
CHECKED: R.R	DATE: 21/03/24	SHEET: 1 / 4	



LEGEND

- NEW CONCRETE WORKS (FOOTPATH, KERB RAMPS & DRIVEWAY)

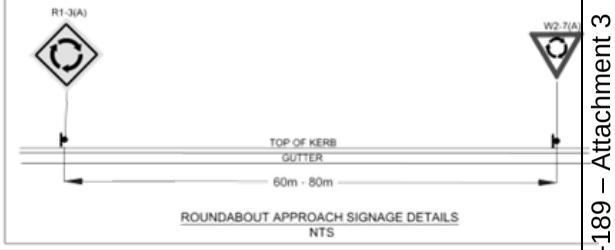
PLAN
Scale: 1:125

General Notes:

1. Concrete islands have to be constructed 40MPa Concrete with stencil concrete brick pattern finish in red oxide colour.
2. Line marking shall be in accordance with "Austroads Guide to Traffic Engineering Practice - Part 6 Roundabouts".
3. Painted Median is preceded by a Double Barrier (BB) Line extending for 30m
4. Line types for pavement markings are indicated on the plan, thus;
   - All linemarking shall be in cold applied plastic.
   - Paint edges of islands with white reflective paint.
5. All temporary traffic control shall be in accordance with Australian Standard AS 1742.3.
6. All works Shall be in accordance with Council's OH&S Policy & Safety Procedures. Appropriate safety signs shall be installed at all times.
7. All signage, linemarking & RRPMs shall be in accordance with Australian Standard AS1742.2.
8. Ensure all signposts are placed clear of trees, driveways and other street furnitures.

NEW TRAFFIC SIGNS SCHEDULE

SIGN	Sign No.	Quantity
	W2-7(B)	3
	W1-3(B)	6
KEEP LEFT	R2-3AL	3
	D4-6	5
NO STOPPING	R5-400L	2
NO STOPPING	R5-400R	2
	W5-10	3
25 km/h	W8-2	3

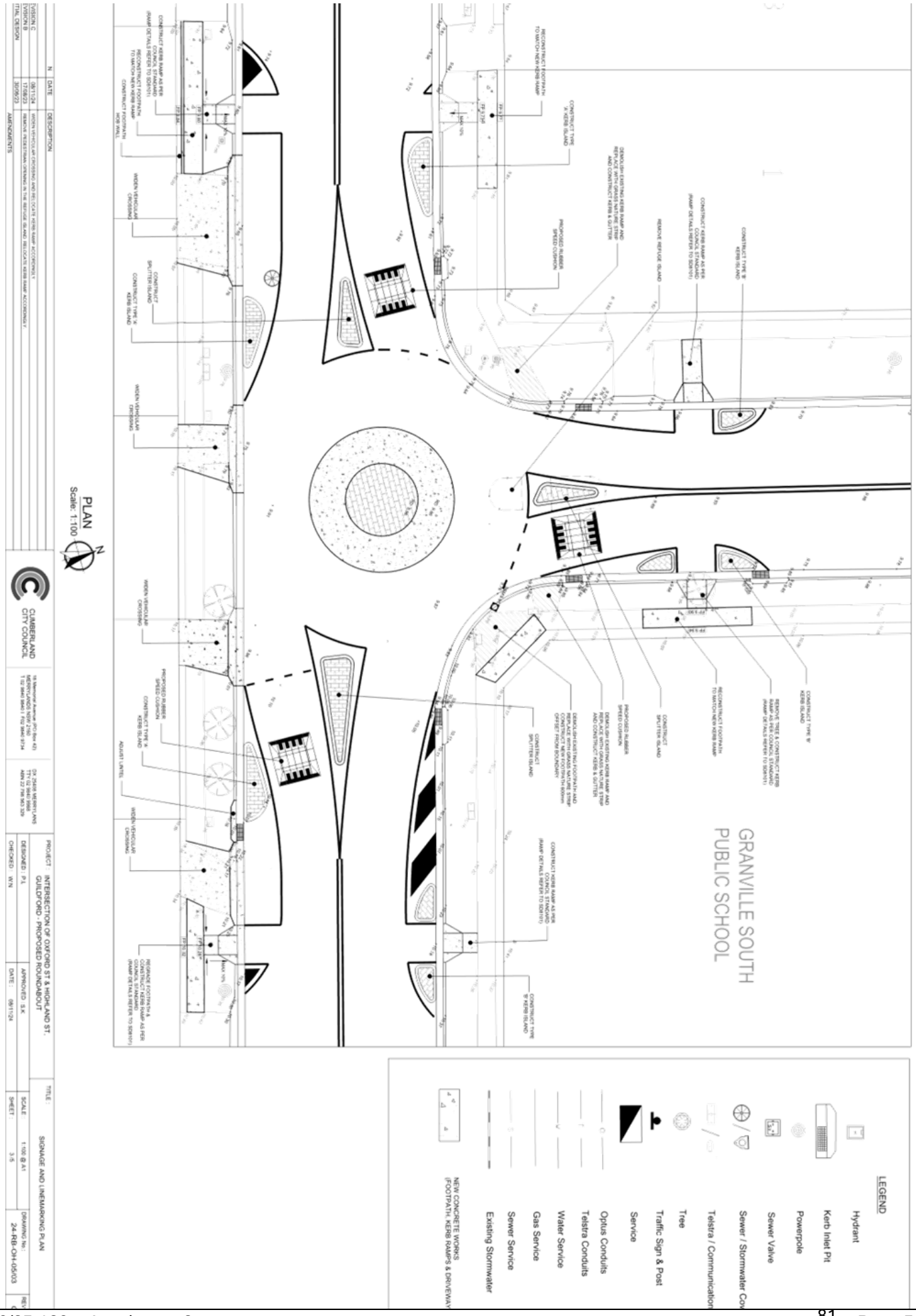


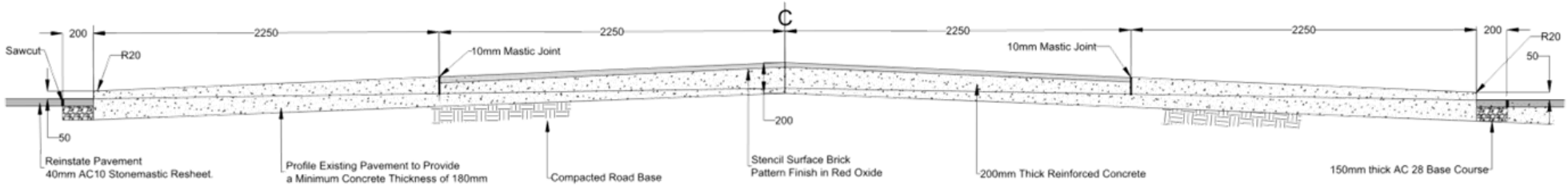
ROUNDABOUT APPROACH SIGNAGE DETAILS
NTS

N	DATE	DESCRIPTION
VISION C	08/11/24	WIDEN VEHICULAR CROSSING AND RELOCATE KERB RAMP ACCORDINGLY.
VISION B	17/08/23	REMOVE PEDESTRIAN OPENING IN THE REFUGE ISLAND. RELOCATE KERB RAMP ACCORDINGLY.
TIAL DESIGN	30/06/23	

CUMBERLAND CITY COUNCIL
16 Memorial Avenue (PO Box 42) MERRYLANDS NSW 2160
T 02 9840 9840 I F02 9840 9734
DX 25408 MERRYLANDS
TTY 02 9840 9988
ABN 22 798 563 329

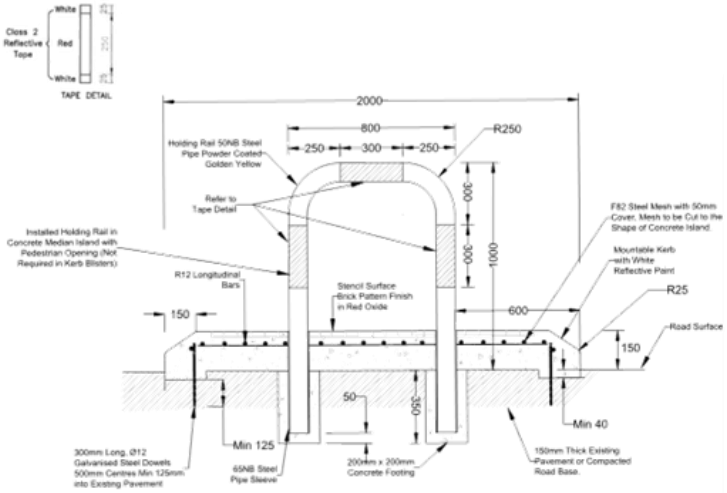
PROJECT : INTERSECTION OF OXFORD ST & HIGHLAND ST, GUILDFORD - PROPOSED ROUNDABOUT		TITLE : SIGNAGE AND LINEMARKING PLAN	
DESIGNED : P.L	APPROVED : S.K	SCALE : 1:125 @ A1	DRAWING No. : 24-RB-OH-05/02
CHECKED : W.N	DATE : 08/11/24	SHEET : 2 / 5	


PLAN
Scale: 1:100
GRANVILLE SOUTH PUBLIC SCHOOL
LEGEND
Hydrant
Kerb Inlet Pit
Powerpole
Sewer Valve
Sewer / Stormwater Cov
Telstra / Communication
Tree
Traffic Sign & Post
Service
Optus Conduits
Telstra Conduits
Water Service
Gas Service
Sewer Service
Existing Stormwater
NEW CONCRETE WORKS (FOOTPATH, KERB RAMPS & DRIVEWAY
CUMBERLAND CITY COUNCIL
PROJECT: INTERSECTION OF OXFORD ST & HIGHLAND ST. GUILDFORD - PROPOSED ROUNDABOUT
DESIGNED: P.L
CHECKED: WYN
APPROVED: S.K
DATE: 08/11/24
TITLE: SIGNAGE AND LINEMARKING PLAN
SCALE: 1:100 @ A1
SHEET: 3/5
DRAWING No.: 24-RB-CHI-05/03
N DATE DESCRIPTION
DESIGN C 08/11/24 WIDEN VEHICULAR CROSSING AND RELOCATE KERB RAMP ACCORDINGLY
DESIGN B 17/08/23 REMOVE PEDESTRIAN OPENING IN THE REFUGE ISLAND. RELOCATE KERB RAMP ACCORDINGLY
TIAL DESIGN 30/06/23
AMENDMENTS



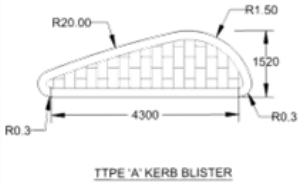
ROUNDABOUT CROSS-SECTION

SCALE NTS

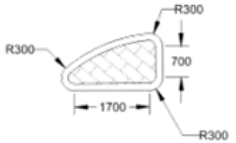


CONCRETE MEDIAN ISLAND CROSS SECTION

SCALE NTS



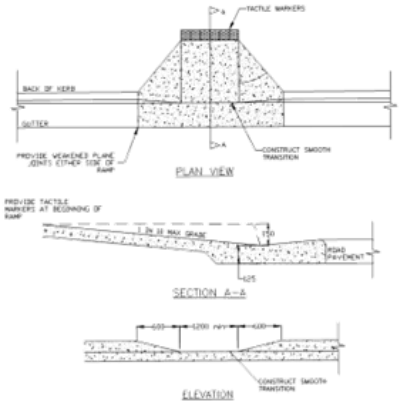
TTPE 'A' KERB BLISTER



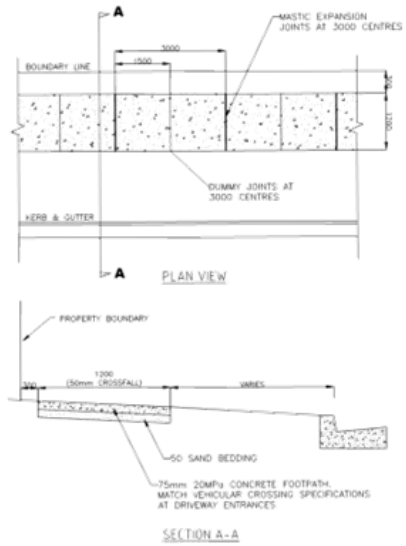
TYPE 'B' KERB BLISTER

KERB BLISTER DETAILS

SCALE: NTS



KERB RAMP DETAILS



FOOTPATH DETAILS

NOTES

1. ROAD BASE MATERIAL IS TO BE DGB20 OR SIMILAR AND COMPACTED TO 100% STANDARD MAXIMUM DRY DENSITY IN ACCORDANCE WITH AS 1289.5.1.1–2003

2. ROAD BASE MATERIAL 150mm THICK TO BE PLACED BENEATH KERB & GUTTER AND 300mm BEYOND THE EXTERNAL EDGES OF KERB & GUTTERS, APRONS, AND CROSSINGS.

3. ALL DISTURBED AREAS TO BE TOPSOILED WITH 75mm OF APPROVED LOAM AND TURFED AS SOON AS PRACTICABLE TO ENCOURAGE REVEGETATION AND MINIMISE SOIL EROSION FROM SITE.

4. PROVIDE SAWCUT AND REINSTATE 500mm INTO ROAD PAVEMENT FROM FRONT EDGE OF CONCRETE WORKS UNLESS OTHERWISE INSTRUCTED BY COUNCIL'S INSPECTOR.

5. REINSTATE PAVEMENT WITH 175mm DEPTH DEEP LIFT (AC14) AND 30mm DEPTH AC10 COMPACTED TO 95% MODIFIED (97% MAX) TO RMS SPECIFICATIONS R116 AND R117. CRACK SEAL ALL BITUMEN TO BITUMEN FACES. AC 14 TO BE COMPACTED IN LAYERS. EACH LAYER TO BE OF 40–70mm THICKNESS

6. APPROVED FULL DEPTH EXPANSION JOINTS (10mm) TO BE PROVIDED AS FOLLOWS:
   - –BETWEEN NEW AND EXISTING WORKS
   - –BETWEEN LAYBACK WINGS AND KERB
   - –EITHER SIDE OF ANY LINTELS
   - –AT EVERY 6m INTERVALS ALONG CONTINUOUS LENGTHS (PROVIDE A DUMMY JOINT AT EVERY 3m INTERVALS UNLESS INSTRUCTED OTHERWISE BY SUPERINTENDENT)

7. ALL SURFACES TO BE STEEL TROWEL FINISHED.

8. ROOFWATER OUTLETS TO BE APPROVED IN ACCORDANCE WITH STANDARD DRAWING DS2

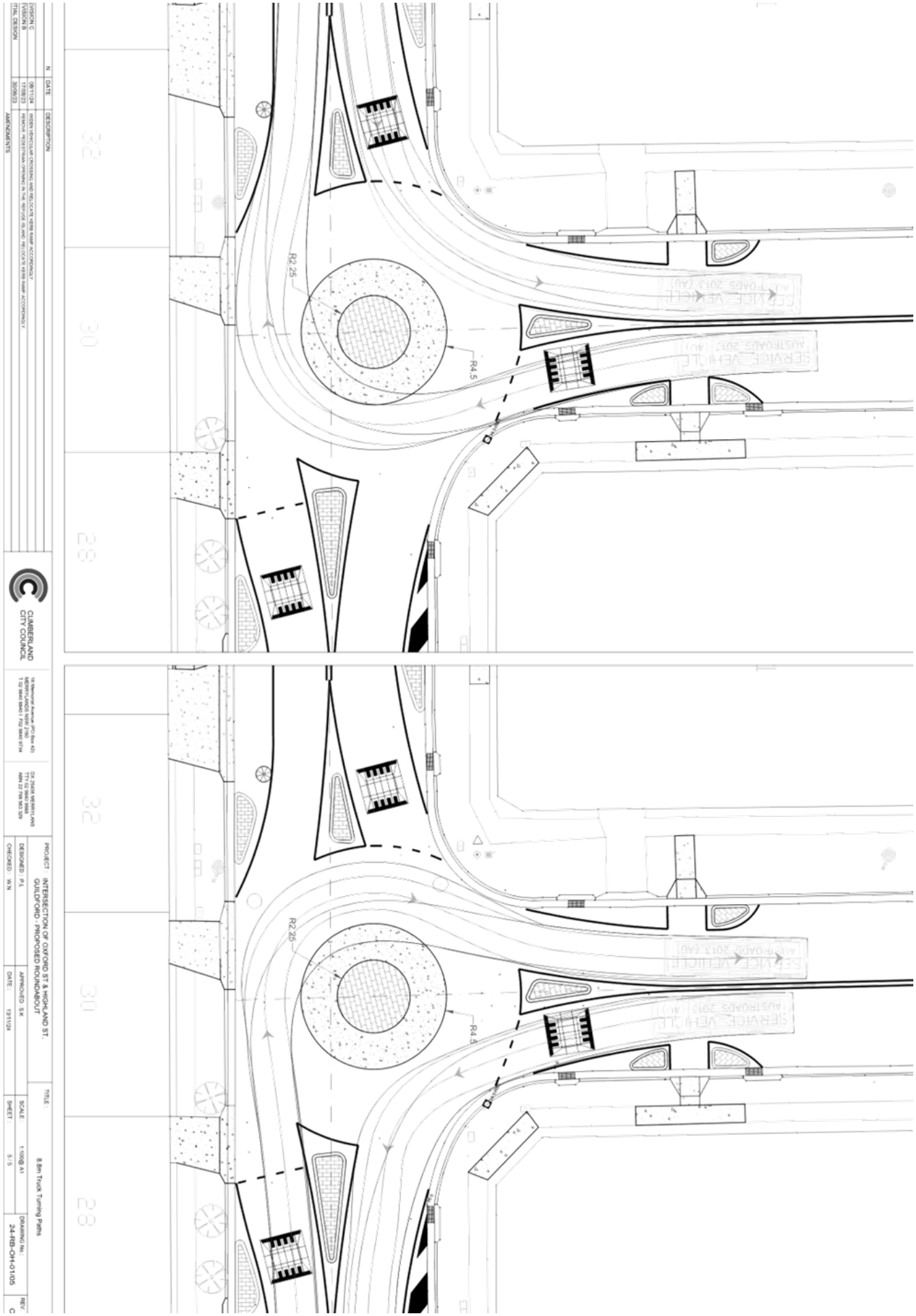
9. USE CLEAN FILL AS BACKFILL MATERIAL UNLESS INSTRUCTED OTHERWISE

N	DATE	DESCRIPTION
VISION C	08/11/24	WIDEN VEHICULAR CROSSING AND RELOCATE KERB RAMP ACCORDINGLY.
VISION B	17/08/23	REMOVE PEDESTRIAN OPENING IN THE REFUGE ISLAND. RELOCATE KERB RAMP ACCORDINGLY.
TIAL DESIGN	30/06/23	

CUMBERLAND CITY COUNCIL

16 Memorial Avenue (PO Box 42) MERRYLANDS NSW 2160
T 02 9840 9840 | F02 9840 9734
DX 25408 MERRYLANS
TTY 02 9840 9966
ABN 22 798 563 329

PROJECT: INTERSECTION OF OXFORD ST & HIGHLAND ST, GUILDFORD - PROPOSED ROUNDABOUT		TITLE: STANDARD DETAILS PLAN	
DESIGNED: P.L	APPROVED: S.K	SCALE: AS SHOWN	DRAWING No.: 24-RB-OH-05/05
CHECKED: W.N	DATE: 08/11/24	SHEET: 4 / 5	REV:


R2.25
R4.5
32
30
28
R2.25
R4.5
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30
28

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-170

Attachment 2

Previous Report – CTC-25-024

CUMBERLAND CITY COUNCIL

Item No: CTC-25-024

OXFORD STREET AND HIGHLAND STREET, GUILDFORD - AUSTRALIAN GOVERNMENT BLACK SPOT PROGRAM

RESOLUTION OF LOCAL TRAFFIC COMMITTEE AND RECOMMENDATION TO COUNCIL

That the Local Traffic Committee recommends, and Council resolves that:

1. Council officers consult with the community on the amended plan of the proposed roundabout at the intersection of Oxford Street and Highland Street, Guildford.
2. Affected residents and residents who signed the petition be notified.
3. Report the results of the consultation to a future Traffic Committee meeting.

REPORT

Oxford Street is a regional road and runs in an east-west direction from Woodville Road and has a speed limit of 60 km/hr.

Highland Street is a local road which runs in a north-south direction from Oxford Street and has a speed limit of 50 km/hr.

Oxford Street and Highland Street, Guildford form a T-intersection. Granville South Public School is situated at the corner of Woodville Road and Oxford Street. Highland Street forms the western boundary for the school and acts as a drop-off/pick-up location.

The figure below shows details of the intersection and surrounding road network.

Based on the crash record at the intersection and ongoing concerns raised by residents and the school, Council officers have investigated the intersection performance and nominated the site under Australian Government Black Spot Program. The submission was based on the latest Centre for Road Safety crash data at the time of the application which are summarised below:

Crash Period Investigated:	July 2017 – June 2022 (5 years)
Total number of crashes:	4
Total number of injury crashes:	4
Primary crash type:	1 pedestrian
	3 other manoeuvres (2 Rear end)
Proposed treatment:	Single Lane roundabout.

It should be noted that the Centre for Road Safety crash data provides information on reported crashes only and the application was based on available crashes at the time of the application.

Following the submission, Council has received a formal notification from the Transport for NSW advising that the submission was successful. In response to the successful application, a concept plan has been prepared in accordance with current Transport for NSW Guidelines, and consultation was subsequently undertaken on the proposal to report to the Traffic Committee.

During the consultation period, several objections were raised by residents through a petition, with the primary concerns regarding, the impact to property access and loss of on-street carparking because of the proposed roundabout installation.

Based on these objections, the design of the proposed roundabout at the intersection of Oxford Street and Highland Street was amended with consideration of matters raised during consultation.

It is noted that the amended design resolves the access concerns from the residents at the roundabout. The vehicular crossings of these properties have also been widened appropriately to allow access.

Council now seek approval to consult on the revised design, with a further report to the Traffic Committee following the outcome of this process.

It is also noted that the development application for the proposed Merrylands East Local Centre requires the applicant to provide a roundabout at this location as part of the conditions of approval. While there is an alternate pathway for the provision of the roundabout at the intersection, the applicant is yet to obtain a Construction Certificate to progress with the development application. Given the ongoing safety concerns raised by residents and the school, as well as the provision of grant funding for the roundabout, it is prudent for Council to progress the roundabout in the immediate term to respond to the safety concerns raised.

CONSULTATION

Consultation was undertaken with affected properties for 14 days from 9 October 2024 to 23 October 2024.

A petition was received from 50 signatories from 25 properties along Oxford Street, Highland Street and Harold Street objecting to the proposal.

The plan has been amended to address the concerns raised.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

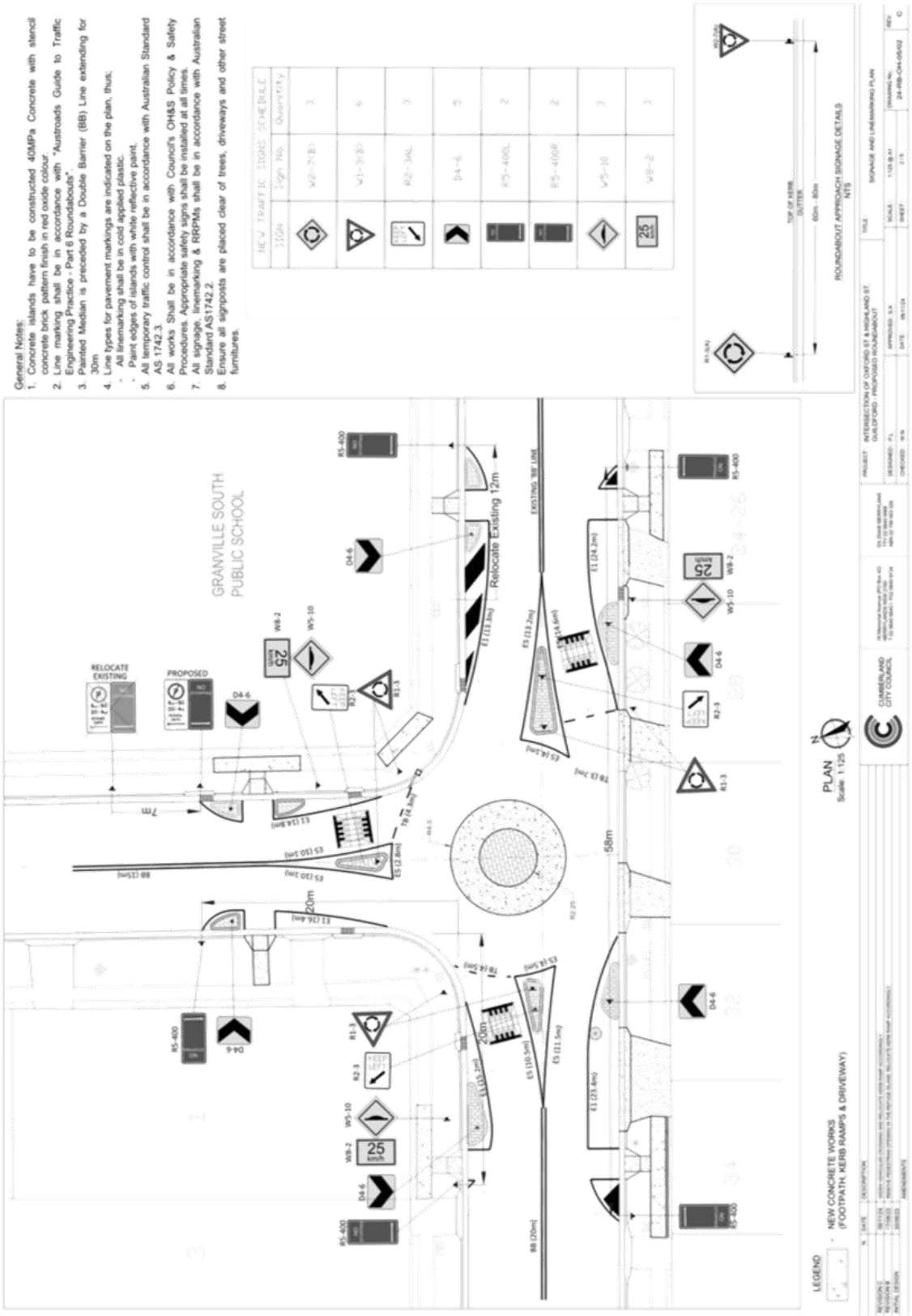
ATTACHMENTS

1. Updated Plan - Oxford Street and Highland Street, Guildford
2. Consultation Plan – Oxford Street and Highland Street, Guildford – Proposed Roundabout
3. Submissions

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-024

Attachment 1

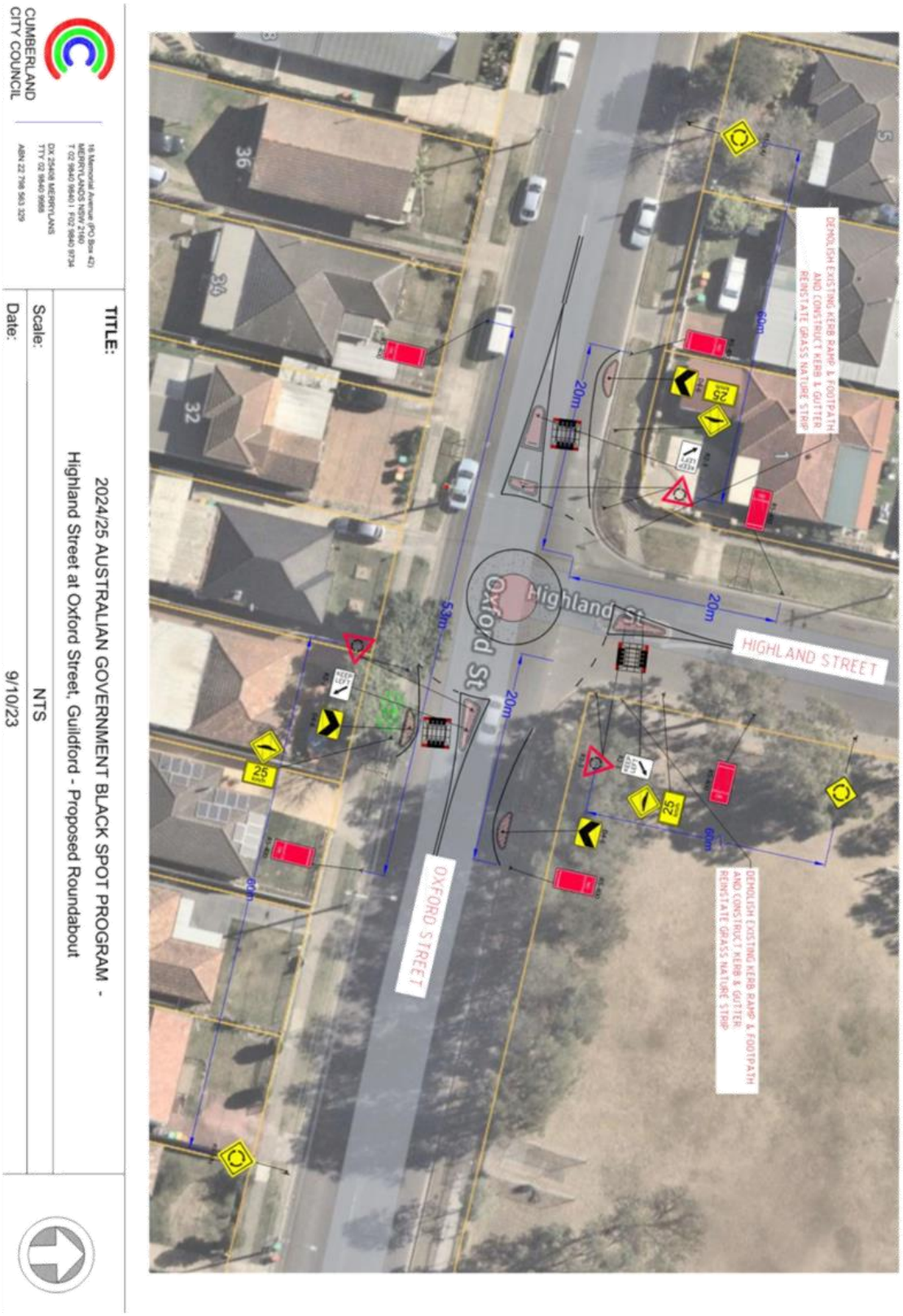
Updated Plan - Oxford Street and Highland Street, Guildford


General Notes:
1. Concrete islands have to be constructed 40MPa Concrete with stencil concrete brick pattern finish in red oxide colour.
2. Line marking shall be in accordance with "Austroads Guide to Traffic Engineering Practice - Part 6 Roundabouts".
3. Painted Median is preceded by a Double Barrier (BB) Line extending for 30m
4. Line types for pavement markings are indicated on the plan, thus;
- All linemarking shall be in cold applied plastic.
- Paint edges of islands with white reflective paint.
5. All temporary traffic control shall be in accordance with Australian Standard AS 1742.3
6. All works Shall be in accordance with Council's OH&S Policy & Safety Procedures. Appropriate safety signs shall be installed at all times.
7. All signage, linemarking & RRPMs shall be in accordance with Australian Standard AS1742.2.
8. Ensure all signposts are placed clear of trees, driveways and other street furnitures.
NEW TRAFFIC SIGNS SCHEDULE
ROUNDABOUT APPROACH SIGNAGE DETAILS
GRANVILLE SOUTH PUBLIC SCHOOL
Relocate Existing 12m
RELOCATE EXISTING
PROPOSED
PLAN
LEGEND
NEW CONCRETE WORKS (FOOTPATH, KERB RAMPS & DRIVEWAY)

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-024

Attachment 2

Consultation Plan – Oxford Street and Highland Street, Guildford – Proposed Roundabout


CUMBERLAND CITY COUNCIL
16 Memorial Avenue (PO Box 42) MERRYLANDS NSW 2160
T 02 9840 9840 I F02 9840 9734
DX 25408 MERRYLANDS
TTY 02 9840 9999
ABN 22 798 563 329
TITLE:
2024/25 AUSTRALIAN GOVERNMENT BLACK SPOT PROGRAM - Highland Street at Oxford Street, Guildford - Proposed Roundabout
Scale:
NTS
Date:
9/10/23
DEMOLISH EXISTING KERB RAMP & FOOTPATH AND CONSTRUCT KERB & GUTTER REINSTATE GRASS NATURE STRIP
HIGHLAND STREET
OXFORD STREET
Oxford St
Highland St
20m
53m
60m
36
34
32

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-170

Attachment 3

Submissions

Jason Clare MP
MEMBER FOR BLAXLAND

Cumberland City Council
PO Box 42
MERRYLANDS NSW 2160

by email:

I have been contacted by Harold St, Guildford regarding ongoing traffic concerns outside Granville South Public School.

and has raised concerns about the intersection of Oxford and Highland Streets, especially during school drop off and pick up times.

I understand that has raised these concerns previously with Cumberland Council; has noted that this has also been raised previously by

believes that line markings across Oxford Street with signage saying "Keep Clear" could be a start to fix this issue.

Any assistance that can be provided to and Granville South Public School to make this a safer intersection would be greatly appreciated.

Sent: Thursday, 24 July 2025 9:22 AM

Subject: [EXTERNAL] Fw: Oxford St & Highland Street, Guildford - Proposed roundabout

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi

Following our conversation on Tuesday regarding the roundabout proposal, I wanted to share an update.

The proposal was sent to staff on 6th June for feedback. We received one response, which mainly raised ongoing concerns about the safety of the school driveway entrance on Oxford St.

There were no further comments regarding the roundabout itself.

Kind Regards,

From:
Sent: Fri, 13 Jun 2025 13:04:42 +1000
To:

Subject: [EXTERNAL] Highland Street and Oxford Street- Proposed Rounabout
Attachments:

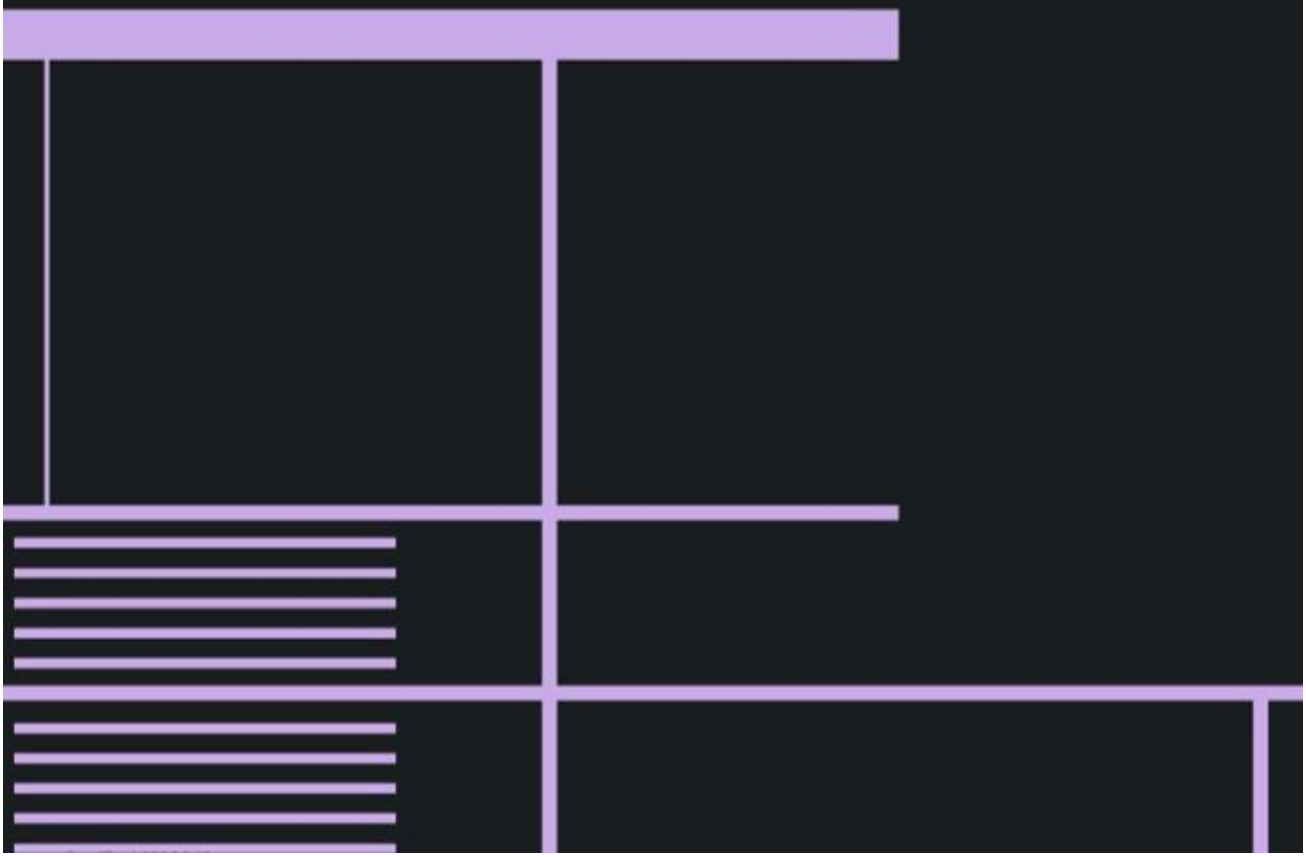
CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi

Find attached letter of objection to proposed round about - DCTC/2511/071

Letter of Objection

To Proposed Roundabout at Oxford Street and Highland Street, Guildford NSW 2161



Dear **Mr. Peter J. Fitzgerald,**
General Manager
Cumberland City Council
PO Box 42
Merrylands NSW 2160

I am writing on behalf of myself and approximately 50 local residents, including my family, who own properties located at 28, 30, and 32 Oxford Street, Guildford. We formally object to the development application proposing the construction of a roundabout at the intersection of Oxford Street and Highland Street. This submission comprehensively details our serious concerns regarding the proposed development and is informed by established legal principles and prior planning decisions.

Introduction

The area surrounding Oxford Street is a well-established residential neighbourhood characterised by family residences, established street trees, landscaped verges, and a quiet, stable community environment. Residents have long appreciated these aspects of their neighbourhood and value the environmental quality and residential character of the locality. The proposed roundabout represents a substantial alteration to the existing community environment, posing risks to residential amenity, environmental sustainability, and public safety.

This submission highlights key concerns related to noise pollution, air quality deterioration, ecological disruption, inadequate justification of traffic management changes, and increased flood risk. Each of these concerns is well-supported by precedents from decisions of the NSW Land and Environment Court and relevant planning panels, underscoring the importance of careful and thorough assessment prior to any decision by Cumberland City Council.

Environmental and Planning Grounds for Objection

Noise and Air Quality Concerns

The proposed roundabout will significantly increase noise pollution due to higher volumes of vehicles braking, idling, and accelerating. Continuous vehicle noise, particularly at peak hours, will adversely affect the peace and quiet of our residential neighbourhood. Numerous studies have consistently demonstrated the direct correlation between increased road noise and adverse health effects, including stress, sleep disturbance, and reduced overall quality of life.

Air quality will similarly be affected by heightened vehicle emissions, as vehicles slow down, stop, and accelerate repeatedly at the roundabout. This increase in emissions can significantly impact respiratory health, especially among children, the elderly, and individuals with existing health conditions. Research by the NSW Environment Protection Authority highlights the detrimental health impacts linked to elevated levels of air pollutants in residential areas.

The NSW Land and Environment Court has previously established clear precedent in cases such as Barraclough v Shoalhaven City Council [2016] NSWLEC 1043. The court recognised noise and air pollution concerns as legitimate reasons to refuse similar infrastructure developments. The court emphasised that maintaining residential amenity is vital, particularly in established neighbourhoods like ours.

Ecological and Biodiversity Concerns

The proposed construction would inevitably result in the removal or severe pruning of mature street trees and landscaped areas currently lining Oxford Street. These trees provide essential habitat for local wildlife, enhancing biodiversity and ecological health within the urban environment. Their removal would contravene the State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017, which explicitly aims to preserve urban vegetation to maintain ecological and environmental integrity.

Street trees provide numerous environmental benefits, including reducing urban heat, improving air quality, and offering natural carbon sequestration. Removing these trees would negatively impact these beneficial environmental services, increasing local temperatures and reducing air quality. There is extensive academic and governmental research validating the ecological importance of maintaining urban tree canopies.

In the decision DA2018/234, the Sydney Eastern City Planning Panel refused a similar development proposal specifically due to concerns about vegetation removal and associated ecological damage.

This precedent underscores the importance of protecting urban vegetation and maintaining biodiversity in residential areas.

Road Safety and Traffic Management Concerns

Historical traffic and accident data indicate no significant safety issues or problems with the current management of the intersection at Oxford and Highland Streets. The existing intersection effectively accommodates current traffic flows, and no compelling evidence has been provided to justify substantial modifications.

Introducing an unnecessary roundabout could inadvertently create new risks, introducing potential confusion and conflict points where none currently exist. The Land and Environment Court has consistently maintained, as seen in Anderson v City of Sydney Council [2014] NSWLEC 1121, that road infrastructure changes must be clearly supported by empirical evidence demonstrating a measurable improvement in safety or traffic flow. Such evidence is notably absent from this development application.

Without clear and demonstrable justification, the introduction of a roundabout poses an unnecessary risk of negatively affecting traffic flow and public safety, thereby failing the established standards required by planning authorities and judicial decisions.

Stormwater and Flood Risk Concerns

The proposal also inadequately addresses the implications for local stormwater management and potential flood risks. Additional impermeable surfaces associated with roundabout construction are likely to increase surface runoff, exacerbating existing drainage challenges and increasing flood risk for nearby residences.

Sustainable stormwater management is a clear requirement under the Cumberland Development Control Plan. Previous judicial rulings, notably Friends of Tumblebee Incorporated v ATB Morton Pty Limited [2016] NSWLEC 1502, have emphasised the critical importance of detailed stormwater management assessments as part of the development approval process. Failure to adequately address these concerns is a recognised and valid reason for development refusal.

Given the current application's shortcomings in addressing these significant environmental risks, particularly stormwater management, the proposal clearly fails to meet established planning and environmental standards.

Case Studies and Legal Precedents

- **Barraclough v Shoalhaven City Council [2016] NSWLEC 1043:** The Land and Environment Court emphasised residential amenity protection, particularly regarding air quality and noise pollution, leading to refusal of a similar development.
- **Sydney Eastern City Planning Panel decision DA2018/234:** The panel refused development consent based on significant ecological concerns related to vegetation removal, highlighting the necessity to preserve urban biodiversity.
- **Anderson v City of Sydney Council [2014] NSWLEC 1121:** This case confirmed the necessity for clear empirical justification for traffic infrastructure changes, highlighting the importance of demonstrated safety improvements to justify development approvals.
- **Friends of Tumblebee Incorporated v ATB Morton Pty Limited [2016] NSWLEC 1502:** The decision emphasised the requirement for comprehensive stormwater assessments and sustainable stormwater management in development approvals, explicitly linking inadequate stormwater planning to refusal.

Conclusion

In summary, the proposed roundabout at Oxford Street and Highland Street represents an inappropriate development that fails to adequately justify its necessity and disregards significant environmental and residential amenity concerns. Based on comprehensive legal precedents and clear planning principles, the application should be refused.

We respectfully urge Cumberland City Council to reject the proposal to ensure the continued protection of our community's environmental quality, safety, and residential amenity. We appreciate your careful consideration and remain available to discuss this matter further if needed.

Yours sincerely,

From:
Sent: Fri, 27 Jun 2025 16:48:52 +1000
To:
Subject: [EXTERNAL] Proposed Roundabout at Highland Street and Oxford Street, Guildford 2161

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Traffic and Transport Team
Cumberland Council

Dear Sir
I am writing with my concerns regarding the amended plans for the proposed Roundabout at the intersection of Oxford Street and Highland Street Guildford.

I am the resident at Oxford Street and my mother is the resident at Oxford Street Guildford. I understand council's intent to improve traffic flow and safety but I have major concerns for the safety of the affected residents from Oxford Street and some of the residents on the other side of the street accessing their driveways particularly in peak hour periods when traffic volume is significant. I feel this roundabout will actually worsen traffic flow and increase traffic queues plus having witnessed driver behaviour for many years on this street I feel it will increase the incidence of accidents and make entering and leaving our driveways very hazardous.

Resident driver safety is at risk. For access to driveway at No driving down from Woodville Rd any car entering this driveway has to do a sharp right angle turn to enter the driveway otherwise they can't get into the driveway correctly, cars behind will be planning to speed up getting out of the roundabout and are more likely to hit the turning car (this will also be the case for those entering).

This route is also a main thoroughfare for large vehicles which I think will have a lot of trouble negotiating this roundabout unless these vehicles are stopped.

I am not aware of any direct Community consultation. No-one has been out to speak with the affected residents to hear their individual concerns and probably there hasn't been anyone to witness this intersection at peak times to observe driver behaviour. Traffic lights would be a safer and less costly option. As a ratepayer and long term resident I believe such a major infrastructure change warrants thorough community engagement and further exploration of alternative solutions. Viewing plans at Council Chambers is not enough.

The No Parking areas will impact significantly on residents. The parking is already congested in this area and I note no alternative parking has been included in these proposals.

Thankyou for considering my objections and I would appreciate feedback from the next review of this proposed Roundabout.

Yours Sincerelv

Oxford Street, Guildford NSW 2161

From:
Sent: Mon, 21 Oct 2024 19:14:10 +1100
To:

Subject: [EXTERNAL] Re: Traffic and Transport Team- Proposed Roundabout - DCTC/2311/118
Attachments: Proposed Roundabout.docx, Signatures.pdf, Signatures (highland+oxford).pdf

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello,

Please see attached several more signatures from residents, as well as residents in Highland Street.

This petition opposing the construction of the round about has now received signatures from the following residences:

Oxford Street
Oxford Street
Oxford Street
Oxford Street
Oxford Street
Oxford Street
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Oxford Street
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Oxford Street
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Oxford Street
Oxford Street
Oxford Street
Oxford Street
Oxford Street
Oxford Street
Oxford Street
Oxford Street
Oxford Street
Oxford Street

Oxford Street
Oxford Street
Oxford Street
Oxford Street

Harold Street

Highland Street
Highland Street
Highland Street
Highland Street
Highland Street
Highland Street
Highland Street

I would appreciate correspondence on the outcome of this issue please.

Thank you

Sent: 20 October 2024 16:02
To: Records Department <council@cumberland.nsw.gov.au>
Subject: Re: Traffic and Transport Team- Proposed Roundabout - DCTC/2311/118

Please use this letter instead (no changes to pages with signatures, this remains as is)

Thanks

Sent: 16 October 2024 18:56
To: Records Department <council@cumberland.nsw.gov.au>
Subject: Traffic and Transport Team- Proposed Roundabout - DCTC/2311/118

Hello,

Please find attached feedback to the proposed roundabout with signatures.

Regards,

Traffic and Transport team
Cumberland Council
Your reference: DCTC/2311/118

Highland Street and Oxford Street Guildford – Proposed Roundabout

Dear Sir/Madam,

I refer to your letter dated 9 October 2024. I am writing to formally object to the proposed construction of a new roundabout in front of my home at Oxford Street Guildford. I do not believe the proposal would improve traffic flow or safety. Rather, I believe this project poses several significant concerns for our community as set out below.

1. **Removal of street parking**: the proposal would create a 53m no stopping zone on the south side of Oxford St and extend the no stopping zones on the north side of Oxford St and on Highland St. This would remove approximately 12 car spaces that are currently available for residents and their visitors, leading to increased congestion in surrounding areas, which are already congested as it is, as drivers seek alternative parking options. For families and guests, this change would create unnecessary inconvenience

2. **Loss of driveway access:** If the roundabout is built, residents on the south side of Oxford St will no longer be able to turn into their driveway when travelling east on Oxford Street towards Woodville Road due to the proposed speed cushions. Instead, residents would have to turn right onto Woodville Road, turn left into Osgood Street, drive down and turn left onto Excelsior Street, turn left onto Kenelda Ave, drive up and turn right back onto Woodville Road and then finally turn right into Oxford Street at the traffic lights. This is a very significant detour which will add to traffic congestion, particularly at the Woodville Road / Oxford St traffic light, which can already have long traffic queues. For example, the queue to turn right onto Oxford St from Woodville Road already often extends beyond Kenalda Ave.

3. **Disruption during construction**: Oxford St provides an important connection to the Guildford Railway overbridge and there is a significant amount of traffic relying on this route to get to and from the west side of the railway line at all hours, including during nighttime. There would be very significant disruption to this traffic flow during construction of the proposed roundabout with a large amount of congestion likely to result. In addition to the impact that this traffic would face, the congestion will impact the ability of residents to access their houses during this time. There would also be impact to residents through increased noise and dust, further impacting the quality of life for residents nearby.

4. **Safety risk by changes**: I also have concerns regarding safety. The area in question is currently pedestrian-friendly, including with a 40 speed limit operating during school hours and with users familiar with the area. We have been living here for over 30 years and rarely see accidents occurring currently at this location based on the existing settings. However, the addition of a roundabout may create confusion for both drivers and pedestrians,

increasing the risk of accidents, particularly for children and elderly residents who frequently use this route. For example, drivers who are used to going straight through Oxford St may inadvertently fail to give way to cars from Highland St, causing accidents.

5. **Poor use of ratepayer funds**: It is important that the council uses its ratepayer funds prudently and minimises the rates it needs to raise from residents. Given the lack of benefit that would arise from this project as well as the issues set out above, this project would be a poor use of ratepayer funds that could otherwise be put towards better uses.

Attached to this letter is a petition signed by several residents of our street who share these concerns and oppose the proposed roundabout. We urge the council to reconsider this proposal and explore alternative solutions that prioritize both traffic management and community well-being.

Thank you for considering my objections. I look forward to your response and hope that the council will take our concerns into account.

Sincerely,

Petition Against the Proposed Roundabout on Oxford Street

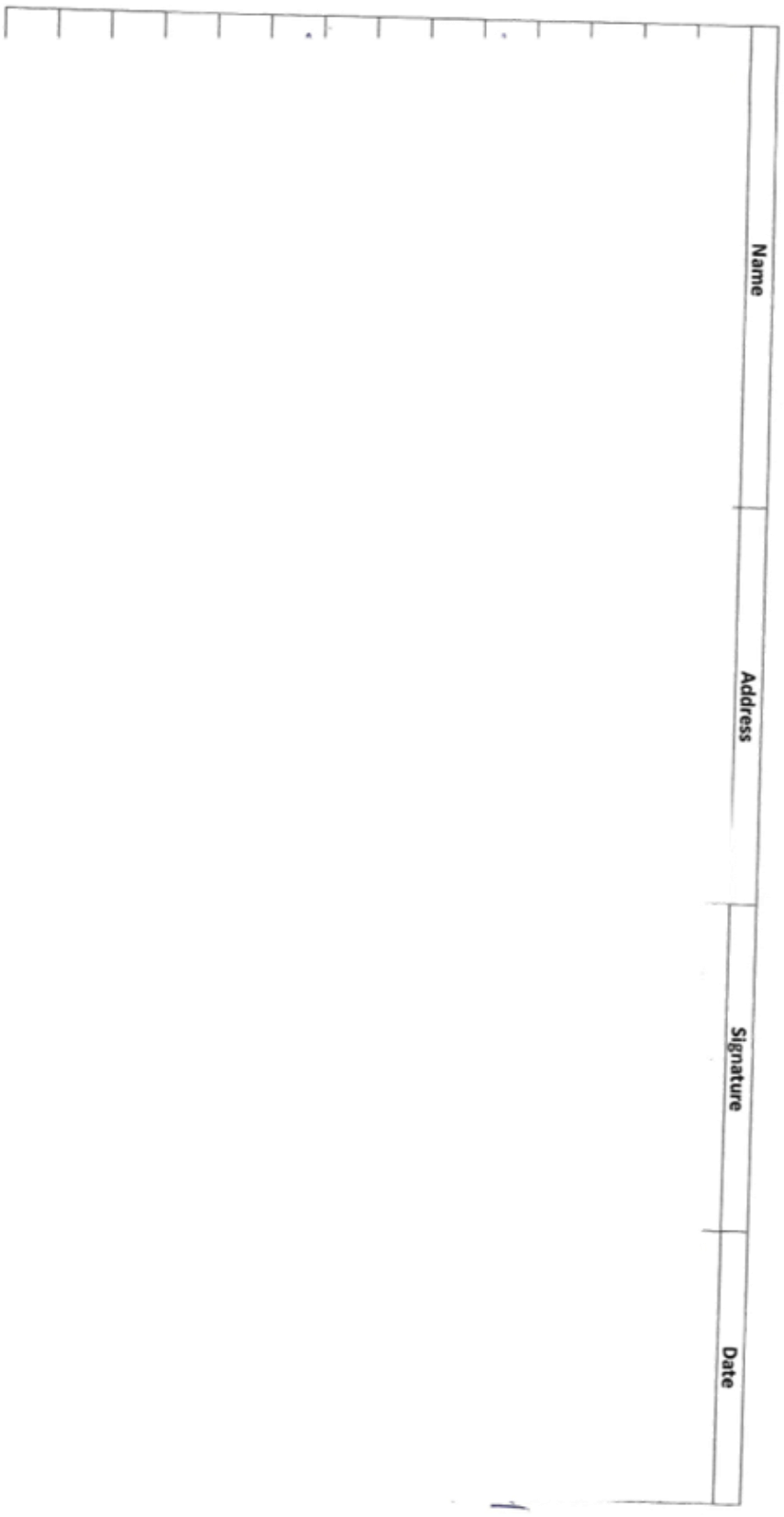
Traffic and Transport team
Cumberland Council

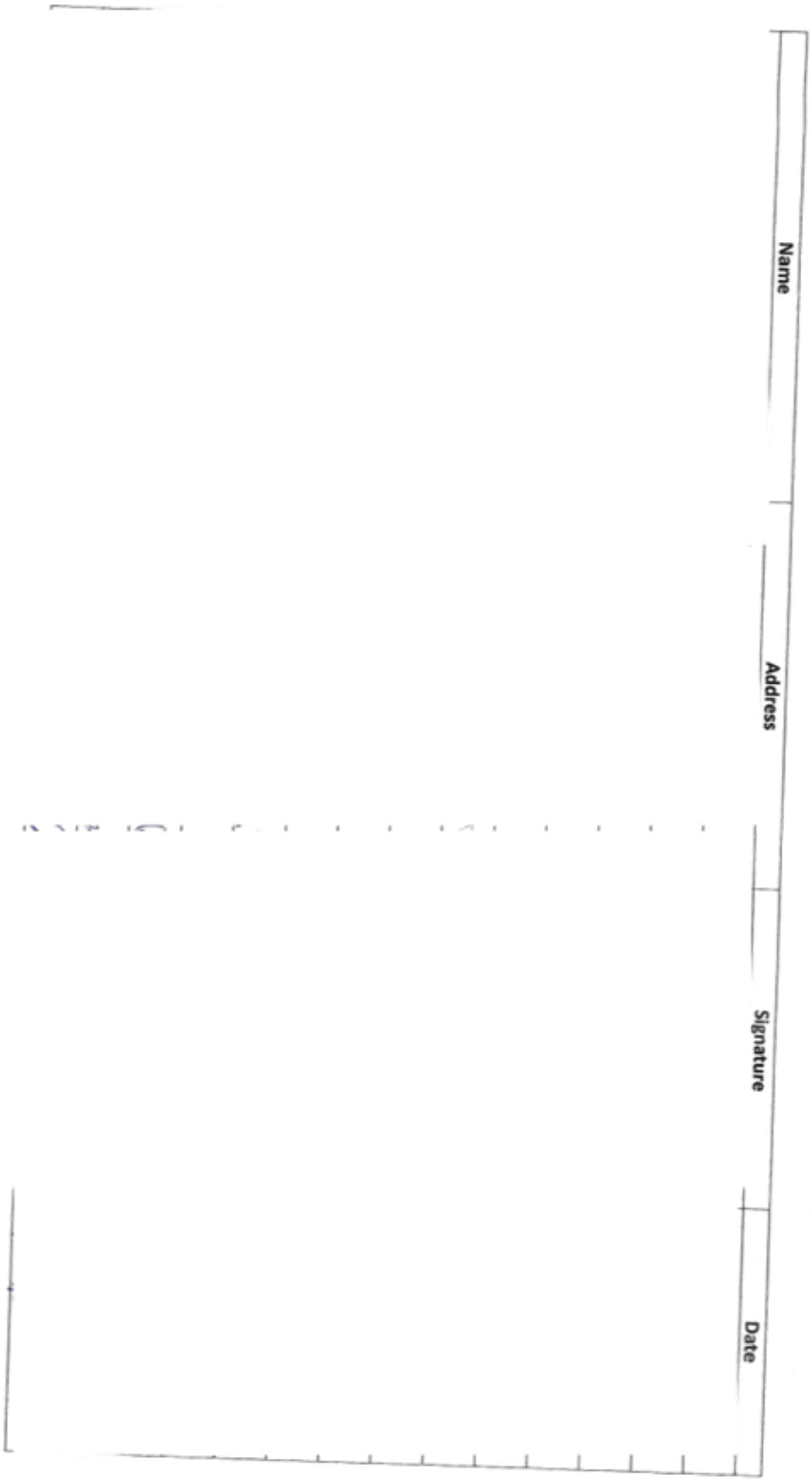
I/We, wish to express our strong opposition to the proposed construction of a roundabout in front of our homes. We believe this project will have negative impacts on our community, including:

- The removal of street parking and impacted access to driveways, leading to increased congestion and inconvenience for residents.
- Safety concerns regarding pedestrian access and increased traffic.
- Significant disruption while works are taking place given the importance of Oxford St for reaching the Guildford Railway bridge.
- Disruption to the peaceful environment of our neighbourhood.
- Poorly using hard earned money that residents pay in council rates.

We respectfully urge the council to reconsider this proposal and explore alternative solutions that better serve the needs of our community.

Signatures:


Name
Address
Signature
Date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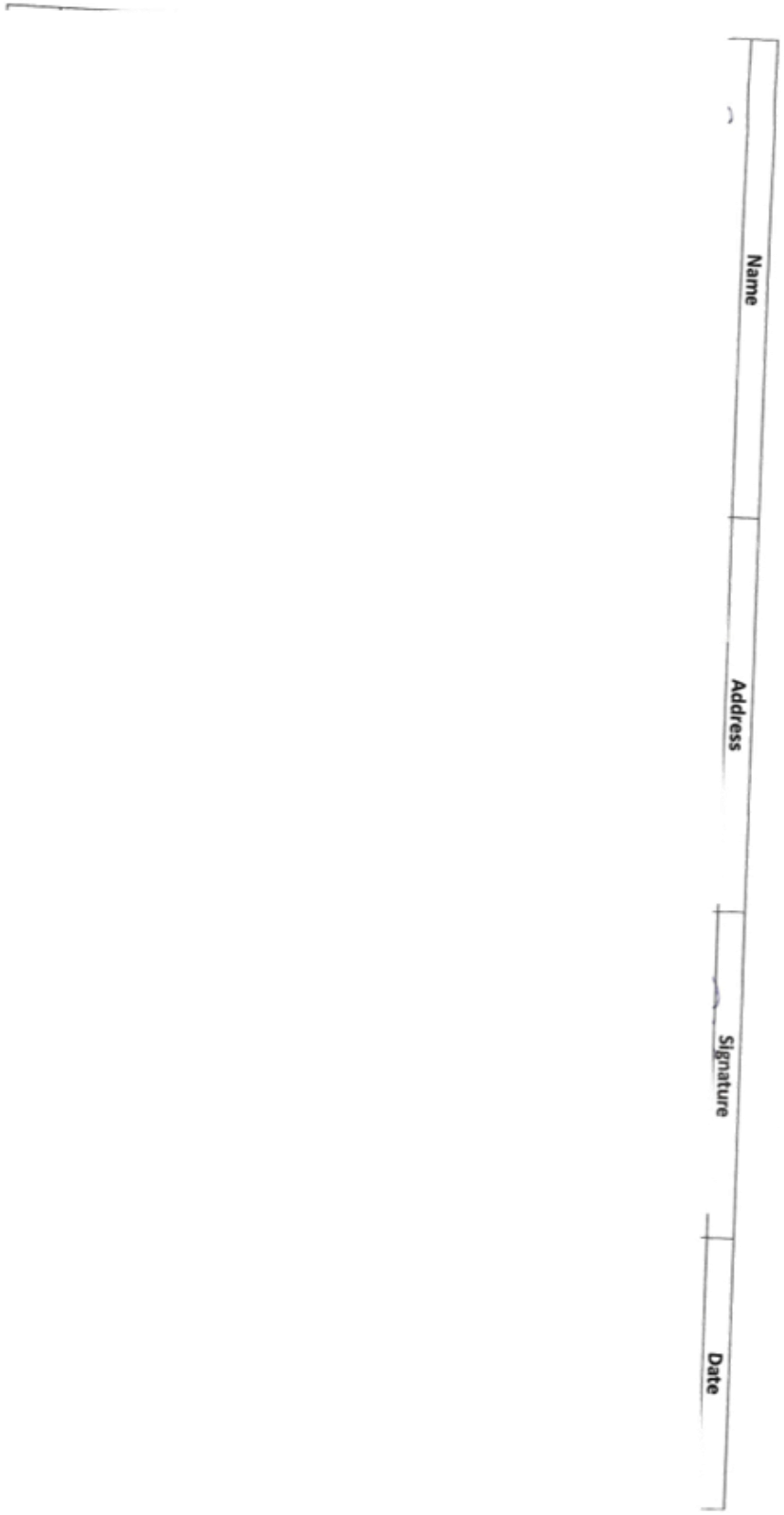
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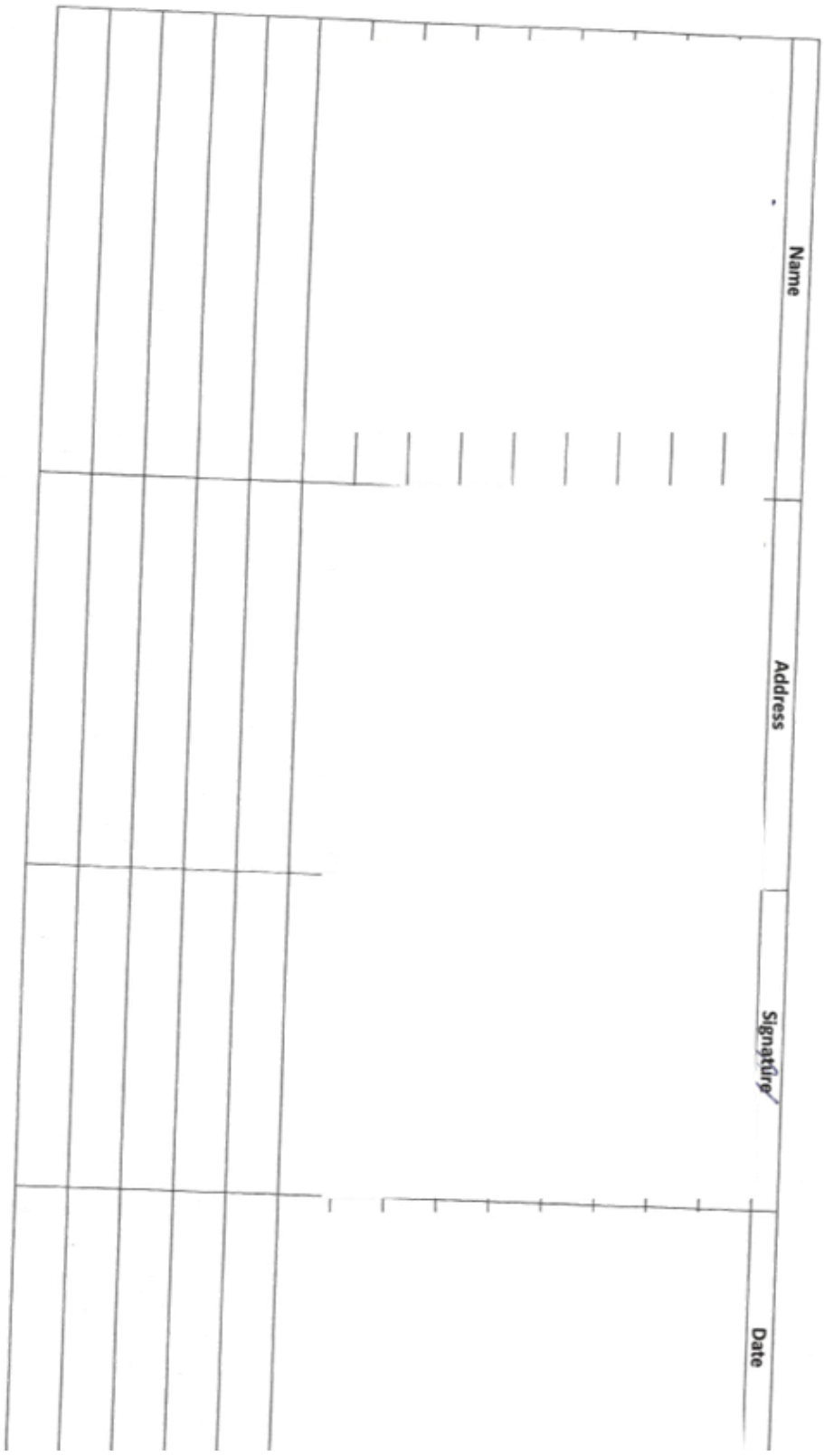
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Signature
Date

Petition Against the Proposed Roundabout on Oxford Street

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Cumberland Council

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- Poorly using hard earned money that residents pay in council rates.

We respectfully urge the council to reconsider this proposal and explore alternative solutions that better serve the needs of our community.

Signatures:

Petition Against the Proposed Roundabout on Oxford Street

Traffic and Transport team
Cumberland Council

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Petition Against the Proposed Roundabout on Oxford Street

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Cumberland Council

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Petition Against the Proposed Roundabout on Oxford Street

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Petition Against the Proposed Roundabout on Oxford Street

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Cumberland Council

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Petition Against the Proposed Roundabout on Oxford Street

Traffic and Transport team
Cumberland Council

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- The removal of street parking and impacted access to driveways, leading to increased congestion and inconvenience for residents.
- Safety concerns regarding pedestrian access and increased traffic.
- Significant disruption while works are taking place given the importance of Oxford St for reaching the Guildford Railway bridge.
- Disruption to the peaceful environment of our neighbourhood.
- Poorly using hard earned money that residents pay in council rates.

We respectfully urge the council to reconsider this proposal and explore alternative solutions that better serve the needs of our community.

Signatures:

Petition Against the Proposed Roundabout on Oxford Street

Traffic and Transport team
Cumberland Council

I/We, wish to express our strong opposition to the proposed construction of a roundabout in front of our homes. We believe this project will have negative impacts on our community, including:

- The removal of street parking and impacted access to driveways, leading to increased congestion and inconvenience for residents.
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- Disruption to the peaceful environment of our neighbourhood.
- Poorly using hard earned money that residents pay in council rates.

We respectfully urge the council to reconsider this proposal and explore alternative solutions that better serve the needs of our community.

Signatures:

Item No: CTC-25-171

DELHI STREET & SIMLA STREET, LIDCOMBE – PROPOSED INTERSECTION TREATMENT

The Local Traffic Committee recommends, and Council resolves that:

1. The installation of 'No Stopping' signs at the intersection of Delhi Street and Simla Street, Lidcombe in accordance with the attached plan be approved.

2. The installation of speed cushions on the Delhi Street approaches to its intersection with Simla Street in accordance with the attached plan be approved.

3. The concerned resident be notified of the outcome.

REPORT

Delhi Street is a local road that runs in a north-south direction between Maud Street and Parramatta Road with a speed limit of 50 km/h. It has a width of approximately 12.7 m and parking is permitted on both sides of the road unless signposted.

Simla Street is a local road that runs in an east-west direction between Bombay Street and Platform Street with a speed limit of 50 km/h. It has a width of approximately 8.2 m and parking is permitted on both sides of the road in accordance with Road Rules unless signposted.

Delhi Street and Simla Street form an intersection with priority to Simla Street. The intersection is signposted 'STOP' signs and line marking.

The map below shows the intersection of Delhi Street and Simla Street:

Council has received concerns from a resident regarding safety at the intersection of Delhi Street and Simla Street. It is alleged that vehicles are not stopping at the intersection.

The latest crash data indicated that there were no reported crashes at the intersection of Delhi Street and Simla Street, Lidcombe in the 5 years ending June 2024.

Council ordered traffic counts in Delhi Street on its approaches to Simla Street.

The traffic count data is tabulated below:

Delhi Street traffic counts	North of Simla Street	South of Simla Street
Average Daily Traffic (ADT) – Veh/day	1,865	1,858
AM peak hour – Veh/hr	112	109
PM peak hour – Veh/hr	119	175
Recorded 85th percentile speed – Km/hr	35.3	46.8
85th %tile speeds towards the intersection (Km/hr)	32.8 (southbound)	**46.8 (northbound)**

The approach speeds of traffic on Delhi Street south of Simla Street is high approaching the 'STOP' control.

It is proposed to install speed cushions in Delhi Street on its approaches to Simla Street as per the attached plan.

CONSULTATION

Consultation was undertaken for 14 days from 4 July 2025 to 18 July 2025. One submission was received supporting the proposal.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

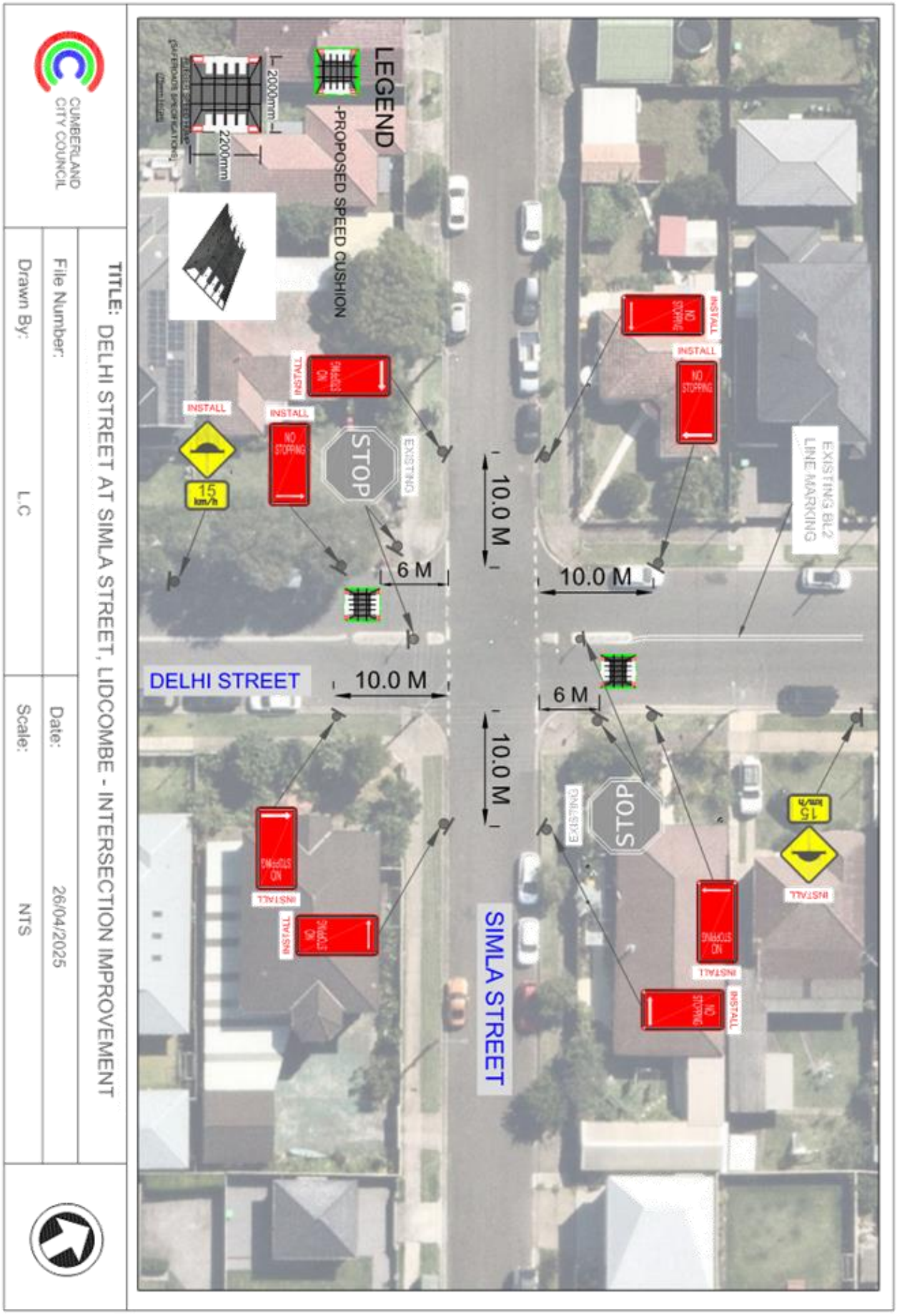
ATTACHMENTS

1. Plan – Delhi Street and Simla Street, Lidcombe – Proposed "No Stopping' signage and speed cushions.
2. Submission

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-171

Attachment 1

Plan – Delhi Street and Simla Street, Lidcombe – Proposed “No Stopping’ signage and speed cushions.



CUMBERLAND CITY COUNCIL

TITLE: DELHI STREET AT SIMLA STREET, LIDCOMBE - INTERSECTION IMPROVEMENT

Drawn By: L.C	File Number:	Date: 26/04/2025
		Scale: NTS

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-171

Attachment 2

Submission

From:
Sent: Fri, 11 Jul 2025 16:32:57 +1000
To:
Bcc:
Subject: RE: [EXTERNAL] Support for Simla Street and Delhi Street, Lidcombe - Intersection Treatment and Additional Feedback

Hi

Traffic Team Reference: RM-RD2025/2806 - Parking Concerns – Simla Street and Delhi Street, Lidcombe

Thank you for your email and for your strong support for the proposed traffic improvements at the Simla Street and Delhi Street intersection. We greatly appreciate your engagement and the constructive suggestions you've shared regarding road safety and amenity in your neighbourhood.

While your request for tree trimming is now with Council's Maintenance Team for actions, Traffic Team has reviewed your request for Resident Parking Scheme (RPS) and proposed restrictions along one side of the street.

Your request for the introduction of a residential permit parking system and stricter enforcement of time-limited parking has been registered. Council typically supports Resident Parking Schemes (RPS) in areas where the majority of dwellings lack off-street parking options. Given that most homes in this area appear to have at least one off-street parking space, an RPS is unlikely to be supported under current guidelines. That said, your submission will be retained for consideration during any future reviews of parking management in the area, especially in light of your concerns about business-related vehicle storage and event-related congestion.

Council is open to reviewing existing parking arrangements where there is sufficient support from directly affected residents. As such, we recommend that you consult with your neighbours to gauge the level of support for one-sided parking on Simla Street. Should a majority support the change, Council would be pleased to consider a proposal for further assessment.

I will bring these matters to my manager, for his attention in the next weekly meeting.

We trust this information is off assistance.

Kind regards

Sent: Thursday, 10 July 2025 9:24 PM
To: Records Department <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] Support for Simla Street and Delhi Street, Lidcombe - Intersection Treatment and Additional Feedback

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear

I hope this message finds you well.

I'm writing to express my strong support for the proposed road safety improvements at the Simla Street and Delhi Street intersection, particularly the implementation of speed cushions and new "No Standing" signage. These measures are a welcome step toward improving the safety and accessibility of our local streets.

In addition to these initiatives, I'd like to raise a few further suggestions for consideration:

1. **Permit Parking and Time Limit Enforcement:**
   To better manage on-street parking, I recommend reinforcing the existing 2-hour parking restrictions for non-permit holders and introducing a permit system that provides each household with at least two residential permits.
   This is particularly important during special events at Sydney Olympic Park, when local traffic significantly increases. Additionally, businesses such as the mechanics on Bombay Street often leave vehicles parked for repair for up to two weeks, further limiting available parking. A stricter permit system would help reduce congestion and generate additional revenue through more consistent enforcement.
2. **Single-Side Parking on Simla Street:**
   Given the narrow width of Simla Street between Delhi Street and Bombay Street, I propose restricting parking to one side only. This would significantly improve traffic flow and safety, especially for larger vehicles and emergency services.
3. **Tree Trimming for Improved Visibility:**
   I'd also like to request the trimming of overgrown trees at the west end of Simla and Delhi Streets (in front houses 97-101). These currently obstruct visibility near the stop signs and make it difficult for drivers to see oncoming vehicles, increasing the risk of accidents.

Thank you for taking the time to consider this feedback. I appreciate the council's continued efforts to improve road safety and the quality of life in our neighbourhood, and I would be happy to provide any further input if needed.

Kind regards,

Item No: CTC-25-172

DESMOND STREET AND DAVIES STREET, MERRYLANDS – PROPOSED ROUNDABOUT

The Local Traffic Committee recommends, and Council resolves that:

4. The installation of a roundabout with speed cushions at the intersection of Desmond Street and Davies Street, Merrylands be supported in principle subject to funding.

5. Upon receiving the funding, Council prepares a concept plan for the proposed roundabout and speed cushions, undertake consultation with affected residents and provide a further report to the Traffic Committee.

REPORT

Council has received a request from a local resident for the installation of a roundabout at the intersection of Desmond Street and Davies Street, Merrylands due to safety concerns.

Desmond Street is a local road that runs in an east-west direction with a posted speed limit of 50 km/h. It has a width of approximately 11.5 m and parking is permitted on both sides of the road unless signposted.

Davies Street is a local road that runs in a north-south direction with a posted speed limit of 50 km/h. It has a width of approximately 10.5 m and parking is permitted on both sides of the road unless signposted.

Desmond Street and Davies Street form a four-way intersection with priority given to Desmond Street. Currently, there are ‘Give Way’ signs and associated line marking on Davis Street.

The map below shows the location of the intersection of Desmond Street and Davies Street:

The latest Centre for Road Safety crash data indicates that there were three reported injury accidents at the intersection of Desmond Street and Davies Street in the last five years. The accident details are listed in the table below.

Date	Location	Description
02/03/2021	Desmond Street and Davies Street	Adj - Cross traffic
19/06/2021	Desmond Street and Davies Street	Adj - Cross traffic
06/09/2023	Desmond Street and Davies Street	Adj - Cross traffic

Traffic counts were undertaken in both Desmond Street and Davies Street, Merrylands in October 2023. The traffic count locations are marked on the same map above.

The results of the traffic count indicated the following:

	Average daily traffic (Veh/day)	**85th %tile speed (Km/hr)**
Desmond Street	1,865	58.5
Davies Street	411	42.5

Due to the number of crashes at this intersection and the high vehicle speeds on Desmond Street, it is proposed to install a roundabout with associated speed cushions to improve safety for all road users at this location.

CONSULTATION

Subject to endorsement, consultation will be undertaken on the proposal.

At the meeting, there was further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

Nil

Item No: CTC-25-173

RESPONSE TO NOTICE OF MOTION - TOONGABBIE BRIDGE

The Local Traffic Committee recommends, and Council resolves that:

Council receive and note the report.

REPORT

At the Ordinary Meeting of Council held on 26 February 2025, Council considered the Notice of Motion – Toongabbie Bridge and resolved (Min.886, C02/25-69):

That Council request Council officers to prepare a report through the Cumberland Traffic Committee in respect to the following:

- *Provide an update on the planning and design work for the road upgrade at the Toongabbie Bridge area; and*
- *Confirm funding allocation between the three Councils (Blacktown, Parramatta and Cumberland) to deliver the project.*

This report provides a response to the matters raised in the motion.

Council has previously identified traffic issues at Toongabbie Bridge and approaches a key issue. Representations have been made over many years by Council to the NSW Government to resolve the issue.

In 2019, the NSW Government commenced a comprehensive study to identify improvements aimed at easing congestion and enhancing safety in and around the Toongabbie Bridge area. The study specifically examined traffic flows, road safety, and active transport options. Findings revealed that the primary sources of congestion were the intersections located on both sides of the Toongabbie Bridge. Importantly, the study recommended against upgrading the bridge itself, as such an intervention would provide minimal congestion or safety benefits while incurring significant costs.

In mid-2024, both City of Parramatta Council and Cumberland City Council were each awarded $1 million in funding from Transport for NSW (TfNSW) to advance the detailed design and approval stages for infrastructure upgrades recommended by the 2019 study. The projects funded are shown in Figure 1 and include:

1. Localised widening to add an additional southbound lane on Wentworth Avenue at Cornelia Road, to be undertaken by Cumberland City Council.
2. Signalisation of the existing roundabout at the intersection of Fitzwilliam Road, Station Road, and Wentworth Avenue, to be undertaken by City of Parramatta.
3. Widening Wentworth Avenue to two southbound lanes between the roundabouts, also to be undertaken by City of Parramatta.

Figure 1: Toongabbie Bridge area projects

Utilising this grant, Council has appointed Turnbull Engineering as Lead Design Consultants to progress the planning and design of the project under Cumberland City Council. Key elements of the planning and design work to date include the following:

- Concept Design Development:
  - Preliminary investigations including service searches, geotechnical reports and site surveys.
  - A 25% concept design has been prepared that outlines proposed upgrades to the road corridor, with a focus on improving vehicle capacity, traffic flow efficiency, pedestrian access, and overall safety.
  - The design includes the proposed road widening, intersection upgrades, new and upgraded crossing points, lighting upgrades and improvements to the public domain around the Wentworth Avenue and Cornelia Road.

- Traffic and Transport Analysis:
  - An updated traffic study and analysis is being jointly prepared by the City of Parramatta and Cumberland City Council to model current congestion levels and assess the performance of the proposed upgrade options.
  - This traffic analysis will require Transport for NSW approval and will form the basis of a deed which will allow construction approval.

- Stakeholder Consultation
  - Early engagement has occurred with key external agencies including Transport for NSW, utility service providers to minimise design conflicts.

- Feedback from stakeholders is being incorporated into the design process to improve functionality and reduce construction risk

- Review of Environmental Factors
  - A preliminary environmental assessment is being undertaken to identify any ecological, cultural, or heritage constraints within the project footprint and impacts of the project.
  - Findings from the environmental assessments will inform a Review of Environmental Factors (REF) to identify and manage potential environmental impacts and secure necessary approvals prior to construction.

Further to this the implementation of the next phase of the project will include development of detailed designs, refining initial cost estimates, receiving construction approvals and the preparation of tender-ready documentation. This will be the projects focus for the remainder of this financial year. Council will seek formal approval from the Cumberland Traffic Committee for the proposed works that fall within its jurisdiction.

Following this, Council will be well-positioned initiate the procurement process for selecting a qualified contractor to deliver the project. This will involve preparing and issuing the tender documents, evaluating bids, and before reporting to Council recommending a contractor with the expertise and capacity to undertake the intersection upgrade.

Concurrently, both Councils will begin developing detailed construction management plans. These plans will outline the scheduling, staging, traffic management, and safety protocols necessary to ensure the works are delivered efficiently, with minimal disruption to the community and road users.

In terms of construction of the projects for the Toongabbie Bridge area, the Federal Government announced a $25m allocation for the project in February 2025, and this allocation was announced by the State Government as part of the NSW Budget in June 2025. Council is currently working with TfNSW in arranging the necessary document for the project to ensure that funding can be provided for construction. The allocation of the $25m funding between the Councils will be progressed as part of this work.

CONSULTATION

Consultation will be undertaken as part of the planning and design phase of the project and is anticipated to be undertaken this financial year. The timing of this consultation will be confirmed in conjunction with City of Parramatta and Transport for NSW.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

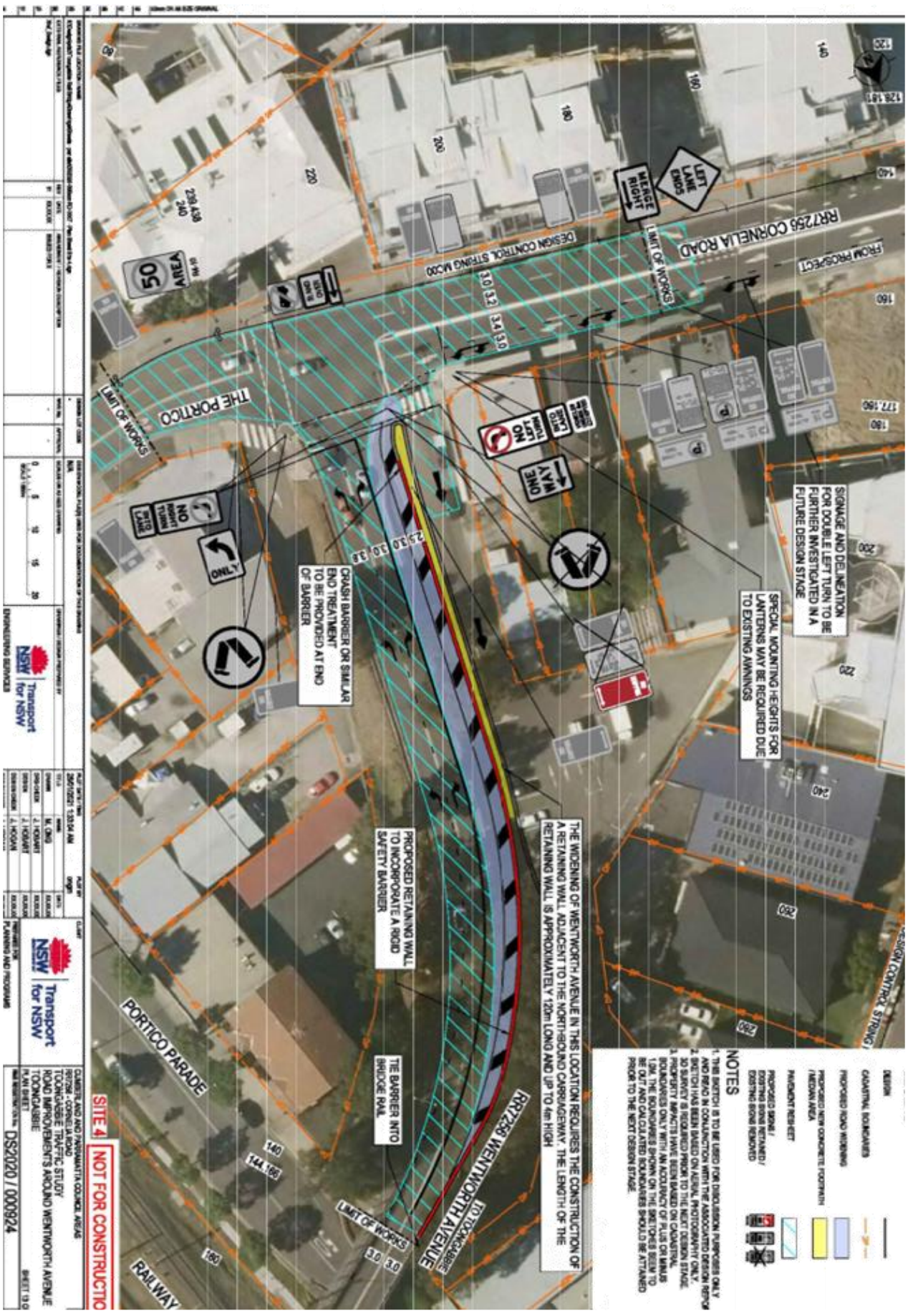
ATTACHMENTS

1. Wentworth Avenue and Cornelia Road, Toongabbie - Strategic Concept Plan

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-173

Attachment 1

Wentworth Avenue and Cornelia Road, Toongabbie - Strategic Concept Plan


RR7259 CORNELIA ROAD
THE PORTICO
PORTICO PARADE
RR7258 WENTWORTH AVENUE
TO TOONGABBIE
RAILWAY
LIMIT OF WORKS
DESIGN CONTROL STRING M300
FROM PROSPECT
MERGE RIGHT
LEFT LANE ENDS
50 AREA
ONE WAY
NO LEFT TURN
NO RIGHT TURN
ONLY
SIGNAGE AND DELINEATION FOR DOUBLE LEFT TURN TO BE FURTHER INVESTIGATED IN A FUTURE DESIGN STAGE
SPECIAL MOUNTING HEIGHTS FOR LANTERNS MAY BE REQUIRED DUE TO EXISTING AWNINGS
CRASH BARRIER OR SIMILAR END TREATMENT TO BE PROVIDED AT END OF BARRIER
PROPOSED RETAINING WALL TO INCORPORATE A RIGID SAFETY BARRIER
TIE BARRIER INTO BRIDGE RAIL
THE WIDENING OF WENTWORTH AVENUE IN THIS LOCATION REQUIRES THE CONSTRUCTION OF A RETAINING WALL ADJACENT TO THE NORTHBOUND CARRIAGEWAY. THE LENGTH OF THE RETAINING WALL IS APPROXIMATELY 120m LONG AND UP TO 4m HIGH
NOTES
SITE 4
NOT FOR CONSTRUCTIO
Transport for NSW
CUMBERLAND AND PARRAMATTA COUNCIL AREAS
TOONGABBIE TRAFFIC STUDY
ROAD IMPROVEMENTS AROUND WENTWORTH AVENUE
TOONGABBIE
DS2020/000924

Item No: CTC-25-174

MEADOWS STREET, THOMAS STREET AND MAY STREET, MERRYLANDS – PROPOSED MEDIAN ISLAND AND 'NO STOPPING' RESTRICTIONS

The Local Traffic Committee recommends that Council receive and note the report:

1. The installation of median islands and 'No Stopping' signs at the intersection of Meadows Street, Thomas Street and May Street, Merrylands in accordance with the attached plan be approved.

2. The affected and concerned residents be notified of the outcome.

REPORT

May Street is a local road that runs in a north-south direction with a default speed limit of 50 km/h. It has a width of approximately 12.5 m and parking is permitted on both sides of the road unless otherwise signposted.

Meadows Street and Thomas Street are two local roads that runs in an east-west direction with a speed limit of 50 km/h as well. Both streets have a width of approximately 12.5 m and parking is permitted on both sides of the road unless otherwise signposted.

May Street and Thomas Street forms a T intersection with priority to May Street. There is a 90-degree bend in May Street north of Thomas Street.

The map below shows the intersection.

Locality Plan

The latest Centre for Road Safety accident data indicated that there were no reported accidents related to parked vehicles or sight distance at this intersection in the last 5 years.

A site inspection found that vehicles are crossing the existing BL2 dividing lines when negotiating the 90-degree bend in May Street. In addition, cars are parking too close to the intersection of May Street and Thomas Street.

To address these issues, it is proposed to install a median island at the bend with mountable sections to maintain access to residents' properties and to implement 'No Stopping' restrictions near the intersection. These measures will improve road safety by discouraging vehicles from crossing into the wrong lane, reducing conflict points, and ensuring clear sightlines at the intersection. They will also help maintain smooth traffic flow and compliance with road rules.

CONSULTATION

The proposal was notified to the impacted and adjacent residents for a period of 14 days from 10 June 2025 to 24 June 2025. Council received one response by the closing date which support the proposal.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

1. Plan – Meadows Street, Thomas Street and May Street, Merrylands – Proposed Median Island and Parking Restrictions
2. Submission

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-174

Attachment 1

Plan – Meadows Street, Thomas Street and May Street, Merrylands – Proposed Median Island and Parking Restrictions

CUMBERLAND CITY COUNCIL	**TITLE:** May St & Meadows St & Thomas St, Merrylands - Proposed Median Island and Parking Restrictions	
	Date: 21/08/24	
	Scale: NTS	
	Drawn By: P.L	

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-174

Attachment 2

Submission

CUMBERLAND CITY COUNCIL

RECEIVED
02 JUL 2025

REF: DCTC/2511/033

MEADOWS STREET, MAY STREET AND THOMAS STREET, MERRYLANDS – CONSULTATION OF THE PROPOSED MEDIAN ISLANDS

Name: __

Address: .

Phone: _

Please indicate your views on the road safety concerns and installation of median island and associated signages at the intersection of Meadows Street, May Street and Thomas Street, Merrylands as described in Council's letter dated 10 June 2025 and submit your response by **Tuesday 24 June 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 10 June 2025 in relation to road safety concerns and the installation of median island and associated signages at the intersection of Meadows Street, May Street and Thomas Street and I am in favour of the below option/s.

1. ***I support the proposal in accordance with the attached plan.*** ☑

2. ***I do not support installation of median islands and signages at the intersection.*** ☐

Further comments on road safety in Meadows Street, May Street and Thomas Street:

I am unable to reverse out of my driveway because there are vehicles very close to my (Parked) driveway, that I have trouble seeing if there is any cars coming down Meadows St. It is very unsafe for me to reverse. Thank.

(Signed)

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160
T 02 8757 9000 F 02 9840 9734 E council@cumberland.nsw.gov.au W cumberland.nsw.gov.au
ABN 22 798 563 329

Item No: CTC-25-175

DELHI STREET, LIDCOMBE – REQUEST FOR TRAFFIC CALMING

The Local Traffic Committee recommends that Council receive and note the report:

3. Council undertake consultation with the residents of Delhi Street, Lidcombe to gauge their support or opposition to the installation of speed humps in Delhi Street.

4. The concerned residents be notified of the outcome.

REPORT

Delhi Street is a local road that runs in a north-south direction between Maud Street and Parramatta Road with a speed limit of 50 km/h. It has a width of approximately 12.7 m and parking is permitted on both sides of the road unless signposted.

There are two cross streets, namely Nicholas Street and Simla Street, forming intersections with Delhi Street apart from both ends.

Simla Street is a local road that runs in an east-west direction between Bombay Street and Platform Street with a speed limit of 50 km/h. Delhi Street and Simla Street form an intersection with priority to Simla Street. The intersection is signposted with ‘STOP’ signs and line marking. A report is included in this agenda proposing speed cushions on the Delhi Street approaches at the intersection of Delhi Street and Simla Street to improve safety at the intersection.

Nicholas Street is a local collector road that runs in an east-west direction between Harry Avenue and Bachell Avenue with a speed limit of 50 km/h. Nicholas Street and Delhi Street form an intersection with priority to Nicholas Street. The intersection is signposted with ‘STOP’ signs and line marking.

There are also median islands with openings on the Delhi Street approaches at the above two intersections.

The map below shows the location of Delhi Street.

Council has received road safety concerns in Delhi Street.

The latest crash data indicated that there was one reported crash at the intersection of Delhi Street and Maud Street and one crash on Delhi Street 20 m north of Maud Street in the 5 years ending June 2024. These crashes are in Section 1 of Delhi Street.

These details of crashes are tabulated below:

Date		Location	Description
16/02/2020	Non-casualty	Delhi St, 20m North of Maud St	Other same direction
15/01/2021	Minor injury	Delhi St @ Maud St	Right-through from right

The reported crashes on the state road Great Western Highway/Parramatta Road at its intersection with Delhi Street are not considered here.

Due to continued community concerns, Council officers have analysed traffic count data in Delhi Street at two locations. The traffic count locations are shown in red on the map above.

The results of the traffic count on Delhi Street, Lidcombe, indicated the following:

	Section 1 – Maud St to Nicholas St	Section 2 – Nicholas St to Simla St
Average Daily Traffic (ADT) – Veh/day	2,884	1785
85th percentile speed (km/h)	57.2	56.5
Mean (average) speed (km/h)	49.3	48.4

Council officers have investigated the request for the installation of traffic calming devices on Delhi Street.

The results of the traffic counts and recorded crashes are used in the assessment to determine the need for the installation of traffic calming devices on Delhi Street in accordance with the Local Area Traffic Management (LATM) criteria set out in Council's Traffic and Transport Policy and Guideline.

The LATM assessments are summarised in the tables below.

Table 1 – Delhi Street - LATM Assessment Points:

Criteria	**Maximum Score**	**Scores Achieved**	
		Section 1 – Maud St to Nicholas St	Section 2 – Nicholas St to Simla St
Traffic Study Data	60	30	15
Local Characteristics	40	15	15
Total	**100**	**45**	**30**

Note: Section 1 of Delhi Street has higher volume of traffic and a reported crash compared to Section 2.

Table 2 – Delhi Street – Action:

Points (out of 100)	**Recommended Action(s)**
61-100	Report to Cumberland Traffic Committee with a recommendation of providing traffic calming. Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines. · Consider community and stakeholder consultation on potential improvements
41-60	**Monitor and review traffic data after 6 months.** **Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines.** **·Consider community and stakeholder consultation on potential improvements.**
25-40	**Monitor and review traffic data after 12 months.** **Report to Cumberland Traffic Committee online marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines.** **·Consider community and stakeholder consultation on potential improvements.**
<25	·Do nothing.
Speed	Regardless of the total points scored, should the 85th percentile speed exceeds the posted speed limit by 5km/h, the street is to be referred to the Local Area Command of the NSW Police for monitoring and/or enforcement. ·Opportunities for line marking and associated improvements to support traffic calming and road safety to be considered, subject to technical guidelines.

In view of the continued concerns from some residents and high traffic speeds, it is proposed to undertake consultation with the residents regarding the installation of traffic calming devices in the street.

CONSULTATION

Subject to endorsement, consultation will be undertaken on the proposal.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

Nil

Item No: CTC-25-176

PENDLE WAY, PENDLE HILL - PROPOSED TEMPORARY ROAD CLOSURE FOR THAI PONGAL FESTIVAL 2026

The Local Traffic Committee recommends, and Council resolves that:

The temporary closure of Pendle Way, Pendle Hill (from Gilba Road to Civic Avenue) between the hours of 2:00am and 8:00pm Saturday 18 January 2026 be approved, subject to the following conditions:

1. All affected businesses, residents and emergency stakeholders being notified/consulted of the closure.

2. Complying with the notification requirements of the Roads Act 1993, i.e. placing public notices in a newspaper and erecting notices on the road.

3. Bus operators be consulted of the closure.

4. Approval of a Traffic Management Plan by Transport for NSW and the Transport Management Centre.

REPORT

Council has received an application for the temporary closure of Pendle Way, Pendle Hill between Gilba Road and Civic Avenue from 2:00am to 8:00pm Saturday 18 January 2026 for the Thai Pongal Festival. This community event takes place annually and Council did not have any issue in the 2025 event.

Pendle Way, Pendle Hill is a local collector road that runs in a north-south direction linking Pendle Hill Station to the north and Great Western Highway to the south. Shops and small businesses are occupying along this section of street with time restricted and parking permitted on both side of the road.

Transit Systems bus service operates 705 Blacktown to Parramatta via Pendle Hill Station daily. It is also noted that CDC Bus operates school afternoon drop off on Monday to Friday from Girraween High School to Pendle Hill Station via Joyce Street and this service will not be affected by the Sunday Road closure.

The event area is shown in the image below.

The road closure will be between 2:00 am and 8:00pm Saturday 18 January 2026.

The Traffic Guidance Scheme (Traffic Control Plans) for the community event is attached.

The Traffic Management Plan will be forwarded to Transport for NSW for concurrence.

CONSULTATION

The event organisers will carry out consultation with all affected businesses and residents and any objection received will be forwarded to Council for consideration.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

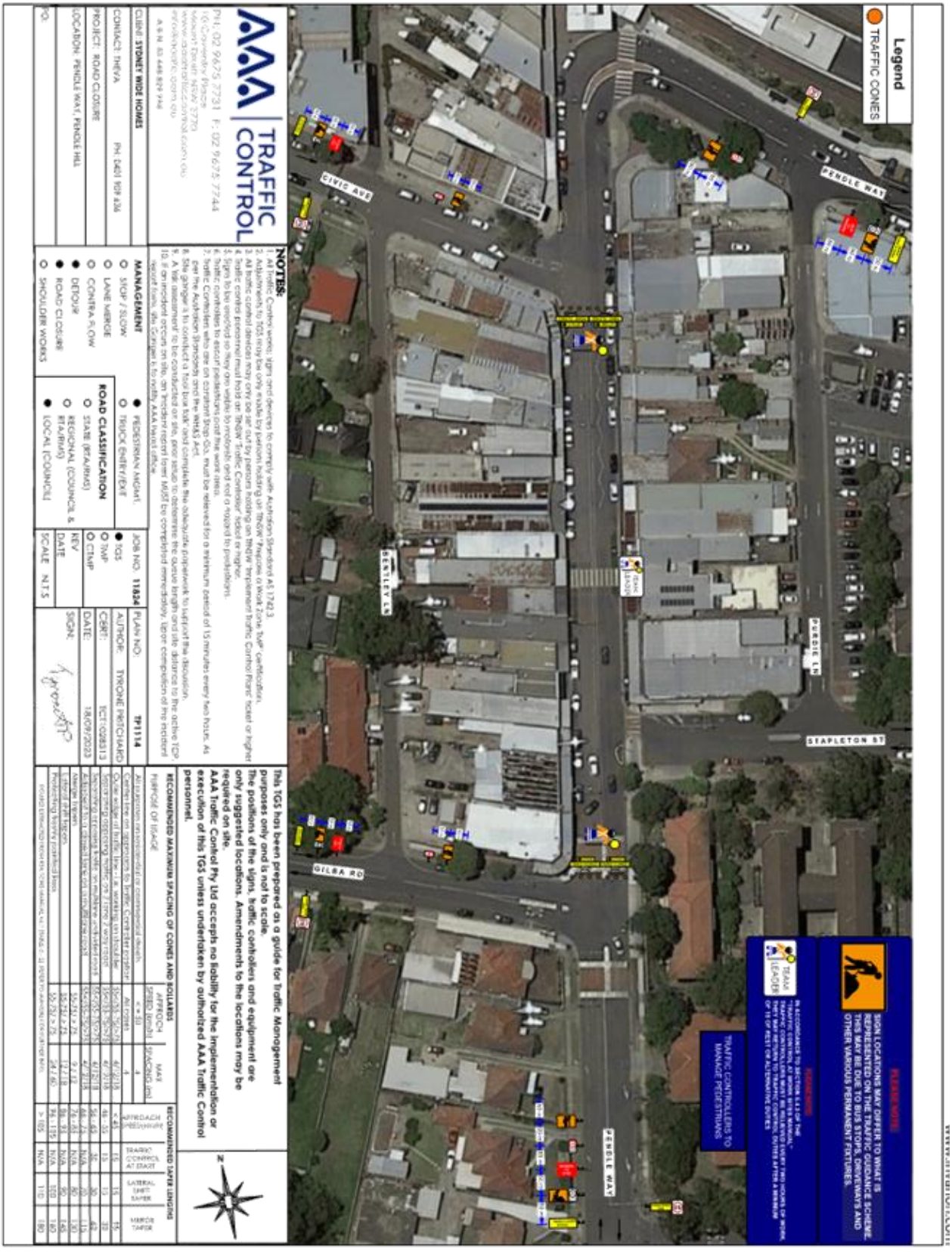
ATTACHMENTS

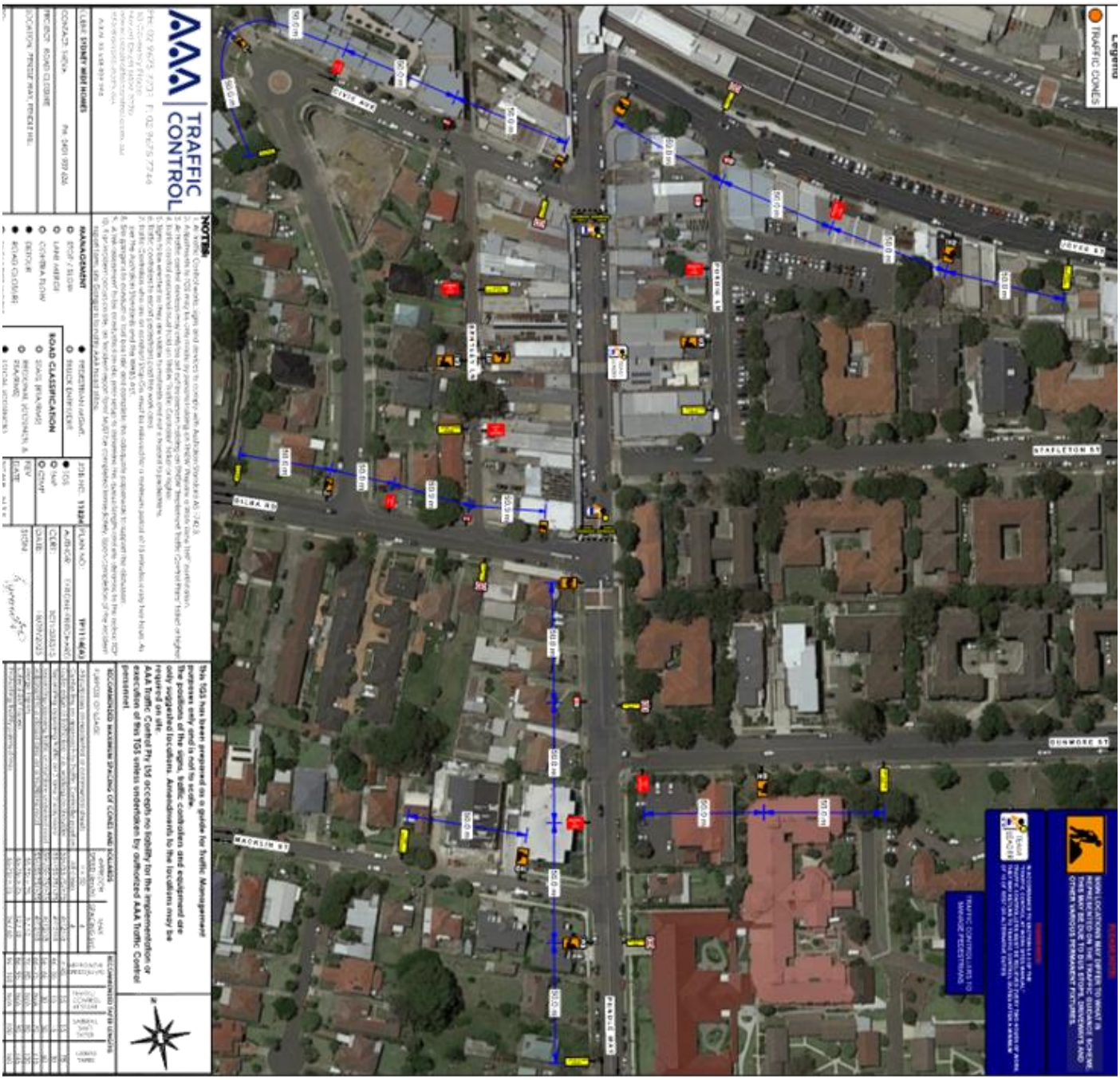
1. Plan – Traffic Guidance Scheme – Thai Pongal Festival 2026

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-176

Attachment 1

Plan – Traffic Guidance Scheme – Thai Pongal Festival 2026


Legend
TRAFFIC CONES
PENDLE WAY
CIVIC AVE
PERRIE LN
STAPLETON ST
GILBA RD
JENELE WAY
PLEASE NOTE
SIGN LOCATIONS MAY DIFFER TO WHAT IS SHOWN ON THIS TCP. SIGNAGE SCHEME TO BE MARKED ON SITE BY TCP CONTROLLER AND OTHER VARIOUS PERMANENT FIXTURES.
TRAFFIC CONTROLLERS TO MANAGE PEDESTRIANS
AAA TRAFFIC CONTROL
NOTES:
This TGS has been prepared as a guide for Traffic Management purposes only and is not to scale. The positions of the signs, traffic controllers and equipment are only suggested locations. Amendments to the locations may be required on site.
AAA Traffic Control Pty Ltd accepts no liability for the implementation or execution of this TGS unless undertaken by authorised AAA Traffic Control personnel.
RECOMMENDED MAXIMUM SPACING OF CONES AND BOLLARDS
RECOMMENDED TAPER LENGTHS
CLIENT: SYDNEY WIDE HOMES
CONTACT: THEVA PH: 0401 909 436
PROJECT: ROAD CLOSURE
LOCATION: PENDLE WAY, PENDLE HILL
PO:
MANAGEMENT
ROAD CLASSIFICATION
JOB NO: 11824
PLAN NO: TP1114
AUTHOR: TYRONE PRITCHARD
CERT: TCT-028313
DATE: 18/09/2023
SCALE: N.T.S
REV
DATE


Legend
TRAFFIC CONES
JOYCE ST
STAPLETON ST
SILVA AV
DUNMORE ST
MACKLIN ST
PENDLE WAY
TRAFFIC CONTROLLERS TO MANAGE PEDESTRIANS
AAA TRAFFIC CONTROL

Item No: CTC-25-177

JUNCTION STREET, AUBURN - STRATEGIC CYCLEWAY - PROPOSED CYCLEWAY LINK

The Local Traffic Committee recommends, and Council resolves that:

5. Council support both concept options in principle, with a preference for Option 2 – Cycleway along Junction Street with Pedestrian Crossing.

6. Council undertake consultation with affected residents.

REPORT

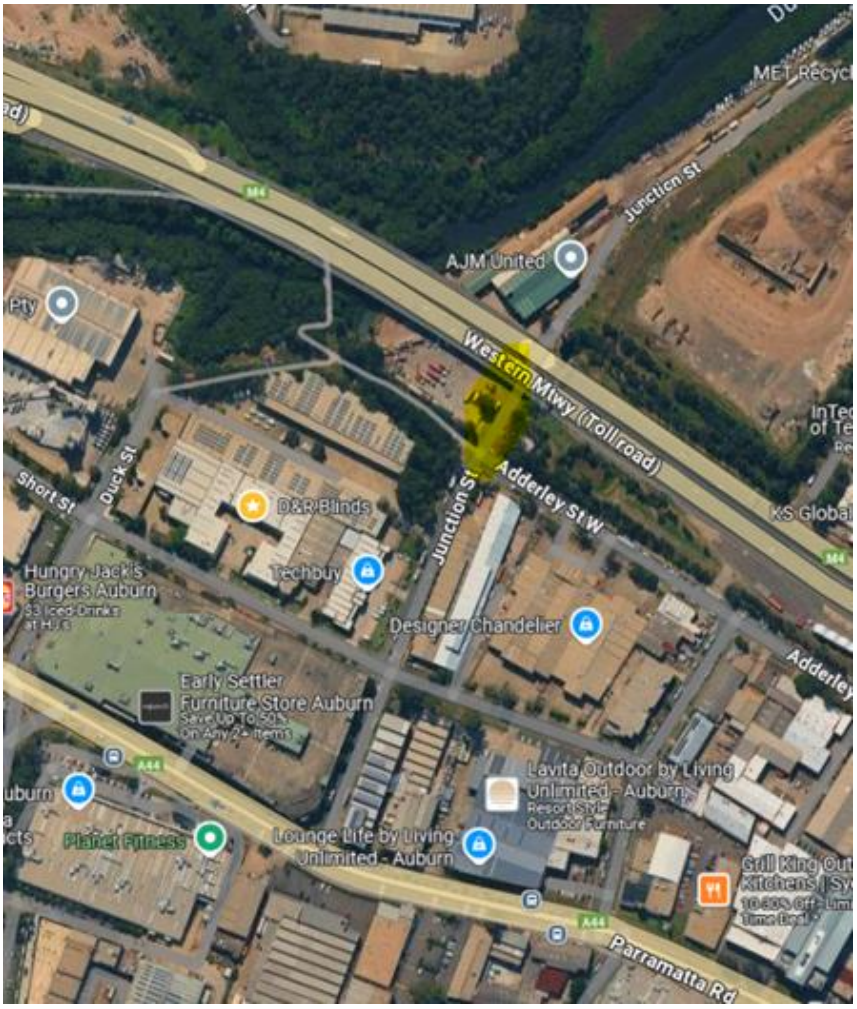
The City of Parramatta Council has secured funding from Transport for NSW through the Western Sydney Infrastructure Grants Program to deliver the Duck River Nature Trail project. This initiative has a strong focus on active transport and will be delivered in three stages, incorporating new boardwalks and dedicated pedestrian and cyclist paths along the eastern edge of Duck River.

The project will establish key links between the City of Parramatta Council, Cumberland City Council, and Canterbury-Bankstown Council, supporting sustainable travel modes and improving access to open space for the broader community.

As part of Stage 2, an 80-metre cycleway link is proposed on the northern side of the Western Motorway connecting via Junction Street to the existing cycleway network within the Cumberland LGA.

Junction Street is located in an industrial area. It is approximately 11.5m wide with unrestricted parking on both sides of the road. On the western side of Junction Street opposite Adderley Street, there is an established connection point to the existing cycleway network known as the ‘Duck River Cycleway’.

The map below shows the location of Junction Street and surrounding road network:



Locality map

Following discussions with the City of Parramatta Council's Active Transport team, Cumberland City Council granted permission for the City of Parramatta Council to undertake the design of the proposed cycleway located within the Cumberland Local Government Area (LGA). The proposed cycleway is consistent with the objectives of the *Cumberland Walking and Cycling Strategy 2024*, as it aligns with Corridor 2 identified in the strategy and will directly contribute to its active transport network.

Two concept designs options were prepared by City of Parramatta Council for Junction Street:

- Option 1: Separated bi- directional cycleway with kerb extensions
- Option 2: Separated bi- directional cycleway with a pedestrian crossing

To support the development of Stage 2, the City of Parramatta Council conducted a 'Have Your Say' community consultation via its website in March 2025, providing brief information on the proposed works and inviting community feedback.

Although limited detail was provided during the initial consultation, it is recommended that Council provide in-principle support for both concept options to facilitate ongoing design development for Stage 2 with a preference for Option 2, as it creates a strategic connection within the Cumberland active transport network.

CONSULTATION

The City of Parramatta Council completed the initial community consultation. Cumberland City Council will undertake additional consultation with the local community prior to the commencement of work in Cumberland LGA.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

1. Plan – Junction Street Proposed Cycleway Concept Plan Options

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-177

Attachment 1

Plan – Junction Street Proposed Cycleway Concept Plan Options

CITY OF PARRAMATTA

Duck River Nature Trail
Silverwater, NSW 2128, Australia

DRAFT

BY	HW
CKD	MW
APP	AC

Revision: C
Date: 04/06/23

CAPITAL PROJECTS
LANDSCAPE ARCHITECTURE

CUMBERLAND CITY COUNCIL

CUMBERLAND CITY COUNCIL

CITY OF PARRAMATTA

Duck River Nature Trail
Silverwater, NSW 2128, Australia

DRAFT

BY HW
CKD MW
APP AC

Revision: C
Date: 04/07/23

CAPITAL PROJECTS
LANDSCAPE ARCHITECTURE

Item No: CTC-25-178

WHALANS ROAD, GREYSTANES - ROAD SAFETY CONCERNS – CONSULTATION RESULT

The Local Traffic Committee recommends, and Council resolves that:

1. The installation of speed humps on Whalans Road, Greystanes be supported in principle.

2. Council prepares design of the speed humps, undertake consultation with directly affected residents and report back to Traffic Committee.

3. The concerned residents be notified of the outcome.

REPORT

Cumberland Traffic Committee (CTC) at its meeting in February 2025 considered a report (CTC-25-043) regarding road safety concerns on Whalans Road, Greystanes. Council resolved to undertake consultation with the residents of Whalans Road, Greystanes on the installation of traffic calming and report back to Cumberland Traffic Committee.

Consultation was carried out with the residents of Whalans Road in May 2025. Council received 40 responses (22% of the total letters sent) by the closing date, including one duplicate response from the same address and one anonymous response. Of the 38 valid responses, 21 (54%) supported the proposed speed hump, 16 (41%) opposed it, and 1 (5%) did not indicate a preference.

Based on these results, as the majority of residents indicated support, it is recommended that the installation of speed humps be approved in principle, Council prepares a design of the speed humps and undertakes consultation with directly affected residents.

CONSULTATION

The proposal was notified to the impacted resident for a period of 14 days from 9 May 2025 to 23 May 2025. A total of 38 valid responses were received.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

1. Previous Report – CTC-25-043
2. Previous Minutes – CTC-25-043
3. Submissions

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-178

Attachment 1

Previous Report – CTC-25-043

Item No: CTC-25-043

WHALANS ROAD, GREYSTANES – ROAD SAFETY CONCERNS

Directorate:	Environment and Planning
Responsible Officer:	Manager Engineering and Building
Electorate:	*Prospect*
Police Area Command (PAC):	*Cumberland*
Agenda Part	Part 2

Note: *Recommendation to Council*

SUMMARY

Council has received a request from a local resident for the installation of traffic calming devices on Whalans Road, Greystanes due to speeding concerns.

This report outlines the outcome of the investigation into this matter.

RECOMMENDATION

The Traffic Committee recommends:

1. **Council consult on the installation of traffic calming devices on Whalans Road, Greystanes and report the results to a future Traffic Committee meeting**

2. **Council refers the matter to NSW Police for speed monitoring and/or enforcement.**

REPORT

Council has received a request from a local resident and a subsequent request by Council to investigate the installation of traffic calming devices on Whalans Road, Greystanes due to speeding concerns.

Whalans Road is a local road runs in an east-west directions from Greystanes Road to Cumberland Road. The road is approximately 4.5km long with three existing roundabouts at the intersections with Vernon Street, Brighton Street and Gozo Road.

Whalans Road has a speed limit of 50km/h. Parking is permitted on both sides of the road in accordance with the Road Rules unless otherwise signposted.

The matter was investigated and reported to Cumberland traffic Committee (CTC) in the past, a summary of the report and recommendations are listed below:

Background

11 November 2017

CTC considered a report (CTC-17-131) regarding the road safety concerns on Whalans Road, Greystanes and recommended that:

1. *The provision of a traffic calming scheme incorporating speed humps on Whalans Road, Greystanes be approved in principle.*

2. *The resident be consulted and the results reported back to the Traffic Committee with a detailed scheme.*

7 February 2018

Following CTC recommendation, Council undertook consultation with the resident of Whalans Road and reported the result to CTC in February 2018 (CTC-18-032). The Cumberland Traffic Committee recommended that:

1. *The report on the consultation undertaken by Council be received and noted.*

2. *Installation of speed humps in Whalans Road, Greystanes not be supported due to lack of community support.*

3. *Installation of pavement line marking incorporating 'BB' centre lines and edge lines be supported.*

4. *The affected residents be notified of the outcome generally.*

7 August 2019

CTC considered a report (CTC-19-191) regarding the Retro-Reflective Raised Pavement Markers (RRPM) and recommended that:

Cumberland Traffic Committee recommended that the retro reflective pavement markers (RRPM) installed with the centre line of Whalans Road, Greystanes not be removed.

2 March 2022

After continued community concerns received. Council reviewed the traffic condition in Whalans Road between Gozo Road and Kippax Street and reported the findings to CTC in March 2022 (CTC-22-049). The Cumberland Traffic Committee recommended that:

The Traffic Committee recommended that Council undertake consultation with the residents of Whalans Road, Greystanes to assess support or otherwise for the installation of traffic calming devices in the street and report back to traffic committee.

3 August 2022

Following CTC recommendation, Council undertook consultation with the resident of Whalans Road and reported the result to CTC in August 2022 (CTC-22-158). The Cumberland Traffic Committee recommended that:

1. *The installation of traffic calming devices on Whalans Road, Greystanes not be supported.*

2. *Council request Cumberland Police Area Command to monitor the street for speed enforcement.*

2024/2025

Council has received further community concerns in 2024 regarding speeding in the street. This was then referred to Traffic Committee to investigate by Council as part of Notice of Motion C12/24-45 - Traffic Calming Devices on Whalans Road, Greystanes

The latest Centre for Road Safety accident data indicated that there was no reported accident in Whalans Road in the last 5 years.

Council officers have investigated the request in accordance with Council's Traffic and Transport Policy and Guidelines. The investigation shows that Whalans Road already features traffic control devices such as roundabouts and edge and central line marking.

The map below shows the location of Whalans Road, Greystanes:

Three traffic counts were undertaken on Whalans Road in June, October and November 2024. The traffic count locations are shown in red on the map above.

The results of the traffic count indicated the following:

Table 1: Traffic count Data on Whalans Road, Greystanes

	Section 1 *Between Greystanes Rd & Gozo Rd*	***Section 2*** *Between Gozo Rd & Brighton St*	***Section 3*** *Between Brighton St & Cumberland Rd*
Average Daily Traffic (ADT)	*1,935*	*2,761*	*2,784*
85th percentile speed	*57.06*	*55.8*	*62.46*
Mean (average) vehicle speed	*49.2*	*47.1*	*55.1*

The results of the traffic count and recorded crash history were used to determine the need for the installation of traffic calming devices in accordance with the criteria set out in Council's Local Traffic and Transport Policy and Guidelines for Local Area Traffic Management (LATM).

The Local Area Traffic Management (LATM) assessment is summarised in the tables below:

Table 2 – Whalans Road - LATM Assessment Points

Criteria	**Maximum Score**	**Score Achieved**		
		Section 1	**Section 2**	**Section 3**
Traffic Study Data	60	20	20	35
Local Characteristics	40	17	21	19
Total	**100**	**37**	**41**	**54**

Table 3 – Whalans Road – Action

Points (out of 100)	**Recommended Action(s)**
61-100	• Report to Cumberland Traffic Committee with a recommendation of providing traffic calming. • Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines. • Consider community and stakeholder consultation on potential improvements.
41-60	• **Monitor and review traffic data after 6 months.** • **Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines.**

	• **Consider community and stakeholder consultation on potential improvements.**
25-40	• Monitor and review traffic data after 12 months. • Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines. • Consider community and stakeholder consultation on potential improvements.
<25	• Do nothing.
Speed	• **Regardless of the total points scored, should the 85th percentile speed exceeds the posted speed limit by 5km/h, the street is to be referred to the Local Area Command of the NSW Police for monitoring and/or enforcement** • **Opportunities for line marking and associated improvements to support traffic calming and road safety to be considered, subject to technical guidelines.**

The traffic count indicated that the recorded 85th percentile speed for section 1 to section 3 were 57.06, 55.8 and 62.46 km/h which all exceeds the speed limit of the street by 5km/h. Council will refer the matter to NSW Police for speed monitoring and/or enforcement.

Based on the assessment, two out of the three sections of the road received scores in the 40–60-point range, indicating that consultation with residents regarding the provision of traffic calming devices on the street should be considered. In addition to this, due to the speed data recorded; Council propose to reconsult on the installation of traffic calming devices.

It is noted that previous consultations undertaken by Council have showed that residents of Whalans Street generally do not support the installation of traffic calming devices within the street.

CONSULTATION

Subject to endorsement, consultation will be undertaken on proposed traffic calming measures to affected residents.

ATTACHMENTS

Nil

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-178

Attachment 2

Previous Minutes – CTC-25-043

ITEM CTC-25-043 - WHALANS ROAD, GREYSTANES – ROAD SAFETY CONCERNS

Resolved by Exception

The Traffic Committee recommends:

1. Council consult on the installation of traffic calming devices on Whalans Road, Greystanes and report the results to a future Traffic Committee meeting

2. Council refers the matter to NSW Police for speed monitoring and/or enforcement.

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-178

Attachment 3

Submissions

CUMBERLAND CITY COUNCIL

RECEIVED
20 MAY 2025
BY: .....

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address: _____

Phone: _____ _____

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments:_____

_____

_____

_____

_____

_____

(Signed)

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160
T 02 8757 9000 F 02 9840 9734 E council@cumberland.nsw.gov.au W cumberland.nsw.gov.au
ABN 22 798 563 329

CUMBERLAND CITY COUNCIL

RECEIVED
30 MAY 2025
BY: .....

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: ___

Phone: ___

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Whalans Road.*** ☑

Comments: Rather than speed humps, council should consider islands

(Signed)

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CUMBERLAND CITY COUNCIL

RECEIVED
23 MAY 2025
BY: .....

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _

Address

Phone:

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☑ NO

2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: Not in front of the driveway as I am 86 and it will be hard for me to back out

Thank You

(Signed)

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

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ABN 22 798 563 329

CUMBERLAND CITY COUNCIL

RECEIVED
20 MAY 2025

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address _____

Phone:

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Whalans Road.*** ☑

Comments: I do not support speed humps on Whalans Road. I Strongly object to speed bump installation especially at my property frontage. Speed hump installation will reduce my quality of living standard due to noise and lost parking space.

_____

(Signed)

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CUMBERLAND CITY COUNCIL

0 2 JUN 2025

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: _

Phone: __

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Whalans Road.*** ☑

Comments: Rather than speed humps, council should consider islands

(Signed)

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ABN 22 798 563 329

CUMBERLAND CITY COUNCIL

RECEIVED
22 MAY 2025
BY: .....

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _

Address

Phone:

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025**.

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☐
2. ***I do not support the installation of speed humps on Whalans Road.*** ☑

Comments: The street is tight with multiple roundabouts. I think speed humps are not required to slow traffic down. The roundabouts do an adequate job already.

(Signed)

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ABN 22 798 563 329

CUMBERLAND CITY COUNCIL

RECEIVED
19 MAY 2025
BY: .....

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _

Address:

Phone: _

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025**.

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☐

(2.) ***I do not support the installation of speed humps on Whalans Road.*** ☒

Comments: 'AS ABOVE' (2)

_____

_____

_____

_____ _____

_____ _____

(Signed)

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CUMBERLAND CITY COUNCIL

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED

Name:_

Address:

Phone: _____

Please indicate your views on the proposed speed humps in Whalans Road as described in Co
May 2025 and submit your response by **Friday 23 May 2025.**

***Being the owner or tenant of the above address, I have received Council's letter dated 9 Ma
the proposed speed humps on Whalans Road and I am in favour of the below option.***

1. ***I support the installation of speed humps on Whalans Road and***

   I raise no objection to consider my property frontage for placement of a speed hum

2. ***I do not support the installation of speed humps on Whalans Road.***

Comments: • Install and LED sign which tells peop
slow down.
• Use white paint to mark "REDUCE SPEED"
• Increase police patrols in the area.

From:
Sent: Fri, 23 May 2025 13:16:11 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Cc:
Subject: [EXTERNAL] Ref; DCTC/2511/030
Attachments: 2025-05-23 13-07.pdf

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

To Whom it may concern,

See attached from my father in concerns to speed humps being added to Whalans Road Greystanes.

I also don't support this due to all the cars parked on the road now, the road has so many hills that I feel you will have to many blind areas on these if they go ahead. Narrowing the road wont support the random speeders.

Thankyou

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: __

Address:

Phone: _

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Whalans Road.*** ☑

Comments: OTHER THAN AT "BRADFIELD PARK" WHERE IN THE AFTERNOON (MAIN SCHOOL CHILDREN ARE PICKED UP BY PARENTS. DUE TO MORE 'LOCAL' PEOPLE LIVI HERE (I INCLUDE PEMULWUY) THE ROAD HAS BECOME A SECONDARY MAIN ROAD THE PEOPLE FROM "PEM." ARE USING WHALANS AS THE BEST & QUICKEST EAST-WEST ROUTE & ALSO THE ONLY POST OFFICE FOR THEM IS AT GREYSTANES

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

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ABN 22 798 563 329

CUMBERLAND CITY COUNCIL

RECEIVED
29 MAY 2025

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: _

Phone: _

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Whalans Road.*** ☑

Comments: I do not support this. will cause unnecessary traffic and added noise to our Street and property and will be inconvient to have in our home Street. This will also negatively impct vehicle wear and emergency response times

(Signed)

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CUMBERLAND CITY COUNCIL

RECEIVED
03 JUN 2025

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: .

Phone: _

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

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   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments:_____

_____

_____

_____

_____ ___

<

_____

(Signed)

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CUMBERLAND CITY COUNCIL

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: _

Phone: __

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and*** ✓
   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: I SUPPORT SPEED HUMPS HOWEVER NOT IN FRONT OF MY HOME

(Signed)

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Welcome *Belong* Succeed

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address: _____

Phone: _____ Mobile: 0[illegible]

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road <u>and</u>***

   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I <u>do not</u> support the installation of speed humps on Whalans Road.*** ☐

Comments: I would prefer a round-about in the nearest cross Street.

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CUMBERLAND CITY COUNCIL

RECEIVED
22 MAY 2025
BY: .....

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: __

Address:

Phone: _

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

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   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Whalans Road.*** ☑

Comments: I Thank Council for Looking after residents welfare. I believe speeding motorist should Pay Heavy fine. Please Install speed Cameras. If installing Speed humps, I strongly appose in front off the above adress. Thanking you.

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CUMBERLAND CITY COUNCIL

RECEIVED
21 MAY 2025
BY: .....

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: __

Address: .

Phone: _

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

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   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: ON THE CONDITION DUE DILIGENCE AND PLACEMENT OF SPEED HUMPS.

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From:
Sent: Wed, 14 May 2025 11:26:11 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] proposed speed hump reply
Attachments: 1205_001.pdf

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Please see attached reply for proposed speed humps, I believe this is a must and long over due, I not only live in the street but I manage 7 homes in the street and understand how the street has become a short cut for vehicles so they can avoid speed humps on Cumberland road, in doing so they also find it entertaining to see how fast they can go from round a bout to round a bout. There has been 3 accidents where parked trailers have been hit opposite the propertys whalans road, these accidents both were related to speeding cars.
Motor bikes also fly through the street hitting in excess of 80-100km.

We would love the speed humps installed as soon as possible especially near the park areas as it worries us that one day a child may be hurt due to the negligence of the drivers.

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name:

Address

Phone:

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

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   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: Its a MUST!!
Cars & motorbikes travel at high speeds, its a matter of time before something Serious happens
Brighton st also has many high powered cars speeding + doing burnouts mainly late at night

(Signed)

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RECEIVED
23 MAY 2025
BY:

CUMBERLAND CITY COUNCIL

RECEIVED
MAY 2025
BY:

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name:

Address:

Phone:

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

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2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: HOPEFULLY SPEED HUMPS WILL STOP THE SPEEDING CARS, AS I AM ELDERY CROSSING THE ROAD HAS BECOME VERY DIFFICULT AS I DON'T MOVE AS FAST TO THE ONCOMING TRAFFIC

(Signed)

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CUMBERLAND CITY COUNCIL

RECEIVED
21 MAY 2025
BY: .....

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address: _____

Phone: _

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

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2. ***I do not support the installation of speed humps on Whalans Road.*** ☑

Comments: There's not enough lighting to show travellers to be aware of a hump coming up. Some 'keep Left' signs in the middle of a street or road are not lit up to show the driver that there is a "Keep Left" sign. Night time lighting in those particular areas are very inadequate and have caused damage to motor vehicles.

_____ _____

(Signed)

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CUMBERLAND CITY COUNCIL

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name:

Address:

Phone:

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2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: I definitly agree with a Hump as there Has Been alot of Hoons speeding between the two Roundabouts making it very unsafe for our children especially when they are catching the bus. I totally agree with it.

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CUMBERLAND CITY COUNCIL

RECEIVED
16 MAY 2025
BY: .....

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: __

Address:

Phone: _

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2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments:_____

_____

_____

_____

_____

(Signed)

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CUMBERLAND CITY COUNCIL

20 MAY 2025

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _

Address:

Phone: _

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   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Whalans Road.*** ☑

Comments: No! No! No!

WITH ALL THE REV HEADS I OBJECT TO HAVING SPEED HUMP WITHIN 100M OF OUR PROPERTY. WE'RE BOTH 75+0 BEEN LIVING IN FOR OVER 50 YEARS, BOTH NOT WELL, I HAVE NEVER SEEN A COP OR OR A MOBILE SPEED CAMERA ON OUR ROAD. TO SLOW THE TRAFFIC DOWN PARTIALLY BLOCK THE TOP END OF WHALANS ROAD AND POLICE IT.

(Signed)

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CUMBERLAND CITY COUNCIL

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address: ___

Phone: _____ Mobile: _____

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

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2. ***I do not support the installation of speed humps on Whalans Road.*** ☒

Comments:_____

_____

_____

_____

_____

(Signed)

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Welcome *Belong* Succeed

CUMBERLAND CITY COUNCIL

RECEIVED
21 MAY 2025
BY:

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: _

Phone: __

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2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: I don't want speed bump infront of My House

(Signed)

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Welcome *Belong* Succeed

CUMBERLAND CITY COUNCIL

RECEIVED
20 MAY 2025
BY: .....

REF: DOC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ____

Address: __

Phone: _____ Mobile: _____

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   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: This will provide a much safer street for children, pets & people walking

_____

_____

_____

_____

_____

(Signed)

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CUMBERLAND CITY COUNCIL

RECEIVED
15 MAY 2025
BY:

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address: _____

Phone: _____

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: This is well overdue, especially on the round about on the Gozo Rd intersection which is used as a launching pad for speeding cars.

(Signed)

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T 02 8757 9000 F 02 9840 9734 E council@cumberland.nsw.gov.au W cumberland.nsw.gov.au
ABN 22 798 563 329

CUMBERLAND CITY COUNCIL

RECEIVED
16 MAY 2025
BY

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: ___

Phone: ___

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Whalans Road.*** ☒

Comments:_____

_____

_____

_____

_____ _____

_ _____

(Signed)

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CUMBERLAND CITY COUNCIL

20 MAY 2025

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name:

Address:

Phone:

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: PLEASE INSTALL! HOONS RACE UP OUR STREET DAY & NIGHT. A FATALITY WILL HAPPEN SOON! OUR ROAD HAS BECOME A VERY BUSY THOROUGHFARE FROM GREYSTANES RD TO CUMBERLAND RD. THEY ARE AN ABSOLUTE NECESSITY!

(Signed)

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CUMBERLAND CITY COUNCIL

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: _

Phone: __

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☒

2. ***I do not support the installation of speed humps on Whalans Road.***

Comments: I do not want speed humps in front of Whalans Rd.

(Signed)

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ABN 22 798 563 329

CUMBERLAND CITY COUNCIL

RECEIVED
16 MAY 2025
BY: .....

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _

Address

Phone: _____ Mobile: _____

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Whalans Road.*** ☒

Comments: We have been living here for nearly 60 years and have done ok without Speed humps. All we need is police to be around more often. In all the years we have been here there hasn't been many accidents, More Police patrol much better.

_____

(Signed)

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T 02 8757 9000 F 02 9840 9734 E council@cumberland.nsw.gov.au W cumberland.nsw.gov.au
ABN 22 798 563 329

From:
Sent: Mon, 19 May 2025 12:11:30 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] Whalans Road Greystanes - Proposed speed humps
Attachments: Cumberland Speed Hump Review.pdf

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon

I refer to your letter regarding proposed speed humps in Whalans Road Greystanes.

Please see attached signed completed consultation form.

I also reply to the **comments as follows:**

- In October 2021 I contacted Dr Hugh McDermott MP, State Member for Prospect regarding the Anti Social Road Behaviour on Whalans Road Greystanes. He sent correspondence on my behalf to Peter Fitzgerald General Manager at Cumberland City Council and to the Cumberland Police Area Command.
- So many people treat the street as a race track repeatedly, doing burn outs and speeding.
- It is extremely dangerous especially from the round-about at the corner of Gozo Road and then speed up Whalans Road to Greystanes Road.
- Police occasionally used to monitor the area but not recently.
- It has been 4 years since the last review by Council to do anything about the ongoing problem and nothing has changed in the area except for getting worse.

I request that Council make a decision and instal speed humps in the street as it appears that every time consultation letters are sent to residents nothing constructive happens. It would appear that people either don't care about the safety in the area or just can't be bothered to send back the forms.

I further note that Cumberland Road and the surrounding streets in Pemulway all have speed humps so I cant see why a decision by Council is not made for Whalans Road.

I look forward to a positive outcome this time round.

Regards

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: _

Phone: _

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025**.

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: In October 2021 I contacted Dr Hugh McDermott MP State member for Prospect and he sent correspondence to Peter Fitzgerald General Manager Cumberland Council and Cumberland Police Area Command, regarding the Anti Social Road Behaviour on Whalans Rd, Greystanes
The area is repeatedly used as a race track, doing burnouts and speeding
It is extremely dangerous especially from the roundabout on the corner of Gidzo E and then straight up the top of Whalans Rd to Greystanes Rd.
Police occasionally used to sit in the area to monitore speeding
It is 4 years since last review by Council and nothing has changed in the are but got worse. I would request that Council make a decision as a lot of people living in the area don't care or can't be bothered to send back the revi form.

Note
* Cumberland Road and Pemulway have speed humps.

U
(Signed)

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CUMBERLAND CITY COUNCIL

RECEIVED
20 MAY 2025
BY: .....

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: _

Phone: _____ Mobile: _____

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Whalans Road.*** ☑

Comments:_____

_____

_____

_____

_____

(Signed)

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ABN 22 798 563 329

From:
Sent: Sun, 18 May 2025 18:59:59 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] WHALANS ROAD GREYSTANES - PROPOSED SPEED HUMPS
Attachments: COUNCIL SPEED HUMPS PROPOSAL MAY2025.jpg

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Please see attached my response to the proposed speed humps on Whalans Road.

As advised Whalans Road is a "rat run" most mornings, cars tearing down the road avoiding Merrylands Road, especially around peak-hour.

It is very difficult to back out of our drive in fear of a car coming over the crest of the hill at speed.

If the proposal is successful I would be happy to have one of the speed humps outside my house —

Thank you,

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name:

Address

Phone:

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: I DO THINK THIS IS A GOOD IDEA WHALANS ROAD IN THE MORNINGS IS USED AS A "RAT RUN", AND CARS ZOOM OVER OUR HILL. WE ARE JUST OVER THE CREST OF A HILL AND MANY TIMES WE ALMOST HAVE BEEN HIT REVERSING OUT OF OUR DRIVEWAY.

(Signed)

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CUMBERLAND CITY COUNCIL

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name:__

Address:

Phone: _

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 2[illegible] May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☒

2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments:_____

_____

_____

_____

_____

(Signed)

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ABN 22 798 563 329

Welcome *Belong* Succeed

From:
Sent: Fri, 16 May 2025 19:17:17 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] Speed hump proposal

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Sent from my iPhone

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address _____

Phone: .

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

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1. ***I support the installation of speed humps on Whalans Road and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: I strongly agree to the proposed speed humps. Almost daily when leaving my driveway, I experience difficulties due to the cars speeding up the road. My house is positioned whereby I cannot see the cars coming until they are over the hill, and when they are speeding, I have had many close collisions.

Please put in the speed humps.

_____ ***(Signed)***

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CUMBERLAND CITY COUNCIL

RECEIVED
21 MAY 2025

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: _

Phone: __

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

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1. ***I support the installation of speed humps on Whalans Road and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: Yes as Long as the Speed hump ISN'T installed in front of my Driveway. Thankyou

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CUMBERLAND CITY COUNCIL

RECEIVED
2 0 MAY 2025

REF: DCTC/2511/030

WHALANS R \D, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: __

Address:

Phone: _____

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments:_____

_____

_____

_____

_____

(Signed)

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CUMBERLAND CITY COUNCIL

RECEIVED
30 MAY 2025
BY: .....

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: __

Address:

Phone: _____

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑
   I suggest Humps would be well placed ½ way down from top of Whalans Rd from Greystanes Rd to Glenn Rd.
2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments: As a suggestion, the use of adding a slowing device (narrowing the road at various point along Whalans Rd.
Stop large trucks from racing from Greystanes Rd along Whalans Rd. Put up large signs with tonage limits.
Police surveilance to check cars speed & sign to warn drivers to keep to the 50 limit.

(Signed)

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Then a sign to state – your speed has been check

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ABN 22 798 563 329

From: "Records Department"
Sent: Mon, 26 May 2025 09:37:55 +1000
To:
Subject: Request for Additional Information - Whalans road

Thank you for your email.

Before forwarding your enquiry to the relevant area within Council, please provide **your full address (with unit number) details** for registration purposes only.

The information is required for the customer data base to prevent duplication and will not be released to any other person or organisation.

Kind regards,

-----Original Message-----

Sent: Sunday, 25 May 2025 4:54 PM
To: Records Department <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] Whalans road

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear council,

I received a letter in the mail in regards to Whalans Road. I was away all of May and so I didn't get to send in my form by the date. But I still wanted to send in my support for speed bumps on Whalans Road. As I live on this road and am fearful for my children's lives, especially when hearing the cars speeding, and I mean going way over 100kms on this road at all times of the day. I am also scared for those kids that go to Greystanes public school that I see cross Whalans street to get home, all the elderly in this area and the citizens that walk daily here. I really hope you can pass this email on to the right people and use this email as a vote of SUPPORTING and saying YES to speed bumps on WHALANS ROAD.

Regards,

Whalans road resident
Sent from my iPhone

2 0 MAY 2025

BY: .....

REF: DCTC/2511/030

WHALANS ROAD, GREYSTANES – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address: _____

Phone: _____ Mobile: _____

Please indicate your views on the proposed speed humps in Whalans Road as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May 2025 in relation to the proposed speed humps on Whalans Road and I am in favour of the below option.

1. ***I support the installation of speed humps on Whalans Road and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I do not support the installation of speed humps on Whalans Road.*** ☐

Comments:_____

_____

_____

_____

_____

(Signed)

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Item No: CTC-25-179

DAMIEN AVENUE, GREYSTANES – ROAD SAFETY CONCERN – CONSULTATION RESULT

The Local Traffic Committee recommends, and Council resolves that:

1. The installation of speed humps and vehicle activated sign in Damien Avenue, Greystanes be approved in accordance with the attached plan.

2. Council notifies the concerned and affected residents of the outcome.

REPORT

Damien Avenue is a local road that runs in a north-south direction with a speed limit of 50km/h. The street is approximately 1.1km long and has a width of approximately 7.4m. Parking is permitted on both sides of the road in accordance with Road Rules unless signposted otherwise.

Council has received concerns from local residents regarding road safety on Damien Avenue, Greystanes. The matter was investigated and reported to Cumberland Traffic Committee (CTC) in the past, a summary of the reports and recommendations are listed below:

7 February 2024

CTC considered a report (CTC-23-038) on the road safety concerns in Damien Avenue, Greystanes. Based on the report, CTC recommends:

"1. The installation of traffic calming devices on Damien Avenue, Greystanes not be supported.

2. Council review conditions in Damien Avenue, Greystanes in February 2025, and report back to Traffic Committee if required.

3. The concerned resident be notified of the outcome."

20 March 2024

Council at its meeting in March 2024, resolved that *the "item considered by the Cumberland Local Traffic Committee at the 7 February 2024 meeting as provided in this report, be returned to the Committee for further consideration."*

5 June 2024

CTC considered a report (CTC-24-135) on the road safety concerns with a further traffic condition review. Additionally, Council undertook consultation with the residents in April 2024 to assess support for the installation of speed humps in Damien Avenue. The CTC recommends:

"1. Council undertake design and location of speed humps in Damien Avenue, Greystanes,

2. Consult with affected and adjacent residents on the proposed design and report the outcomes to Traffic Committee."

2 April 2025

Following the recommendation, a further consultation was carried out with the residents of Damien Avenue accordingly in October 2024. A report (CTC-25-085) regarding the consultation results was presented to the CTC. The CTC recommends:

Council investigate alternate measures for speed calming including a combination of speed humps and local traffic management devices and undertake further consultation with the affected residents.

This recommendation was supported by Council.

Following the recommendation, a further consultation regarding alternate measures for traffic calming was carried out with the residents of Damien Avenue accordingly in June 2025. A total of 29 letters with survey form were distributed to the residents. The following options were listed in the survey form:

Option 1: I support the installation of Vehicle Activated Sign (VAS) and speed humps on Damien Avenue.

Option 2: I support the installation of speed humps only on Damien Avenue.

Option 3: I support the installation of Vehicle Activated Sign (VAS) only on Damien Avenue.

Option 4: I do not support the installation of Vehicle Activated Sign (VAS) and speed humps on Damien Avenue.

There were seven (7) responses (24% of the total letters sent) received by the closing date, with some respondents selecting more than one option, resulting in nine total selections. The feedback is summarised below:

- Option 1 – 5 selections
- Option 2 – 1 selection
- Option 3 – 2 selections
- Option 4 – 1 selection

Based on the responses received, it is recommended that a combination of speed humps and vehicle activated sign (VAS) be installed as per the attached plan.

CONSULTATION

The proposal was notified to the impacted resident for a period of 14 days from 10 June 2025 to 24 June 2025. A total of seven responses were received, with a range of options selected.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

1. Plan - Damien Avenue, Greystanes - Proposed Speed Humps and Vehicle Activated Signs
2. Previous Report - CTC-25-085
3. Previous Minutes - CTC-25-085
4. Submissions

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-179

Attachment 1

Plan - Damien Avenue, Greystanes - Proposed Speed Humps and Vehicle Activated Signs

CONTINUTE IN SHEET 2/2
LEGEND
-PROPOSED SPEED HUMPS
196M
155M
226M
120M
5M
7M
NO.71
NO.73
NO.75
NO.70
NO.72
NO.74
NO.88
NO.95
NO.97
NO.18
NO.121
NO.123
NO.120
NO.122
NO.125
NO.124
RUNYON AVE
LEONARD AVE
VIOLET PL
OLD PROSPECT RD
40
SLOW DOWN
CUMBERLAND CITY COUNCIL
TITLE: DAMIEN AVE, GREYSTANES - PROPOSED SPEED HUMPS 1/2
File Number:
Date: 21/7/25
Drawn By: L.C
Scale: NTS

LEGEND
PROPOSED SPEED HUMPS
151M
113M
110M
354M
NO.14
NO.16
NO.18
NO.17
NO.19
NO.21
NO.30&30A
NO.31
NO.32
NO.33
NO.34
NO.43-51
NO.110
ADLER PDE
ADLER PDE
REIN RD
LUCINDA RD
RUNYON AVE
5M
7M
CONTINUTE IN SHEET 1/2
CUMBERLAND CITY COUNCIL
TITLE: DAMIEN AVE, GREYSTANES - PROPOSED SPEED HUMPS 2/2
File Number:
Drawn By: L.C
Date: 21/7/25
Scale: NTS

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-179

Attachment 2

Previous Report - CTC-25-085

Item No: CTC-25-085

DAMIEN AVENUE, GREYSTANES - ROAD SAFETY CONCERNS

Directorate:	Environment and Planning
Responsible Officer:	Manager Engineering and Building
Electorate:	*Prospect*
Police Area Command (PAC):	*Cumberland*
Agenda Part	Part 2

Note: *Recommendation to Council*

SUMMARY

Council has undertaken consultation with resident for the proposed speed humps in Damien Avenue, Greystanes.

This report outlines the outcome of the review.

RECOMMENDATION

The Traffic Committee recommends that Council investigate alternate measures for speed calming including a combination of speed humps and local traffic management devices and undertake further consultation with the affected residents.

REPORT

Cumberland Traffic Committee (CTC) at its meeting in June 2024 considered a report (CTC-24-135) regarding road safety concerns on Damien Avenue, Greystanes. Council resolved to undertake designs on the location of speed humps, consult with affected and adjacent residents on the proposed design and report back to the Traffic Committee.

Following the resolution, a design was prepared as attached to this report and consultation was carried out with the residents of Damien Avenue accordingly in October 2024. Council received 15 responses (29% of the total letters sent) by the closing date, 6 responses (40%) were in support and 9 responses (60%) opposed to the proposal. Based on the results, the majority of residents opposed the installation of the proposed speed humps.

As an alternative, consideration was given to the implementation of BL2 line marking as a road safety response; however, Damien Avenue is approximately 7 metres wide and the implementation of these line markings would reduce the availability of on-street parking at this location.

Given the consultation results and the ongoing community interest in the matter, it is recommended that Council officers explore alternate measures for traffic calming, such as alternate speed hump locations, vehicle activated signs and other potential traffic

management devices, and for further consultation to be undertaken with directly affected residents.

CONSULTATION

The proposal was notified to the impacted resident for a period of 14 days from 23 October 2024 to 6 November 2024.

A total of 51 letters were distributed with an attached survey form to the residents / owners. There were 15 responses (29% of the total letters sent) received by the closing date, 6 responses (40%) were in support and 9 responses (60%) opposed to the proposal.

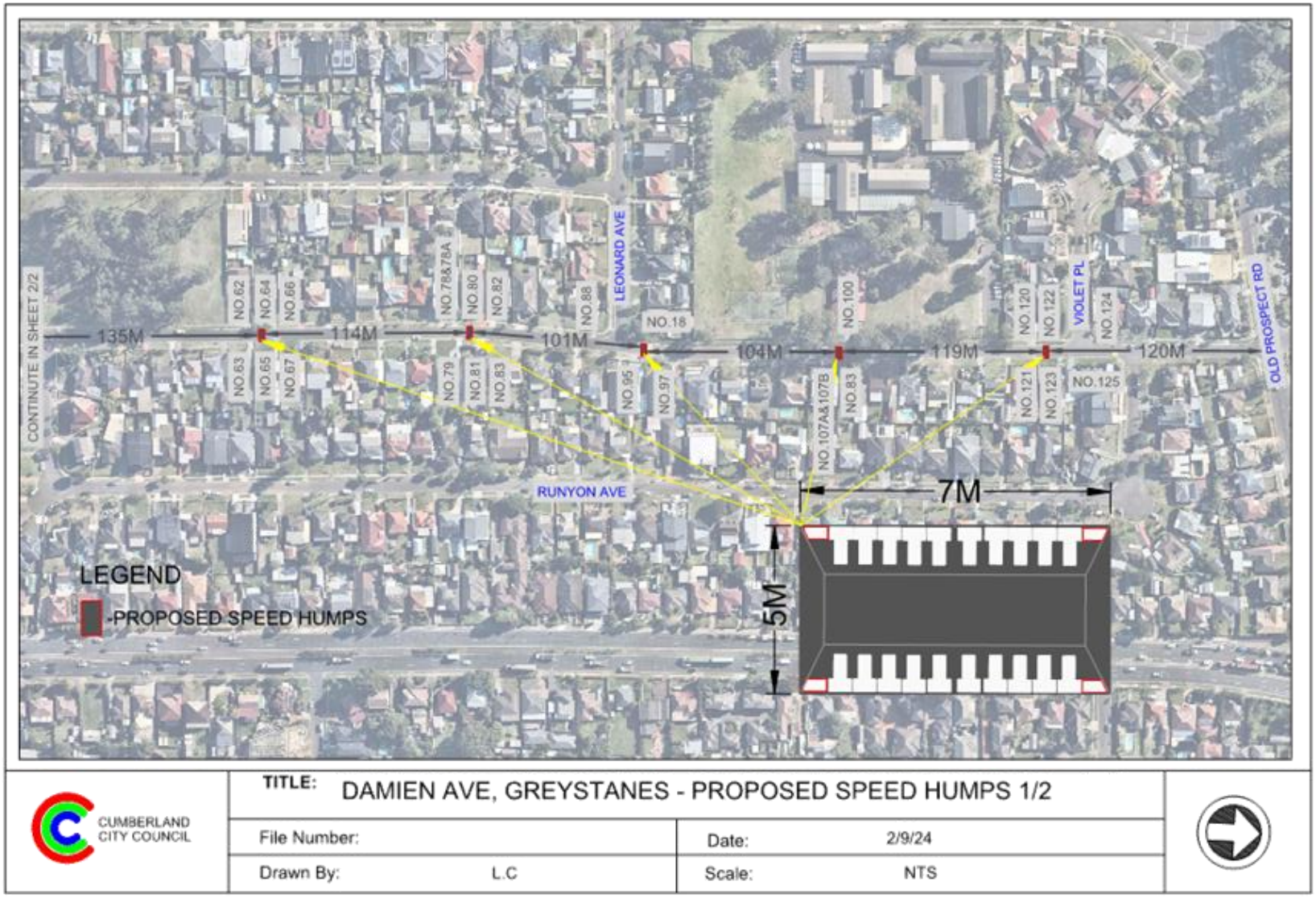
ATTACHMENTS

1. Plan - Damien Avenue, Greystanes - Proposed speed hump locations considered during consultation (1 of 2) ⇩
2. Plan - Damien Avenue, Greystanes - Proposed speed hump locations considered during consultation (2 of 2) ⇩
3. Submissions ⇩

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-085

Attachment 1

Plan - Damien Avenue, Greystanes - Proposed speed hump locations considered during consultation (1 of 2)



CUMBERLAND CITY COUNCIL

TITLE: DAMIEN AVE, GREYSTANES - PROPOSED SPEED HUMPS 1/2

File Number:		Date:	2/9/24
Drawn By:	L.C	Scale:	NTS

CUMBERLAND CITY COUNCIL

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-085

Attachment 2

Plan - Damien Avenue, Greystanes - Proposed speed hump locations considered during consultation (2 of 2)

CUMBERLAND CITY COUNCIL

Traffic Committee
2 April 2025

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-179

Attachment 3

Previous Minutes - CTC-25-085

ITEM CTC-25-085 - DAMIEN AVENUE, GREYSTANES - ROAD SAFETY CONCERNS

Resolved by Exception

The Traffic Committee recommends that Council investigate alternate measures for speed calming including a combination of speed humps and local traffic management devices and undertake further consultation with the affected residents.

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-179

Attachment 4

Submissions

RECEIVED
23 JUN 2025
BY: .....

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/037

DAMIEN AVENUE, GREYSTANES – CONSULTATION FOR PROPOSED VEHICLE ACTIVATED SIGN (VAS) – ON ROAD SPEED LIMIT

Name: _

Address

Phone:

Please indicate your views on the proposed Vehicle Activated Sign (VAS) in combination with speed humps in Damien Avenue as described in Council's letter dated **10 June 2025** and submit your response by **24 June 2025**.

Being the owner or tenant of the above address, I have received Council's letter dated 10 June 2025 in relation to the proposed vehicle activated sign in Damien Avenue between and I am in favour of the below option.

1. ***I support the installation of Vehicle Activated Sign (VAS) on Damien Avenue, and speed humps*** ☑
2. ***I support the installation of speed humps only on Damien Avenue.*** ☐
3. ***I support the installation of Vehicle Activated Sign (VAS) only on Damien Avenue*** ☐
4. ***I do not support the installation of Vehicle Activated Sign (VAS) and speed humps on Damien Avenue.*** ☐

Comments: No comments.

(Signed)

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/037

DAMIEN AVENUE, GREYSTANES – CONSULTATION FOR PROPOSED VEHICLE ACTIVATED SIGN (VAS) – ON ROAD SPEED LIMIT

Name: _____

Address _____

Phone: .

Please indicate your views on the proposed Vehicle Activated Sign (VAS) in combination with speed humps in Damien Avenue as described in Council's letter dated **10 June 2025** and submit your response by **24 June 2025**.

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1. ***I support the installation of Vehicle Activated Sign (VAS) on Damien Avenue, and speed humps*** ☒
2. ***I support the installation of speed humps only on Damien Avenue.*** ☐
3. ***I support the installation of Vehicle Activated Sign (VAS) only on Damien Avenue*** ☐
4. ***I do not support the installation of Vehicle Activated Sign (VAS) and speed humps on Damien Avenue.*** ☐

Comments: Yes, There is some crazy drives they are speeding like they going on M4. It will we great if speed humps can be insttaled.

Thank you.

[redacted]

(Signed)

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T 02 8757 9000 F 02 9840 9734 E council@cumberland.nsw.gov.au W cumberland.nsw.gov.au
ABN 22 798 563 329

Welcome *Belong* Succeed

[redacted]

CUMBERLAND CITY COUNCIL

RECEIVED
2 6 JUN 2025
BY: .....

REF: DCTC/2511/037

DAMIEN AVENUE, GREYSTANES – CONSULTATION FOR PROPOSED VEHICLE ACTIVATED SIGN (VAS) – ON ROAD SPEED LIMIT

Name: _____

Address: _____

Phone: _____ Mobile: _____

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3. ***I support the installation of Vehicle Activated Sign (VAS) only on Damien Avenue*** ☐
4. ***I do not support the installation of Vehicle Activated Sign (VAS) and speed humps on Damien Avenue.*** ☐

Comments: _____

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_____

(Signed)

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ABN 22 798 563 329

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RECEIVED
2 3 JUN 2025
BY: .....

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/037

DAMIEN AVENUE, GREYSTANES – CONSULTATION FOR PROPOSED VEHICLE ACTIVATED SIGN (VAS) – ON ROAD SPEED LIMIT

Name: _____

Address: _____

Phone: _____ Mobile: _____

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2. ***I support the installation of speed humps only on Damien Avenue.*** ☐
3. ***I support the installation of Vehicle Activated Sign (VAS) only on Damien Avenue*** ☑
4. ***I do not support the installation of Vehicle Activated Sign (VAS) and speed humps on Damien Avenue.*** ☐

Comments: _____

_____

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_____ _____

_____ _____

(Signed)

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RECEIVED
2 3 JUN 2025
BY: .....

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/037

DAMIEN AVENUE, GREYSTANES – CONSULTATION FOR PROPOSED VEHICLE ACTIVATED SIGN (VAS) – ON ROAD SPEED LIMIT

Name: _____

Address: _____

Phone: _____ Mobile: _____

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3. ***I support the installation of Vehicle Activated Sign (VAS) only on Damien Avenue*** ☐
4. ***I do not support the installation of Vehicle Activated Sign (VAS) and speed humps on Damien Avenue.*** ☑

Comments: _____

_____

_____

_____

_____

_____

(Signed)

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CUMBERLAND CITY COUNCIL

REF: DCTC/2511/037

DAMIEN AVENUE, GREYSTANES – CONSULTATION FOR PROPOSED VEHICLE ACTIVATED SIGN (VAS) – ON ROAD SPEED LIMIT

Name: [redacted]

Address: [redacted]

Phone: [redacted]

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2. ***I support the installation of speed humps only on Damien Avenue.*** ☐
3. ***I support the installation of Vehicle Activated Sign (VAS) only on Damien Avenue*** ☐
4. ***I do not support the installation of Vehicle Activated Sign (VAS) and speed humps on Damien Avenue.*** ☐

Comments: Great it done!

[redacted]

(Signed)

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ABN 22 798 563 329

Welcome *Belong* Succeed

[redacted]

CUMBERLAND CITY COUNCIL

RECEIVED
20 JUN 2025

REF: DCTC/2511/037

DAMIEN AVENUE, GREYSTANES – CONSULTATION FOR PROPOSED VEHICLE ACTIVATED SIGN (VAS) – ON ROAD SPEED LIMIT

Name:

Address:

Phone:

Please indicate your views on the proposed Vehicle Activated Sign (VAS) in combination with speed humps in Damien Avenue as described in Council's letter dated **10 June 2025** and submit your response by **24 June 2025**.

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2. ***I support the installation of speed humps only on Damien Avenue.*** ☐
3. ***I support the installation of Vehicle Activated Sign (VAS) only on Damien Avenue*** ☐
4. ***I do not support the installation of Vehicle Activated Sign (VAS) and speed humps on Damien Avenue.*** ☐

Comments: IT WOULD BE VERY APPRICIATED IF ITS DONE SOONER THAN LATER THANKING YOU VERY MUCH

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Item No: CTC-25-180

TEMPORARY ROAD CLOSURES FOR COUNCIL EVENTS

The Local Traffic Committee recommends, and Council resolves that:

The temporary road closures associated with Council events in this report are undertaken, subject to the following conditions:

1. All affected businesses, residents and emergency stakeholders being notified of the closure.

2. Complying with the notification requirements of the Roads Act 1993, i.e. placing public notices in a newspaper and erecting notices on the road.

3. Bus operators shall be consulted of the closure.

4. Approval of a Traffic Management Plan by Transport for NSW and the Transport Management Centre be obtained.

5. If the timing of the events varies due to unforeseen circumstances, Council to liaise with Transport for NSW for concurrence.

REPORT

Diwali Festival Event

Council's Events team proposes a temporary closure of Station Street, Wentworthville between Dunmore Street and Perry Street from 7:00am Saturday 1 November 2025 to 1:00am Monday 3 November 2025 for the Diwali Festival event.

Station Street, Wentworthville is a local road that runs in a north-south direction linking Wentworthville Station to the north and Great Western Highway to the south. Shops and small businesses occupy along the street with time restricted parking permitted on both sides of the road. Transit Systems Bus Route 818 and 824 and CDCNSW Bus Routes 708 and 709 operate along Station Street from Monday to Friday. No bus services operate on Saturdays or Sundays.

The Station Street closure for the Diwali Festival event has occurred over the last few years and Council has not received any complaints from the public. It is an annual event, which will be held and managed by Cumberland City Council. It is noted that the event is scheduled to be carried out on Saturday 1 November 2025 and Sunday 2 November 2025 between the hours of 5:00pm and 9:00pm.

The Traffic Control Plan for the Diwali Festival event is attached.

A Traffic Management Plan will be forwarded to Transport for NSW for approval.

Granville Railway Disaster Memorial Service 2026

Council will be organising the Granville Railway Disaster Memorial event which proposes the temporary closure of Carlton Street, Granville between Railway Parade and Council car park entry adjacent to Russell Street. The memorial event is scheduled on Sunday 18 January 2026 from 7:00AM to 1:00PM. The traffic guidance scheme will be implemented from 5:00AM to 2:00PM.

This is an annual memorial service to commemorate the lives lost due to the 1977 Granville Rail Disaster. Families of the victims, survivors and rescue personnel numbering 100 to 150 persons are expected to attend the event.

The Railway Disaster memorial is located on the southwestern corner of the Carlton Street & Railway Parade traffic lights. Please refer to street view image of the memorial below:

As done in previous years, the event organisers have identified that attendees will meet at the Granville Town Hall and march along Carlton Street towards the memorial.

The image below shows the location of the road closure:

Following the event in previous years, Council staff conducted event debriefings and observed that the event was successful without any issues.

Copies of the Traffic Guidance Scheme (TGS) are attached.

'Australia Day' Celebrations 2026

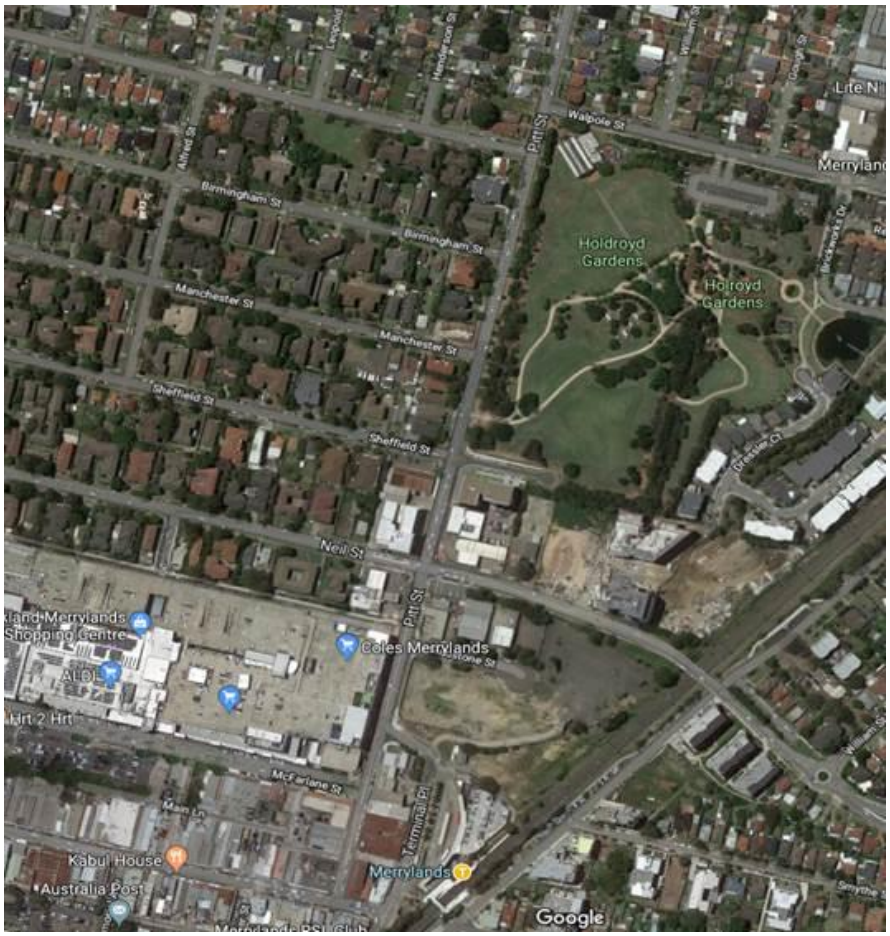
Australia Day is celebrated annually in Holroyd Gardens at the corner of Pitt Street & Walpole Street. The event will be managed by Council.

Australia Day will be celebrated on Monday January 26, 2026, commencing from 6:00PM and finishing at 9:00PM. Approximately 1,000 people are expected to attend the event throughout the duration. There will be fireworks at the end of the event.

The road closure will be on Pitt Street between the two eastern and western approaches of the staggered intersection of Walpole Street. The road closures will be between 8:30PM and 10:30PM to facilitate event patrons to evacuate the area safely and cross Pitt Street to access their parked cars or walk to Merrylands station which is less than 900m from Holroyd Gardens.

The event is classified as Class 3 in accordance with the Special Event Guidelines.

The map below shows the street network and Holroyd Gardens.



The Traffic Management Plan and Traffic Guidance Scheme (TGS) are attached.

The Traffic Management Plan (TMP) will be submitted to Transport for NSW for approval.

Ramadan Food Festival 2026

Council proposes to hold the annual 'Ramadan Street Festival' in the Auburn CBD in March 2026 across two-nights, consistent with the previous Ramadan festival operations in 2025. This event is an annual event which provides a cultural celebration for the community and greater trading opportunities for local businesses within/in close proximity to the event.

The Traffic Guidance Scheme (TGS) is attached. Transport for NSW will be forwarded the Traffic Management Plan with the updated details for approval.

The road closure from morning will prevent any parking within the event area and al so
provide time for event officers to set up stalls and other furniture required for the eve nt. The closure is as follows.

- Auburn Road between Queen Street and Beatrice Street
- Eastern section of Mary Street, between Harrow Road and Auburn Road

The proposed road closure is indicated in red below:

'Nowruz' Persian New Year Celebrations 2026

Following the success of the 2025 Nowruz (Persian New Year) Festival in Merrylands Civic Square, it is proposed to hold the event for 2026 in the same location.

The closure of Merrylands Road between Main Lane/Addlestone Road and Miller Street for this event will provide ample event space and opportunities for local town centre businesses to trade within and/or close proximity to the event space.

The road closure will be on Merrylands Road between Treves Street and Miller Street, from 7:00AM, Saturday, 21 March 2026 to 2:00AM, Sunday, 22 March 2026.
The event is classified as Class 3 in accordance with the Special Event Guidelines.

The map below shows the street network around Merrylands Road in this area and temporary road closure outlined in red.

The attached Traffic Guidance Scheme (TGS) shows the signage and the road section to be closed.

The TGS and Traffic Management Plan (TMP) will be forwarded to Transport for NSW for approval.

Guildford Festival 2026

Council has received an application for the temporary closure of Guildford Road between Railway Terrace, and Talbot Road and short sections of Cross Street and Station Street, Guildford from 6:00 AM on Saturday 23 May 2026 to 2:00AM on Sunday 24 May 2026 for the Back to Guildford event.

The festival will include live music, children's activities, food trucks and art showcasing the diversity of Guildford and the local businesses.

The festival is planned for Saturday 23 May 2026 from 4:00 PM to 9:00 PM and proposes the temporary closure of the following road sections:

- Guildford Road between Railway Terrace and Talbot Road,
- An approximately 35 m section of Cross Street south of Guildford Road, and
- An approximately 40 m section of Station Street south of Guildford Road.

The road closures will be affected from 6:00 AM on Saturday 23 May 2026 to 2:00AM on Sunday 24 May 2026. The road closure from morning will prevent any parking within the event area and provide time for event officers to set up stalls and other furniture required for the event.

The map below shows the closed sections in red outline.

There is no special event clearways proposed.

Council will liaise with the bus operators regarding the affected bus routes.

A copy of the Traffic Management Plan (TMP) will be forwarded to TfNSW for concurrence.

CONSULTATION

Subject to endorsement, Council's Events team will carry out the following:

- Advertise the event via Council's website and social media, local papers and any other community/business networks.
- Consult with local businesses in the area (particularly those directly impacted by the road closure).
- Further consult with Emergency Services and Transport Operators as required.
- Undertake further engagement with local businesses and community closer to the event date, including letter notification to businesses directly impacted and in the surrounding area advising of the traffic changes at least 8 weeks prior to the event being held.
- Variable Message Signs (VMS) displayed prior to the event and 'Changes to Traffic' made available on Council's webpage for the event.

Due to the advance notice of the road closure, should the event require a date change, Council officers are to provide an update to affected parties as soon as possible.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

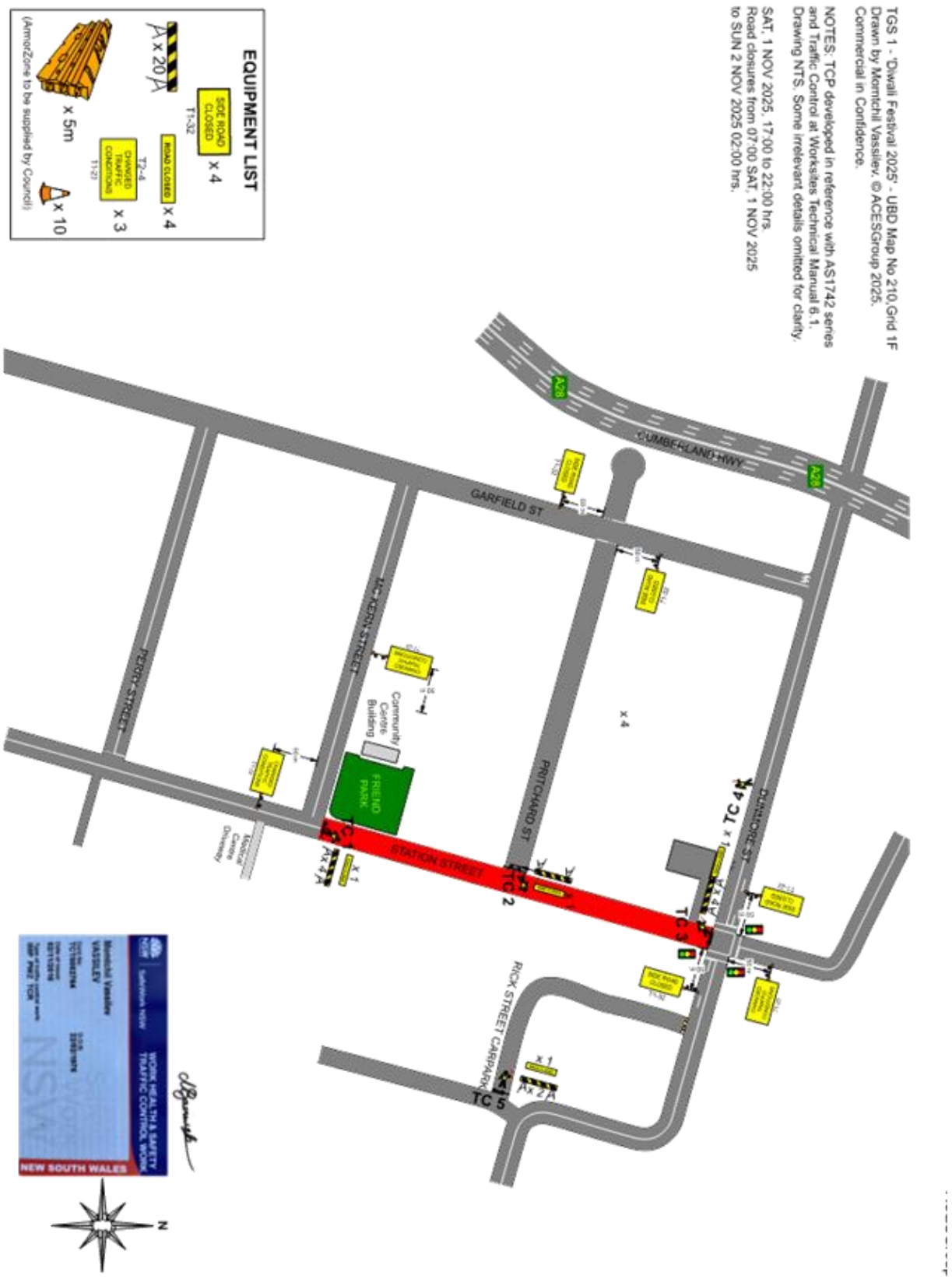
ATTACHMENTS

1. Traffic Guidance Scheme - Diwali Festival Event 2025
2. Traffic Guidance Scheme - Granville Railway Disaster Memorial Service 2026
3. Traffic Guidance Scheme - Australia Day 2026
4. Traffic Guidance Scheme - Ramadan Food Festival 2026
5. Traffic Guidance Scheme - 'Nowruz' Persian New Year Celebrations 2026
6. Traffic Guidance Scheme - Guildford Festival 2026

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-180

Attachment 1

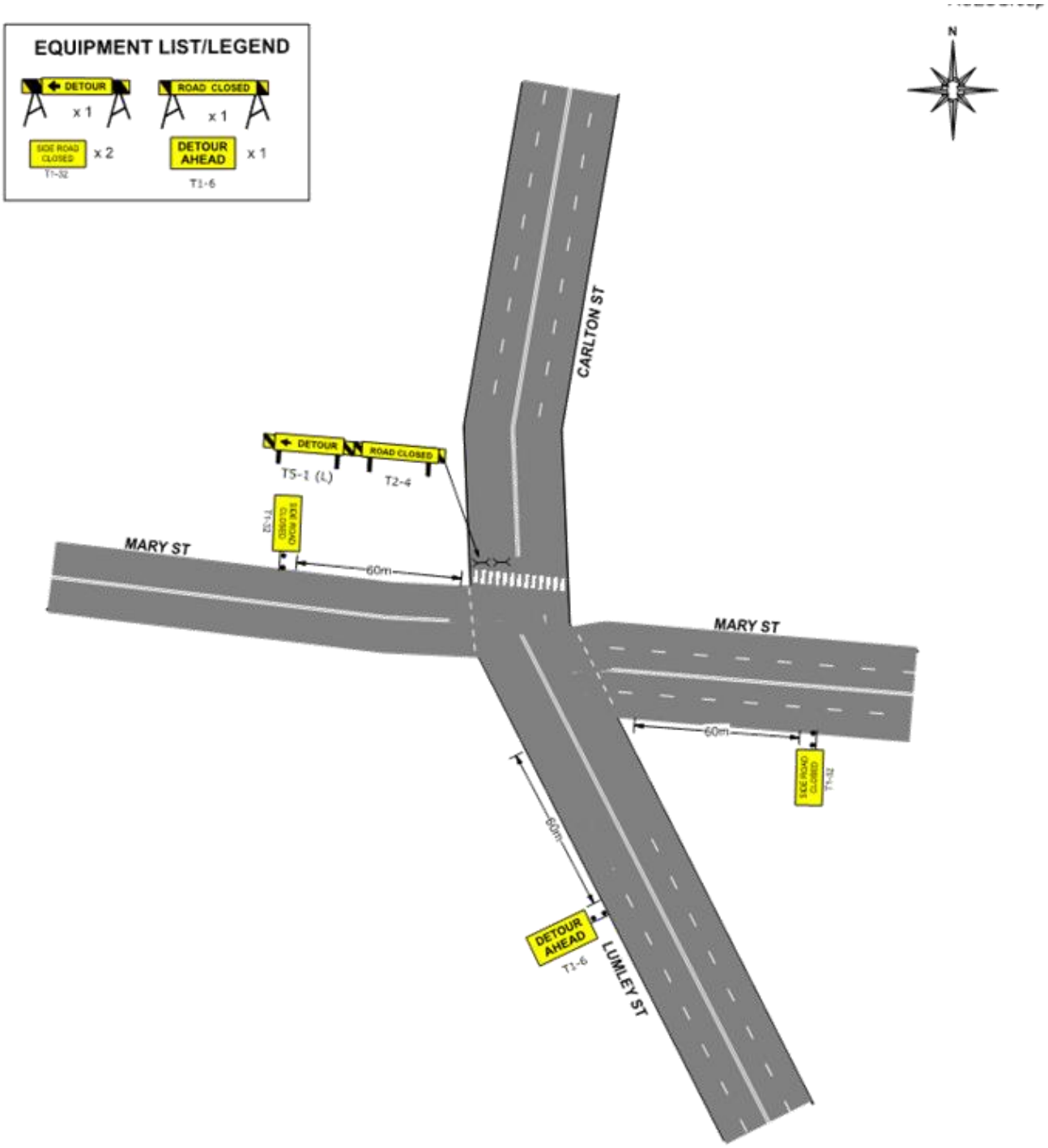
Traffic Guidance Scheme - Diwali Festival Event 2025


TGS 1 - 'Diwali Festival 2025' - UBD Map No 210,Grid 1F
Drawn by Momtchil Vassilev. © ACESGroup 2025.
Commercial in Confidence.
NOTES: TCP developed in reference with AS1742 series and Traffic Control at Worksites Technical Manual 6.1.
Drawing NTS. Some irrelevant details omitted for clarity.
SAT, 1 NOV 2025, 17:00 to 22:00 hrs.
Road closures from 07:00 SAT, 1 NOV 2025 to SUN 2 NOV 2025 02:00 hrs.
EQUIPMENT LIST
SIDE ROAD CLOSED x 4
ROAD CLOSED x 4
DIVERGED TRAFFIC CONDITIONS x 3
x 20
x 5m
x 10
(Armor/Zone to be supplied by Council)
CUMBERLAND HWY
A28
GARFIELD ST
PERRY STREET
PETERS STREET
PRITCHARD ST
DUNMORE ST
STATION STREET
RICK STREET CARPARK
FRIEND PARK
Community Centre Building
Medical Centre Driveway
TC 1
TC 2
TC 3
TC 4
TC 5
NEW SOUTH WALES
WORK HEALTH & SAFETY TRAFFIC CONTROL WORK
N

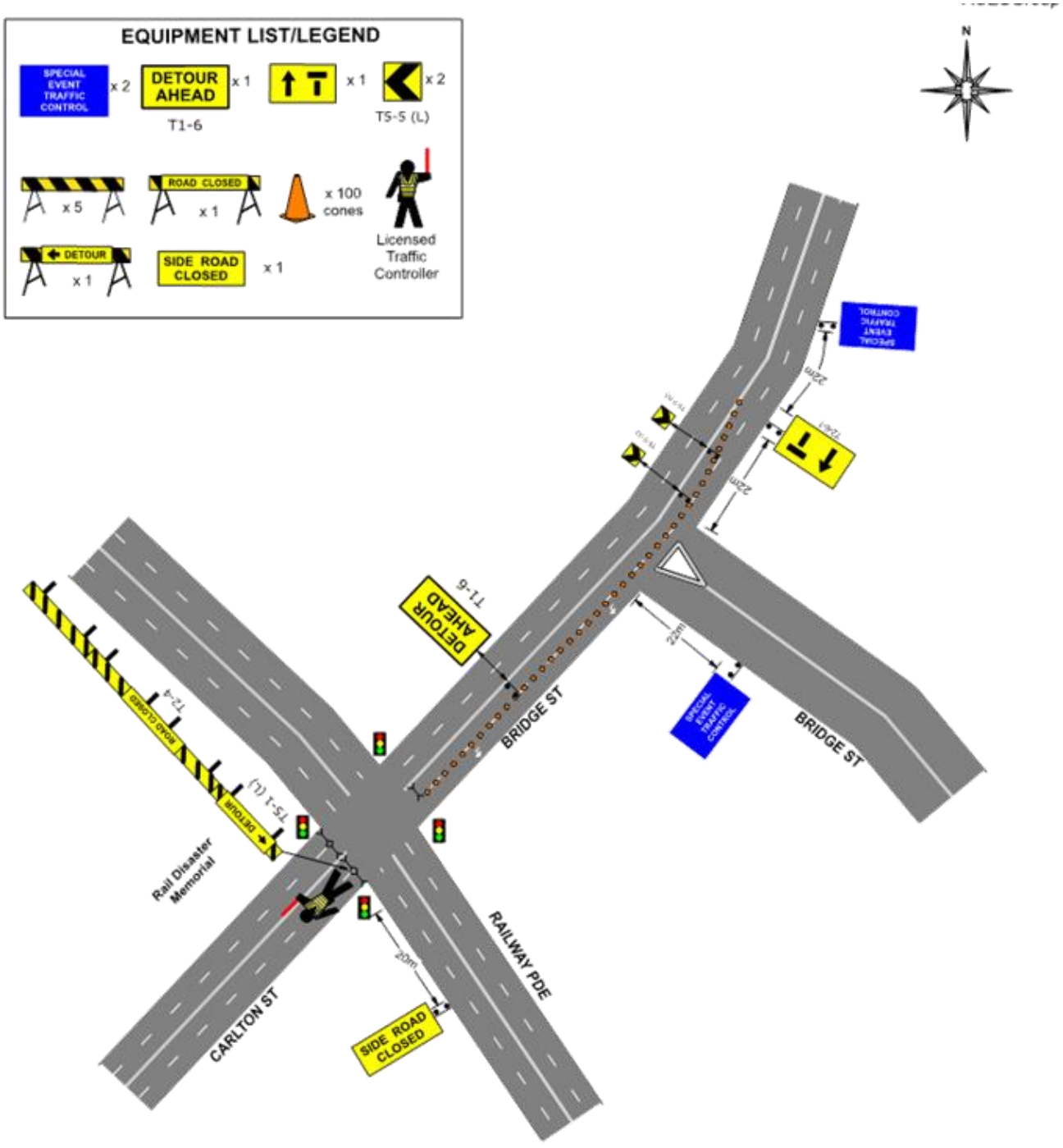
DOCUMENTS ASSOCIATED WITH REPORT CTC-25-180

Attachment 2

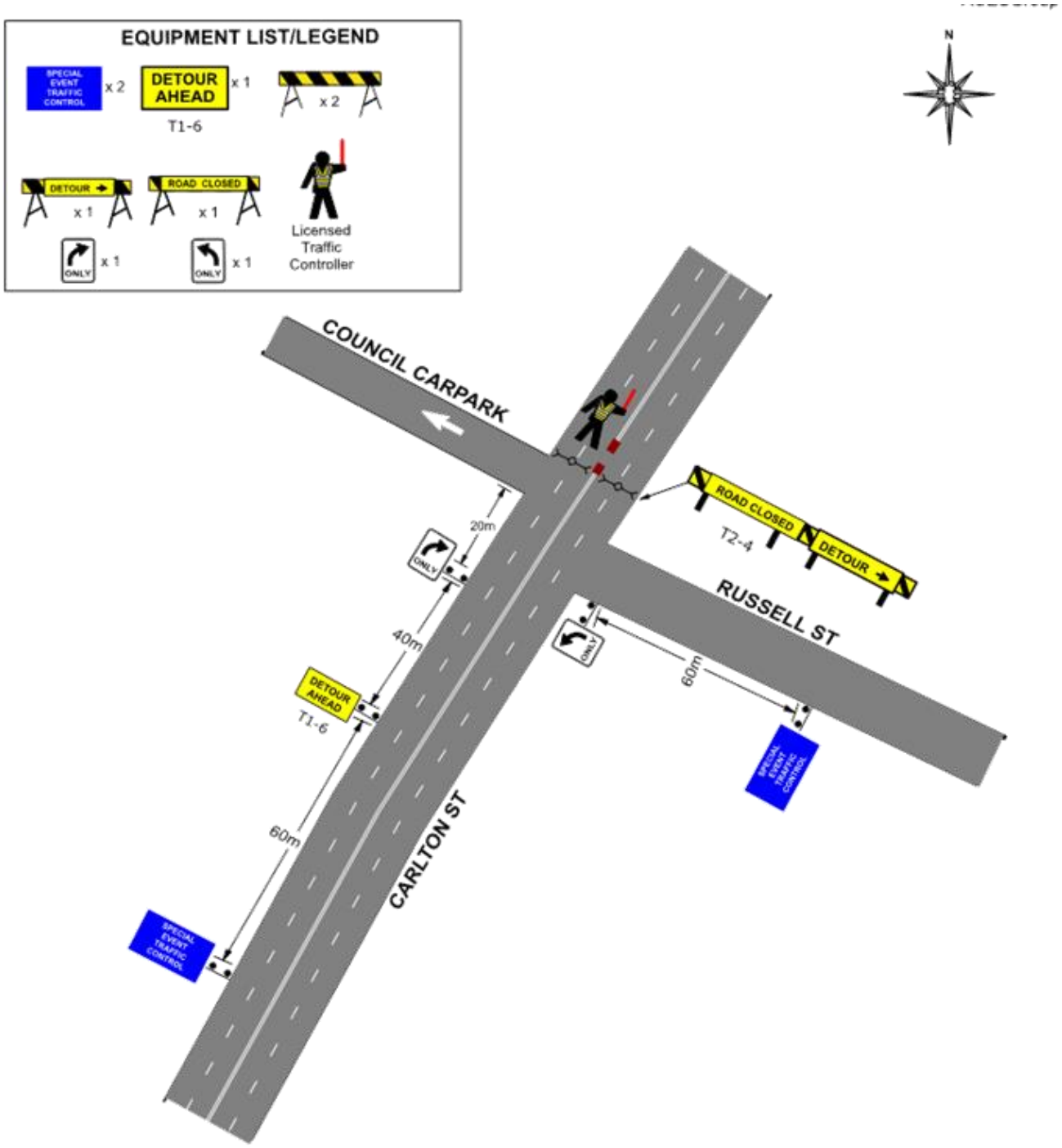
Traffic Guidance Scheme - Granville Railway Disaster Memorial Service 2026



Carlton St at Mary St Granville			Railway Disaster Memorial		TGS 03	
AGENCY	**PRIMARY TASK**	**SECONDARY TASK**	**STAFF ON-SITE**	**TIMES**	Date Updated	20/06/25
TMC					Scale:	Not to Scale
POLICE					Drawn:	Momtchil Vassilev TCT0652764
COUNCIL					ASSURE SAFETY	
TC STAFF	Install equipment	Implement closure	N/A	0500 - 1400		



Carlton St at Railway Pde Granville			Railway Disaster Memorial		TGS 02	
AGENCY	PRIMARY TASK	SECONDARY TASK	STAFF ON-SITE	TIMES	Date Updated	20/06/25
TMC					Scale:	Not to Scale
POLICE					Drawn:	Momtchil Vassilev TC10652764
COUNCIL					ASSURE SAFETY	
TC STAFF	Install equipment	Implement closure	1	0500 - 1400		



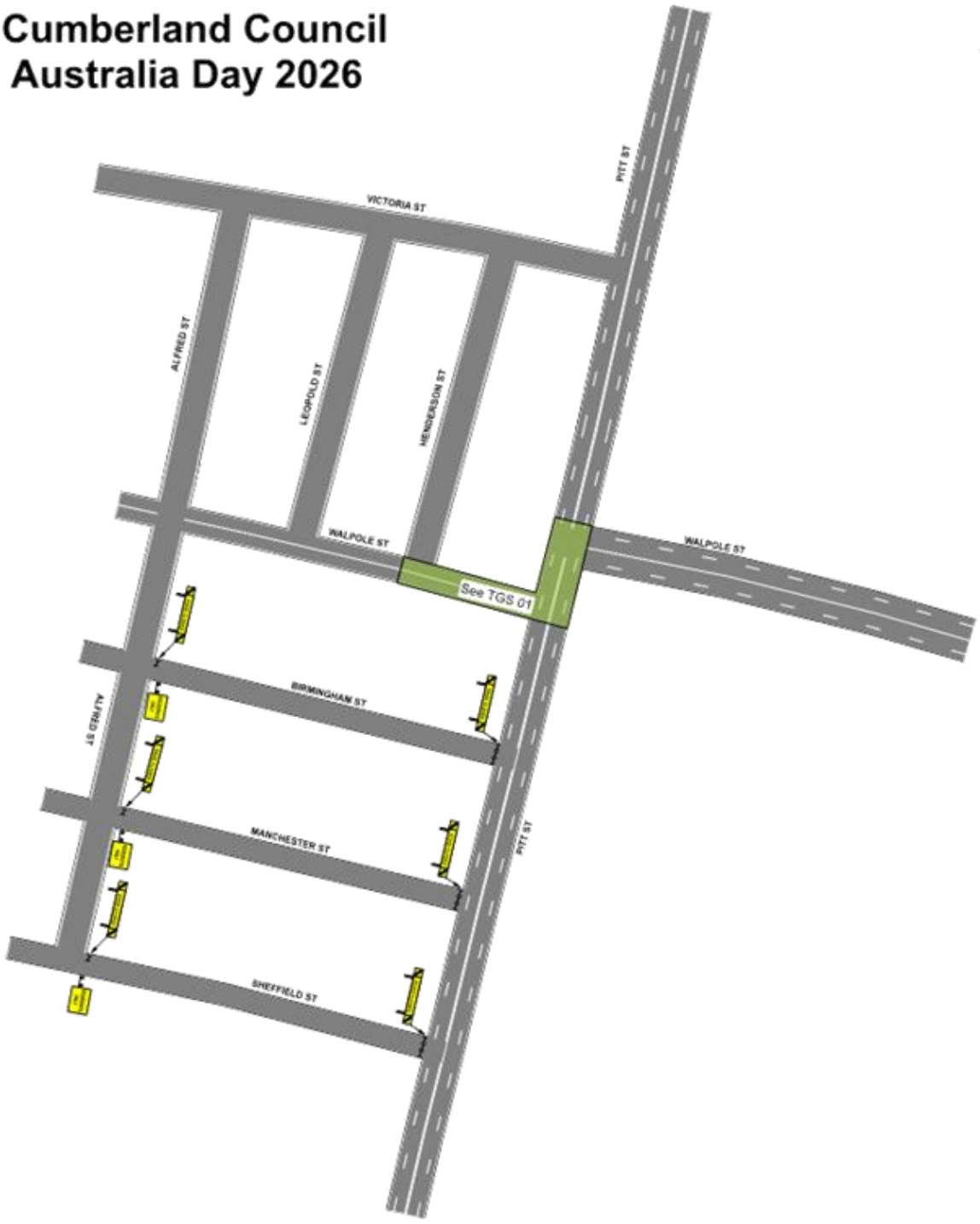
Carlton St at Russell St Granville			Railway Disaster Memorial		TGS 01	
AGENCY	**PRIMARY TASK**	**SECONDARY TASK**	**STAFF ON-SITE**	**TIMES**	Date Updated	20/06/25
TMC					Scale:	Not to Scale
POLICE					Drawn:	Momtchil Vassilev TC170052764
COUNCIL					ASSURE SAFETY	
TC STAFF	Install equipment	Implement closure	1	0500 - 1400		

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-180

Attachment 3

Traffic Guidance Scheme - Australia Day 2026

Cumberland Council
Australia Day 2026

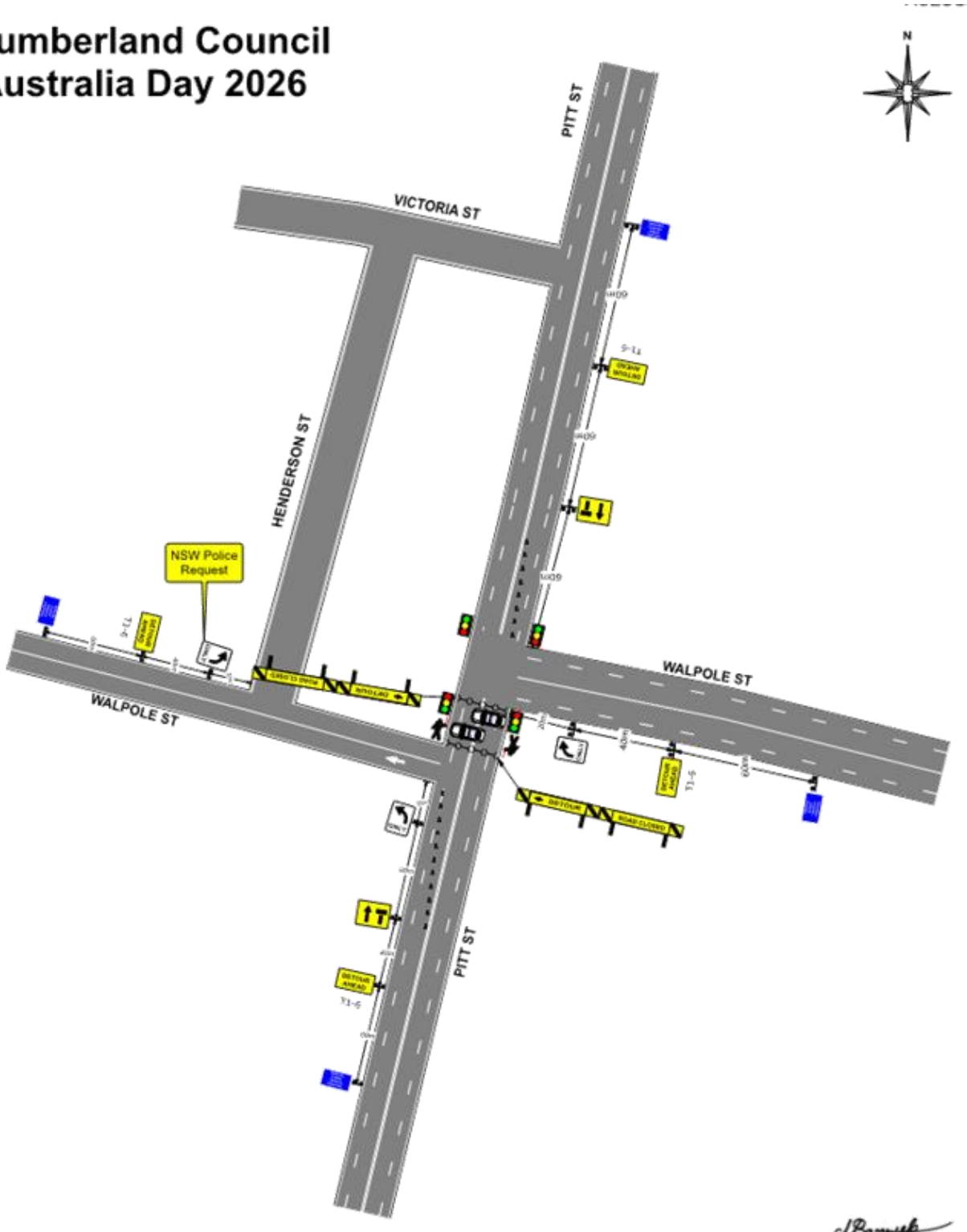


TGS 02 - 'Australia Day 2026'
Monday 26 January 2026.
Pitt St & Walpole St. Merrylands.
Road closure from to be implemented from 2030.
With patron egress to occur at 2050 & 2200

Detour path not signposted due to short duration.

Drawing NTS. Some irrelevant details omitted for clarity.

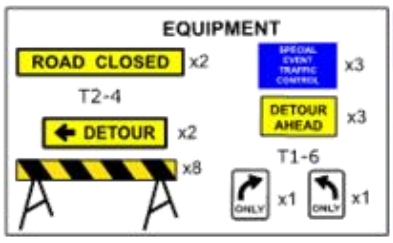
Cumberland Council
Australia Day 2026



TGS 01 - 'Australia Day 2026'
Monday 26 January 2026.
Pitt St & Walpole St. Merrylands.
Road closure from to be implemented from 2030.
With patron egress to occur at 2050 & 2200

Detour path not signposted due to short duration.

Drawing NTS. Some irrelevant details omitted for clarity.



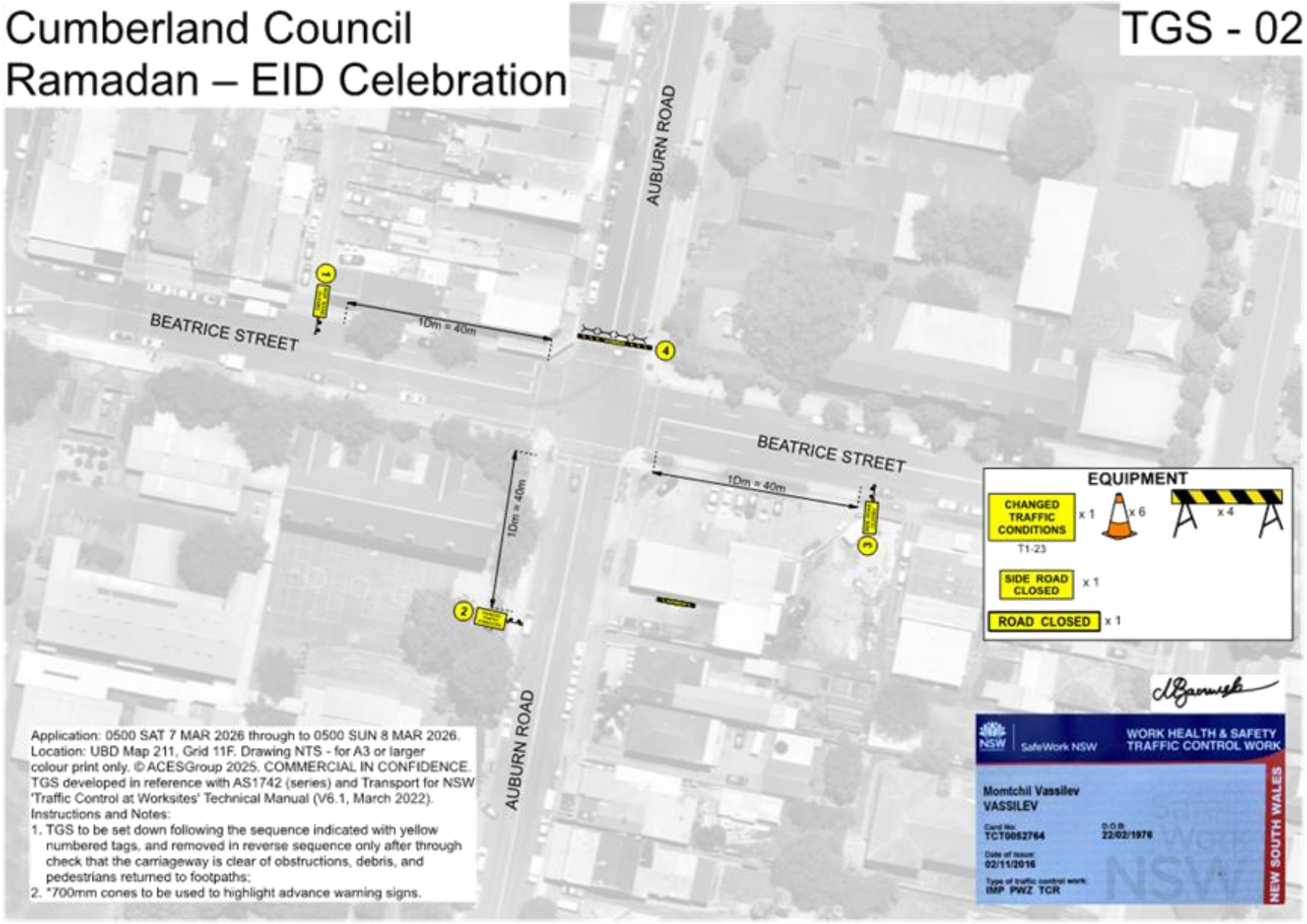
DOCUMENTS ASSOCIATED WITH REPORT CTC-25-180

Attachment 4

Traffic Guidance Scheme - Ramadan Food Festival 2026

Cumberland Council
Ramadan – EID Celebration

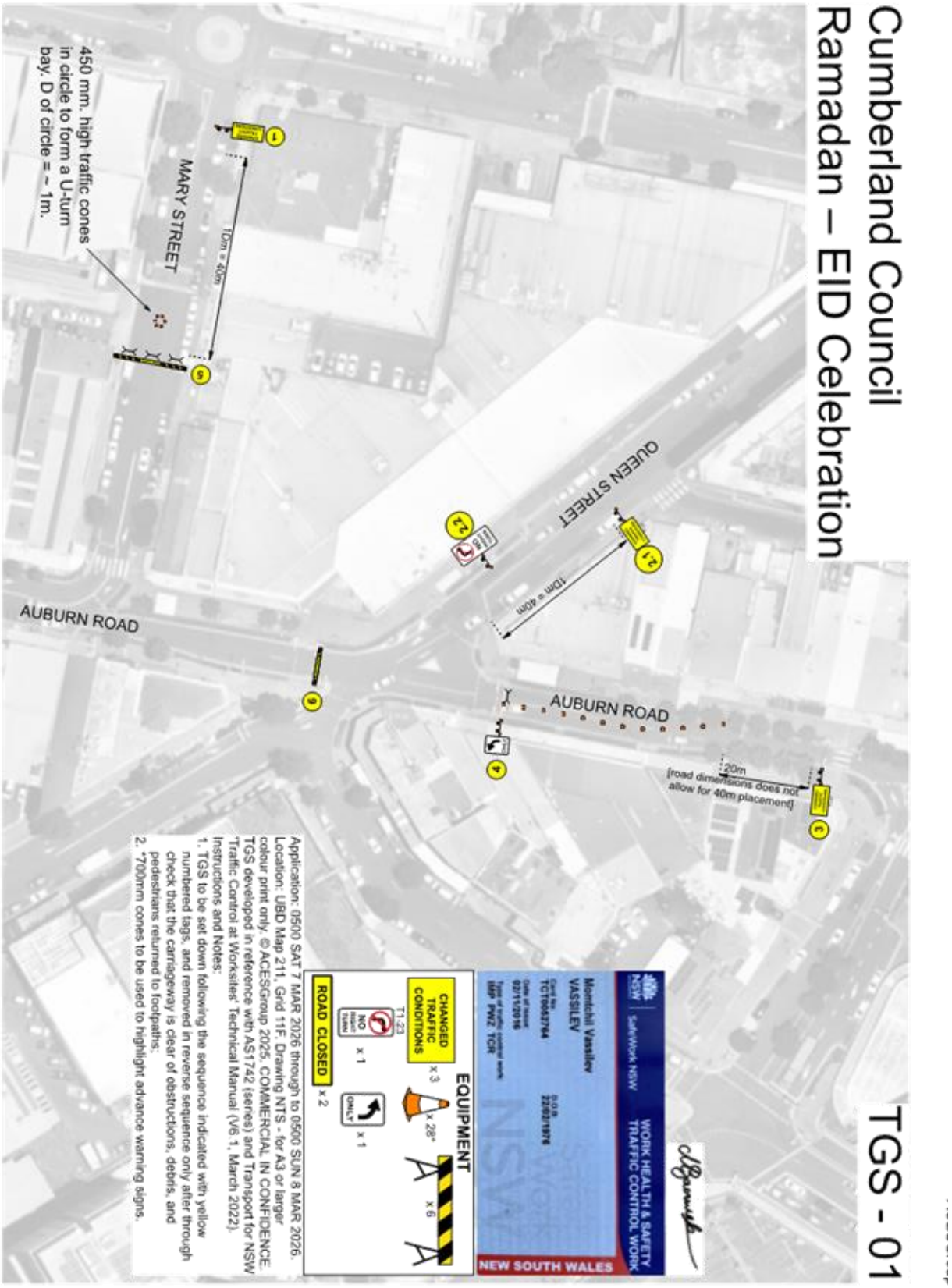
TGS - 02



Application: 0500 SAT 7 MAR 2026 through to 0500 SUN 8 MAR 2026.
Location: UBD Map 211, Grid 11F. Drawing NTS - for A3 or larger colour print only. © ACESGroup 2025. COMMERCIAL IN CONFIDENCE.
TGS developed in reference with AS1742 (series) and Transport for NSW 'Traffic Control at Worksites' Technical Manual (V6.1, March 2022).
Instructions and Notes:

1. TGS to be set down following the sequence indicated with yellow numbered tags, and removed in reverse sequence only after through check that the carriageway is clear of obstructions, debris, and pedestrians returned to footpaths;
2. *700mm cones to be used to highlight advance warning signs.

CUMBERLAND CITY COUNCIL


Cumberland Council
Ramadan – EID Celebration
TGS - 01
MARY STREET
AUBURN ROAD
QUEEN STREET
AUBURN ROAD
10m = 40m
10m = 40m
20m
[road dimensions does not allow for 40m placement]
450 mm. high traffic cones in circle to form a U-turn bay. D of circle = ~ 1m.
WORK HEALTH & SAFETY TRAFFIC CONTROL WORK
NEW SOUTH WALES
Montchil Vassilev
VASSILEV
TCT0062764
EQUIPMENT
CHANGED TRAFFIC CONDITIONS
ROAD CLOSED
Application: 0500 SAT 7 MAR 2026 through to 0500 SUN 8 MAR 2026.
Location: UBD Map 211, Grid 11F. Drawing NTS - for A3 or larger colour print only. © ACESGroup 2025. COMMERCIAL IN CONFIDENCE.
TGS developed in reference with AS1742 (series) and Transport for NSW 'Traffic Control at Worksites' Technical Manual (V6.1, March 2022).
Instructions and Notes:
1. TGS to be set down following the sequence indicated with yellow numbered tags, and removed in reverse sequence only after through check that the carriageway is clear of obstructions, debris, and pedestrians returned to footpaths.
2. 700mm cones to be used to highlight advance warning signs.

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-180

Attachment 5

Traffic Guidance Scheme - 'Nowruz' Persian New Year Celebrations 2026

TGS - 'Nowruz 2026' Cumberland Council special event. Drawing NTS.
TGS developed in reference with AS1742 series and Traffic Control at Worksites Technical Manual (V6.1 2022). Some irrelevant details omitted for clarity.
© ACESGroup 2025. For A3 or larger colour print only.

NOTES AND INSTRUCTIONS:
- TGS application - SAT 21 MAR 2026, 07:00 to SUN 22 MAR 2026, 02:00hrs,
- Advance warning signs to be placed as drawn at Dm = ~40m apart,
- Merge taper of Lane 3 out of 2 to be set in line with TCAWS merging eastbound traffic into lane 2 for left turn only,
- Traffic Controllers to vet authorised vehicles,
- Target Hardening/HVM not included,
- Local residents to be notified in advance,
- Variable Message Board placements and activation at least 1 week before the event in Merrylands Road recommended for advance notice to public,
- TGS to be implemented following the numeric sequence of the yellow numbered tags and packed-down in reverse sequence.

EQUIPMENT/STAFFING

CHANGED TRAFFIC CONDITIONS	x2	x16	
SIDE ROAD CLOSED	x1	x30	ROAD CLOSED x5
	x2	x2	Traffic Controllers x 4

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-180

Attachment 6

Traffic Guidance Scheme - Guildford Festival 2026

TGS - Cumberland Council 'Guildford Festival 2026'.
Application - SAT 23 MAY 2026, 06:00 to 02:00hrs. © ACESGroup 2025. Commercial in Confidence.
For A3 or larger colour print only. Developed in reference to AS1742 (series) and Traffic Control at Worksites Technical Manual (V6.1, 2022). INSTRUCTIONS AND NOTES:

1 - TGS to be set-up following the numbered sequence (yellow number tags) and packed-down in numerical reverse sequence,
2 - 700mm height traffic cones to be used to highlight signs and devices locations,
3 - Advance warning signs to be positioned at Dm = 40m or Dm = 50m as relevant, and so they are prominently displayed and will command attention,
4. Traffic Controllers to staff closures,
5. Target hardening devices and arrangements not included.

CUMBERLAND CITY COUNCIL

Item No: CTC-25-181

ROSEBERRY STREET BETWEEN HAWKSVIEW STREET AND MYALL STREET, MERRYLANDS – CONSULTATION RESULTS

The Local Traffic Committee recommends, and Council resolves that:

1. The installation of speed humps on Roseberry Street between Hawksview Street and Myall Street, Merrylands be supported in principle.

2. Council prepares design of the speed humps, undertake consultation with directly affected residents and report back to Traffic Committee.

3. The concerned residents be notified of the outcome

REPORT

Cumberland Traffic Committee (CTC) at its meeting in February 2025 considered a report (CTC-25-049) regarding road safety concerns on Roseberry Street between Hawksview Street and Myall Street, Merrylands. Council resolved to undertake consultation with the residents of Roseberry Street between Hawksview Street and Myall Street, Merrylands to assess support for the installation of speed humps as a traffic calming device in the street. This recommendation was supported by Council.

Consultation was carried out with the residents of Roseberry Street accordingly in May 2025. A total of 35 letters were distributed with an attached survey form to the residents/owners. Council received seven responses (20% of the total letters sent) received by the closing date. Five responses (71%) supported the proposed speed humps, including one that indicated support but do not want the speed hump to be placed directly in front of the property. Two responses (29%) were opposed to the proposed speed humps.

Based on the above results, as majority of the residents supported the proposal, it is recommended that Council prepare design of the speed humps and consult with affected residents.

CONSULTATION

The proposal was consulted with residents of Roseberry Street between Hawksview Street and Myall Street for a period of 14 days from 9 May 2025 to 23 May 2025. Council received seven responses on the proposal.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

1. Previous Report - CTC-25-049
2. Previous Minutes - CTC-25-049
3. Submissions

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-181

Attachment 1

Previous Report - CTC-25-049

CUMBERLAND CITY COUNCIL

Traffic Committee
5 February 2025

Item No: CTC-25-049

ROSEBERRY STREET BETWEEN HAWKSVIEW STREET AND MYALL STREET, MERRYLANDS – ROAD SAFETY CONCERNS

Directorate:	Environment and Planning
Responsible Officer:	Manager Engineering and Building
Electorate:	*Granville*
Police Area Command (PAC):	*Cumberland*
Agenda Part	Part 2

Note: *Recommendation to Council*

SUMMARY

Council has received a request from a local resident for the installation of traffic calming devices on Roseberry Street between Hawksview Street and Myall Street, Merrylands due to speeding concerns.

This report outlines the outcome of the investigation into this matter.

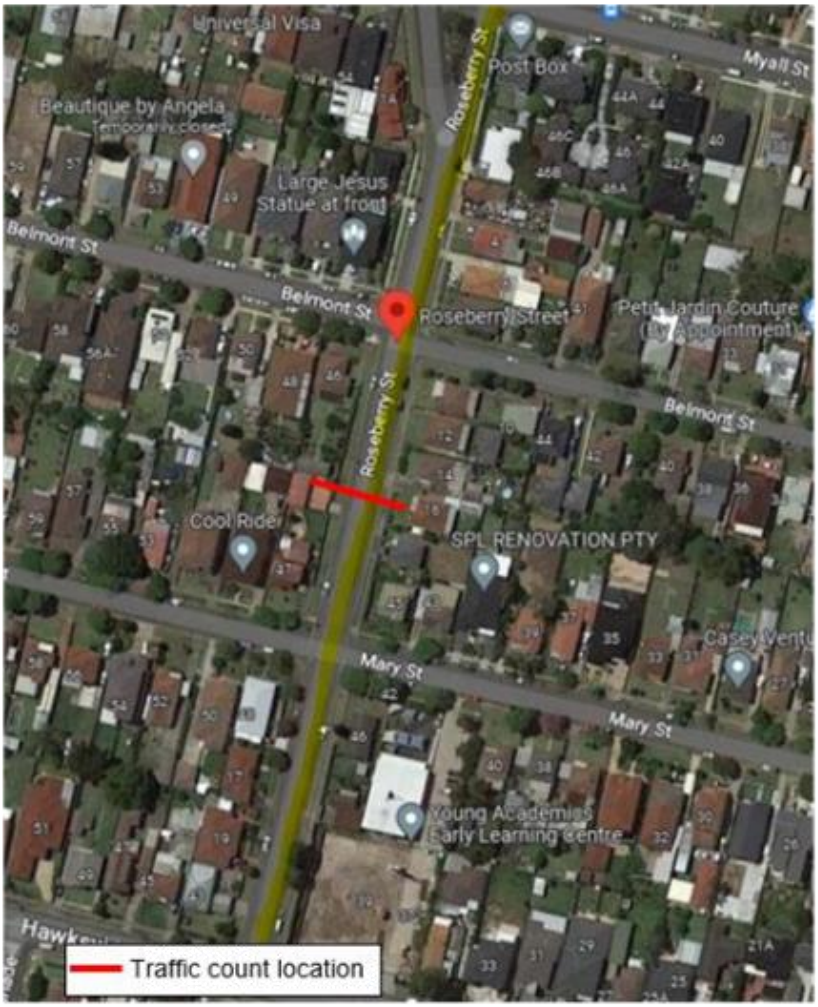
RECOMMENDATION

The Cumberland Traffic Committee recommends that Council undertake consultation with the residents of Roseberry Street between Hawksview Street and Myall Street, Merrylands to assess support or otherwise for the installation of traffic calming devices in the street and report back to the Traffic Committee.

REPORT

Cumberland Traffic Committee (CTC) at its meeting in April 2023 considered a report (CTC-23-068) regarding road safety concerns on Roseberry Street between Hawksview Street and Myall Street. Council resolved that the installation of traffic calming devices on Roseberry Street not be supported and that Council review conditions in Roseberry Street, Merrylands in April 2024.

The map below shows the location of Roseberry Street, Merrylands.



In accordance with the Council's resolution, a traffic count was undertaken in a section of Roseberry in March 2024. Council officers have reviewed the traffic count data and compared it with the previous traffic count data undertaken in February 2023 and February 2021.

Results are detailed in the table below:

Traffic count date	Average daily traffic	85th percentile speed
February 2021	5,060	56.9 km/h
February 2023	4,340	53.6 km/h
April 2024	4,312	54.4 km/h

The traffic data from the table above indicated that the traffic volume (ADT) has slightly decreased, and 85th percentile speed at Roseberry Street have slightly increased.

The latest Centre for Road Safety accident data indicated that there were no reported accidents in Roseberry Street between Hawksview and Myall Street in the 5 years ending December 2023.

Based on the above, a further LATM assessment has been undertaken and the LATM assessments are summarised in the tables below:

Table 1 – Roseberry Street between Hawksview and Myall Street - LATM Assessment Points

Criteria	Maximum Score	Score Achieved
Traffic Study Data	60	15
Local Characteristics	40	16
Total	**100**	**31**

Table 2 – Roseberry Street between Hawksview and Myall Street – Action

vi) **Points (out of 100)**	vii) **Recommended Action(s)**
viii) 61-100	• Report to Cumberland Traffic Committee with a recommendation of providing traffic calming. • Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines. • Consider community and stakeholder consultation on potential improvements.
ix) 41-60	• Monitor and review traffic data after 6 months. • Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines. • Consider community and stakeholder consultation on potential improvements.
x) 25-40	• **Monitor and review traffic data after 12 months.** • **Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines.** • **Consider community and stakeholder consultation on potential improvements.**
xi) <25	• Do nothing
xii) Speed	• Regardless of the total points scored, should the 85th percentile speed exceeds the posted speed limit by 5km/h, the street is to be referred to the Local Area Command of the NSW Police for monitoring and/or enforcement. • Opportunities for line marking and associated improvements to support traffic calming and road safety to be considered, subject to technical guidelines.

Roseberry Street section between Hawksview Street and Myall Street has existing centre line marking and edge line marking. Council officers have previously analysed the data from the traffic count and decided that speed humps are not warranted in the street.

In view of the continued concerns of the residents, it is proposed to undertake consultation with residents regarding installation of speed humps in the street.

CONSULTATION

Subject to endorsement, consultation will be undertaken with affected residents.

ATTACHMENTS

Nil

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-181

Attachment 2

Previous Minutes - CTC-25-049

ITEM CTC-25-049 - ROSEBERRY STREET BETWEEN HAWKSVIEW STREET AND MYALL STREET, MERRYLANDS – ROAD SAFETY CONCERNS

Resolved by Exception

The Cumberland Traffic Committee recommends that Council undertake consultation with the residents of Roseberry Street between Hawksview Street and Myall Street, Merrylands to assess support or otherwise for the installation of traffic calming devices in the street and report back to the Traffic Committee.

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-181

Attachment 3

Submissions

CUMBERLAND CITY COUNCIL

30 MAY 2025

BY: .....

REF: DCTC/2511/026

ROSEBERRY STREET, MERRYLANDS – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: __

Address:

Phone: _

Please indicate your views on the proposed speed humps in Roseberry Street between Hawksview Street and Myall Street as described in Council's letter dated 11 March 2025 and submit your response by **Tuesday 25 March 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 11 March 2025 in relation to the proposed speed humps on Roseberry Street between Hawksview Street and Myall Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Roseberry Street and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Roseberry Street.*** ☐

Comments:

Good initiative and safe approach on new proposal –

(Signed)

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160
T 02 8757 9000 F 02 9840 9734 E council@cumberland.nsw.gov.au W cumberland.nsw.gov.au
ABN 22 798 563 329

Wolga ye Belonne Sunnyval

CUMBERLAND CITY COUNCIL

2 8 MAY 2025

BY: .....

REF: DCTC/2511/026

ROSEBERRY STREET, MERRYLANDS – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: _

Phone: __

Please indicate your views on the proposed speed humps in Roseberry Street between Hawksview Street and Myall Street as described in Council's letter dated 11 March 2025 and submit your response by **Tuesday 25 March 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 11 March 2025 in relation to the proposed speed humps on Roseberry Street between Hawksview Street and Myall Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Roseberry Street and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I do not support the installation of speed humps on Roseberry Street.*** ☐

Comments: I support installation but not placement of speed hump at my property Frontage thank you

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

CUMBERLAND CITY COUNCIL

RECEIVED
2 6 MAY 2025
BY: .....

REF: DCTC/2511/026

ROSEBERRY STREET, MERRYLANDS – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address: _____

Phone: _____

Please indicate your views on the proposed speed humps in Roseberry Street between Hawksview Street and Myall Street as described in Council's letter dated 11 March 2025 and submit your response by **Tuesday 25 March 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 11 March 2025 in relation to the proposed speed humps on Roseberry Street between Hawksview Street and Myall Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Roseberry Street and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Roseberry Street.*** ☑

Comments: _____

_____

_____

_____

_____

_____

(Signed)

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

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CUMBERLAND CITY COUNCIL

RECEIVED
23 MAY 2025
BY

REF: DCTC/2511/026

ROSEBERRY STREET, MERRYLANDS – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address: _____

Phone: _____

Please indicate your views on the proposed speed humps in Roseberry Street between Hawksview Street and Myall Street as described in Council's letter dated 11 March 2025 and submit your response by **Tuesday 25 March 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 11 March 2025 in relation to the proposed speed humps on Roseberry Street between Hawksview Street and Myall Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Roseberry Street and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I do not support the installation of speed humps on Roseberry Street.*** ☐

Comments: We have been asking for this for years. It is extremelly dangerous coming out of the driveway because of speeding drivers. In the past a car has lost control due to speeding and crashed into our house.

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

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ABN 22 798 563 329

CUMBERLAND CITY COUNCIL

RECEIVED
19 MAY 2025
BY: .....

REF: DCTC/2511/026

ROSEBERRY STREET, MERRYLANDS – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _

Address

Phone:

Please indicate your views on the proposed speed humps in Roseberry Street between Hawksview Street and Myall Street as described in Council's letter dated 11 March 2025 and submit your response by **Tuesday 25 March 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 11 March 2025 in relation to the proposed speed humps on Roseberry Street between Hawksview Street and Myall Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Roseberry Street and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Roseberry Street.*** ☑

Comments: No speed humps near our property!

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

CUMBERLAND CITY COUNCIL

2 0 MAY 2025

REF: DCTC/2511/026

ROSEBERRY STREET, MERRYLANDS – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: _

Phone: __

Please indicate your views on the proposed speed humps in Roseberry Street between Hawksview Street and Myall Street as described in Council's letter dated 11 March 2025 and submit your response by **Tuesday 25 March 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 11 March 2025 in relation to the proposed speed humps on Roseberry Street between Hawksview Street and Myall Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Roseberry Street and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I do not support the installation of speed humps on Roseberry Street.*** ☐

Comments: I strongly support the installation of multiple speed humps on Roseberry st, for the safety of my children and our community as a whole.

(Signed)

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

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CUMBERLAND CITY COUNCIL

RECEIVED
19 MAY 2025

REF: DCTC/2511/026

ROSEBERRY STREET, MERRYLANDS – CONSULTATION FOR PROPOSED SPEED HUMPS

Name: S

Address:

Phone: _____ _____

Please indicate your views on the proposed speed humps in Roseberry Street between Hawksview Street and Myall Street as described in Council's letter dated 11 March 2025 and submit your response by **Tuesday 25 March 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 11 March 2025 in relation to the proposed speed humps on Roseberry Street between Hawksview Street and Myall Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Roseberry Street and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☒

2. ***I do not support the installation of speed humps on Roseberry Street.*** ☐

Comments: For local traffic safety, I support the installation of the speed humps on Roseberry Street. They will reduce speeding and improve safety for pedestrians, especially childreh and ~~eler~~ elderly residents. It can also ~~prot~~ protect drivers ~~from~~ by encouraging slower, more ~~caution too~~ cautious driving. It can reduce the risk of accidents, especially in a residential area like ours.

_____

(Signed)

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

Item No: CTC-25-182

LOCKWOOD STREET BETWEEN WALPOLE STREET AND BURNETT STREET, MERRYLANDS – CONSULTATION RESULTS

The Local Traffic Committee recommends, and Council resolves that:

1. The installation of speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands be supported in principle.

2. Council prepare design of the speed humps, undertake consultation with the adjacent residents and report back to the Traffic Committee if objections are received.

REPORT

Cumberland Traffic Committee (CTC) at its meeting in February 2025 considered a report (CTC-25-052) regarding road safety concerns on Lockwood Street between Walpole Street and Burnett Street, Merrylands. Council resolved to undertake consultation with the residents along this section of Lockwood Street to assess support for the installation of speed humps as a traffic calming device in the street.

Consultation was carried out with the residents of Lockwood Street accordingly in May 2025. A total of 58 letters were distributed with an attached survey form to the residents/owners. By the closing date, Council received 10 responses (17% response rate), with six responses (60%) in support of the proposed speed humps and four responses (40%) opposed.

Based on the above results, a further investigation was undertaken, which found that speed humps cannot be installed at the standard spacing of 80–120 metres due to multiple driveways and the road geometry. However, it was identified that a speed hump can be installed outside the park next to No. 100, which is located near the midpoint of the street and would not impact any residents.

To reduce vehicle speeds and improve safety for all road users along this section of Lockwood Street, it is recommended that Council proceed with the design and construction of a speed hump outside the park near No. 100.

CONSULTATION

The proposal was consulted with residents of Lockwood Street between Walpole Street and Burnett Street, Merrylands for a period of 14 days from 9 May 2025 to 23 May 2025. Council received 10 response (17% of the total letters sent) and it 6 responses (60%) supported, and 4 responses (40%) objected to the proposal.

Council will undertake a consultation with the adjacent residents if the proposed is supported by the committee.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

1. Submissions
2. Previous report of CTC-25-052
3. Previous Minutes of CTC-25-052

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-182

Attachment 1

Submissions

CUMBERLAND CITY COUNCIL

20 MAY 2025

BY: .....

REF: DCTC/2511/036

LOCKWOOD STREET, MERRYLANDS– CONSULTATION FOR PROPOSED SPEED HUMPS

Name:

Address:

Phone:

Please indicate your views on the proposed speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May2025 in relation to the proposed speed humps on Lockwood Street between Walpole Street and Burnett Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Lockwood Street and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I do not support the installation of speed humps on Lockwood Street.*** ☐

Comments: Making more safety for all road users and the Community that walking on along the foot Path. To stop Drivers driving too fast down the road.

(Signed)

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ABN 22 798 563 329

Document Set ID: 11631334
Version: 1. Version Date: 21/05/2025

From:
Sent: Sat, 17 May 2025 15:07:39 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] Lockwood Street Merrylands - Consultation for proposed speed humps
Attachments: 20250517_145316.jpg

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Hello,
I do not support the speed humps see attachment.
Thankyou

Document Set ID: 11625476
Version: 1, Version Date: 19/05/2025

From:
Sent: Sun, 18 May 2025 17:32:57 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL]
Attachments: Scan2025-05-18_172738.pdf, 250068 -

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Dear Sir/ madam
Please find the attached form regarding the installation of speed Humps in Lockwood St Merrylands. I fully support the installation of it if that doesn't interfere with my proposed driveways for my dual occupancy which the approval recently issued by council.
I have attached them to this email.
Thanks

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/036

LOCKWOOD STREET, MERRYLANDS– CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address: ___

Phone: ____

Please indicate your views on the proposed speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May2025 in relation to the proposed speed humps on Lockwood Street between Walpole Street and Burnett Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Lockwood Street and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Lockwood Street.*** ☐

Comments: I have attached the approval for new doual building with two driveway please have a look if the speed humps don't interfer with my two driveway Then I fully ~~of~~ support it to instal. Thanks.

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Document Set ID: 11626157
Version: 1, Version Date: 19/05/2025

CUMBERLAND CITY COUNCIL

RECEIVED
19 MAY 2025
BY: .....

REF: DCTC/2511/036

LOCKWOOD STREET, MERRYLANDS– CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address _____

Phone: _____

Please indicate your views on the proposed speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May2025 in relation to the proposed speed humps on Lockwood Street between Walpole Street and Burnett Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Lockwood Street and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Lockwood Street.*** ☐

Comments: I don't have any comments

_____

_____

_____

_____

_____

(Signed)

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Document Set ID: 11626442
Version: 1, Version Date: 19/05/2025

CUMBERLAND CITY COUNCIL

21 MAY 2025

BY: .....

REF: DCTC/2511/036

LOCKWOOD STREET, MERRYLANDS– CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _

Address:

Phone: _____

Please indicate your views on the proposed speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May2025 in relation to the proposed speed humps on Lockwood Street between Walpole Street and Burnett Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Lockwood Street and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Lockwood Street.*** ☐

Comments: This is long time coming.
People plant their foot coming into ~~Lock~~ Lockwood st from Walpole and its nearly caused head on collisions. As I live 2nd house from the right hand corner, indicating to turn right into my drive way and Idiots have sped to overtake me. its been very scary.

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CUMBERLAND CITY COUNCIL

RECEIVED
19 MAY 2025

REF: DCTC/2511/036

LOCKWOOD STREET, MERRYLANDS– CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: _

Phone: __

Please indicate your views on the proposed speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May2025 in relation to the proposed speed humps on Lockwood Street between Walpole Street and Burnett Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Lockwood Street and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Lockwood Street.*** ☒

Comments: = Narrow ST traffic congestion.
– Lost car parking space on Street.
– Lost car Space front of the houses.

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Document Set ID: 11626419
Version: 1, Version Date: 19/05/2025

From:
Sent: Mon, 19 May 2025 10:05:01 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] Proposed Speed Humps Lockwood St
Attachments: Council Proposed Sepped Humps Scan_20250519 (2).pdf

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Attention Engineer, Traffic Transport

Proposed Speed Humps Lockwood Street

Please find approval.

Document Set ID: 11628258
Version: 1, Version Date: 20/05/2025

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/036

LOCKWOOD STREET, MERRYLANDS– CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ____

Address: __

Phone. ___

Please indicate your views on the proposed speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May2025 in relation to the proposed speed humps on Lockwood Street between Walpole Street and Burnett Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Lockwood Street and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☑

2. ***I do not support the installation of speed humps on Lockwood Street.*** ☐

Comments: You need to erect No Stopping on all T-sections of Lockwood + Walpole St. 10 metre from all corners. Including Burnett & Lockwood Street.

(Signed)

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CUMBERLAND CITY COUNCIL

RECEIVED
0 6 JUN 2025
BY: .....

REF: DCTC/2511/036

LOCKWOOD STREET, MERRYLANDS– CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address:

Phone: _

Please indicate your views on the proposed speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May2025 in relation to the proposed speed humps on Lockwood Street between Walpole Street and Burnett Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Lockwood Street and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☒

2. ***I do not support the installation of speed humps on Lockwood Street.*** ☐

Comments:_____

_____

_____

_____

_____

_____

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CUMBERLAND CITY COUNCIL

RECEIVED
16 MAY 2025
BY: .....

REF: DCTC/2511/036

LOCKWOOD STREET, MERRYLANDS– CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address: _____

Phone: _____

Please indicate your views on the proposed speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May2025 in relation to the proposed speed humps on Lockwood Street between Walpole Street and Burnett Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Lockwood Street and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Lockwood Street.*** ☐

Comments: TRAFFIC SPEED IN THIS AREA IS TOO FAST.
NEED SPEED HUMPS TO SLOW TRAFFIC DOWN.

_____

(Signed)

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RECEIVED
20 MAY 2025
BY: .....

REF: DCTC/2511/036

LOCKWOOD STREET, MERRYLANDS– CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ____

Addres ____

Phone: _____ _____

Please indicate your views on the proposed speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May2025 in relation to the proposed speed humps on Lockwood Street between Walpole Street and Burnett Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Lockwood Street and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Lockwood Street.*** ☐

Comments: I/WE agree speed humps are a good idea. Also there is a lot off driver confusion at the intersection off Lochwood & Walpole Street, Therefore for all concerned i/we think a Left IN Left out, IN & out off the street is neccessary for all drivers

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Document Set ID: 11629894
Version: 1, Version Date: 20/05/2025

From:
Sent: Sat, 24 May 2025 10:06:32 +1000
To: "Records Department" <council@cumberland.nsw.gov.au>
Subject: [EXTERNAL] Lockwood St Speed Hump Consultation
Attachments: Lockwood St Speed Humps.jpg

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Hello,

Here is my feedback in result to your enquiry.

Regards,

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/036

LOCKWOOD STREET, MERRYLANDS– CONSULTATION FOR PROPOSED SPEED HUMPS

Name: [redacted]

Address: [redacted]

Phone: [redacted]

Please indicate your views on the proposed speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May2025 in relation to the proposed speed humps on Lockwood Street between Walpole Street and Burnett Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Lockwood Street and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☐
2. ***I do not support the installation of speed humps on Lockwood Street.*** ☑

Comments: Absolutely not. You've already rendered most of Lockwood un-driveable with speedhumps

[redacted]

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Welcome *Belong* Succeed

CUMBERLAND CITY COUNCIL

RECEIVED
21 MAY 2025
BY: .....

REF: DCTC/2511/036

LOCKWOOD STREET, MERRYLANDS– CONSULTATION FOR PROPOSED SPEED HUMPS

Name: _____

Address: _____

Phone: _____

Please indicate your views on the proposed speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May2025 in relation to the proposed speed humps on Lockwood Street between Walpole Street and Burnett Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Lockwood Street and***
   I raise no objection to consider my property frontage for placement of a speed hump. ☑
2. ***I do not support the installation of speed humps on Lockwood Street.*** ☐

Comments:_____

_____

_____

_____ _____

_____ _____

_____

(Signed)

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

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Version: 1, Version Date: 21/05/2025

CUMBERLAND CITY COUNCIL

REF: DCTC/2511/036

LOCKWOOD STREET, MERRYLANDS– CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ____ _____

Address: __ _____

Phone: ___ _____

Please indicate your views on the proposed speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May2025 in relation to the proposed speed humps on Lockwood Street between Walpole Street and Burnett Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Lockwood Street and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Lockwood Street.*** ☑

Comments: THE INSTALLATION OF SPEED HUMPS WILL NOT DETER TRAFFIC TO ENTER LOCKWOOD ST FROM BURNETT ST. THIS IS THE PRIMARY DIRECTION OF TRAFFIC FLOW DURING PEAK PERIODS. AS FOR SPEED, THIS ISN'T A CONCERN AS THERE ISN'T THAT MUCH OPPORTUNITY TO SPEED GIVEN THE ANGLE OF APPROACH FROM BURNETT ST OR THE STEEP GRADIENT ARISING FROM WALPOLE ST. LOCKWOOD ST IS ONLY ONE OF 3 CHOICES DRIVERS HAVE EXITING FROM M4-BURNETT ST TO HEAD SOUTH. WHERE ARE SUPPOSE TO GO? ALL THE WAY DOWN TO MERRYLANDS RD WHICH IS UNREASONABLE. FINALLY THE QUALITY OF CONSTRUCTION OF THE SPEED HUMPS IN LOCKWOOD ST BETWEEN WALPOLE ST & MERRYLANDS RD IS A DISGRACE (Signed) AND HIGHLY DANGEROUS AND DAMAGING TO VEHICLES SUSPENSIONS EVEN AT LOW SPEEDS. NO CORRELATION IN DESIGN HAS TAKEN PLACE BETWEEN ROAD & LEVELS OR CROSSFALL. WE DON'T NEED THAT NEGLEGIENT DESIGN & CONSTRUCT IN OUR STREET. THEY ALSO DISRUPT PARKING IN THE STREET WHICH IS ALREADY COMPETITIVE.

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N.B. SOMEONE WILL TEST COUNCIL IN COURT ABOUT UNDUE DAMAGE TO CARS CAUSED BY THE EXISTING SPEED HUMPS AT SOMETIME IN THE FUTURE.

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CUMBERLAND CITY COUNCIL

RECEIVED
21 MAY 2025
PO

REF: DCTC/2511/036

LOCKWOOD STREET, MERRYLANDS– CONSULTATION FOR PROPOSED SPEED HUMPS

Name: ___

Address: _

Phone: _

Please indicate your views on the proposed speed humps in Lockwood Street between Walpole Street and Burnett Street, Merrylands as described in Council's letter dated 9 May 2025 and submit your response by **Friday 23 May 2025.**

Being the owner or tenant of the above address, I have received Council's letter dated 9 May2025 in relation to the proposed speed humps on Lockwood Street between Walpole Street and Burnett Street and I am in favour of the below option.

1. ***I support the installation of speed humps on Lockwood Street and***

   I raise no objection to consider my property frontage for placement of a speed hump. ☐

2. ***I do not support the installation of speed humps on Lockwood Street.*** ☑

Comments:_____

_____

_____

_____

_____

(Signed)

Some of the information that is being collected on this form is personnel information for the purposes of the Privacy and Personal Information Protection Act 1998 ("PPPI Act"). This information is being collected by Cumberland City Council's Works and Infrastructure Department for the purposes of ensuring the accuracy of responses to this survey. The supply of the information by you is voluntary. However, if you do not provide the information Council will be unable to include your responses in its determination. The information will be retained by Council and stored in Council's Central Records System and will be kept confidential. You may make an application for access or amendment to your personal information. For more information about your privacy please contact Cumberland City Council's Privacy Contact Officers.

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Version: 1, Version Date: 21/05/2025

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-182

Attachment 2

Previous report of CTC-25-052

CUMBERLAND CITY COUNCIL

Traffic Committee
5 February 2025

Item No: CTC-25-052

LOCKWOOD STREET, MERRYLANDS - ROAD SAFETY CONCERNS – CONSULTATION RESULT

Directorate:	Environment and Planning
Responsible Officer:	Manager Engineering and Building
Electorate:	*Granville*
Police Area Command (PAC):	*Cumberland*
Agenda Part	Part 2

Note: *Recommendation to Council*

SUMMARY

Council has reviewed traffic conditions in Lockwood Street, Merrylands.

This report outlines the outcome of the review.

RECOMMENDATION

The Traffic Committee recommends that the Council consult with residents of Lockwood Street, Merrylands between Walpole Street and Burnett Street, to gauge their support or opposition to the installation of speed humps at this section of Lockwood Street.

REPORT

Lockwood Street is a local street that runs in a north – south direction with a posted speed limit of 50 km/h. It has a width of approximately 10.2m and parking is permitted on both side of the road unless signposted.

Council has received concern from local residents regarding road safety on Lockwood Street, Merrylands between Walpole Street and Merrylands Road.

The map below shows the location of Lockwood Street between Walpole Street and Burnett Street:

Traffic counts were undertaken at the same location in Lockwood Street between Walpole Street and Burnett Street in mid-2024. The location of traffic count is shown in red in the above map.

Traffic count in June 2024:

Average Daily Traffic (ADT) = 1,156 veh/day
85th percentile speed = 54.9 km/h
Mean (average) vehicle speed = 46.4 km/h

Traffic count in October 2024:

Average Daily Traffic (ADT) = 1,068 veh/day
85th percentile speed = 54.0 km/h
Mean (average) vehicle speed = 45.3 km/h

The latest Centre for Road Safety accident data indicated that there were no reported accidents at this section of Lockwood Street in the last 5 years ending September 2023 in relation to speeding.

Local Area Traffic Management Assessment

Council's Officers have investigated the request for the installation of traffic calming devices on Lockwood Street in accordance with Council's Local Area Traffic Management (LATM) criteria set out in Council's Traffic and Transport Policy and Guideline.

The LATM assessment is summarised in the tables below:

Table 1 – Lockwood Street - LATM Assessment Points

Criteria	Maximum Score	Score Achieved
Traffic Study Data	60	10
Local Characteristics	40	13
Total	**100**	**23**

Table 2 – Lockwood Street – Action

Points (out of 100)	Recommended Action(s)
61-100	• Report to Cumberland Traffic Committee with a recommendation of providing traffic calming. • Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines. • Consider community and stakeholder consultation on potential improvements.
41-60	• Monitor and review traffic data after 6 months. • Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines. • Consider community and stakeholder consultation on potential improvements.
25-40	• Monitor and review traffic data after 12 months. • Report to Cumberland Traffic Committee on line marking and associated improvements to support traffic calming and road safety as an initial response, subject to technical guidelines. • Consider community and stakeholder consultation on potential improvements.
<25	• **Do nothing.**
Speed	• Regardless of the total points scored, should the 85th percentile speed exceeds the posted speed limit by 5km/h, the street is to be referred to the Local Area Command of the NSW Police for monitoring and/or enforcement. • Opportunities for line marking and associated improvements to support traffic calming and road safety to be considered, subject to technical guidelines.

Based on the above LATM assessment, traffic calming devices are not warranted in the street.

The traffic count data shows that the recorded 85th percentile speed was close to 55 km/h. Considering the ongoing community concerns, it is proposed to consult residents to gauge their level of support for the installation of speed humps

CONSULTATION

Subject to endorsement, consultation will be undertaken with affected residents.

ATTACHMENTS

Nil

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-182

Attachment 3

Previous Minutes of CTC-25-052

ITEM CTC-25-051 - MCARTHUR STREET, GUILDFORD – ROAD SAFETY CONCERNS – CONSULTATION RESULT

Resolved by Exception

The Traffic Committee recommends that:

1. Council install the speed humps in front of No. 12 and No. 34 as per attached plan.
2. Council investigate alternative traffic calming options at other two locations.
3. Council notify concerned resident of the outcome.

ITEM CTC-25-052 - LOCKWOOD STREET, MERRYLANDS - ROAD SAFETY CONCERNS – CONSULTATION RESULT

Resolved by Exception

The Traffic Committee recommends that the Council consult with residents of Lockwood Street, Merrylands between Walpole Street and Burnett Street, to gauge their support or opposition to the installation of speed humps at this section of Lockwood Street.

ITEM CTC-25-053 - RUNYON AVENUE, GREYSTANES - ROAD SAFETY CONCERNS – CONSULTATION RESULT

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of traffic calming devices on Runyon Avenue, Greystanes be supported as per the attached plan.
2. Council notify affected / concerned residents of the outcome.

ITEM CTC-25-054 - BOOMERANG STREET AND RANDLE STREET, GRANVILLE - ROAD SAFETY CONCERNS – CONSULTATION RESULT

Resolved by Exception

The Traffic Committee recommends that:

1. The installation of speed cushions in Boomerang Street at Randle Street, Granville be supported, as provided in the attached plan.
2. Council include the project in a future Capital Works Program.
3. Council notify affected/ concerned residents of the outcome.

Item No: CTC-25-183

GELIBOLU PARADE, AUBURN – REQUEST FOR ACCESSIBLE PARKING SPACE

The Local Traffic Committee recommends, and Council resolves that:

1. The proposed accessible parking space and access ramp outside 11 Gelibolu Parade, Auburn in accordance with attached plan be approved.

2. Gallipoli Health Services be notified of the outcome.

REPORT

Council has received a request from the Chief Executive Officer of Gallipoli Health Services for the installation of two accessible parking spaces outside 'Gallipoli Home Aged Care Facility' at 11 Gelibolu Parade, Auburn between existing driveway crossings.

Council officers have investigated the matter. It was noted that the existing unrestricted parking spaces on Gelibolu Parade outside No. 11 are occupied most of the time. It is difficult for visitors with disabilities to find a parking space at this section of Gelibolu Parade.

The map below shows the location.

To improve parking access for residents with disabilities, it is proposed to convert part of the existing unrestricted parking on Gelibolu Parade into an accessible parking space, as shown in the attached plan. In accordance with AS 2890.6 and the limited kerb length, only one space could be provided.

The Gallipoli Health Services were notified and agreed with the location for one accessible parking space.

It is noted that Gelibolu Parade has 40 two-hour and over 45 unrestricted angle parking spaces along the railway side of the street.

CONSULTATION

Consultation is not required, as the proposal was requested by Gallipoli Health Services outside 11 Gelibolu Parade for their own frontage only.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

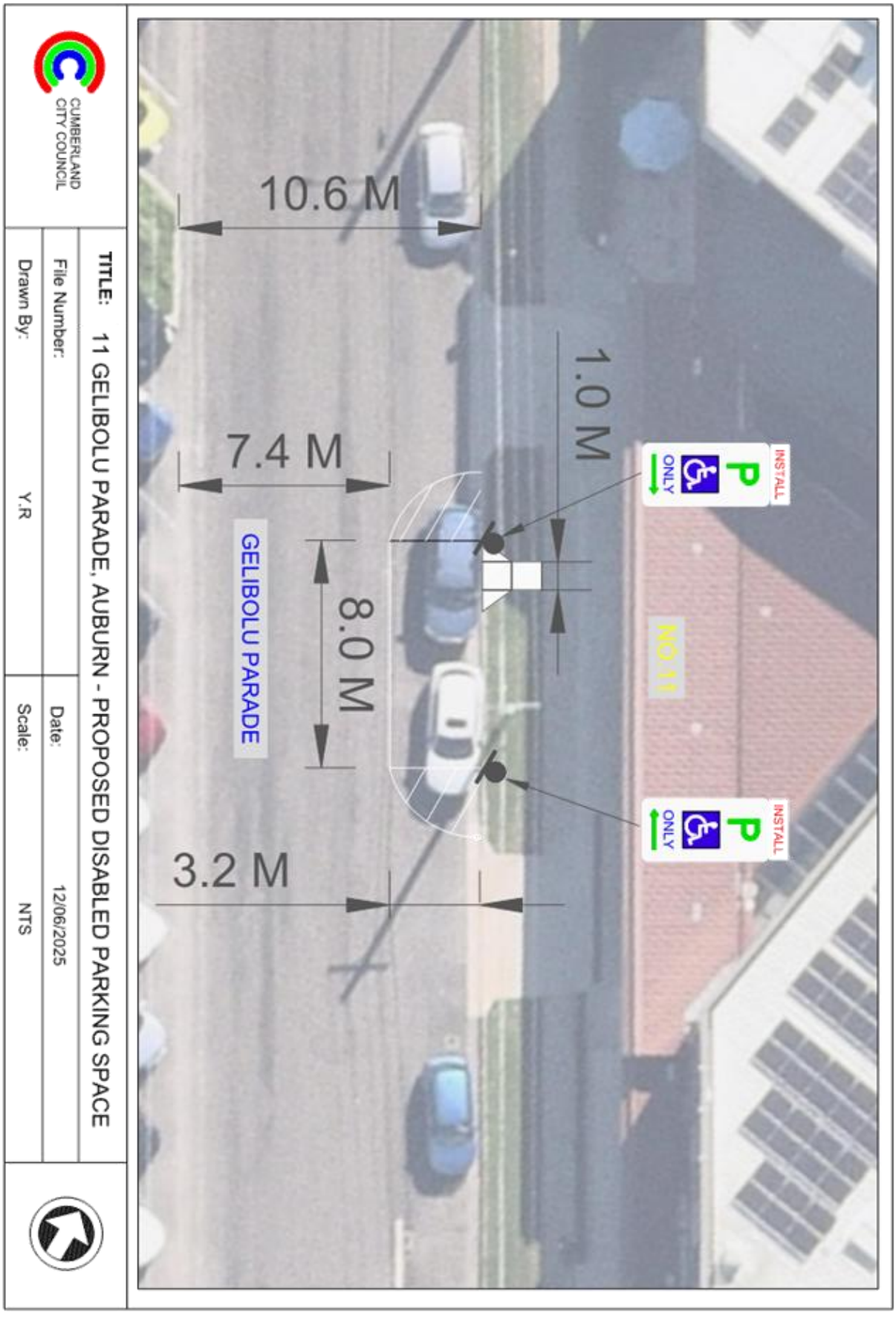
ATTACHMENTS

1. Gelibolu Parade, Auburn – Plan - Accessible Parking Space

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-183

Attachment 1

Gelibolu Parade, Auburn – Plan - Accessible Parking Space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CUMBERLAND CITY COUNCIL
TITLE: 11 GELIBOLU PARADE, AUBURN - PROPOSED DISABLED PARKING SPACE
File Number:
Date: 12/06/2025
Drawn By: Y.R
Scale: NTS

Item No: CTC-25-184

NEW INSTRUMENT AND DELEGATIONS ON PRESCRIBED TRAFFIC CONTROL DEVICES AND REGULATION OF TRAFFIC TO COUNCILS FROM TRANSPORT FOR NSW

The Local Traffic Committee recommends, and Council resolves that:

The information contained in this report be received and noted.

REPORT

Transport for NSW has issued a new *Authorisation and Delegation Instrument – Prescribed Traffic Control Devices and Regulation of Traffic*, dated 21 July 2025, under the *Roads Act 1993*, *Road Transport Act 2013*, and *Transport Administration Act 1988*. This Instrument formally revokes both the 2011 Delegation, and the Temporary Delegation issued in December 2023 and takes effect from 1 August 2025.

The 2025 Instrument delegates certain traffic management functions to councils, including the regulation of traffic on unclassified roads and installation of prescribed traffic control devices, subject to detailed conditions and limitations. Council may also sub-delegate these functions to the general manager or staff, should it choose.

Notable changes as part of the instrument includes:

- Renaming the Local Traffic Committee (LTC) to the *Local Transport Forum* (LTF), with an advisory rather than decision-making role like LTC.
- Greater autonomy for councils in installing traffic control devices and regulating traffic for certain projects.
- Mandatory referral to the LTF only in specific cases, such as traffic regulation exceeding six months or impacts to public transport over 24 hours.
- Formal processes for resolving disagreements with proposals, including the use of a Statement of Concern mechanism included within the instrument.
- Recordkeeping and consultation requirements, including post-facto reporting of device installations and notice provisions for public events.

The Instrument provides councils with increased flexibility in managing local roads, particularly for routine or low-impact proposals. Under Condition 3 of the 2025 Instrument, councils must refer proposals to the Local Transport Forum (LTF) if they regulate traffic for over six months or impact public transport operations for more than 24 hours.

To “regulate traffic” includes measures restricting passage or compelling/restricting specific turns on public roads. Many works such as speed humps, parking changes or roundabouts do not restrict passage and can be implemented without prior referral, at Council’s discretion.

The Local Transport Forum will function as an advisory body dedicated to technical advice, information sharing, and coordination on matters related to transportation, movement, and accessibility. It is not an approval body and does not make decisions.

Further details of the Instrument are included in Attachment 1. A guide on the changes is also included as Attachment 2.

It is noted that, while these delegations have now come into effect, Council officers still at this time propose to seek LTC and Council approval as per current arrangements under the Terms of Reference and Local Traffic and Transport Policy and Guidelines. The current arrangements provide an appropriate process that enables consultation with key stakeholders and the community, and the ability for the LTF and elected Council to be part of decision making on key traffic related matters.

Council officers will continue to monitor and review the new delegations, with any proposed changes to the process to be reported to Council for consideration.

CONSULTATION

Consultation is not required as it relates to delegations from Transport for NSW regarding traffic and transport matters.

At the meeting, there was further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

1. 2025 Authorisation and Delegation Instrument – Prescribed Traffic Control Devices and Regulation of Traffic
2. A Guide for Councils using the Authorisation and Delegation Instrument

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-184

Attachment 1

2025 Authorisation and Delegation Instrument – Prescribed Traffic Control Devices and Regulation of Traffic

NSW GOVERNMENT | Transport for NSW

AUTHORISATION AND DELEGATION

PRESCRIBED TRAFFIC CONTROL DEVICES AND REGULATION OF TRAFFIC

Roads Act 1993
Road Transport Act 2013

On behalf of Transport for NSW, I, Josh Murray, Secretary of the Department of Transport:

a) **REVOKE** the instrument of 31 October 2011 titled "*Roads and Maritime Services – Delegation to Councils*"; and

b) **REVOKE** the instrument of 12 December 2023 titled "*Instrument of Delegation and Authorisation – Traffic Management and Pedestrian Works – Temporary Delegation to Councils No.2*"; and

c) **DELEGATE** under section 3I(1) of the *Transport Administration Act 1988* and all other enabling powers, the functions set out in **Schedule 1** to the delegates set out in **Schedule 2**, subject to the conditions and limitations set out in **Schedule 4**; and

d) **AUTHORISE** those delegates, under section 3I(2) of the *Transport Administration Act 1988*, to sub-delegate the functions set out in **Schedule 1** to the persons set out in **Schedule 3**; and

e) **AUTHORISE** the delegates set out in **Schedule 2**, under section 122(b) of the *Road Transport Act 2013*, to install or display (or interfere with, alter, or remove) any prescribed traffic control device required to give effect to the carrying out of traffic control work except where indicated as restricted in the Transport for NSW *"Traffic Signs Register"*, subject to the conditions and limitations set out in **Schedule 4**; and

f) **CONSENT**, under s.87(4) of the *Roads Act 1993*, to the construction, installation, maintenance, repair, removal, or replacement of a portable traffic control light used temporarily by a delegate in the context of carrying out road work or traffic control work, subject to the conditions and limitations set out in **Schedule 4**; and

Authorisation and Delegation Instrument

g) **DIRECT** that failure to comply with the conditions and limitations set out in **Schedule 4** renders the prescribed traffic control device authorisation and delegation inoperative with respect to the functions exercised.

Note: the authorisation at (e) above is referred to in this Instrument as "the prescribed traffic control device authorisation".

This Instrument commences on 1 August 2025 and continues in force until revoked.

Josh Murray
Secretary
Department of Transport

Date: 21/07/2025

Authorisation and Delegation Instrument

SCHEDULE 1 – FUNCTIONS

(a) The functions and powers of Transport for NSW under section 115(2) of the *Roads Act 1993* to regulate traffic on a public road for purposes other than those set out in in that section.

(b) The power to establish and operate a special event parking scheme for a road under Part 8, Division 3 of the *Road Transport (General) Regulation 2021*.

SCHEDULE 2 – DELEGATES

A council constituted under the *Local Government Act 1993*.

SCHEDULE 3 – SUB-DELEGATES

The general manager of a council, or an employee of the council.

SCHEDULE 4 – CONDITIONS AND LIMITATIONS

Note: Reference to a delegate in this Schedule includes reference to a sub-delegate.

1. Scope of Authorisation and Delegation

A delegate must not exercise a function listed in Schedule 1 of this Instrument and may not use the prescribed traffic control device authorisation:

(a) outside its local government area as constituted under the *Local Government Act 1993*;

(b) on a road or part of a road classified as a Freeway, Controlled Access Road, Tollway, or Transitway; or

(c) on any road identified with the 'Administrative Category' of 'State' in the '*Schedule of Classified Roads and Unclassified Regional Roads*' (as published and amended from time to time by Transport for NSW), except with the written consent of Transport for NSW

Note: The prescribed traffic control device authorisation allows delegates to install, display, etc. those devices and extends to the engagement of third parties (such as developers, road construction contractors, etc.) to install and display any such devices as a consequence of a delegate's decision and approval under this Instrument.

2. Local Transport Forum

(a) A delegate must convene a Local Transport Forum to which a representative from each of the following is invited to attend:

(i) the delegate

(ii) Transport for NSW

(iii) NSW Police Force

(iv) The local Member(s) of NSW Parliament

(v) The operator of any public passenger service likely to be affected by traffic control work proposed by the delegate

(b) A delegate may invite any other person to attend the Local Transport Forum.

(c) A delegate may seek technical advice from the Local Transport Forum regardless of whether this Instrument is being used.

(d) The Local Transport Forum is to provide advice to the delegate on any matter put before it for advice.

(e) A delegate must consider any advice provided by the Local Transport Forum.

3. Mandatory prior referral of some proposals

(a) A delegate must refer to the Local Transport Forum any proposal to exercise a function listed in Schedule 1 of this Instrument or to use the prescribed traffic control device authorisation where that proposal would:

for a period exceeding **6 months**:

(i) restrict or prohibit passage along a road of any persons, vehicles, or animals; or

(ii) compel or prevent a turn from one public road to another public road;

or

for a period exceeding **24 hours**:

(iii) prevent, impede, or hinder the safe or efficient operation of a public passenger service; or

(iv) prevent access to a public transport station, stop, wharf, or service; or

(v) remove or render less effective any bus priority measure.

(b) Following consideration of advice provided by the Local Transport Forum, the delegate may proceed with the proposal unless the Transport for NSW representative advises the meeting of the Local Transport Forum that Transport for NSW will be submitting a Statement of Concern within seven (7) days.

(c) If a Statement of Concern has been provided to the delegate in accordance with clause (b) above, the delegate may not exercise the relevant function until a further seven (7) days after it has circulated to the members of the Local Transport Forum, a written response addressing the Statement of Concern and setting out the delegate's reasons for proceeding to exercise the function.

4. Keeping of records

(a) The proceedings of the Local Transport Forum must be recorded and made public as soon as practicable.

(b) A post facto record of any use of the prescribed traffic control device authorisation (excluding any instance that has already been the subject of prior referral per condition 3) must be tabled at the Local Transport Forum as soon as practicable and no later than three (3) months after the fact.

5. Coordination

(a) A delegate must consult any public passenger service operator – either directly or via the Local Transport Forum – before exercising any function listed in Schedule 1 of this Instrument or using the prescribed traffic control device authorisation where it is likely to affect the operation of a public passenger service provided by that operator.

(b) Details of such consultation undertaken outside of the Local Transport Forum must be tabled at the Local Transport Forum as soon as practicable.

(c) A delegate must give not less than seven (7) days' notice to NSW Police Force and Transport for NSW – either directly or via the Local Transport Forum – before regulating traffic under this Instrument for the purposes of a public event.

6. References

(a) A delegate must use the NSW Design of Roads and Streets Manual (TS 00066, as amended from time to time) as a primary reference when exercising a function listed in Schedule 1 of this Instrument or using the prescribed traffic control device authorisation.

(b) Use of a portable traffic control light or R4-212n roadwork speed limit sign under this Instrument must be in accordance with the Transport for NSW Traffic Control at Work Sites Manual (TS 05492, as amended from time to time).

7. Preservation of head of power

Notwithstanding this Instrument, Transport for NSW reserves all and any rights and powers, including to:

(a) Direct a public authority under clause 8I of Schedule 1 of the *Transport Administration Act 1988*, or alter or remove, or direct the alteration or removal of any prescribed traffic control device, under Part 5.3, Division 2 of the *Road Transport Act 2013*; and

(b) Carry out road work in accordance with Part 6 of the *Roads Act 1993;* and

(c) Carry out traffic control work on any public road, including exclusive power to carry out or consent to the construction, erection, installation, maintenance, repair, removal or replacement of a traffic control light under section 87 of the *Roads Act 1993*; and

(d) Regulate traffic under Part 8 of the *Roads Act 1993.*

(e) Revoke or withdraw this delegation, authorisation, or any component of it at any time with respect to any or all delegates.

DOCUMENTS ASSOCIATED WITH REPORT CTC-25-184

Attachment 2

A Guide for Councils using the Authorisation and Delegation Instrument

Transport for NSW

A guide for councils using the Authorisation and Delegation Instrument

Prescribed Traffic Control Devices and Regulation of Traffic

July 2025

transport.nsw.gov.au

NSW GOVERNMENT

Transport for NSW

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Introduction

This guide is a reference for councils and others who use the 2025 Authorisation and Delegation Instrument. It is intended to promote a consistent understanding of what can be a complicated mix of legislation, regulation, and practice.

For simplicity, the *Authorisation and Delegation – Prescribed Traffic Control Devices and Regulation of Traffic* is referred to as 'the Instrument'.

This guide addresses the following questions:

- Why does Transport authorise and delegate?
- What powers are being authorised and delegated?
- Why would council use the Instrument?
- What are Local Transport Forums and how should they operate?
- What kinds of works need to be coordinated with Transport and others?

For the most up-to-date information and references, please refer to Transport's website.

Why does Transport authorise and delegate?

Councils manage most of the roads and streets on which the people of NSW live, work, and play. These streets perform many functions. They may be the quiet streets of a residential neighbourhood, busy corridors for the movement of goods and people, or the venues for events, commemorations, and celebrations.

Councils in NSW are well-placed to manage local roads, responding to the needs and aspirations of their community. By extending some of its own powers to councils, Transport enables councils to manage streets more efficiently.

The Instrument itself serves two purposes: It authorises councils to use the signs, markings, and devices that appear in the *Road Rules 2014* and are known as 'prescribed traffic control devices'; and it allows council to 'regulate traffic' on an unclassified road for purposes that go beyond roadwork, such as closing a road to allow an Anzac Day march.

It is important to note that councils already have powers to carry out road work and traffic control work, and to regulate traffic while doing so. The Instrument provides powers to use the most common 'prescribed' devices, but in many cases, council will not need to use it.

This version of the Instrument reinforces the principle that the functions of Transport delegated to councils by the Instrument may be exercised with wide discretion. It does not seek to limit council's powers under the *Roads Act 1993* on unclassified roads (for instance the ability to carry out traffic control work under s87), nor to second-guess decisions made by councils under authority or delegation. The focus of the Instrument is to facilitate coordination and knowledge sharing, while taking a risk-based approach to proposals and works that might affect road safety, public transport, or the operation of the classified road network.

Legal context

Please note that this section is not to be taken as legal advice. Users should seek their own legal advice.

The legal framework for the Instrument is found across the *Transport Administration Act 1988*, the *Roads Act 1993*, and the *Road Transport Act 2013*.

The ***Transport Administration Act 1988*** establishes Transport and sets out its broad functions across all legislation relating to the management of roads and traffic across NSW. It authorises Transport to delegate some of its functions to councils (and for councils to further sub-delegate).

This Act defines the term '*traffic control facility*' to includes all signs, markings, structures or devices that advise or warn a driver; all signs, markings, structures, or devices that compel a road user to do (or not do) something; and any bridge or underpass for pedestrian use. Refer to the

Glossary for a full definition.

The ***Roads Act 1993*** sets out and divides responsibilities and road management functions between Transport and other roads authorities such as councils.

Part 6 of the Act provides that "*traffic control work*" – which is work involving a "*traffic control facility*" – may be carried out by Transport on any public road, transitway, and any road or road related area used by motor vehicles, cyclists, pedestrians, or animals, and including road shoulders, nature strips, and other road adjacent areas (whether a public road or not).

An appropriate roads authority (usually council) may carry out those works on unclassified roads and all the other road related areas mentioned above, unless Transport has notified the roads authority that it intends to carry out works on that road or road related area (s87).

Part 8 of the Act provides Transport with a broad power to regulate traffic (i.e. restrict or prohibit passage along a road) for any purpose. Roads authorities may regulate traffic in a more limited set of defined circumstances – such as to give effect to traffic control work under Part 6 – or to give effect to some other function authorised or required by any legislation.

While councils have powers under s87 to carry out traffic control work, there are circumstances which arise commonly outside of that scope, and where the delegation to *regulate traffic* in the Instrument can assist councils.

Street markets or marches, for example, are not '*traffic control work*' or road work for which the *Roads Act 1993* ordinarily allows councils to regulate traffic. To regulate traffic for a purpose that isn't permitted by the defined circumstances in the Act (such as to open a road for a street parade, market, or similar), a council would need to apply to Transport for approval, advertise the proposal for 28 days, and forward any submissions to Transport before it may do so. By using the Instrument – and in doing so exercising Transport's power to regulate traffic for any purpose – no advertising or approval is necessary and only the conditions of use of the Instrument need to be followed.

The ***Road Transport Act 2013*** establishes and governs road transport law in NSW. While the *Roads Act 1993* allows for the building of traffic control facilities, signs, lines, structures etc., Part 5.3 of the *Road Transport Act 2013* requires that a person hold appropriate authority from Transport to install, display, interfere with, alter, or remove a '*prescribed traffic control device*'. Unauthorised use of a device is subject to penalties, and Transport may order the unauthorised device to be removed and recover any expenses in doing so.

Some traffic control facilities are not 'prescribed' and do not require the authorisation provided by the Instrument. Speed cushions are one example. However, many other works, such as installing a roundabout, will involve installing a '*prescribed traffic control device*' - which is a device that a road user must obey under the road rules – or they may be liable for a fine. All regulatory signage, and some markings, devices, and structures are '*prescribed traffic control devices*'. Refer to the Glossary for a full definition.

This Instrument provides councils with Transport's authorisation to use prescribed traffic control devices, subject to the stated conditions in Schedule 4.

Finally, the power to establish and operate special event parking schemes delegated through provision (c) of the Instrument arises from the *Road Transport (General) Regulation 2021*, which sits under the *Road Transport Act 2013*.

Understanding the Instrument

The Instrument is a single consolidated document that replaces the Delegation to Councils (issued in 2011) and Temporary Delegation to Councils No.2 (issued in 2023), which are now no longer in force. The Instrument can be summarised as follows.

Clause **(c)** delegates Transport's power to regulate traffic for any purpose, subject to Schedule 4.

Clause **(c)** also delegates the power to establish and operate a special event parking scheme, subject to Schedule 4.

Clause **(e)** provides authorisation in writing for the use of prescribed traffic control devices (regulatory signs, lines, markings, etc.), subject to Schedule 4.

Note: The authorisation given under clause (e) of the Instrument is referred to throughout Schedule

4 as the 'prescribed traffic control device authorisation'. For clarity, the authorisation allows delegates to install, display, etc. those devices and extends to the engagement of third parties (such as developers, road construction contractors, etc.) to install and display any such devices as a consequence of a delegate's decision and approval under the Instrument.

Clause **(d)** enables councils to sub-delegate the functions and powers of the Instrument to their general manager or staff. Councils should set up their own instruments for this purpose to ensure the appropriate staff are carrying out functions lawfully.

Clause **(f)** provides consent for the temporary use of portable traffic control lights in accordance with Transport's Traffic Control at Work Sites Manual.

Clause **(g)** clarifies that non-compliance with any of the conditions and limitations in Schedule 4 means that the Instrument does not apply. In such a situation, any authority or delegation under the Instrument to exercise the function is taken not to have been given, and councils may be liable to the consequences of acting without authority or delegation.

The following subsections are structured and numbered in accordance with the conditions and limitations set out in Schedule 4 of the Instrument.

Where can council use the Instrument? *(Condition 1)*

Condition 1: Scope of Authorisation and Delegation

A delegate must not exercise a function listed in Schedule 1 of this Instrument and may not use the prescribed traffic control device authorisation:

(a) outside its local government area as constituted under the *Local Government Act 1993*;

(b) on a road or part of a road classified under the *Roads Act 1993* as a Freeway, Controlled Access Road, Tollway, or Transitway; or

(c) on any road identified with the 'Administrative Category' of 'State' in the '*Schedule of Classified Roads and Unclassified Regional Roads*' (as published and amended from time to time by Transport for NSW), except with the consent of Transport for NSW.

Councils may only perform functions under the Instrument in their own local government area and generally on unclassified roads (often referred to as 'local' roads). Note that in some cases (e.g. some light rail or bus corridors) classification may vary across the road or across different levels of the road.

Further, the roads listed in (b) above aside, the classified roads on which councils are not permitted to use the Instrument are those that have been administratively classified as 'State Roads' – which may not necessarily be all classified roads. Road classification may be confusing due to the use of both statutory classifications (under the *Roads Act 1993*) and administrative classifications. Statutory classifications define the status of roads for the purposes of the *Roads Act 1993*, while administrative classifications set out "who is responsible for the road" for the purpose of operational management, including where the NSW Government takes over the responsibility and funding of more significant roads (i.e. 'State Roads').

The Schedule of Classified Roads and Unclassified Regional Roads is available online, as is a comprehensive map of NSW road network classification.

The Instrument may only be used by councils on State Roads if *written consent* from Transport has been obtained. The Local Transport Forum may be the appropriate starting point for such consent to be obtained – the Transport representative on the Local Transport Forum may act as a point of contact for consent to be sought. It must be noted however that Transport consent in this situation is required from Transport itself – not from Local Transport Forum. The Local Transport Forum may still review the proposal, but formal Transport consent is a prerequisite before council can use this Instrument on State Roads.

Traffic signals

Under section 87 of the *Roads Act 1993*, the construction, erection, installation, maintenance, repair, removal, or replacement of a traffic control light may not be carried out otherwise than by or

with the consent of Transport. The Instrument does not provide that consent except in relation to portable traffic control lights (see clause [f]).

When using the Instrument, councils should engage with Transport – either directly or via the Local Transport Forum – in advance of undertaking any works that are likely to affect the operation of a traffic signal.

Prior engagement with Transport will ensure that unintended negative consequences for traffic signal operations are avoided.

How does the Local Transport Forum work? *(Condition 2)*

Condition 2: Local Transport Forum

(a) A delegate must convene a Local Transport Forum to which a representative from each of the following is invited to attend:

  (i) the delegate

  (ii) Transport for NSW

  (iii) NSW Police Force

  (iv) The local Member(s) of Parliament

  (v) The operator of any public passenger service likely to be affected by traffic control work proposed by the delegate

(b) A delegate may invite any other person to attend the Local Transport Forum.

(c) A delegate may seek technical advice from the Local Transport Forum regardless of whether this Instrument is being used.

(d) The Local Transport Forum is to provide advice to the delegate on any matter put before it for advice.

(e) A delegate must consider any advice provided by the Local Transport Forum.

One of the longstanding conditions of Transport's delegation of powers is that local roads authorities convene a body where proposals can be discussed, reviewed, and coordinated. This guide explains how Local Transport Forums (previously known as Local Traffic Committees) should operate and sets out the proposals they may or must consider.

The Local Transport Forum replaces the Local Traffic Committee. The change of name reflects its function and focus as an advisory body dedicated to technical advice, information sharing, and coordination on matters related to transportation, movement, and accessibility. It is not an approval body, nor does it make decisions.

The Local Transport Forum is not a committee as defined and understood in the *Local Government Act 1993*.

Function and responsibilities

Functions of the Local Transport Forum include:

- collaboration between agencies involved in transport management
- advice on street design, infrastructure, and traffic control facilities
- coordination of planned events and activities
- advice and information sharing on transport plans, policy, and management
- ensuring a public record of decisions relating to roads and streets

There is no voting at the Local Transport Forum, as councils are exclusively responsible for decisions they take on their roads. Members and attendees are to provide advice in good faith, share information, and coordinate activities and plans. Council is obliged to consider any advice provided by the Local Transport Forum, but any decisions – and the exercise of an authorised or

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delegated function itself – are the sole responsibility of council regardless of the advice of the Local Transport Forum.

Membership

The Local Transport Forum is convened by council. Council's role is that of both *proponent* and *decision-maker*. Council is the representative for all community interests (residents, businesses, etc.) and responsible for all road users – including public transport – and road safety.

There are three further mandatory invitees to every meeting of the Local Transport Forum:

- Transport for NSW

  responsible for collaborative coordination and provision of advice regarding state-level interests (public transport, operation of state road network operation and safety, guidance and standards, etc.)

- NSW Police Force

  responsible for provision of advice related to Police expertise, such as public safety, event management, highway patrol, enforcement, etc.

- the local Member(s) of NSW Parliament

  responsible for provision of advice regarding community interests (residents, businesses, etc.)

It is also mandatory to invite the operator of any public passenger service likely to be affected by a proposal to carry out traffic control work to any meeting where that proposal is being reviewed. Most commonly, this will be local bus operators. Depending on local context and service density, it may be beneficial for councils to issue a standing invitation to public passenger service operators in their area. It is the responsibility of the relevant operator to attend and/or to return feedback to council if otherwise unable to attend. Failure to do so when appropriately invited does not prevent council from proceeding with a proposal.

Multiple representatives may be invited where proposals affect more than one state electorate or Police Area Command. Council is also encouraged to invite any other person who may add technical expertise and value to the Local Transport Forum. Examples include – but are not limited to – road safety practitioners, urban designers, planners, local advocacy groups (such as those for mobility-impaired residents, cyclists, pedestrians, etc.), representatives from Local Health Districts or schools, and other subject matter experts as relevant.

A quorum for a meeting of the Local Transport Forum is one representative in attendance from each of council and Transport.

Administration

The Local Transport Forum is administered by council, which may decide the frequency and format of meetings.

Attendees must be:

- provided with the meeting agenda at least seven (7) calendar days in advance of the meeting (unless otherwise agreed by members)
- afforded the opportunity to review meeting minutes prior to finalisation
- be provided with a copy of the finalised meeting minutes

The meeting agenda must:

- include sufficient information to review any proposals or items submitted for advice
- clearly distinguish between items referred for advice, tabled for-information-only, and raised for general discussion

The meeting minutes must clearly record:

- invitees and attendance
- items discussed
- key advice provided

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- any for-information-only records or reports tabled

Referring proposals for advice *(Condition 3)*

Condition 3: Mandatory prior referral of some proposals

(a) A delegate must refer to the Local Transport Forum any proposal to exercise a function listed in Schedule 1 of this Instrument or to use the prescribed traffic control device authorisation where that proposal would:

for a period exceeding **6 months**:

(i) restrict or prohibit passage along a road of any persons, vehicles, or animals; or

(ii) compel or prevent a turn from one public road to another public road;

or

for a period exceeding **24 hours**:

(iii) prevent, impede, or hinder the safe or efficient operation of a public passenger service; or

(iv) prevent access to a public transport station, stop, wharf, or service; or

(v) remove or render less effective any bus priority measure.

(b) Following consideration of advice provided by the Local Transport Forum, the delegate may proceed with the proposal unless the Transport for NSW representative advises the meeting of the Local Transport Forum that Transport for NSW will be submitting a Statement of Concern within seven (7) days.

(c) If a Statement of Concern has been provided to the delegate in accordance with clause (b) above, the delegate may not exercise the relevant function until a further seven (7) days after it has circulated to the members of the Local Transport Forum a written response addressing the Statement of Concern and the delegate's reasons for proceeding to exercise the function.

Conditions 3(a)(i-ii) of the Instrument are intended to capture proposals that '*regulate traffic*' as defined in the *Roads Act 1993*. Aside from interfering with the common law right of passage on a public road, proposals that regulate traffic may create challenging outcomes – both positive and negative – and must be referred to the Local Transport Forum for coordination, input, and advice.

NOTE

'***Regulate traffic***' is a technical term that is formally defined in the *Roads Act 1993*. It means "*restrict or prohibit the passage along a road of persons, vehicles, or animals*". If a proposal does not prohibit or restrict passage, it is not regulation of traffic.

For the purposes of the Instrument, 'restrict passage' should be understood to mean a partial constraint that does not constitute prohibition or prevention of passage (such as passage only during particular times or for particular purposes). Most commonly, this is by way of compelling or preventing a turn by road users from one public road to another public road (where passage along the road is retained but can only be undertaken if approached/accessed in a specific way, or at a specific time).

For clarity, works that may affect vehicle speed or road capacity (e.g. speed cushions, roundabouts, reductions in road lanes, changes to parking controls, etc.) do not constitute restrictions or prohibitions on passage and are not regulation of traffic.

Given the critical importance of public transport in NSW, conditions 3(a)(iii-v) apply the same obligation of mandatory prior referral to the Local Transport Forum to any proposals that have the potential to negatively affect the operations of public passenger services. Please note that there are some existing legislative protections (such as s144B of the *Roads Act 1993*) for other parts of the broader rail and transport network which also must be complied with.

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The following table provides examples of different types of common works and proposals to aid practitioners in understanding what must be referred to the Local Transport Forum in advance of implementation. Further information can be found on Transport's website.

Examples
1. Council develops a traffic calming proposal for a residential neighbourhood that would prevent left turns into some side streets. The proposal uses physical changes and No Left Turn signs. This is a restriction on passage along those roads. It **must be referred** to the LTF prior to implementation.
2. Council proposes to install a roundabout at a four-way intersection with speed cushions on approach to improve road safety. All turn movements are maintained and reducing vehicle speed does not constitute a restriction on passage, so prior referral to the LTF is **optional** at the discretion of council.
3. Council proposes to trial preventing motor vehicle access along a side street every weekday during lunch hours to provide space for tables and chairs for local restaurants. The proposal prohibits passage of vehicles along the road and thus 'regulates traffic', but the trial is only for 6 months, so prior referral to the LTF is **optional** at the discretion of council.
4. Council proposes to install a series of kerb islands with street trees in the kerbside lane to beautify a local shopping area. Changes to parking arrangements – including adjustments to permissive parking times and No Stopping zones – are also implemented. Parking is reduced but the changes do not restrict or prohibit passage along the road. Prior referral to the LTF is **optional** at the discretion of council.
5. Council is working with a private event organiser planning an on-street charity running event. The event will require preventing motor vehicle access along a number of different roads through town – including the main street on which a bus service operates. Prohibiting passage of vehicles along the roads is regulation of traffic, and there is a direct negative effect on operations of the bus service, but traffic controls are in place for less than 24 hours, so prior referral to the LTF is **optional** at the discretion of council. Council is, however, obliged to consult with the operator of the bus service at least 7 days' prior.
6. Council is hosting a food & drink festival along the main street of town that will involve preventing motor vehicle access for 3 days. The proposal prohibits passage of vehicles along the roads and thus 'regulates traffic'. It will also prevent access to bus stops and efficient operation of bus services. The traffic regulation is in place for less than 6 months, but the effects on public transport operations last for more than 24 hours. As a result, it **must be referred** to the LTF prior to implementation.
7. Council proposes to ban trucks and buses from using a side street to reach an industrial estate. This is a prohibition of passage. It **must be referred** to the LTF prior to implementation.
8. Council proposes to enable contra-flow movement for bicycles on an existing one-way road. The proposal includes narrowing of the carriageway and shifting of kerbside parking to enable installation of concrete kerbing to create a separated bicycle lane and improve safety. The proposal does not restrict or prohibit passage along the road. Prior referral to the LTF is **optional** at the discretion of council.
9. Council proposes to install a central median that compels left turns when entering from side streets. This is a restriction on passage. It **must be referred** to the LTF prior to implementation.
10. Council proposes a safety and amenity-focused revitalisation of a local high street. The design involves footpath widening and the installation of kerb blisters and raised pedestrian crossings. There will be some loss of parking and a reduction in the road carriageway width from 4 lanes to 2-3. None of these changes – including the reduction in lanes/road capacity for motor vehicles – constitute 'regulation of traffic' because they do not restrict or prohibit

passage along the road. Prior referral to the LTF is **optional** at the discretion of council.

Temporary regulation of traffic and events

The Instrument now allows some temporary 'regulation of traffic' to be undertaken without prior referral to the Local Transport Forum. This could be a brief closure for a street party or small event, or longer duration changes such as making a street one-way or 'closing' it at one end.

Council may use the Instrument to hold events on the public road that require the 'regulation of traffic', such as an Anzac Day event or a local market. Where public events or activities are held, it is a condition of the Instrument that NSW Police and Transport are given seven days' notice. (This is consistent with the notification requirement in s166 of the *Liquor Act 2007*).

Councils may wish to trial changes to the roads in their community – reducing the need for expensive modelling, allowing solutions to be trialled and modified, and ensuring the community and road users understand proposed permanent changes. The Instrument authorises councils to regulate traffic for up to six months without mandatory prior referral to the Local Transport Forum. (Should such a change be successful, it must be referred to the LTF if the intention is to continue beyond six months).

To safeguard public transport, the six-month period is reduced to 24 hours where a proposal prevents or hinders safe or efficient operation of a bus service, prevents access to a public transport stop, or removes or renders less effective any bus priority measure (refer to condition 3[a][iii-v]).

Alternatively, for select events or activities, councils can forgo the Instrument and the Local Transport Forum and use their existing legal powers under s115(2)(f) of the *Roads Act 1993* where a permit has been issued under s144 for a 'road event', including:

- Filming projects (as set out in the *Local Government Act 1993)*
- Neighbourhood activities (as defined in the *Roads Regulation 2018*)
- Speed contests (such as a race – Police approvals under other legislation will be required)

Section 166 of the *Liquor Act 2007* also allows regulation of traffic for events, performance space, and dining without using the Instrument and without referral to the Local Transport Forum.

NOTE

The *Roads Act 1993* uses the term 'regulation of traffic' to refer to restrictions or prohibitions on passage – what most people call a 'road closure'. This is *not* the same thing as 'closing a road' under Part 4 of the *Roads Act 1993*, which is the process of *extinguishing* a road to allow it to be sold or amalgamated. Councils don't need to use the lengthy Part 4 process for everyday changes to their local roads, such as closures to keep through-traffic of quieter streets.

Assessing the impacts of proposals

Members of the Local Transport Forum must have sufficient information to reasonably assess proposals and provide informed advice.

Councils should consider the potential effects of any change on amenity, safety, and access across the broader network for all road users and should make the assessment available to the Local Transport Forum. Professional judgement or other appropriate methods may be used to do this – taking into account considerations such as local conditions, scale, and whether the proposal is temporary, permanent, or a trial. A formal traffic model or plan may be used where appropriate but is not required.

Testing and trialling temporary changes is an increasingly common method to assess both network impacts and community sentiment and has proven effective in local area traffic management schemes, active transport projects, placemaking, and urban revitalisation initiatives. It may be preferable to take this approach in many situations. Guidance is contained in Appendix A.5 of the NSW Design of Roads and Streets Manual.

For proposals to regulate traffic, councils must provide the Local Transport Forum with:

- Sufficient detail to allow members to understand and assess the proposal

Transport for NSW

- If applicable (as required by condition 5), details of consultation with affected public passenger service operators undertaken outside of the Local Transport Forum

Statements of Concern

When a proposal is discussed at the Local Transport Forum, any attendee may provide feedback and suggestions on design, technical aspects, general policy, or planning considerations. Members should seek to resolve any concerns or uncertainties during this discussion.

For proposals for which prior referral to the Local Transport Forum is mandatory and where Transport continues to hold concerns following discussion, Transport may indicate that it intends to file, within seven days, a formal Statement of Concern. Other members may express views and raise issues, which Transport will consider, but the Statement of Concern itself may only be filed by Transport.

A Statement of Concern details Transport's concerns, reasoning, and any request(s) for mitigation(s) or alternative action(s). It might relate to an entire proposal or to a specific aspect of its design or location. It must be submitted within seven (7) calendar days, during which time council is not delegated or authorised to implement the proposal. If no Statement of Concern is issued during this time– perhaps due to further discussion and resolution by the parties – council may proceed.

Once received, council must consider the issue(s) raised in a Statement and circulate a written response to all Forum members. It must address the issue(s) raised and either (a) detail the amendments proposed in response or (b) set out council's reasons for proceeding without amendment. Seven (7) calendar days after issuing its response, council may proceed with the proposal.

A Statement of Concern does not oblige council to change or withdraw a proposal, but it does place both Transport's comments and council's response on the public record, which is particularly important where safety concerns are noted. It also provides a time window for further discussion and escalation of significant issues.

Refer to the Appendix for a flowchart that includes the steps associated with a Statement of Concern.

The Statement of Concern process only applies to those proposals for which prior referral to the Local Transport Forum is mandatory. Records tabled for-information-only and proposals referred to the Local Transport Forum at the discretion of council are not subject to the Statement of Concern process. Concerns relating to those matters may be resolved through discussion.

Keeping records *(Condition 4)*

Condition 4: Keeping of records

(a) The proceedings of the Local Transport Forum must be recorded and made public as soon as practicable.

(b) A post facto record of any use of the prescribed traffic control device authorisation (excluding any instance that has already been the subject of prior referral per condition 3) must be tabled at the Local Transport Forum as soon as practicable and no later than three (3) months after the fact.

Proceedings of the Local Transport Forum must be made publicly available online in an easily accessible manner as soon as practicable and must include:

- meeting agenda
- meeting minutes
- any formal records of use of the prescribed traffic control device authorisation (including those circulated to members out-of-session)
- the entirety of any Statements of Concern submitted by Transport for NSW under condition 3 of Schedule 4 of the Instrument
- the entirety of any council response to a Statement of Concern under condition 3 of Schedule 4 of the Instrument

Additional information may be included at the discretion of council.

For the purposes of condition 4(b) of Schedule 4 of the Instrument, a post facto record of any use of the prescribed traffic control device authorisation must include:

- type
- specific location
- date

Additional information may be included at the discretion of council.

Where a meeting of the Local Transport Forum is not scheduled to be held within three (3) months, a record of use of the prescribed traffic control device authorisation must be circulated directly to all members of the Local Transport Forum. The record must be made publicly available online and forms part of the records of the Forum, even if it has not met.

Coordination with Transport, public transport operators, and Police *(Condition 5)*

Condition 5: Coordination

(a) A delegate must consult any public passenger service operator – either directly or via the Local Transport Forum – before exercising any function listed in Schedule 1 of this Instrument or using the prescribed traffic control device authorisation where it is likely to affect the operation of a public passenger service provided by that operator.

(b) Details of such consultation undertaken outside of the Local Transport Forum must be tabled at the Local Transport Forum as soon as practicable.

(c) A delegate must give not less than seven (7) days' notice to NSW Police and Transport for NSW – either directly or via the Local Transport Forum – before regulating traffic under this Instrument for the purposes of a public event.

The requirement for consultation in condition 5(a) applies to any function listed in Schedule 1 of this Instrument or use of the prescribed traffic control device authorisation likely to affect the operation of a public passenger service (note: while this may commonly be buses, it applies to any public passenger service, including rail, light rail, metro, and ferry). Practitioners must use professional judgement and take advice as to whether a proposal is likely to affect a public passenger service.

At bus stops, considerations may include whether adequate draw-in and pull-out length is preserved, or whether the design of the kerbside environment ensures ramps can be fully deployed for mobility impaired passengers. On-street designs should ensure turning paths are clear, hazardous merges are not required by drivers, bus priority is maintained or improved, and traffic calming devices are appropriately designed for bus operation.

Engagement with operators may be undertaken directly or through the Local Transport Forum. When undertaken directly, sufficient detail must be given to the operator to allow reasonable assessment of any proposal, and at least seven (7) calendar days should be allowed for feedback before council proceeds. Details of any direct consultation undertaken outside of the Local Transport Forum must be tabled as a record at the Local Transport Forum as soon as practicable.

It is the responsibility of the operator to return feedback to council. Failure to comment when invited to do so does not prevent council from proceeding.

Regular bus services may be identified through Transport's online Bus Route Map or on advice of Transport. Design references such as the Bus Priority Toolbox are available through the NSW Design of Roads and Streets Manual.

References *(Condition 6)*

Condition 6: References

Transport for NSW

(a) A delegate must use the NSW Design of Roads and Streets Manual (TS 00066, as amended from time to time) as a primary reference when exercising a function listed in Schedule 1 of this Instrument or using the prescribed traffic control device authorisation.

(b) Use of a portable traffic control light or R4-212n roadwork speed limit sign under this Instrument must be in accordance with the Transport for NSW Traffic Control at Work Sites Manual (TS 05492, as amended from time to time).

The NSW Design of Roads and Streets Manual (DORAS) is a valuable reference for design, engineering, and planning practitioners. It offers guidance on network planning, understanding street and road environments, identifying issues and design solutions, typical design parameters, and application of the Safe Systems approach.

DORAS provides extensive and convenient references to applicable guidance, manuals, technical standards, and policy documents. It recognises that that no two contexts and street environments are the same and offers guidance for councils that may wish to adopt local street design guides to reflect local aspirations and conditions.

DORAS provides references and links to many other adopted Transport Standards where relevant, such as the NSW Supplement to AS 1742 Manual of Uniform Traffic Control Devices, the NSW Supplement to Austroads Guide to Road Design, Delineation and Pavement Marking, the Cycleway Design Toolbox, and the Pedestrian Crossing Guideline. The Transport Standards Portal can be used to access these tools. DORAS also provides references to scores of other resources available to practitioners from legislation to examples of international best practice.

DORAS must be used as a primary reference for practitioners using the Instrument.

Transport's reserve powers *(Condition 7)*

Condition 7: Preservation of head of power

Notwithstanding this Instrument, Transport for NSW reserves all and any rights and powers, including to:

(a) Direct a public authority under clause 8I of Schedule 1 of the *Transport Administration Act 1988*, or alter or remove, or direct the alteration or removal of any prescribed traffic control device, under Part 5.3, Division 2 of the *Road Transport Act 2013;* and

(b) Carry out road work in accordance with Part 6 of the *Roads Act 1993;* and

(c) Carry out traffic control work on any public road, including exclusive power to carry out or consent to the construction, erection, installation, maintenance, repair, removal or replacement of a traffic control light in accordance with section 87 of the *Roads Act 1993;* and

(d) Regulate traffic under Part 8 of the *Roads Act 1993.*

(e) Revoke or withdraw this delegation, authorisation, or any component of it at any time with respect to any or all delegates.

The Instrument does not affect Transport's (nor council's) rights and powers under legislation.

Council continues to have powers to undertake road work under s71 of the *Roads Act 1993,* to undertake traffic control work on unclassified roads under s87 of the *Roads Act 1993*, and to regulate traffic under s115 to complete those works. Transport retains the power to carry out traffic control work on any road, and to regulate traffic for any purpose.

In cases where, despite best efforts, Transport and council cannot agree on a proposed course of action, options for Transport or the Minister for Roads to issue a direction to a roads authority or public authority under legislation are not affected by this Instrument.

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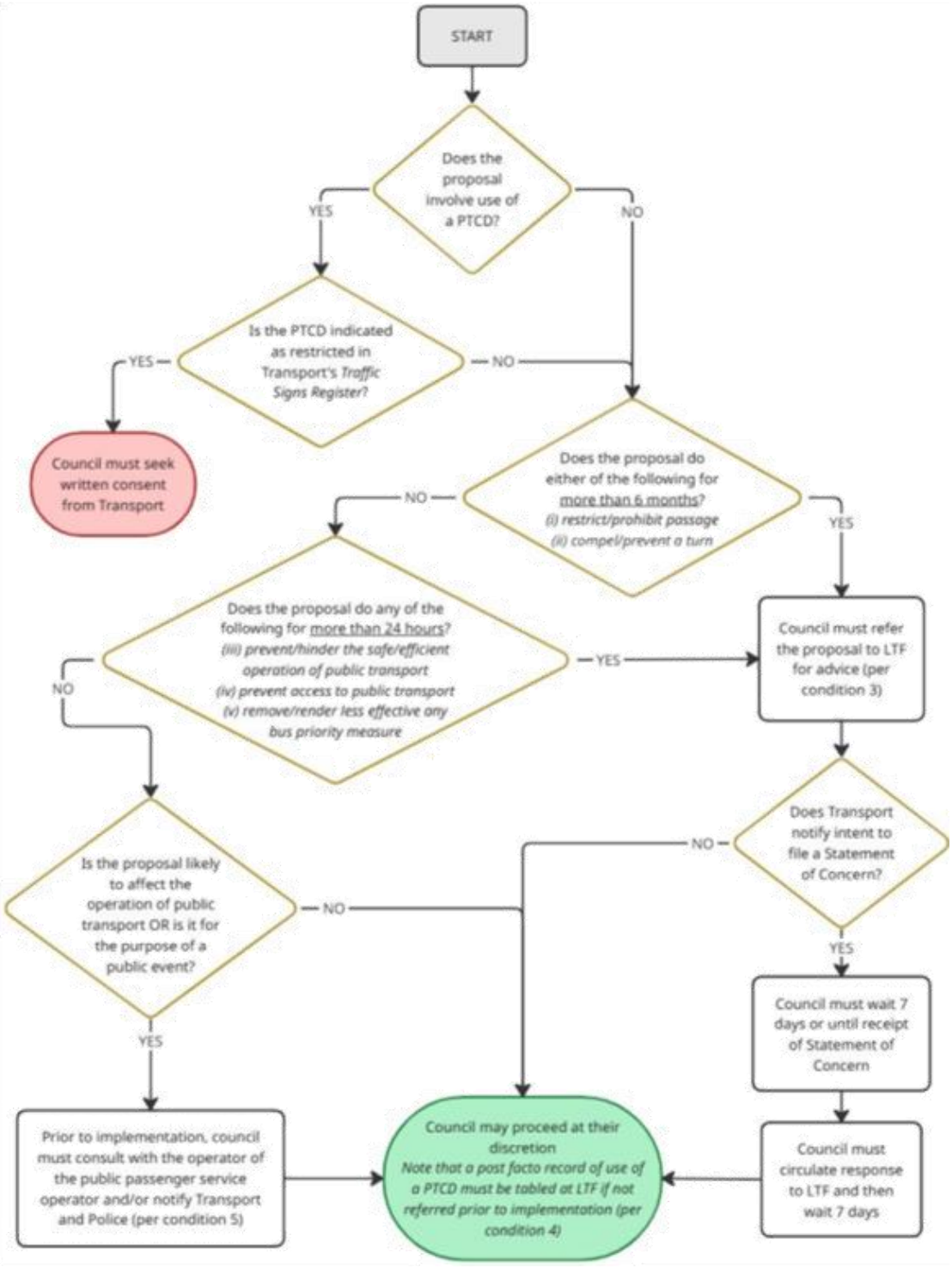
Appendix

Exercising an authorised or delegated function

The following process applies to any function exercised using the Instrument. It assumes that the proposed function is otherwise eligible and compliant with Schedule 4.



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Glossary

'Authorisation and Delegation Instrument' or 'Instrument'	Abbreviated reference to '*Authorisation and Delegation – Prescribed Traffic Control Devices and Regulation of Traffic*'; the instrument that is the subject of this guide.
the/this guide	Abbreviated reference to this document; 'Guide to Authorisation and Delegation – Prescribed Traffic Control Devices and Regulation of Traffic'.
DORAS	Abbreviated reference to the NSW Design of Roads and Streets Manual (TS 00066).
local road	Abbreviated reference to the portion of NSW's road network that is: • within the local government area of the relevant council; and • not classified as a Freeway, Controlled Access Road, Tollway, or Transitway; and • not identified with the 'Administrative Category' of 'State' in the 'Schedule of Classified Roads and Unclassified Regional Roads' (as published and amended from time to time by Transport for NSW)
LTF	Abbreviated reference to the Local Transport Forum.
'meeting' of the Local Transport Forum	Reference to a session of the Local Transport Forum. Meetings can be held physically, digitally, or via correspondence.
portable traffic control light	Approved traffic signals that are transportable and not permanently installed. For the purposes of the Authorisation and Delegation Instrument, 'portable traffic control light' is understood and used as per 'portable traffic signal' in Transport's Traffic Control at Work Sites Technical Manual (TS 05492, as amended from time to time).
prescribed traffic control device	A sign, signal, marking, structure, or other device to direct or warn traffic on a road (or part of a road) that is prescribed by the statutory rules of the *Road Transport Act 2013* for the purposes of this definition. Refer to the *Road Transport Act 2013*. For the purposes of this definition, the *Road Transport (General) Regulation 2021* prescribes traffic control devices of a kind mentioned in the *Road Rules 2014*. Examples of a prescribed traffic control device:

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	 NOTE: 'Prescribed traffic control device' is commonly confused with 'traffic control device' or 'traffic control facility'. *'Prescribed traffic control device' is the term which relates to the regulatory signs, signals, markings, etc. of which contravention is an offence. It is 'prescribed traffic control devices' that are the subject of provision (e) of the Instrument (the 'prescribed traffic control device authorisation').*
prescribed traffic control device authorisation	Abbreviated reference to the authorisation issued through provision (e) of the Authorisation and Delegation Instrument.
proposal	Abbreviated reference to the intended exercise by council of a function enabled by the Authorisation and Delegation Instrument.
PTCD	Abbreviated reference to 'prescribed traffic control device'.
public event	For the purposes of the Authorisation and Delegation Instrument, 'public event' means any market, gathering, performance, festival, march, celebration, commemoration, or similar held on a road, whether organised by a delegate or another party, and open to the public to attend.
public passenger service	The transport, by a motor vehicle, vessel, aircraft, train, or other vehicle prescribed by the regulations of the *Passenger Transport Act 2014* for the purposes of this definition, of passengers within, or partly within, New South Wales for a fare. Refer to the *Passenger Transport Act 2014*. For the purposes of the Authorisation and Delegation Instrument; • A passenger service under the *Point to Point Transport (Taxis and Hire Vehicles) Act 2016* is excluded • A passenger service that operates without collection of a fare is included
regular bus service	As identified on Transport's online Bus Route Map or on advice of Transport.
regulate traffic	To restrict or prohibit the passage along a road of persons, vehicles, or animals. Refer to the *Roads Act 1993*.
restrict or prohibit passage	For the purposes of the Authorisation and Delegation Instrument: • *'Restrict'* means a partial constraint, such as passage only during particular times or for particular purposes (e.g. 'local access only') • *'Prohibit'* means to bar or prevent passage, such as a mid-block

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	traffic filter For clarity, compelling or preventing a turn from one public road to another is a restriction on passage. A reduction in vehicle speed or road capacity does not constitute a restriction on passage.
road and road related area	A road is an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles. Refer to the *Road Rules 2014*. A road related area is any of the following: • an area that divides a road • a footpath or nature strip adjacent to a road • an area that is not a road and that is open to the public and designated for use by cyclists or animals • an area that is not a road and that is open to or used by the public for driving, riding, or parking vehicles Refer to the *Road Rules 2014*.
road event	Means a speed contest or such other activity as may be prescribed by the regulations for the purposes of this definition. Refer to the *Roads Act 1993*. For the purposes of this definition, the *Roads Regulation 2018* also prescribes filming projects within the meaning of the *Local Government Act 1993* and neighbourhood activities as defined in s79.
road work	Includes any kind of work, building or structure (such as a roadway, footway, bridge, tunnel, road-ferry, rest area, transitway station or service centre or rail infrastructure) that is constructed, installed or relocated on or in the vicinity of a road for the purpose of facilitating the use of the road as a road, the regulation of traffic on the road or the carriage of utility services across the road, but does not include a traffic control facility. Refer to the *Roads Act 1993*. To ***carry out road work*** includes to carry out any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a road work. Refer to the *Roads Act 1993*.
roads authority	A person or body that is, by or under the *Roads Act 1993*, declared to be a roads authority and, in relation to a particular public road, means the roads authority for that road. Refer to the *Roads Act 1993*.
special event parking scheme	Where the whole, or a part of, a road has been set aside as a special event parking area. Refer to the *Road Transport (General) Regulation 2021*. A special event parking area is the network of roads in an area with — (a) a special event parking area sign on each road into the area, and (b) an end special event parking area sign on each road out of the area. Refer to the *Road Rules 2014*.
traffic control device	A traffic sign, road marking, traffic signals, or other device, to direct or warn traffic on, entering, or leaving a road. Refer to the *Road Rules 2014*.

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	Examples of a traffic control device: *NOTE: 'Traffic control device' is commonly confused with 'traffic control facility' or 'prescribed traffic control device'.* *'Prescribed traffic control device' is the term which relates to the regulatory signs, signals, markings, etc. of which contravention is an offence. It is 'prescribed traffic control devices' that are the subject of provision (e) of the Instrument (the 'prescribed traffic control device authorisation). 'Traffic control devices' may already be installed and used by councils without relying on the Instrument.*
traffic control facility	Means — (a) traffic control lights on roads or road related areas, and equipment used in connection with traffic control lights, or (b) any sign, marking, structure or device containing or relating to a requirement or direction, contravention of which is an offence arising under — (i) this Act or the regulations, or (ii) any other Act, regulation or by-law prescribed for the purposes of this subparagraph, or (c) any other sign, marking, structure or device that is intended to promote safe or orderly traffic movement on roads or road related areas or to warn, advise or inform the drivers of vehicles, or pedestrians, of any matter or thing in relation to vehicular or pedestrian traffic or road conditions or hazards, or (d) any bridge or subway or other facility for use by pedestrians over, across, under or alongside a road or road related area, or (e) any other thing prescribed as a traffic control facility by the regulations. Refer to the *Transport Administration Act 1988*. For the purposes of (b)(ii) above, the *Transport Administration (General) Regulation 2018* prescribes the road transport legislation within the meaning of the *Road Transport Act 2013*, which includes the *Road Rules 2014*. *NOTE: 'Traffic control facility' is commonly confused with 'traffic control device' or 'prescribed traffic control device'.* *'Prescribed traffic control device' is the term which relates to the regulatory signs, signals, markings, etc. of which contravention is an offence. It is 'prescribed traffic control devices' that are the subject of provision (e) of the Instrument (the 'prescribed traffic control device authorisation).*
traffic control light	For the purposes of the Authorisation and Delegation Instrument, 'traffic control light' is understood and used as per 'traffic signal' in the *Road Rules 2014*.

Transport for NSW

traffic control work	Includes any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a traffic control facility. Refer to the *Roads Act 1993*.
traffic signal	Bicycle crossing lights, B lights, overhead lane control signals, pedestrian lights, T lights, traffic arrows, traffic lights, or twin red or yellow lights. Refer to the *Road Rules 2014*.
Transport	Abbreviated reference to 'Transport for New South Wales'.

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NSW GOVERNMENT

OFFICIAL

Item No: CTC-25-185

RESPONSE TO NOTICE OF MOTION - MULTI-STOREY PARKING SOLUTIONS FOR PENDLE HILL

The Local Traffic Committee recommends, and Council resolves that:

1. Receive and note the report.

2. Endorse the proposed approach for parking solutions at Pendle Hill town centre to align parking space availability with customer and business demand, including:
   a. Deliver additional car parking spaces at Civic Park on the former Cassia site as previously resolved by Council.
   b. Review on-street and Council land car parking arrangements to:
      i. extend the hours of operation of timed parking to encourage parking turnover on weeknights, Saturday afternoon and Sundays
      ii. consider shorter periods of timed parking at targeted locations to encourage greater turnover of parking spaces

   c. Consider opportunities for additional public car parking to be included in future mixed use development within the town centre, subject to relevant planning controls and policy guidance.

REPORT

At the Council meeting of 26 February 2025 regarding the Notice of Motion – Multi-Storey Parking Solutions for Pendle Hill, Council resolved to:

"1. Council receive a comprehensive report exploring the feasibility of constructing a multi-storey parking facility in Pendle Hill to alleviate parking shortages and support the economic vitality of the Pendle Town Centre.

2. The report is to include the following:

- *Current parking challenges faced by residents, local businesses, and customers in the Pendle Town Centre.*
- *Potential locations for a multi-story parking facility, including Council-owned and other feasible land.*
- *An assessment of cost implications and potential funding sources, including state and federal grants, partnerships, and developer contributions.*
- *Traffic and environmental impacts associated with constructing and operating a multi-story car park.*
- *Opportunities to incorporate sustainable building practices such as solar power, electric vehicle charging stations, and green design features.*

3. Council explore land acquisition options for the parking facility in partnership with state and federal government support, ensuring long-term viability and strategic alignment with community needs.

4. Council write and advocate to State and Federal Members of Parliament (MPs) to:

- *Seek their support in addressing the parking challenges in Pendle Hill.*

- *Request funding and policy support for land acquisition and construction of a multi-story parking facility.*
- *Highlight the broader economic and social impacts of Woolworths' closure and the necessity of collaborative solutions.*

5. *Council consult with local residents, business owners and other stakeholders to ensure that the solution addresses their needs.*

6. *The report come back to the Council by July 2025 with findings, recommendations, and a roadmap for potential implementation.*

Background

The Pendle Hill town centre comprises Pendle Way between Gilba Road and Joyce Street, Civic Avenue, Joyce Street and Gilba Road between Pendle Way and Bentley Lane. The total length of shop frontage within the town centre is approximately 390 metres. There are existing parking within or in the vicinity of the town centre, as well as two pedestrian crossings which have mandatory 'No Stopping' zones, two 'Bus Zones' and a 'Mail Zone'.

As shown in Table 1 below, there are total of 283 parking space in the Pendle Hill town centre, including 43 spaces within the Civic Park.

Parking Locations	Parking Spaces	Time Period
Joyce Street – Railway Side	11	1 P
	57	Untimed
	2	Accessible Parking
Joyce Street – Retail Side	26	1 P
	1	Accessible Parking
Pendle Way – Eastern Side	16	1P
Pendle Way – Western Side – South of Civic Avenue	14	1P
	1	Accessible Parking
Pendle Way - Western Side – North of Civic Avenue	6	1P
	1	Accessible Parking
Civic Avenue – Southern Side	9	1 P
	2	1P and Loading zone
Civic Avenue – Northern Side	12	1P
Civic Park	39	3P
	3	Accessible parking
Purdie Lane	69	2 P
Stapleton Street – Southern side	5	1P
Stapleton Street – Southern side	3	Accessible parking
Gilba Road	5	1P
TOTAL	282	

1 P – Mon- Fri 8:30AM to 6:00PM Sat 8:30AM – 12:30PM – On Street

2 P – Mon- Fri 8:00AM to 5:00PM Sat 8:00AM – 12:00PM - Purdie Lane Car Park

3 P – Mon- Sun 6:00AM to 6:00PM - Civic Park

Table 1: Car Parking Spaces at Pendle Hill Town Centre

Parking Assessment for Pendle Hill Town Centre

Current Challenges

The following parking challenges have been identified for the Pendle Hill town centre:

1. The majority of the businesses in this area are take-away shops which have high parking turnover. These businesses are open from early morning till late night. It has been observed that motorists wanted to find parking closer to the frontage of the shops.

   The current on street parking restrictions are 1P – Mon - Fri 8:30AM to 6:00PM Sat 8:30AM to 12:30PM. These restrictions mean that there is limited parking space turnover on weeknights, Saturday afternoons and on Sundays.

   The Purdie Lane carpark parking restrictions are 2 P – Mon - Fri 8:00AM to 5:00 PM Sat 8:00 AM to 12:00 PM. These restrictions mean that there is limited parking space turnover on weeknights, Saturday afternoons and on Sundays.

   It is noted that the residents in the area are using these spaces for their overnight parking.

2. Residents that live within or in close proximity to the town centre are choosing to park in unrestricted parking areas for extended periods. This is impacting on the availability of parking in the town centre, particularly when timed parking is not in operation within the town centre on weeknights, Saturday afternoons and Sundays.

3. Business owners and employees require parking within or in close proximity to the town centre for extended periods while businesses are open. While there are some areas where unrestricted parking is available, feedback from some businesses indicates that there is a concern on the availability of this parking when required.

Potential Car Parking Locations for Additional Car Spaces

As part of this report, a range of potential car parking locations have been identified for additional car spaces within the Pendle Hill town centre.

An initial response by Council, as resolved in June 2025, is for the provision of additional car parking spaces at Civic Park within the site formerly known as the Cassia Centre. It is estimated that between 35 and 40 additional car parking space can be provided at ground level, including the potential for electric vehicle charging infrastructure. Following Council's resolution, planning and design work for the additional car spaces is underway.

Further options have also been explored for the potential to host multi-storey car parking spaces. These are outlined below.

1. Purdie Lane Carpark

The site is Council owned. The subject lane is the main access to all properties fronting to Pendle Way and Joyce Street for parking and loading. Therefore, any parking provision need to provide a 5.0 clearance between ground floor and first floor. It is also noted that the existing land holdings are smaller lots and it is difficult to position the columns to access the individual properties. The Purdie Lane and the parking module adjacent to the laneway is not wide enough to provide an easy circulation to optimise parking arrangements.

2. 94-104 Pendle Way and 2-4 Gilba Road

The sites are privately owned. The above site frontage on Pendle Way is between a traffic signal and roundabout and it is unlikely to have an ability for access to be provided through this frontage. If a multistorey car park was provided at this location, access would need to be on Gilba Road away from the roundabout. It is noted that the subject site has an active development application to build multi storey units.

3. 1-5 Gilba Road and 1 Billabong Street

The sites are privately owned. The above site is between Billabong Street and Bentley Lane. Access can be provided on Billabong Street with minimal impact to Gilba Road traffic. It is noted that a development application has previously been lodged on the subject site for a mixed use development.

For multistorey car parking, the following considerations are also relevant:

- Suitable arrangements are required to be provide for traffic access and circulation within the parking area. This is to ensure that any impacts on the adjoining road network are minimised.
- Environmental factors needs to be considered and mitigated in the design, construction and operation of a facility, including air quality, noise, light spill and built form.
- Opportunities to incorporate sustainable building practices such as solar power, electric vehicle charging stations, and green design features can be considered as part of the planning and design phase of a project.
- A range of funding sources can be considered to plan, design and construct a multi-storey car park, including Council, state and federal grants, partnerships, and developer contributions.

<u>Proposed Approach</u>

Based on the options provided, there are limitations in pursuing multistorey car parking at these location, which would make it difficult for Council to progress. With this in mind, it is proposed that the following approach be undertaken:

- Deliver additional car parking spaces at Civic Park on the former Cassia site as previously resolved by Council.
- Review on-street parking arrangements within the town centre to align car parking availability with customer and business demand, including:
  - Extend the hours of operation of timed parking to encourage parking turnover on weeknights, Saturday afternoon and Sundays.
  - Consider shorter periods of timed parking at targeted locations, such as 30 minutes, to encourage greater turnover of parking spaces

- Review Council car park arrangements at Purdie Lane and Civic Park to align car parking availability with customer and business demand, including:
  - Extend the hours of operation of timed parking to encourage parking turnover on weeknights, Saturday afternoon and Sundays.
  - Consider shorter periods of timed parking at targeted locations, such as 60 minutes, to encourage greater turnover of parking spaces
- Consider opportunities for additional public car parking to be included in future mixed use development within the town centre, subject to relevant planning controls and policy guidance.

It is recommended that Council endorse the approach on car parking solutions for the Pendle Hill town centre.

CONSULTATION

Consultation with residents and the community have been undertaken as part of the Pendle Hill Town Centre Public Domain Plan. Further consultation with businesses on parking considerations was undertaken by Council officers in July 2025, with these insights informing the recommendations as outlined in this report.

Subject to endorsement, further consultation on specific car parking proposals will be undertaken.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

Nil

Item No: CTC-25-186

GELIBOLU PARADE, AUBURN - PROPOSED TEMPORARY ROAD CLOSURE FOR GALLIPOLI MOSQUE

The Local Traffic Committee recommends, and Council resolves that:

The temporary closure of Gelibolu Parade, Auburn between Swaggy Road and Dartbrook Road between the hours of 10:00am and 10:00pm Friday 28 and Saturday 29 November 2025 be approved, subject to the following conditions:

1. Consultation be undertaken with affected businesses, residents and emergency stakeholders and resolving any issues raised.
2. Submitting a Traffic Guidance Scheme indicating the detours required for the closure.
3. Complying with the notification requirements of the Roads Act 1993, i.e. placing public notices in a newspaper and erecting notices on the road.
4. Approval of a Traffic Management Plan by Transport for NSW and the Transport Management Centre.

REPORT

Council has received a request for a temporary closure of Gelibolu Parade, Auburn outside the Gallipoli Mosque for ‘Mosque Open Day and Multicultural Festival’.

The temporary closure is proposed between Swaggy Road and Dartbrook Road.

Gelibolu Road is a local road linking Percy Street and station Road Auburn. The proposed closure will be an approximately 80 m section of Gelibolu Parade between Swaggy Road and Dartbrook Road.

The road closure section is shown in the image below.

The road closure will be between 10:00 am and 10:00 pm on Friday 28 and Saturday 29 November 2025.

The Traffic Management Plan including Traffic Guidance Schemes and detours for the community event will be assessed by Council officers and forwarded to Transport for NSW for concurrence.

CONSULTATION

The event organisers will carry out consultation with all affected businesses and residents and any objection received will be forwarded to Council for consideration.

At the meeting, there was no further discussion on this matter and the Local Traffic Committee endorsed the recommendation in the report.

ATTACHMENTS

Nil

Item No: C09/25-190

AUDIT, RISK & IMPROVEMENT COMMITTEE - MINUTES OF MEETING HELD ON 26 AUGUST 2025

Directorate: Governance and Risk
Responsible Officer: Director Governance and Risk
Community Strategic Plan Goal: *Providing Local Leadership*

SUMMARY

This report provides the Draft Minutes of the Audit Risk and Improvement Committee (ARIC) meeting held on 26 August 2025.

RECOMMENDATION

That Council receive the Minutes of the Audit, Risk and Improvement Committee held on 26 August 2025.

REPORT

The Audit Risk and Improvement Committee held its May meeting on Tuesday, 26 August 2025.

The Minutes of this meeting are attached under Attachment 1 for Council to receive.

COMMUNITY ENGAGEMENT

There are no consultation processes for Council associated with this report.

POLICY IMPLICATIONS

There are no policy implications for Council associated with this report.

RISK IMPLICATIONS

There are no direct risks associated with this report. However, the presentation of the meeting minutes to Council provides transparent oversight of Council activities.

FINANCIAL IMPLICATIONS

The operations of the Audit, Risk and Improvement Committee are coordinated by the Governance & Risk Unit within Council utilising existing allocated resources. There are no additional financial implications for Council associated with this report.

CONCLUSION

This report provides the Draft Minutes of the Audit Risk and Improvement Committee (ARIC) meeting held on 26 August 2025.

ATTACHMENTS

1. Draft Minutes of the Audit Risk and Improvement Committee (ARIC) Meeting - 26 August 2025 ⇩

DOCUMENTS ASSOCIATED WITH REPORT C09/25-190

Attachment 1

Draft Minutes of the Audit Risk and Improvement Committee (ARIC) Meeting - 26 August 2025

CUMBERLAND CITY COUNCIL

Audit, Risk and Improvement Committee
26 August 2025

Minutes of the Audit, Risk and Improvement Committee (ARIC) meeting held at Merrylands Administration Building, 16 Memorial Avenue, Merrylands on Tuesday, 26 August 2025.

PRESENT

Mr. Mark Sercombe - Chairperson	Independent Member
Ms. Rhonda Wheatley	Independent Member (via Audio-Visual Link)
Dr. Jason Young	Independent Member

ADVISORS

Peter Fitzgerald	General Manager (joined 10:08am)
Melissa Attia	Director Corporate Performance/Deputy GM
Charlie Ayoub	Director Governance and Risk
Belinda Doig	Manager Audit, Risk & Safety
Tony Chahine	Chief Financial Officer
Samuel Bowyer	Manager Finance
Elizabeth Renneberg	Internal Ombudsman - (via Audio-Visual Link)
Galib Sheik	Senior Governance Officer
Paulette Maroon	Governance Officer (Minute Taker)

OBSERVERS/INVITEES

Dane Parsons	InConsult Internal Auditor – (via Audio-Visual Link)
Nicky Rajani	Audit Office of NSW
Anthony Zhou	Audit Office of NSW

IN CAMERA ITEMS

The Independent External Committee Members (RW, MS and JY) and Internal Auditors met to discuss any in-camera matters prior to the commencement of the meeting.

The formal ARIC meeting here opened at 9.30am.

ACKNOWLEDGEMENT OF COUNTRY

The Chairperson opened the meeting with an Acknowledgement of Country.

SAFETY BRIEFING

The Chairperson outlined the emergency evacuation arrangements for the meeting location.

CUMBERLAND CITY COUNCIL

Audit, Risk and Improvement Committee
26 August 2025

APOLOGIES

Clr Michael Zaiter	Councillor Member

DECLARATIONS OF INTEREST

There were no declarations of interest.

Min.028 ITEM ARIC028/25 - CONFIRMATION OF AUDIT, RISK AND IMPROVEMENT COMMITTEE - MINUTES OF MEETING HELD ON 19 MAY 2025

RESOLVED (RW/JY)

That the Minutes of the Audit, Risk and Improvement Committee meeting held on 19 May 2025 be confirmed.

Min.029 ITEM ARIC029/25 - LEGAL REPORT

RESOLVED (RW/JY)

That the Audit, Risk and Improvement Committee receive and note this report.

Discussion

The ARIC asked if the legal report costs table includes external and internal costs. Director Governance & Risk confirmed that it did include both.

The ARIC queried the litigation trends. The Director Governance & Risk clarified the bulk of the legal costs within the report relate to Land and Environment Court/Planning matters and does not include insurance matters which are handled within the Governance and Risk Directorate. The ARIC provided feedback that management consider consolidation of such reporting in future.

Min.030 ITEM ARIC030/25 - GENERAL MANAGER'S UPDATE

RESOLVED (RW/JY)

That the Audit, Risk and Improvement Committee receive the General Manager's update.

Discussion:

The General Manager provided the following update:

- From an administrative perspective Council is managing risk effectively, with appropriate responses to identified risks.

- Council is in the process of finalising a single-source contract to transition its light fleet to electric vehicles, as there are strong incentives and potential cost savings associated with the transition.
- Ongoing policy review is occurring with a focus on public officer security.
- Legislative changes regarding ticketless parking are underway and operational changes have been implemented, including considerations to officer safety. The WHS Committee is overseeing safety management.
- Council has appropriate governance mechanisms in place including Working With Children Checks (WWCC) as well as the Child Protection Team with delegations under review.
- Emphasis on Council's assets being fit for purpose.

The Chairperson noted that the General Manager was not present during the discussion on the General Managers Expense and Oversight Policy.

Action:

- Provide the ARIC details on the number of children in Council run childcare centres.

Min.031 ITEM ARIC031/25 - COUNCIL POLICIES, GUIDELINES AND PROCEDURES

RESOLVED (RW/JY)

That the Audit, Risk and Improvement Committee note, receive and feedback provided on the updated policies and guidelines.

Discussion:

Purchase Cards Guidelines

The ARIC enquired that if no purchase can be made from personal accounts e.g., Amazon, how are these items then purchased. The CFO advised that Council does not purchase from Amazon and steers clear from platforms with reward schemes unless there is an emergency.

The ARIC noted that there was no mention of budgetary constraints on the use of credit cards within the document. The CFO advised that the constraint was the card limit and the officer's financial delegations of authority, which is managed through the end of month reconciliation process, whereby supervisors review and approve their subordinate's Credit Card transactions.

The ARIC enquired regarding acquittals process. The CFO advised that the transactions are incorporated in the TechOne system after month end and the forwarded to Managers for approval.

The Chairperson noted that the use of the cheque system is being wound down over the next four (4) years from next month. Refer to the ACCC website for more information.

Investment Policy

The ARIC noted there was no mention of cashflow before investments. The CFO advised it is reviewed but not included in the policy, however will take this on board.

GM Expense and Oversight Policy

The Chairperson noted Council's obligation to include the GM Expense and Oversight policy as part of Council's audit program.

Min.032 ITEM ARIC032/25 - OUTSTANDING ARIC ACTIONS, EXTERNAL AUDIT, INTERNAL AUDIT AND IOSS RECOMMENDATIONS

RESOLVED (RW/JY)

That the Audit, Risk and Improvement Committee receive the report, and review the actions requested for extension.

Discussion:

The ARIC referred to page 67-68 and asked if the extension puts Council in a position of concern or risk.

The Manager Audit, Risk & Safety advised that the outstanding audit actions require a lot of further follow up work, in particular the key management/facilities audit actions. A new system is being used to capture all the new keys. A new swipe card system is being looked at for high risk locations. The audit actions should be completed by 30 September 2025.

The ARIC asked if the swipe card access is being analysed and monitored regularly.

The Manager Audit, Risk & Safety advised checks are done every quarter. The ARIC asked how the collection of keys was done. The Manager Audit, Risk & Safety advised staff are handing in the keys.

The ARIC granted the extension however noted more clarity is required as to why extension are sought in future.

Min.033 ITEM ARIC033/25 - AUDIT OFFICE 2024/2025 INTERIM AUDIT MANAGEMENT LETTER

RESOLVED (RW/JY)

That the Audit, Risk and Improvement Committee note the Management letter on the Interim Phase of the 2024/25 Audit and the actions assigned, which are to be added to the External Audit Register.

Discussion:

The ARIC provided feedback with respect to outstanding External Audit actions from prior years.

The ARIC enquired on the status of Disclosure and KMPs. The Director Governance & Risk advised this is in progress.

The ARIC noted that the outdated policies and procedures will continue to grow if not addressed immediately. The Director Governance & Risk advised this is being managed by the Governance team of Council all outdated policies and procedures will be reviewed.

Min.034 ITEM ARIC034/25 - FINANCE UPDATE - DRAFT 2024/25 ANNUAL FINANCIAL STATEMENTS

RESOLVED (RW/JY)

That the Audit, Risk and Improvement Committee:

1. Review and monitor the draft annual financial statements (AFS), to allow referral by Council for audit.
2. Advise Council to proceed to send the draft AFS to the auditors excluding the permissible rates income.

Discussion:

The CFO provided an overview of the 2024/2025 AFS report. The CFO noted Council's AFS have been prepared in accordance with the Local Government Code of Accounting for 2024/2025.

The ARIC asked the following questions:

What is Council doing regarding the strategic identification of assets and criticality analysis? The Director Governance & Risk advised that Council has recently established an Asset Steering Committee which is a quarterly forum.

How recoverable are the receivables? The CFO advised that staff are being trained to follow up debts in a prompter and more efficient manner. Business units are also being informed to assist in chasing debts.

Has the bank reconciliation been reviewed? The CFO advised this is done monthly.

The ARIC commended staff on the report format.

The ARIC enquired regarding the unrestricted cash. The Manager Finance advised that $10m is the minimum level maintained. Other reserves are broken down in different categories for easier processing for what the funds can be used for.

The ARIC enquired regarding outstanding rates. The CFO advised it is difficult due to the Council's socio-economic and demographic considerations and cost of living struggles. The ARIC advised this needs to be capped and actioned at some point.

The ARIC enquired regarding the Debt Service Cover. The Manager Finance advised that Council has no plans at present to borrow money.

The ARIC enquired regarding FBT. The CFO advised this was in relation to the increase in council vehicles, in particular utility vehicles which attract a higher FBT. It is noted that staff are not charged the FBT component and only the vehicle lease payments.

The ARIC enquired regarding the sale of a council asset. The Director Governance & Risk advised this transaction will be determined at the 27 August 2025 Council meeting.

The ARIC enquired regarding growth in fleet vehicles. The Manager Finance advised that the number of vehicles has gone up as outdoor staff crews have been split.

Council Accounts

The ARIC enquired regarding Superannuation defined benefits and any shortfall – The CFO advised there has been a shortfall for a number of years and Council presently makes a contribution on top.

The ARIC noted in the Income statements that the Golf Course, Community Centres and Childcare centres operate at a loss. Does Council have a strategy in place? The Manager Finance advised that Council has an additional focus on this, noting that they do have the ability to be profitable.

Action:

- Report to the November 2025 ARIC on the 90 day outstanding debts profile**.**
- The ARIC requested that if material changes are made to the draft 2024/25 APS that the Committee be promptly notified.

Min.035 ITEM ARIC035/25 - REPORT ON FINALISED INTERNAL AUDITS AND UPDATE ON INTERNAL AUDIT PROGRAM

RESOLVED (RW/JY)

That the Audit, Risk and Improvement Committee:

1. Receive the finalised Internal Audit Report, including the risk levels identified;
2. Note that responses by management to all recommendations have been provided; and
3. Provide any further feedback as appropriate.

Discussion:

The ARIC asked how financial and administrative delegations are managed. The Director Governance & Risk advised the financial delegations are audited monthly.

The ARIC noted the debt recovery threshold may need to be reconsidered.

The ARIC suggested that an independent panel be formed to ensue grant submissions comply prior to assessment.

Min.036 ITEM ARIC036/25 - WHS & WORKERS COMPENSATION UPDATE

RESOLVED (RW/JY)

That the Audit, Risk and Improvement Committee receive the information in this report and provide any feedback as appropriate.

Min.037 ITEM ARIC037/25 - GOVERNANCE & RISK DIRECTORATE UPDATE

RESOLVED (RW/JY)

That the Audit, Risk and Improvement Committee receive the information in the report and provide any feedback as appropriate.

Discussion:

The ARIC enquired regarding ICAC training and if they are tailored to staff levels and different functions. The Director Governance & Risk confirmed that was the case and training is run every 2-3 years. The ARIC suggested the training be evaluated.

The ARIC noted the increase in cost of consultants. The Director Governance & Risk advised this would be taken on notice for analysis. The ARIC suggested the Panel be identified in a separate section.

Action:

- Analysis of consultants costs be provided.

Min.038 ITEM ARIC038/25 - INTERNAL OMBUDSMAN SHARED SERVICE REPORT FOR CUMBERLAND CITY COUNCIL

RESOLVED (RW/JY)

That the Audit, Risk and Improvement Committee note the report.

The ARIC will take the report as read.

Min.039 ITEM ARIC039/25 - ARIC RESPONSIBILITY PLAN TRACKING

RESOLVED (RW/JY)

That the Audit, Risk and Improvement Committee:

1. Receive this report; and

2. Note that the planned responsibility areas have been addressed in this Committee meeting as required by the ARIC Responsibility Plan.

Discussion:

The ARIC advised that a minor amendment be made to the current meeting and topics covered within the Responsibility Plan.

General Business

Meeting dates to be reviewed by the panel.

NEXT MEETING

Next Meeting 17 November 2025 at 1:30 PM

MEETING CLOSE

The meeting terminated at 12.01pm.

Subsequent to the meeting, a short briefing was provided by the General Manager to the external independent members.

Signed:

Mr. Mark Sercombe
Chairperson

Item No: C09/25-191

NOTICE OF MOTION - THE DISTRICT GOVERNOR OF ROTARY DISTRICT 9675

Councillor: Helen Hughes and Paul Garrard

SUMMARY

Pursuant to Notice, Councillors Hughes and Garrard submitted the following Motion.

NOTICE OF MOTION

That Council

1. **Acknowledge and recognise that Mr Renga Rajan, member of the Granville Rotary Club, is now the District Governor of District 9675, which covers extensive areas in Sydney, the Wollondilly and Illawarra regions.**

2. **Organise a civic function to celebrate Mr Rajan's status as District Governor, budgeted through the current operational budget, with invitations extending to the Granville Rotary Club members and other Rotary Club associated representatives.**

RESOURCING/FINANCIAL IMPLICATIONS

If supported, this can be undertaken utilising existing resources.

GENERAL MANAGER ADVICE

Nil.

ATTACHMENTS

Nil

Item No: C09/25-192

NOTICE OF MOTION - CARNARVON GOLF COURSE PROPOSAL

Councillor: Helen Hughes and Paul Garrard

SUMMARY

Pursuant to Notice, Councillors Hughes and Garrard submitted the following Motion.

NOTICE OF MOTION

That:

1. **Council invite either the Premier or Minister Steve Kamper to attend a special meeting of Council to allow firsthand discussion and dissemination of matters relating to the Carnarvon Golf Course Proposal, so that the communities concerns can be formally recognised through process of Council's public forum.**
2. **Preference be given to the Council Meeting being held at the Carnarvon Golf Club.**

RESOURCING/FINANCIAL IMPLICATIONS

If supported, this can be undertaken utilising existing resources.

GENERAL MANAGER ADVICE

Nil.

ATTACHMENTS

Nil

Item No: C09/25-193

NOTICE OF MOTION - COMMUNITY FUN RUN

Councillor: Ahmed Ouf and Joseph Rahme

SUMMARY

Pursuant to Notice, Councillors Ouf and Rahme submitted the following Motion.

NOTICE OF MOTION

That Council:

1. **Endorse in principle the establishment of an annual community fun run as a Cumberland-branded event to promote health, community connection, and local pride, while raising funds for local charities.**

2. **Approve investigation of a pilot event in FY 2025/26, to be held in or around Merrylands town centre and/or the Council Civic Administration precinct.**

3. **Seek partnerships and sponsorships from local businesses, community organisations, and health partners, and nominate a local registered charity as the beneficiary, with transparent reporting of funds raised.**

4. **Refer the matter to the Arts, Culture and Events Advisory Committee for further consideration and advice.**

RESOURCING/FINANCIAL IMPLICATIONS

If supported, this can be undertaken using existing resources.

GENERAL MANAGER ADVICE

Nil.

ATTACHMENTS

Nil

Item No: C09/25-194

NOTICE OF MOTION - SUPPORT FOR THE NEPALESE COMMUNITY

Councillor: Ahmed Ouf

SUMMARY

Pursuant to Notice, Councillor Ouf submitted the following Motion.

NOTICE OF MOTION

That Council:

1. **Acknowledge the significant contribution of the Nepalese community to the social, cultural, and economic life of Cumberland City, noting that Cumberland is home to one of the largest and fastest-growing Nepalese populations in Sydney.**
2. **Express solidarity with our local Nepalese residents who have been affected by the recent events in Nepal, and extend Council's sympathy and support to those with family and friends impacted overseas.**
3. **Investigate opportunities for practical support, including:**
    a) **Working with local Nepalese community organisations to identify needs and provide assistance.**
    b) **Exploring partnerships with local charities and service providers to offer counselling, settlement, and welfare support where required.**

RESOURCING/FINANCIAL IMPLICATIONS

If supported, this can be undertaken using existing resources.

GENERAL MANAGER ADVICE

Nil.

ATTACHMENTS

Nil