

ORDINARY COUNCIL MEETING

AGENDA

Notice is hereby given that an Ordinary Council Meeting will be held at the:

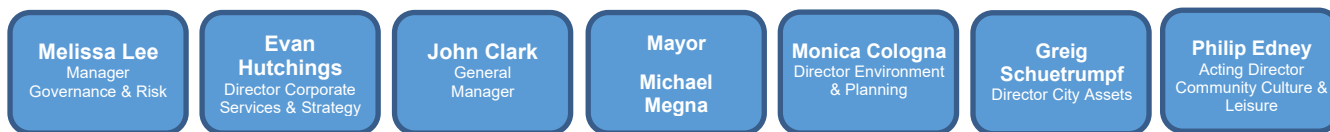
Council Chambers, City of Canada Bay Civic Centre, Drummoyne

Tuesday, 16 September 2025

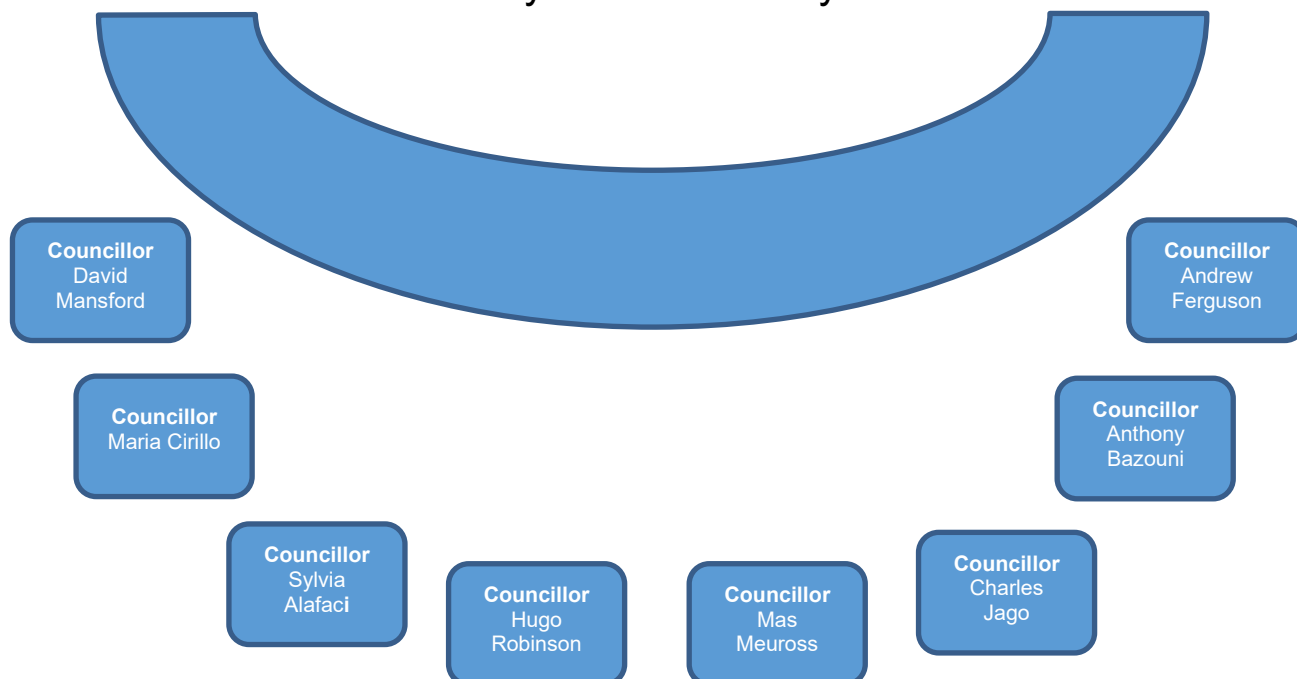
Beginning at 6:00 PM for the purpose of considering and determining matters included in this agenda.



John Clark
General Manager



Councillors City of Canada Bay



Statement of Ethical Obligations

The Mayor and Councillors are bound by the Oath/Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of the City of Canada Bay and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their skill and judgement.

It is also a requirement that the Mayor and Councillors disclose conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with Council's Code of Conduct and Code of Meeting Practice.

**Agenda for an Ordinary Council Meeting
to be held on Tuesday 16 September 2025
at the Council Chambers, City of Canada Bay Civic Centre, Drummoyne
Commencing at 6:00 PM**

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1 ACKNOWLEDGEMENT OF COUNTRY

The City of Canada Bay acknowledges the Wangal clan, one of the 29 tribes of the Eora nation and the traditional custodians of this land.

The City's Council pays respect to Elders past and present and extends this respect to all Aboriginal people living in or visiting the City of Canada Bay.

2 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

In accordance with clauses 6.3, 6.4 and 6.5 of Council's Code of Meeting Practice, apologies must be received and accepted from absent Councillors and a leave of absence from the Council Meeting may be granted.

3 CONFIRMATION OF MINUTES

3.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 19 AUGUST 2025

RECOMMENDATION

That the minutes of the Ordinary Council Meeting of 19 August 2025 copies of which were previously circulated, are hereby confirmed as a true and correct record of the proceedings of that meeting.

4 DISCLOSURES OF INTERESTS

In accordance with Part 16 of Council's Code of Meeting Practice, all Councillors must disclose and manage any conflicts of interest they may have in matters being considered at the meeting.

5 MAYORAL MINUTE(S)

Nil

6 PUBLIC FORUM

In accordance with Part 5 of the Code of Meeting Practice, residents, ratepayers, applicants or other persons may request to address Council in relation to any one matter related to the general business of Council but not the subject of a report on the agenda (Public Forum) and no more than two matters listed for consideration on the agenda (Public Address).

7 ITEMS RESOLVED BY EXCEPTION

In accordance with Part 13 of the Code of Meeting Practice, items that are dealt with by exception are items where the recommendations contained in the staff reports in the agenda are adopted without discussion.

8 EXECUTIVE SERVICES DIRECTORATE REPORTS

ITEM 8.1 ELECTION OF DEPUTY MAYOR

Reporting Manager **Manager Governance and Risk**

Attachments: **Nil**

RECOMMENDATION OF EXECUTIVE SERVICES

That Council:

1. Elect a Deputy Mayor to hold office through to September 2026.
 2. Note the procedure for the election of a Deputy Mayor by Councillors in accordance with Schedule 7 of the NSW Local Government (General) Regulation 2021.
 3. Determines the method of voting for the election of a Deputy Mayor to be the open voting method, if more than one councillor is nominated.
-

PURPOSE

For Council to elect a Deputy Mayor for the period to September 2026.

REPORT

At its meeting on 15 October 2024 an election for the position of Deputy Mayor was conducted with Councillor Anthony Bazouni declared elected as Deputy Mayor through to September 2025.

Council is now required to conduct an election for the position of Deputy Mayor for the period to September 2026.

Before conducting an election, Council is required to determine the method of voting it wishes to use for the election. If more than one nomination is received, the method of voting can be either by open voting method (show of hands), ordinary ballot method or preferential ballot method.

This report recommends that the open voting method be used.

The procedure for election is as outlined in Schedule 7 of the NSW Local Government (General) Regulation 2021 and is summarised below.

1. The Returning Officer will announce the names of the candidates for whom nomination forms have been received.
2. The Returning Officer will then ask if there are any other nominations.
3. If there is only one (1) councillor nominated, the Returning Officer shall declare that councillor to be elected.
4. If there is more than one (1) councillor nominated, the Returning Officer shall conduct the election utilising the method of voting determined by Council, and in accordance with the procedures outlined in the schedule.

Copies of nomination forms will be circulated under separate cover.

STRATEGIC DIRECTION

This report supports Our Future 2036 outcome area:

Direction 5: Civic Leadership

Goal CL 4: The City of Canada Bay community is well informed and eager to engage in issues and decisions that impact them

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

LEGISLATIVE AND POLICY CONSIDERATIONS

Section 231 of the NSW Local Government Act, 1993 states the requirement for election for the position of Deputy Mayor. The procedure for this election is outlined in Schedule 7 of the NSW Local Government (General) Regulation 2021.

RISK CONSIDERATIONS

There are no risk considerations associated with this report.

9 ENVIRONMENT AND PLANNING DIRECTORATE REPORTS

ITEM 9.1 DA DETERMINATIONS BY THE LOCAL PLANNING PANEL AND STAFF UNDER DELEGATION

Reporting Manager Manager Statutory Planning

Attachments: Nil

RECOMMENDATION OF DIRECTOR ENVIRONMENT AND PLANNING

That Council receive and note the information contained in the report on development application determinations by the Local Planning Panel, and Staff, under delegation for the period 1 August 2025 to 31 August 2025.

PURPOSE

This report outlines development application (DA) determinations by the Canada Bay Local Planning Panel (CBLPP) and Staff under delegation for the period from 1 August 2025 to 31 August 2025.

EXECUTIVE SUMMARY

This report provides Development Application statistical data in accordance with Council's resolution of 6 February 2018 on applications received, determined, and applications considered by the Canada Bay Local Planning Panel (CBLPP).

STRATEGIC DIRECTION

This report supports Our Future 2036 outcome area:

Direction 3: Vibrant Urban Living

Goal VUL 4: Ensure the built environment respect the unique neighbourhood character and responds deftly to evolving community needs

BACKGROUND/DISCUSSION

This report provides DA statistical data in accordance with Council's resolution of 6 February 2018 on applications received, determined and applications considered by the Canada Bay Local Planning Panel (CBLPP).

Items for CBLPP Meeting on 27 August 2025

The following application was listed for consideration at the CBLPP meeting on 27 August 2025:

- DA2025/0112 - 12 Longview Street, Five Dock - Extension of existing first floor – *Refused as per Recommendation.*

Items for CBLPP Meeting on 24 September 2025

At the time of writing this report, the following applications are listed for consideration at the CBLPP meeting on 24 September 2025:

- DA2025/0124 - 9/40 St Georges Crescent, Drummoyne - Alterations and additions including the installation of an external terrace awning, external door to the terrace and the extension of the existing balustrades.
- DA2025/0134 - 1/1 Teviot Avenue, Abbotsford - Alteration to the top level of a residential apartment unit. Demolition of the existing eastern wall of the living room to allow minor extension of the living room onto the existing terrace.

- DA2025/0090 – 56-60 Burton Street, Concord - Amalgamation of the existing 8 into 2 lots, no physical works.

Development Applications - Determined

The following Development Applications have been determined by staff under delegation between 1 August 2025 and 31 August 2025:

DA NO	DATE LODGED	PROPERTY	DESCRIPTION OF DEVELOPMENT	DATE DETERMINED & DECISION
DA2025/0118	30.06.2025	28A Lancelot Street, Five Dock	Alterations and additions to an existing semi-detached dwelling to extend the ground floor and add a first floor.	Approved 04.08.2025
DA2025/0091	21.05.2025	2 Fairview Street, Concord	Demolition of partial street fence, proposed construction of masonry fencing, swimming pool and associated works	Refused 04.08.2025
DA2025/0048	12.03.2025	15 Battersea Street, Abbotsford	Demolition of existing structures, construction of an attached dual occupancy, related landscaping and Strata title subdivision	Approved 04.08.2025
DA2025/0094	27.05.2025	52 Preston Avenue, Five Dock	Significant alternations and addition to the existing dwelling house	Approved 04.08.2025
DA2025/0135	17.07.2025	3 Victoria Avenue, Concord West	Construction of driveway and new vehicular crossing, removal of existing verandah and installation of new windows	Approved 05.08.2025
DA2025/0149	04.08.2025	19-19A Roseby Street, Drummoyne	Retail fitout of existing shop tenancy Shop 190/191	Approved 05.08.2025
DA2025/0093	23.05.2025	51 Russell Street, Russell Lea	Construction of a Double Storey Dwelling	Approved 07.08.2025
DA2025/0142	22.07.2025	34 Park Avenue, Drummoyne	Removal of 3 Yucca trees impacting a fence and retaining wall	Approved 12.08.2025
DA2025/0137	18.07.2025	23 Cormiston Avenue, Concord	Pruning of 1 tree, Fraxinus spp. (Ash),	Approved 14.08.2025

DA NO	DATE LODGED	PROPERTY	DESCRIPTION OF DEVELOPMENT	DATE DETERMINED & DECISION
			within a local heritage item	
DA2025/0138	17.07.2025	4 St Georges Crescent, Drummoyne	Provide additional ventilation and internal full height glazed partition and associated works	Approved 14.08.2025
DA2025/0103	12.06.2025	4 Eaton Place, Chiswick	Proposed Swimming Pool	Refused 15.08.2025
DA2025/0121	25.06.2025	190 Majors Bay Road, Concord	Alterations and additions including new access ramp at the front entrance, back of house facilities, umbrellas in the courtyard and training shed	Approved 15.08.2025
DA2025/0130	11.07.2025	49 Mepunga Street, Concord West	Partial demolition of rear part of the existing dwelling and proposed alteration and additions	Approved 19.08.2025
DA2025/0126	07.07.2025	3 Napier Street, North Strathfield	Demolition of rear pergola and construction of single level extension to the rear of the dwelling	Approved 20.08.2025
DA2025/0131	10.07.2025	74 Bowman Street, Drummoyne	Alterations and additions to an existing dwelling house	Approved 22.08.2025
DA2025/0141	21.07.2025	2 Innes Street, Five Dock	Conversion of existing garage to rumpus room	Approved 22.08.2025
DA2025/0112	19.06.2025	12 Longview Street, Five Dock	Extension of existing first floor	Refused – LPP 27.08.2025
DA2025/0089	20.05.2025	22 Wareemba Street, Wareemba	Demolition of existing building, construction of a single dwelling house, inground swimming pool and related landscaping	Approved 29.08.2025
DA2025/0092	21.05.2025	35 Burnell Street, Russell Lea	Proposed two-storey dwelling-house with basement car park, in-ground swimming pool,	Approved 29.08.2025

DA NO	DATE LODGED	PROPERTY	DESCRIPTION OF DEVELOPMENT	DATE DETERMINED & DECISION
			spa and associated landscaping	

Total Number of DAs Determined = 19

Development Applications - Lodged

The following Development Applications were lodged with Council during the same period, 1 August 2025 and 31 August 2025:

DA NO	DATE LODGED	PROPERTY	DESCRIPTION OF DEVELOPMENT
DA2025/0148	01.08.2025	24 Nelson Road, North Strathfield	Alterations and rear two-storey addition to existing dwelling, new garage and cabana
DA2025/0149	04.08.2025	19-19A Roseby Street, Drummoyne	Retail fitout of existing shop tenancy Shop 190/191
DA2025/0151	07.08.2025	46 landra Street, Concord West	Alterations and second storey addition, new swimming pool, front fence, retaining walls, tree removal and associated landscaping
DA2025/0152	08.08.2025	14 Park Avenue, Concord	Gumtree removal from front of property
DA2025/0153	08.08.2025	402 Lyons Road, Russell Lea	Alterations to an existing dwelling including first floor addition
DA2025/0150	11.08.2025	128 Henley Marine Drive, Drummoyne	Construct a timber terrace above the existing attached garage
DA2025/0154	11.08.2025	80 Henley Marine Drive, Rodd Point	Demolition of an existing dwelling, removal of trees, construction of a new two storey dwelling house with basement car parking
DA2025/0156	22.08.2025	30 Renwick Street, Drummoyne	New detached outbuilding consisting of double garage, workshop and studio
DA2025/0159	25.08.2025	28 Marlborough Street, Drummoyne	Removal of several trees due to damage caused by roots to main house and retaining walls
DA2025/0155	25.08.2025	3 Bouvardia Street, Russell Lea	Supply and install skillion patio, scyon segura deck, aluminium privacy screen and steel handrail
DA2025/0157	26.08.2025	7 Correys Avenue, Concord	Ground floor alterations and first floor addition to existing dwelling
DA2025/0158	27.08.2025	38 St Albans Street, Abbotsford	Demolition of Existing House, construction of new Cabana, Garage, Swimming Pool and associated Landscape Works

DA NO	DATE LODGED	PROPERTY	DESCRIPTION OF DEVELOPMENT
DA2025/0162	27.08.2025	15 Fitzroy Street, Abbotsford	Proposed alfresco roof structure, attached garage, in ground swimming pool with associated landscaping works
DA2025/0160	27.08.2025	15 Merville Street, Concord West	Construction of dual occupancy and proposal for Torrens title subdivision
DA2025/0161	27.08.2025	77 Burnell Street, Russell Lea	Internal alterations to existing garage to convert to a habitable space
DA2025/0164	28.08.2025	135 Great North Road, Five Dock	Amending DA to DA2023/0139 to utilise the affordable housing bonuses under the Housing SEPP 2021 for additional height and space, including 2 extra co-living units and 4 studio apartments
DA2025/0163	29.08.2025	71 Thompson Street, Drummoyne	Internal alterations including change in ground and first floor levels and external change to roof forms

Total Number of DAs Lodged = 17

Variations to development standards

There were no variations made to a development standard (e.g. Building Height, Floor Space Ratio) under the provision of Clause 4.6 of the *Canada Bay Local Environmental Plan, 2013* for the period 1 August 2025 and 31 August 2025.

Land and Environment Court Appeals

The following provides an update on Land and Environment Court appeals as at 31 August 2025:

DA/APPEAL NO	PROPERTY	DESCRIPTION OF DEVELOPMENT	CURRENT STATUS
DA2024/0203	1 and 7 Ramsay Road and 5-7 Harrabrook Avenue, Five Dock	Class 1 appeal against the refusal of a development application for a boundary adjustment, demolition of the existing structures and construction of a residential flat building and shop top housing development and associated car parking	No agreement reached between the parties, awaiting possible amendments from the applicant.
DA2025/0009	14 Mons Street, Russell Lea	Class 1 appeal against the refusal of a development application for the alterations and additions to an existing dwelling house, including a first-floor addition.	Amended plans received and supported by Council. Matter awaiting decision from the Commissioner.
DA2024/0183	65 Byrne Avenue, Russell Lea	Class 1 appeal against the refusal of a development application for the demolition of all structures and	S34AA listed for 8 and 9 September 2025

DA/APPEAL NO	PROPERTY	DESCRIPTION OF DEVELOPMENT	CURRENT STATUS
		construction of an attached two-storey dwelling	
DA 2024/0180	6 Norman Street, Five Dock	Class 1 appeal against the refusal of development application for the demolition of existing dwelling and construction of a two-storey dwelling with swimming pool, basement and related landscaping works.	S34AA listed for 9 and 10 September 2025
DA2024/0250	176 – 184 George Street, Concord West	Class 1 appeal against the deemed refusal of development for the Demolition of existing structures and construction of a six to eight-storey Infill Affordable Housing Residential Flat Building Development, comprising 183 units including 32 affordable units, with 2 x basement levels containing 198 car parking spaces, plus neighbourhood shop, with Torrens title subdivision (consolidation of lots).	S34 listed for 29 September 2025
DA2025/0062	2 Duchess Avenue, Rodd Point	Class1 appeal against the deemed refusal of a development application for the demolition of existing dwelling and construction of new two-storey dwelling over basement car park and related landscaping	S34AA conciliation conference listed for 9 and 10 October 2025
DA2025/0109	7 Burnell Street, Drummoyne	Class 1 appeal against the refusal of a development application for the unauthorised conversion of a garage to a secondary dwelling	Appeal discontinued by the owner

Of the seven matters listed, six of them are active appeals before the Land and Environment Court.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

LEGISLATIVE AND POLICY CONSIDERATIONS

This report is provided for Council's information in response to the Council resolution of 6 February 2018.

ITEM 9.2 CITY OF CANADA BAY BIODIVERSITY ACTION PLAN 2025–2030 AND WEEDS MANAGEMENT PLAN**Reporting Manager** Manager Sustainability and Waste**Attachments:**

1. Biodiversity Action Plan 2025 (*Provided in Attachment Booklet*) [⇒](#)
2. Local Weeds Management Plan (*Provided in Attachment Booklet*)

RECOMMENDATION OF DIRECTOR ENVIRONMENT AND PLANNING

That Council:

1. Adopt the *City of Canada Bay Biodiversity Action Plan 2025-2030*, attached to the report (Attachment 1) as Council's plan for biodiversity management and restoration across the city.
 2. Note the content of the *Weeds Management Plan*, attached to the report (Attachment 2) and its application.
-

PURPOSE

To seek Council's endorsement and adoption for the *City of Canada Bay Biodiversity Action Plan 2025-2030*. This Plan provides the guiding framework for biodiversity protection, restoration and community engagement across the Local Government Area (LGA) over the next five years.

The report also seeks that Council note the content of the *Weeds Management Plan* that has been prepared to assist Council in meeting its legislative biosecurity requirements under the *NSW Biosecurity Act 2015*. This plan will be reviewed regularly in line with State government directives as they arise in relation to status of priority weeds in Greater Sydney and within the City of Canada Bay.

REPORT**Biodiversity Action Plan**

The *Biodiversity Action Plan (BAP) 2025–2030* provides an updated framework for protecting, enhancing, and celebrating biodiversity within the City of Canada Bay (Attachment 1). It builds on Council's 2019 plan and incorporates findings from Council's 2023–24 Flora and Fauna Survey to ensure actions are evidence-based and responsive to current challenges.

The Plan identifies priority habitats, threatened ecological communities, and biodiversity corridors and outlines actions to address urban pressures, climate change and invasive species.

Key Biodiversity Values

- 220 ha of open space managed by the Council which equates to around 11% of the LGA.
- 99 native fauna and 270 native flora species were recorded as part of survey.
- 24 ha of Threatened Ecological Communities, including Sydney Turpentine–Ironbark Forest, Estuarine Swamp Oak Forest, and Saltmarsh.
- Critical habitats include wetlands, foreshores, seagrass meadows, and urban bushland, supporting species such as the Powerful Owl, Grey-headed Flying-fox, Eastern Osprey, and migratory shorebirds.

The Plan is structured around three themes:

- **Nature is Protected and Enhanced** – restoring habitats, managing priority weeds and pests, and strengthening planning controls.
- **Nature is Connected** – enhancing biodiversity corridors, foreshore and riparian linkages, and integrating Traditional Ecological Knowledge.

- **Nature is Celebrated** – inspiring community participation through Bushcare, citizen science, school programs, and cultural initiatives.

Targets

The targets outlined below were adopted in Council's *Environmental Strategy (2025)*, and the implementation of this Plan will assist in achieving these targets:

- Increase native plant and animal diversity across the LGA
- Improve habitat connectivity in biodiversity corridors
- Increase community participation in biodiversity care by 25%
- Achieve 15% resident participation in the Backyards for Biodiversity program

Implementation will be delivered collaboratively across Council teams, with projects prioritised through the annual Operational Plan process. Progress will be reported annually, and the Plan will be reviewed formally in 2030.

Key Actions for public and private land

- Habitat restoration and bush regeneration programs.
- Foreshore and wetland rehabilitation, including stormwater quality improvements.
- Installation of habitat features (nest boxes, logs, shrub layers).
- Weed and pest control.
- Education and community programs, including citizen science and cultural engagement.

Weeds Management Plan

The City of Canada Bay manages invasive weeds in line with the *NSW Biosecurity Act 2015*, protecting bushland, foreshore areas, and biodiversity. The *Weeds Management Plan* provides the framework for early detection, prevention, and control of priority weeds across public and private land (Attachment 2). It meets legislative requirements and aligns with regional and local strategies, including the *Greater Sydney Regional Strategic Weed Management Plan*.

The plan focuses on shared responsibility, engaging landowners, residents, and businesses in weed control. Key priorities include targeting high-value ecological areas and emerging weed threats, collaborating with State agencies and regional networks, and building capacity. These actions safeguard biodiversity, public health, and amenity while ensuring a coordinated approach to weed management.

The Weeds Management Plan is designed to be able to adapt to changing needs to ensure consistent and effective management of weeds. It will need to be updated regularly, as directed by State government, in response to changing priority weeds as well as in response to any weed-related issues that may emerge.

STRATEGIC DIRECTION

This report supports Our Future 2036 outcome area:

Direction 2: Sustainable and Thriving Environment

- Goal STE 4: Enhance and protect native flora and fauna to support local biodiversity
- Goal STE 5: Improve access to, and enhance the quality of, the City's foreshore and waterways
- Goal STE 2: Increase urban tree canopy

TIMING / CONSULTATION AND / OR RISK CONSIDERATIONS

The *Biodiversity Action Plan 2025–2030* sets a five-year implementation period (2025–2030), with annual reviews to address emerging priorities and a formal review in 2030. It has been developed through staff workshops, community focus groups, and informed by the 2023–24 Flora and Fauna Survey. Not adopting the Plan risks reduced capacity to protect threatened species, biodiversity loss, weaker legislative compliance, and missed funding and partnership opportunities.

Council is required by State government legislation to have a framework in place to ensure Council's detection, prevention and control of priority weeds responsibilities are met. The *Weeds Management Plan* provides this framework. This will be reviewed regularly in line with State Government directives as they arise in relation to status of priority weeds. As such, this report seeks that Council note the content of this plan.

FINANCIAL CONSIDERATIONS

Implementation of the Plan will be funded through Council's annual Operational Plan and budget process, supported by external grant funding and existing staff resourcing. Actions have been prioritised as high, medium and low urgency to allow staged delivery within available resources.

LEGISLATIVE AND POLICY CONSIDERATIONS

The Plan aligns with:

- *NSW Biodiversity Conservation Act 2016* and *EPBC Act 1999*.
- Australia's *Strategy for Nature 2024-2030* and international biodiversity agreements.
- Greater Sydney Regional Strategic Weed Management Plan
- Council's Community Strategic Plan – *Our Future 2036*, and *Environmental Strategy 2025*.

Adoption ensures Council's biodiversity and biosecurity management is consistent with legislative obligations and integrates conservation outcomes into land use planning, development assessment and community programs.

ITEM 9.3 CITY OF CANADA BAY - ENVIRONMENT ADVISORY COMMITTEE MINUTES - 21 AUGUST 2025**Reporting Manager** Manager Sustainability and Waste**Attachments:** 1. Environment Advisory Committee Minutes [↓](#)

RECOMMENDATION OF DIRECTOR ENVIRONMENT AND PLANNING

That the Minutes of the City of Canada Bay Environment Advisory Committee held on 21 August 2025, attached to the report be noted.

PURPOSE

The purpose of the report is to present the minutes of the City of Canada Bay Environment Advisory Committee meeting held on 21 August 2025.

REPORT

This report provides Council with the minutes of the City of Canada Bay Environment Advisory Committee from the meeting held on 21 August 2025, (refer attachment).

The Committee's role is to advise and make recommendations on sustainability and waste issues as they relate to Council's operations, with a focus on the implementation of and achievement of targets in Council's Community Strategic Plan, Our Future 2036.

STRATEGIC DIRECTION

This report supports Our Future 2036 outcome area:

Direction 2: Sustainable and Thriving Environment

Goal STE 1: Reduce greenhouse gas emissions

Goal STE 2: Increase urban tree canopy

Goal STE 3: Reduce waste to landfill through avoidance and increased recycling and reuse

Direction 5: Civic Leadership

Goal CL 3: Council works with partners to actively shape the City's future

Goal CL 4: The City of Canada Bay community is well informed and eager to engage in issues and decisions that impact them

TIMING / CONSULTATION AND / OR RISK CONSIDERATIONS

There are no timing/consultation and/or risk considerations associated with this report.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

LEGISLATIVE AND POLICY CONSIDERATIONS

Council has adopted an *Environmental Strategy* and *Resource Recovery and Waste Strategy*.



Environment Advisory Committee Minutes

Thursday 21 August 2025 6.30pm – 8.30pm

Drummoyne Civic Centre - Halliday Room

Dinner Provided (from 6.30pm)

Committee List: Councillor Charles Jago (ClrJ), Councillor David Mansford (ClrM), Alessio Maiese (AM), Belinda Snape (BS), Edward O'Brien (EO), Emma Pryor (EP), Mavis Clements (MC), Rolf Muller (RM), Sally Ash (SA), Thomas Lawson (TL), Tony Manning (TM)

APOLOGIES: Nicole Capanna (NC), Chanelle-Marie Nader (CN), Jansen Li (JL)

COUNCIL COMMITTEE STAFF: Monica Cologna (MoC), Belinda Koytz (BK), Aidan Salvatore (AS), Susan Green (SG)

CHAIR: Councillor Charles Jago (ClrJ)

ITEMS:

Announcements/Introductions (10mins)

Clr Jago

Council Presentation – Trees and Bushcare (60mins)

Susan Green

SG presented on Council's tree and Bushcare program

- The following comments were made by the committee to improve the management of trees:
 - Ensuring that the right tree is planted in the right place
 - Excessive pruning of Council Street trees is a barrier to increasing Council's urban canopy
 - Overdevelopment is a threat to increasing urban canopy cover. Mature trees removed from private land.
- SG stated that it is important that a balance is maintained with Council's tree management. Council do not excessively prune trees and use evidence-based decision making to manage trees.

Council Update – 15mins

Belinda Koytz

- Upcoming Meeting Topics:
 - October: Biodiversity
 - December: Waste and Recycling
- Upcoming Council Events
 - Recycling+ Home Pick-up Event
 - Recycling+ Drop-Off Day
 - Spring Clean 2025
 - Citizen Science Corner

General Business (15mins)

ALL

a) Recycling in apartment buildings

Tony Manning

- TM commented on recycling in apartment buildings, noting Council's educational assistance has been valuable and informative for their building.
- BS raised concerns about the prevalence of contamination throughout recycling bins. Others indicated that personal action to prevent recycling contamination in



their buildings have not worked. Residents have continued to collect and dispose of recyclables with a plastic bag.

- BK suggested the involvement of Council's Resource Recovery Officers to inform and educate the building on correct waste and recycling practices, providing educational signage and equipment to apartments to assist with recycling efforts.
- MC enquired about the correct disposal practices when using a supermarket paper bag to store and dispose of recycling.
- BK reiterated the importance of unbagging all recycling before placing in a recycling bin. All appropriate recyclables, including the paper bag, must be placed in the bin separately.

1. Meeting dates for 2025

Thursday 23 October 2025

Thursday 4 December 2025

Standing Items

Next Meeting – Thursday 23 October 2025

10 CITY ASSETS DIRECTORATE REPORTS

ITEM 10.1 CITY OF CANADA BAY LOCAL TRAFFIC COMMITTEE MINUTES - 14 AUGUST 2025

Reporting Manager

Manager Roads and Traffic

- Attachments:
1. Traffic Committee Agenda - 14 August 2025 (*Provided in Attachment Booklet*) [📄](#)
 2. Traffic Committee Minutes - 14 August 2025 (*Provided in Attachment Booklet*) [📄](#)
-

RECOMMENDATION OF DIRECTOR CITY ASSETS

That the minutes and recommendations of the City of Canada Bay Traffic Committee Meeting held 14 August 2025, attached to the report, be adopted.

PURPOSE

To report the City of Canada Bay Local Traffic Committee minutes of 14 August 2025 to Council.

REPORT

The report contains the minutes for the City of Canada Bay Local Traffic Committee held on 14 August 2025 for Council's adoption.

STRATEGIC DIRECTION

This report supports Our Future 2036 outcome area:

Direction 4: Infrastructure and Transport

Goal IT 2: Manage traffic and parking to minimise congestion and increase road safety

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with the report.

LEGISLATIVE AND POLICY CONSIDERATIONS

The City of Canada Bay Local Traffic Committee meetings are held in line with Transport for NSW guidelines.

ITEM 10.2 URBAN TREE CANOPY STRATEGY SIX MONTHLY UPDATE - JANUARY TO JUNE 2025**Reporting Manager Manager Open Space****Attachments: Nil**

RECOMMENDATION OF DIRECTOR CITY ASSETS

That the Urban Tree Canopy Strategy Six Monthly Update report for the period January to June 2025 be noted.

PURPOSE

This report provides Council with a six-month update on progress and responds to the following resolution of Council made on 18 May 2021 that:

Council introduces a regular, ongoing report to Council on trees known to have been removed from public and private land across the Canada Bay LGA with reports at least half-yearly, beginning in July 2021. This report should also highlight any public planting which has occurred within that period.

EXECUTIVE SUMMARY

This report provides a summary of tree planting and removal activities across the City of Canada Bay for the period 1 January to 30 June 2025, including the net gain or loss in tree numbers during this time.

During the reporting period:

- A total of 736 trees were planted, comprising 459 on public land and 277 on private property.
- A total of 232 trees were removed, comprising 27 on public land and 182 on private property.
- The result was a net gain of 504 trees across the city.
- Replacement planting at 2:1 most likely will not be achieved mainly due to one State Significant Development (SSD) where 99 trees were approved for removal.

To maximise benefits and support the city's Urban Canopy Cover targets, Council's Urban Forest and Ecology Team has adopted the use of advanced-sized trees for planting. This approach reduces ongoing maintenance costs and accelerates canopy growth, compared to using smaller trees.

Council's Urban Forest and Ecology Team has also commenced a five-year interim review of the strategic goals, operational challenges, and performance targets outlined in the 2019 Urban Tree Canopy Strategy.

In addition, Council's Urban Forest and Ecology Team is progressing with the preparation of a Street Tree Masterplan to guide future planning and management of street trees across the municipality.

This report does not report on canopy percent increase in relation to our Urban Canopy Strategy. Measurement and tracking of the canopy cover change is underway and will be reported with future aerial canopy assessment data releases by NSW government. This is subject to further analysis and will be brought to a Council workshop in the future when the data becomes available.

STRATEGIC DIRECTION

This report supports Our Future 2036 outcome area:

Direction 1: Connected Community

Goal CC 4: Promote a community where residents feel safe and enjoy good health

Goal CC 5: Provide open space, facilities, and programs that promote active lifestyles

Direction 2: Sustainable and Thriving Environment

Goal STE 1: Reduce greenhouse gas emissions

Goal STE 2: Increase urban tree canopy

Goal STE 4: Enhance and protect native flora and fauna to support local biodiversity

Direction 4: Infrastructure and Transport

Goal IT 1: Manage local assets to ensure they continue to meet community needs and address climate adaptation

BACKGROUND/DISCUSSION

Increasing urban tree canopy provides proven benefits such as reduced heat, cleaner air, improved amenity, biodiversity, and habitat.

Council's Urban Tree Canopy Strategy (2019) sets out actions to increase canopy cover from 18% to 25% by 2040. Regular data reporting, as outlined in the strategy, is essential to track progress.

Key challenges to achieving this target include:

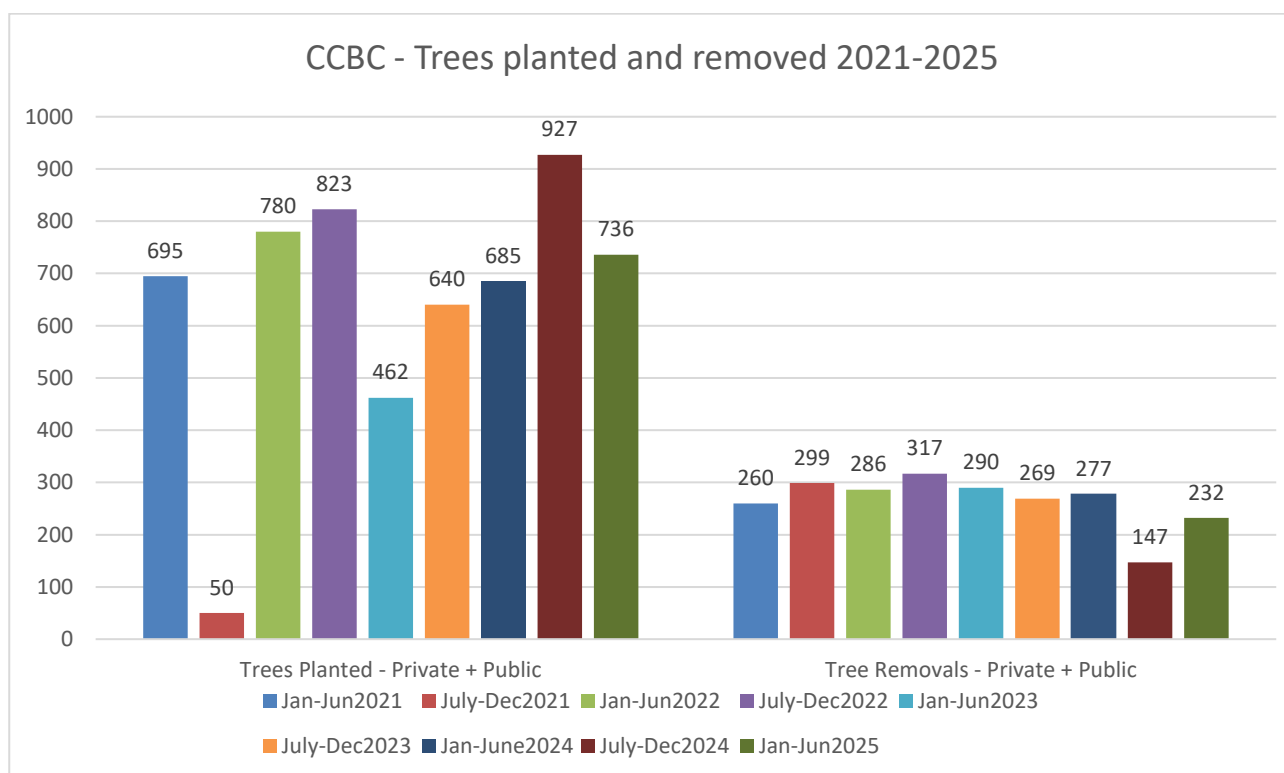
- Climate change impacting on success of new planting and resilience of urban forest
- Limited space for planting along streets and within urban landscape
- Impact of urban development including CDCs on existing trees and reduced opportunity for replanting
- Community concerns including loss of views, leaf litter and subsequent vandalism of trees

The strategy includes both short- and long-term solutions, now under review as part of an interim assessment. The outcomes of this review will be brought to a Council workshop in the future once completed.

Tree Planting and Removals for 6-month period of Jan-June 2025

Tree Planting	Public	Private
Street / park / project	459	
Tree Giveaways		163
Replacement planting (2:1 minimum)		114
Total Planted (736)	459	277

Tree Removals	Public	Private
Poor Health / Council Projects	27	
Vandalised (and replaced)	23	
Tree Permits		42
DA (Heritage)		1
DA (Other)		35
SSD		99
Illegal Removals		5
Total Removals (232)	50	182



Data Limitations and Assumptions

This report assumes the following:

- Replacement planting of 2:1 occurs for each tree approved for removal (not including DA and State Significant Developments (SSDs)). That trees provided at giveaways are all planted on private land and survive.

This report includes limitations as follows:

- That any tree removal, planting or pruning associated with CDCs, are not recorded or included in this report.
- That tree replacement planting for SSD is not determined nor assumed. In this reporting period 99 trees were approved for removal as part of one SSD.
- Replacement planting at 2:1 was achieved in part for tree removals approved by Development Application (DA). Replacement planting at 2:1 was not feasible in all approved DAs.

Tree Planting

- Council has continued to use advanced tree stock in recent projects. While more expensive initially, these trees offer quicker canopy cover, earlier “protected” status, and are more resilient to vandalism and environmental stress.
- Council also distributed 163 small trees to residents through giveaway events.

Tree Removals

- 27 public trees were removed due to age, location, safety concerns, or project needs. A further 23 new trees (5%) were vandalised; all were replaced.
- 42 private trees approved for removal via permits and 134 private tree removals were approved through Development Applications (DAs) and one SSD. There were 5 private trees illegally removed. Regulatory action was taken where evidence allowed.

Current Focus Areas

- Council has completed a full inventory of 29,000+ street and park trees to guide future management and support the Street Tree Masterplan being developed.
- Community engagement continues via the tree trail in Concord, QR codes on new plantings to direct people to website and more information on the new plantings. Giveaways, education campaigns and videos.
- Targeted planting is occurring in heat-affected, low-canopy areas as a priority.
- Following several requests from other NSW Metro and regional Councils and on the success of City of Canada Bay tree inventory using Forestree, the Urban Forest and Ecology Team have been assisting other Councils to develop best practice tree inventory systems for their LGA.

TIMING / CONSULTATION AND / OR RISK CONSIDERATIONS

There are no risk considerations associated with this report.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

LEGISLATIVE AND POLICY CONSIDERATIONS

There are no legislative or policy considerations associated with this report.

11 COMMUNITY CULTURE AND LEISURE DIRECTORATE REPORTS**ITEM 11.1 CITY OF CANADA BAY ACCESS AND INCLUSION COMMITTEE MEETING MINUTES - 10 JULY 2025****Reporting Manager** Acting Community Services Manager**Attachments:** 1. City of Canada Bay Access and Inclusion Committee Meeting Minutes - 10 July 2025 [↓](#)

RECOMMENDATION OF DIRECTOR COMMUNITY CULTURE AND LEISURE

That the minutes of the ordinary meeting of the City of Canada Bay Access and Inclusion Committee held on 10 July 2025, attached to the report be noted.

PURPOSE

To present the minutes of the City of Canada Bay Access and Inclusion Committee, so that they may be noted.

REPORT

This report provides Council with the minutes of the City of Canada Bay Access and Inclusion Committee meeting held on 10 July 2025.

The Committee's role is to advise and make recommendations on access and inclusion issues as they relate to Council's operations, with a focus on the implementation and achievement of targets in Council's Disability Inclusion Action Plan.

STRATEGIC DIRECTION

This report supports Our Future 2036 outcome area:

Direction 1: Connected Community

Goal CC 1: Foster an inclusive community where diversity is welcomed and celebrated

TIMING / CONSULTATION AND / OR RISK CONSIDERATIONS

There are no timing, consultation or risk considerations associated with this report.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

LEGISLATIVE AND POLICY CONSIDERATIONS

The City of Canada Bay Access and Inclusion Committee Charter was endorsed by Council at the ordinary meeting held on 12 November 2024.

CITY OF CANADA BAY ACCESS AND INCLUSION COMMITTEE MEETING

MINUTES

Held at Concord Library, Concord.

Thursday, 10 July 2025

Minutes of the City of Canada Bay Access and Inclusion Committee Meeting**Held on Thursday, 10 July 2025****At the Concord Library, Concord.****Commencing at 2:00 PM****Present:**

Mayor Michael Megna	Chairperson
Coral Arnold	Community Member
Nicole Bradshaw	Community Member
Michelle Cullen	Community Member
Jill Hodder	Community Member
Tailoi Ling	Community Member
Robyn Ryan	Community Member

Presenter

Camille Tatibouet	Together2
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Officers in attendance:

Mary Ciantar	Community Development Officer
Philip Edney	Acting Director, Community, Culture & Leisure
Tania Gamble	Acting Manager, Library & Community Services
Franco Guerrisi	Manager, Roads and Traffic
Rachael Jones	Community Development Support Officer
Jeremy Schnider	Social Work Student (Observer)

NOTES

The meeting commenced at 2:11pm and concluded at 4pm.

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1 ACKNOWLEDGEMENT OF COUNTRY

The City of Canada Bay acknowledges the Wangal clan, one of the 29 tribes of the Eora nation and the traditional custodians of this land.

The City's Council pays respect to Elders past and present and extends this respect to all Aboriginal people living in or visiting the City of Canada Bay.

2 APOLOGIES

APOLOGIES

Maria Cirillo	Councillor
Jeanette O'Hara	Life Member
Jennifer Koutoulas	Community Member
Joanna Najdzion	Community Member
Corrine Pisanu	Community Member
Jennifer Smith	Community Member

LEAVE OF ABSENCE

Nil

3 DISCLOSURES OF PECUNIARY AND NON-PECUNIARY INTEREST

Nil

4 CONFIRMATION OF MINUTES

4.1 Minutes of the City of Canada Bay Access and Inclusion Committee Meeting held on 24 April 2025.

RESOLVED

That the minutes of the City of Canada Bay Access and Inclusion Committee Meeting of 24 April 2025, copies of which were previously circulated, are hereby confirmed as a true and correct record of the proceedings of that meeting.

Note: The minutes were acknowledged and adopted.

5 MATTERS ARISING FROM PREVIOUS MINUTES

Nil

6 REPORTS

ITEM 6.1 PEDESTRIAN ACCESS MOBILITY PLAN (PAMP)

RESOLVED

1. That the City of Canada Bay Access and Inclusion Committee members note the presentation.
-

Note: Franco Guerrisi, Manager - Roads and Traffic, presented an overview of the current PAMP, adopted by council in July 2021. The PAMP has identified 347 items including works such as footpath widening and upgrading ramps. Council continually updates the PAMP with arising issues and prioritises works as required.

Community members discussed curbs, digital crossing sensors and improvements for crossings.

ITEM 6.2 OVERVIEW OF ELECTRIC VEHICLE CHARGING STATIONS

RESOLVED

1. That the City of Canada Bay Access and Inclusion Committee members note the information presented regarding the Electric Vehicle Charging Stations.
-

Note: Tania Gamble, Acting Manager - Library and Community Services, presented an overview on the current standards for Electric Vehicle charging stations, noting there are no current guidelines specifically addressing accessibility requirements for NSW.

Committee Members were asked for their feedback regarding accessibility considerations and any examples of Electric Vehicle Charging Stations that have accessible design features. Committee Members discussed space between bays, access to the charge point and accessible buttons.

Belinda Koytz, Manager - Sustainability and Waste, will present further information at the next meeting.

ITEM 6.3 VOCATIONAL EMPLOYMENT WORKSHOPS, COMMUNITY PROJECT GRANT AND VOCATIONAL SUPPORT NETWORK

RESOLVED

1. That the City of Canada Bay Access and Inclusion Committee members note the presentation on the Vocational Support Network from Together 2.
-

Note: Camille Tatibouet, Community Engagement and Marketing, from Together 2, presented information on current sector vocational employment projects for people with a disability. Together 2 received a community grant from the City of Canada Bay to establish an Inner West Vocational Support Network. This project will include an upcoming networking event with service providers to identify opportunities to support

young people living with disability. Support may include workshops, a vocational pathways fair, mentorship and more.

ITEM 6.4 DISABILITY INCLUSION ACTION PLAN UPDATES

RESOLVED

1. That the City of Canada Bay Access and Inclusion Committee members note the updates to the Disability Inclusion Action Plan.
-

Note: Mary Ciantar, Community Development Officer, presented an update on the current DIAP. The presentation included current outcome areas and highlights. 28 of the 44 DIAP actions have now been completed, the remaining 15 in progress or ongoing, noting 1 action will not be progressing.

A new DIAP will be developed later in the year and Committee Members will be invited to have input as part of the engagement plan. The Committee were asked for their feedback on possible ways to increase engagement of community members with a disability, carers and organisations for the development of the next DIAP.

Suggestions were provided by Committee Members on how to contact service providers, young people and existing networks.

ITEM 6.5 INCREASING DIVERSITY PHOTOS

RESOLVED

1. That the City of Canada Bay Access and Inclusion Committee members note CCBC are seeking further diversity in photo bank.
-

Note: Mary Ciantar, Community Development Officer, requested feedback from Committee Members regarding suggestions for building a photo bank for City of Canada Bay to use in promotional material.

Committee Members discussed the importance of including real people in communication material and suggested contacting organisations such as Eben Café for photo opportunities.

Mary Ciantar asked if any committee members would like to be in any photos, especially if they use council facilities, and to contact her.

7 GENERAL BUSINESS

Nil

8 NEXT MEETING

Note: Thursday, 2 October (2pm – 4pm) at Concord Library.

12 CORPORATE SERVICES AND STRATEGY DIRECTORATE REPORTS**ITEM 12.1 ANNUAL LOCAL GOVERNMENT CONFERENCE 2025 - SUBSTITUTE VOTING DELEGATE****Reporting Manager** Director Corporate Services and Strategy**Attachments:** Nil

RECOMMENDATION OF DIRECTOR CORPORATE SERVICES AND STRATEGY

That Council nominate a substitute voting delegate to replace Councillor Robinson at the Local Government NSW (LGNSW) annual conference to be held from Sunday 23 to Tuesday, 25 November 2025, at Panthers Penrith and Western Sydney Conference Centre.

PURPOSE

To determine a substitute voting delegate to attend the Local Government NSW (LGNSW) annual conference to be held from Sunday 23 to Tuesday, 25 November 2025, at Panthers Penrith and Western Sydney Conference Centre, following advice of the inability of a previously nominated Councillor to attend.

STRATEGIC DIRECTION

This report supports Our Future 2036 outcome area:

Direction 5: Civic Leadership

Goal CL 1: Council is accountable, efficient, and ready to meet future challenges

BACKGROUND/DISCUSSION

At its meeting on 19 August 2025 Council considered a report regarding attendance at and delegates to the 2025 Local Government NSW (LGNSW) annual conference and resolved as follows:

That Council nominate five (5) voting delegates being the Mayor and Councillors Bazouni, Robinson, Jago and Mansford to accompany the General Manager and the Director Corporate Services and Strategy at the Local Government NSW (LGNSW) annual conference to be held from Sunday 23 to Tuesday, 25 November 2025, at Panthers Penrith and Western Sydney Conference Centre.

Councillor Robinson has subsequently advised that he is no longer able to attend the conference. Therefore, Council should consider nominating a substitute Councillor to be a voting delegate at the conference.

TIMING / CONSULTATION AND / OR RISK CONSIDERATIONS

Determination of a substitute Councillor at this meeting will satisfy Council's obligations in nominating voting delegates to the conference.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report as registration costs were considered and determined at the August Council meeting.

LEGISLATIVE AND POLICY CONSIDERATIONS

Council is qualified to nominate five voting delegates to the Local Government NSW (LGNSW) annual conference.

ITEM 12.2 CASH AND INVESTMENTS REPORT - AUGUST 2025**Reporting Manager** Chief Financial Officer**Attachments:** 1. **Investment Report August 2025 (*Provided in Attachment Booklet*)**
[⇒](#)**RECOMMENDATION OF DIRECTOR CORPORATE SERVICES AND STRATEGY**

That the Cash and Investments Report for August 2025, attached to the report, be received and noted.

PURPOSE

To present Council's Investment portfolio performance for August 2025.

EXECUTIVE SUMMARY

Council's investments are reported monthly to Council in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2021 and Council's Investment Policy.

STRATEGIC DIRECTION

This report supports Our Future 2036 outcome area:

Direction 5: Civic Leadership

Goal CL 1: Council is accountable, efficient, and ready to meet future challenges

BACKGROUND/DISCUSSION

This report incorporates the August 2025 Cash and Investments Reports, for Council's consideration.

Certification - Responsible Accounting Officer

Evan Hutchings as the Responsible Accounting Officer have certified that the investments listed in the attached 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.

TIMING / CONSULTATION AND / OR RISK CONSIDERATIONS**Summary position as of 31 August 2025**

The Cash at Bank and Cash Investments are summarised below:

Month	Cash At Bank	Cash Investments	Total Cash
31 August 2025	\$3,493,841.94	\$202,369,309.97	\$205,863,151.91

The detailed Schedule of Investments held, as at 31 August 2025 is also provided over the next page.

STATEMENT OF CASH INVESTMENTS							
Maturity Date	Bank/Issuer	Long Term Rating	Fair Value	Term	Interest	Issue Date	Investment Type
04/09/25	National Australia Bank (NAB)	AA-	\$2,000,000.00	371	4.90%	29/08/24	Term Deposits
11/09/25	ING	A	\$2,500,000.00	372	4.93%	04/09/24	Term Deposits
18/09/25	State Bank of India, Sydney Branch	BBB	\$2,500,000.00	154	4.85%	17/04/25	Term Deposits
25/09/25	ANZ	AA-	\$2,000,000.00	287	5.06%	12/12/24	Term Deposits
02/10/25	National Australia Bank (NAB)	AA-	\$3,000,000.00	99	4.30%	25/06/25	Term Deposits
09/10/25	National Australia Bank (NAB)	AA-	\$2,500,000.00	105	4.25%	26/06/25	Term Deposits
16/10/25	ING	A	\$2,000,000.00	364	5.03%	17/10/24	Term Deposits
23/10/25	National Australia Bank (NAB)	AA-	\$3,000,000.00	120	4.30%	25/06/25	Term Deposits
30/10/25	ING	A	\$2,000,000.00	366	5.10%	29/10/24	Term Deposits
30/10/25	Bank of Queensland	A-	\$4,000,000.00	182	4.50%	01/05/25	Term Deposits
06/11/25	National Australia Bank (NAB)	AA-	\$2,000,000.00	275	4.80%	04/02/25	Term Deposits
13/11/25	ANZ	AA-	\$3,000,000.00	204	4.62%	23/04/25	Term Deposits
27/11/25	Bank of Queensland	A-	\$3,000,000.00	155	4.30%	25/06/25	Term Deposits
03/12/25	National Australia Bank (NAB)	AA-	\$3,000,000.00	139	4.15%	17/07/25	Term Deposits
04/12/25	ANZ	AA-	\$2,000,000.00	301	4.78%	06/02/25	Term Deposits
10/12/25	State Bank of India, Sydney Branch	BBB	\$2,500,000.00	145	4.50%	18/07/25	Term Deposits
18/12/25	ANZ	AA-	\$4,000,000.00	239	4.64%	23/04/25	Term Deposits
07/01/26	National Australia Bank (NAB)	AA-	\$2,000,000.00	134	4.10%	26/08/25	Term Deposits
22/01/26	ANZ	AA-	\$3,000,000.00	378	4.88%	09/01/25	Term Deposits
29/01/26	ANZ	AA-	\$3,000,000.00	281	4.53%	23/04/25	Term Deposits
04/02/26	State Bank of India, Sydney Branch	BBB	\$2,000,000.00	195	4.35%	24/07/25	Term Deposits
05/02/26	National Australia Bank (NAB)	AA-	\$2,000,000.00	366	4.72%	04/02/25	Term Deposits
12/02/26	Bank of Queensland	A-	\$4,000,000.00	287	4.30%	01/05/25	Term Deposits
16/02/26	National Australia Bank (NAB)	AA-	\$2,000,000.00	364	1.04%	16/02/21	Term Deposits
04/03/26	National Australia Bank (NAB)	AA-	\$3,000,000.00	202	4.12%	14/08/25	Term Deposits
12/03/26	National Australia Bank (NAB)	AA-	\$3,000,000.00	260	4.23%	25/06/25	Term Deposits
18/03/26	National Australia Bank (NAB)	AA-	\$3,000,000.00	208	4.13%	22/08/25	Term Deposits
19/03/26	ANZ	AA-	\$2,500,000.00	265	4.27%	27/06/25	Term Deposits
25/03/26	National Australia Bank (NAB)	AA-	\$2,000,000.00	240	4.20%	28/07/25	Term Deposits
25/03/26	National Australia Bank (NAB)	AA-	\$3,000,000.00	208	4.10%	29/08/25	Term Deposits
01/04/26	National Australia Bank (NAB)	AA-	\$2,000,000.00	243	4.15%	01/08/25	Term Deposits
08/04/26	National Australia Bank (NAB)	AA-	\$2,000,000.00	243	4.20%	08/08/25	Term Deposits
22/04/26	National Australia Bank (NAB)	AA-	\$2,000,000.00	268	4.20%	28/07/25	Term Deposits
30/04/26	ANZ	AA-	\$2,500,000.00	307	4.20%	27/06/25	Term Deposits
07/05/26	ING	A	\$4,000,000.00	371	4.18%	01/05/25	Term Deposits
25/06/26	National Australia Bank (NAB)	AA-	\$3,000,000.00	365	4.15%	25/06/25	Term Deposits
31/08/26	ING	A	\$2,000,000.00	367	4.58%	29/08/24	Term Deposits
10/09/26	ING	A	\$2,000,000.00	741	4.63%	30/08/24	Term Deposits
28/10/26	ING	A	\$2,000,000.00	737	4.74%	21/10/24	Term Deposits
05/11/26	ING	A	\$16,500,000.00	737	4.94%	29/10/24	Term Deposits
04/02/27	ING	A	\$4,000,000.00	644	4.10%	01/05/25	Term Deposits
18/03/27	National Australia Bank (NAB)	AA-	\$2,000,000.00	678	4.09%	09/05/25	Term Deposits
01/04/27	ING	A	\$4,000,000.00	700	4.08%	01/05/25	Term Deposits
06/05/27	ING	A	\$2,500,000.00	728	4.03%	08/05/25	Term Deposits
12/05/27	Rabobank Aus Limited	A	\$2,000,000.00	730	4.22%	12/05/25	Term Deposits
20/05/27	National Australia Bank (NAB)	AA-	\$2,000,000.00	741	4.07%	09/05/25	Term Deposits
11/05/28	Rabobank Aus Limited	A	\$2,000,000.00	1095	4.37%	12/05/25	Term Deposits
20/11/25	Westpac	AA-	\$1,500,000.00	93	1.87%	19/11/21	Tailored Deposit
17/02/26	Westpac	AA-	\$2,500,000.00	183	2.24%	18/02/22	Tailored Deposit
24/02/26	Westpac	AA-	\$2,000,000.00	183	2.31%	25/02/22	Tailored Deposit
03/03/26	Westpac	AA-	\$2,000,000.00	273	2.22%	04/03/22	Tailored Deposit
17/10/25	Suncorp Covered	AAA	\$1,000,000.00	92	4.59%	17/10/22	Floating Rate Notes
09/12/25	Macquarie Bank	A+	\$2,000,000.00	182	4.20%	02/06/21	Floating Rate Notes
13/01/26	Commonwealth Bank	AA-	\$1,500,000.00	183	4.62%	13/01/23	Floating Rate Notes
24/02/26	RACQ Bank	BBB+	\$2,300,000.00	183	5.05%	24/02/23	Floating Rate Notes
15/05/26	Bendigo Adelaide Bank	A-	\$1,000,000.00	273	4.86%	15/05/23	Floating Rate Notes
15/06/26	Teachers Mutual Bank	BBB+	\$850,000.00	364	4.39%	16/06/21	Floating Rate Notes
19/08/26	ING Bank Covered	AAA	\$500,000.00	365	3.98%	19/08/21	Floating Rate Notes
14/09/26	Macquarie Bank	A+	\$1,600,000.00	455	4.56%	14/09/23	Floating Rate Notes
23/12/26	Commonwealth Bank	AA-	\$2,000,000.00	548	4.07%	23/09/21	Floating Rate Notes
22/03/27	ING	A	\$1,000,000.00	637	4.61%	22/03/24	Floating Rate Notes
14/05/27	Bendigo Adelaide Bank	A-	\$800,000.00	638	4.61%	14/05/24	Floating Rate Notes
18/08/27	Commonwealth Bank	AA-	\$1,100,000.00	730	4.61%	18/08/22	Floating Rate Notes
13/09/27	AMP	BBB+	\$1,300,000.00	822	4.99%	13/09/24	Floating Rate Notes
01/11/27	Great Southern Bank	BBB+	\$1,150,000.00	822	4.72%	01/11/24	Floating Rate Notes
13/01/28	Commonwealth Bank	AA-	\$1,500,000.00	913	4.87%	13/01/23	Floating Rate Notes
19/01/28	Rabobank Aus Branch	A+	\$1,000,000.00	912	4.86%	19/01/23	Floating Rate Notes
16/02/28	Westpac	AA-	\$1,000,000.00	911	4.57%	16/02/23	Floating Rate Notes
09/05/28	Bank of Queensland Covered	AAA	\$1,250,000.00	1002	4.86%	09/05/23	Floating Rate Notes
17/08/28	Commonwealth Bank	AA-	\$1,250,000.00	1095	4.54%	17/08/23	Floating Rate Notes
20/08/29	ING	A	\$1,800,000.00	1461	4.60%	20/08/24	Floating Rate Notes
27/09/29	ANZ	AA-	\$2,100,000.00	1553	4.54%	27/09/24	Floating Rate Notes
18/03/30	National Australia Bank (NAB)	AA-	\$1,600,000.00	1734	4.53%	18/03/25	Floating Rate Notes
21/05/30	ANZ	AA-	\$700,000.00	1734	4.50%	21/05/25	Floating Rate Notes
19/06/30	Westpac	AA-	\$1,200,000.00	1826	4.52%	19/06/25	Floating Rate Notes
10/07/30	Rabobank Aus Branch	A+	\$1,000,000.00	1826	4.60%	10/07/25	Floating Rate Notes
17/07/30	Macquarie Bank	A+	\$1,100,000.00	1826	4.53%	17/07/25	Floating Rate Notes
15/08/30	ING	A	\$500,000.00	1826	4.41%	15/08/25	Floating Rate Notes
24/08/26	Suncorp Covered	AAA	\$2,000,000.00	364	3.25%	20/04/22	Fixed Rate Bond
21/01/30	Westpac	AA-	\$1,800,000.00	1645	4.95%	21/01/25	Fixed Rate Bond
21/05/30	ANZ	AA-	\$500,000.00	1826	4.60%	21/05/25	Fixed Rate Bond
17/07/30	Macquarie Bank	A+	\$1,000,000.00	1826	4.37%	17/07/25	Fixed Rate Bond
15/08/30	ING	A	\$500,000.00	1826	4.28%	15/08/25	Fixed Rate Bond
	AMP	BBB+	\$11,500,000.00		4.25%		AMP
	AMP	BBB+	\$500.00		2.00%		AMP
	Macquarie Bank	A+	\$1,919,554.17		3.90%		Macquarie Bank
	Commonwealth Bank	AA-	\$5,049,255.80		3.60%		CBA BOS
	31/08/25		\$202,369,309.97		4.32%		
Item	TOTAL INVESTMENTS at 31/07/2025		\$194,813,941.58				
	Net Increase/(Decrease) in Investments		\$7,555,368.39				

FINANCIAL CONSIDERATIONS

Council's adopted budget for 2025-26 forecasts interest earnings of \$7.225M. Investment income earned for August 2025 amounted to \$753,024.13 which is in line with the monthly phased budget.

LEGISLATIVE AND POLICY CONSIDERATIONS

Council's investments are made in accordance with the Local Government Act (1993), the Local Government (General) Regulation 2021 and Council's Investment Policy. Section 212 of the Local Government (General) Regulation 2021 states:

- (1) The responsible accounting officer of a council:
 - (a) must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented;
 - (i) if only one ordinary meeting of the council is held in a month, at that meeting, or
 - (ii) if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and
 - (b) must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.
- (2) The report must be made up to the last day of the month immediately preceding the meeting.

ITEM 12.3 ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025**Reporting Manager Chief Financial Officer****Attachments:** 1. **Annual Financial Statements 2025 (*Provided in Attachment Booklet*)** [⇒](#)

RECOMMENDATION OF DIRECTOR CORPORATE SERVICES AND STRATEGY

That:

1. Council confirms the receipt, certification and referral of the Financial Statements for the year ended 30 June 2025 to Council's external auditor, the Audit Office of NSW, in accordance with section 413 of the Local Government Act 1993.
 2. The Statement by Councillors and Management for the General Purpose Financial Statements be signed by the Mayor, Deputy Mayor, the General Manager and the Responsible Accounting Officer, in accordance with Section 413(2)(c) of the Local Government Act 1993.
 3. An electronic copy of the audited financial statements be forwarded to the NSW Office of Local Government no later than 31 October 2025.
 4. The General Manager be authorised to set the date for public presentation of the audited financial statements, and to give public notice of the public presentation in accordance with section 418 of the Local Government Act 1993.
-

PURPOSE

To seek Council's confirmation of its receipt, certification and referral of the Financial Statements for the year ended 30 June 2025 to Council's external auditor, the Audit Office of NSW, in accordance with section 413 of the Local Government Act 1993.

EXECUTIVE SUMMARY

In accordance with Section 413(1) of the Local Government Act 1993, Council is required to prepare and refer its Annual Financial Statements for audit as soon as practicable after the end of the relevant financial year. In accordance with Section 413(2)(C) of the Local Government Act 1993, Council must also prepare a statement on the General Purpose Financial Reports as to its opinion on the reports prior to formally referring them to the auditor. This report is presented to satisfy those requirements. Analyses of the financial performance of the Council for the year ended 30 June 2025 are also provided in this report.

The Draft Financial Statements show an operating surplus of \$70.078M including capital grants and contributions. Excluding capital grants and contributions, the operating result is a surplus of \$3.408M.

STRATEGIC DIRECTION

This report supports Our Future 2036 outcome area:

Direction 5: Civic Leadership

Goal CL 1: Council is accountable, efficient, and ready to meet future challenges

BACKGROUND/DISCUSSION

In accordance with Section 413(2)(C) of the Local Government Act 1993, Council must prepare a statement on the General Purpose Financial Reports as to its opinion on the reports prior to referring them to audit.

The City of Canada Bay's Draft Annual Financial Reports for the period ended 30 June 2025 have been completed for external auditing.

The Director Corporate Services and Strategy, as the Responsible Accounting Officer has certified that the 2024/25 Financial Statements have been prepared in accordance with the applicable Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board, the Local Government Act 1993 and Regulation and the Local Government Code of Accounting Practice and Financial Reporting 2024/25 (the Code).

The financial reports consist of the following General Purpose Financial Reports:

1. Income Statement
2. Balance Sheet
3. Statement of Changes in Equity
4. Cash Flow Statement
5. Notes to the financial report

and Special Schedules:

1. Permissible income for general rates
2. Report on infrastructure assets

Council's external auditor, the Audit Office of NSW, will formally commence their Audit in the week beginning 26 September 2025. The draft financial reports were also presented to the Audit, Risk and Improvement Committee on 5 August 2025.

The following table summarises Council's Financial Performance and Position for the year end 30 June 2025.

Financial Performance and Position of Council as at 30 June 2025

Income Statement \$'000	Actual 2025	Actual 2024
Income from Continuing Operations	201,079	179,904
Expenses from Continuing Operations	131,001	117,041
Net Operating Result for the Year	70,708	62,863
Net Operating Result for the year before grants and contributions provided for capital purposes	3,408	2,182
Statement of Financial Position \$'000	Actual 2025	Actual 2024
Current Assets	175,496	155,613
Non-Current Assets	2,867,390	2,720,406
Total Assets	3,042,886	2,876,019
Current Liabilities	51,828	43,589
Non-Current Liabilities	18,791	16,706
Total Liabilities	70,619	60,295

Net Assets	2,972,267	2,815,724
Total Equity	2,972,267	2,815,724
Statement of Cash Flows \$'000	Actual 2025	Actual 2024
Net Cash Flow from Operating Activities	93,047	73,722
Net Cash Flow from Investing Activities	(105,033)	(75,979)
Net Cash Flow from Financing Activities	(811)	(1,206)
Net change in Cash	(12,797)	(3,463)
Plus: Cash at the beginning of the year	37,393	40,856
Cash at end of year	24,596	37,393
Plus: Investments on hand at end of year	182,300	141,150
Total Cash and Investments	206,896	178,543

RESULTS FOR THE YEAR

Operating Result

Council's operating result from continuing operations (\$70.708 million including depreciation and amortisation and impairment of non-financial assets expense of \$18.95 million) was \$7.845 million better than the 2023-24 result. The increase in operating result from continuing operations is mainly due to capital grants and contributions revenue (\$66.7 million) which has increased by \$5.989 million (9.9%) from 2023-24 due to the receipt of developer contributions associated with affordable housing. Further, this result includes an increase in rates and annual charges (\$4.28 million), an increase in user charges and fees (\$7.145 million), an increase in interest and investment income (\$1.972 million), and an increase in other revenue (\$0.6 million). The increase in other income is mainly due to a \$6.167M increase in the fair value of investment property as compared to a \$3.254M increase in the previous year.

The net operating result before capital grants and contributions was \$1.2 million more than the 2023-24 result. This result includes an increase in total expenses of \$13.96 million, (11.9%) to \$131 million.

The operating surplus excluding revenue from capital grants and contributions of \$3.4 million compared to the \$2.2 million surplus in the previous year (2023-24) means that Council's expenditure on running its day-to-day operations together with the cost of depreciation of its assets remains less than operating income.

Further, when this result is adjusted to eliminate the fair valuation increment and the net loss from the disposal of assets, when calculating the Operational Performance Ratio key performance indicator, the result is a surplus of \$6.1 million (4.76%) which is better than the target benchmark of >0%. This is an improvement over the previous year where the Operational Performance Ratio was 2.2%.

The Code of Accounting Practice and Financial Reporting (Code) that guides the preparation of councils' 2024/25 financial statements was updated to remove Performance indicators that have been previously reported on, while the Office of Local Government (OLG) undertakes a review of the relevance of these Key Performance Indicators. The OLG will continue to collect and report ratios using data from the Financial Data Return (FDR). Councils may still include these ratios in their annual reports provided they use the existing methodology. In 2025, OLG will consult with councils as part of the performance ratio review process.

All Key Performance Indicators are better than benchmark. Whilst these ratios are no longer required to be reported as part of the general purpose financial statements, and may be replaced with other key performance indicators, they are provided below for comparison purposes.

\$ '000	Amounts 2025	Indicator 2025	2024	Indicators 2023	2022	Benchmark
1. Operating performance ratio						
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1,2}	6,098	4.76%	2.28%	(1.52)%	0.34%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions ¹	128,229					
2. Own source operating revenue ratio						
Total continuing operating revenue excluding all grants and contributions ¹	121,709	62.45%	60.92%	66.13%	56.98%	> 60.00%
Total continuing operating revenue	194,899					
3. Unrestricted current ratio						
Current assets less all external restrictions	100,839	3.07x	4.02x	4.14x	2.99x	> 1.50x
Current liabilities less specific purpose liabilities	32,836					
4. Debt service cover ratio						
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	25,639	18.33x	11.44x	7.08x	17.98x	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	1,399					
5. Rates and annual charges outstanding percentage						
Rates and annual charges outstanding	2,783	3.72%	3.99%	4.05%	3.93%	< 5.00%
Rates and annual charges collectable	74,726					
6. Cash expense cover ratio						
Current year's cash and cash equivalents plus all term deposits	169,596	17.81 months	15.95 months	13.00 months	16.44 months	> 3.00 months
Monthly payments from cash flow of operating and financing activities	9,520					

(1) Excludes fair value increments on investment properties, reversal of revaluation decrements, reversal of impairment losses on receivables, net gain on sale of assets and net share of interests in joint ventures and associates using the equity method and includes pensioner rate subsidies

(2) Excludes impairment/revaluation decrements of IPPE, fair value decrements on investment properties, net loss on disposal of assets and net loss on share of interests in joint ventures and associates using the equity method

TIMING / CONSULTATION AND / OR RISK CONSIDERATIONS

Council's external auditor, the Audit Office of NSW will formally commence its final phase of the audit focusing on the financial statements the week beginning 26 September 2025.

The Auditors will, amongst other things, form an opinion on the Financial Statements as to whether:

- the Council's accounting records have been kept in accordance with the requirements of the Local Government Act 1993, Chapter 13 part 3 Division 2; and
- the Financial Statements:
 - have been presented in accordance with the requirements of this Division
 - are consistent with the Council's accounting records
 - present fairly the Council's financial position, the results of its operations and its cash flows; and
 - are in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia.
- all information relevant to the conduct of the audit has been obtained; and
- there are no material deficiencies in the accounting records or financial statements that the auditors have become aware of during the course of the audit.

FINANCIAL CONSIDERATIONS

Council's performance historic performance measures and performance benchmarks set by the Office of Local Government (OLG) within the Department of Planning and Environment are all better than benchmark.

There are no financial impacts associated with the recommendations contained in the report.

LEGISLATIVE AND POLICY CONSIDERATIONS

Adoption of the recommendations contained in the report will achieve compliance with the Local Government Act 1993.

ITEM 12.4 CLOSED CIRCUIT TELEVISION (CCTV) POLICY**Reporting Manager Manager Governance and Risk****Attachments: 1. Closed Circuit Television (CCTV) Policy** [↓](#)

RECOMMENDATION

That the Closed Circuit Television (CCTV) Policy attached to the report be adopted.

PURPOSE

The purpose of this report is to present and seek adoption of the new CCTV Policy.

EXECUTIVE SUMMARY

Council currently has Closed Circuit Television (CCTV) in operation at various locations within the local government area. These are to assist with staff and public safety, and asset protection. This Policy has been developed to assist in maintaining the objectives of CCTV operation and to ensure compliance with relevant legislation.

STRATEGIC DIRECTION

This report supports Our Future 2036 outcome area:

Direction 5: Civic Leadership

Goal CL 1: Council is accountable, efficient, and ready to meet future challenges

BACKGROUND/DISCUSSION

Council has CCTV located at a number of Council owned assets. These are designed to provide protection to Council assets, and for staff and public safety.

The Policy principally relates to Council owned CCTV Surveillance Systems installed, operated and monitored by or on behalf of Council.

The policy contains a set of objectives for the management and operation of CCTV as follows:

- a) enhance staff and public safety;
- b) protect and enhance the management of Council assets;
- c) deter criminal and antisocial behaviours;
- d) assist the NSW Police to investigate, identify and prosecute offenders;
- e) assist Council to investigate, identify and prosecute offenders.
- f) assist Council to investigate and identify causes of damage to property and unacceptable behaviour on Council premises.

The Policy is supported by a set of Guidelines which relate to the day-to-day operation of the CCTV system.

It is highlighted that the Policy does not include the utilisation of AI driven facial recognition. It is also highlighted that automated vehicle number plate recognition may be utilised for the purposes outlined in the Policy, and in compliance with relevant legislation.

From time to time and in certain circumstances, Council may engage a third party to provide CCTV infrastructure and associated services. Such engagements, excluding arrangements with the NSW

Police, will be conditional on compliance with the CCTV Policy, CCTV Guidelines, and the terms of any related contract and legislation.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

LEGISLATIVE AND POLICY CONSIDERATIONS

The following legislation was considered when drafting the CCTV Policy:

- Government Information (Public Access) Act 2009
- Local Government Act 1993
- Privacy and Personal Information Protection Act 1998
- Protection of the Environment Operations Act 1997
- Security Industry Act 1997
- Workplace Surveillance Act 2005
- Surveillance Devices Act 2007
- Privacy and Personal Information Protection Regulation 2019
- Crimes Act, 1900

The following Policies and Guidelines were considered when drafting the CCTV Policy:

- Complaint Management Policy
- Compliance and Enforcement Policy
- NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television in Public Places (2014).

Closed Circuit Television (CCTV) Policy

1. Purpose

Council is committed to developing strategies to improve community perceptions of safety. Accordingly the City of Canada Bay Council utilises a range of initiatives designed to reduce crime and promote community safety. The operation of Closed Circuit Television (CCTV) is one strategy employed by the City of Canada Bay Council to enhance staff and community safety, protect public assets, identify and reduce crime and deter potential offenders in particular locations.

This Policy outlines Council's objectives for the management and operation of its CCTV System in the City of Canada Bay Council Local Government Area and describes how controls will be implemented to ensure the CCTV System is used lawfully and appropriately and that the privacy of residents, workers and visitors is protected.

2. Scope

This Policy relates to the Council-owned CCTV System installed, operated and monitored by or on behalf of Council in and around Council land, buildings and facilities for the purposes of staff and public safety and asset protection. This Policy sets out the objectives that Council aims to achieve through the operation of its CCTV System.

This Policy is supported by the *Closed Circuit Television (CCTV) Guidelines* which sets out the processes that are in place to ensure the effective management of the Council's CCTV System. The *Guidelines* outline the management, operation and responsibilities related to the Council's CCTV System. It also details controls, data storage protocols and security measures to ensure that the Council's CCTV System is operating appropriately, within applicable laws and only for the purposes for which it is established.

Details relating to the day-to-day operation of the CCTV System are in the *Closed Circuit Television (CCTV) Guidelines*.

3. Definitions

Term	Meaning
CCTV	Closed Circuit Television
CCTV Hardware	The cameras and the ancillary hardware that support the operation of Council's CCTV System
CCTV Material	Video recordings or photographs captured through Council's CCTV cameras, including original footage, copies and still photographs
CCTV System	The CCTV surveillance system
Council	City of Canada Bay Council

4. Policy principles

4.1 Objectives

Council installs and operates the CCTV System with the aim of achieving the following objectives:

- a. enhance staff and public safety;
- b. protect and enhance the management of Council assets;
- c. deter criminal and antisocial behaviours;
- d. assist the NSW Police to investigate, identify and prosecute offenders;
- e. assist Council to investigate, identify and prosecute offenders.
- f. assist Council to investigate and identify causes of damage to property and unacceptable behaviour on Council premises.

4.2 Management, Access and Privacy

- 4.2.1 Council's CCTV System will operate with due regard to the privacy and civil rights of individual members of the public and Council staff.
- 4.2.2 Council may choose to either operate the CCTV system or give authority to an appointed contractor to operate the CCTV System. In either arrangement, the operation of the CCTV System must comply with this Policy and the *CCTV Guidelines*.
- 4.2.3 CCTV Material recorded will not exceed what is necessary to fulfill the objectives of this Policy and will be obtained fairly and lawfully in accordance with the relevant privacy legislation. Private premises will not be monitored. Appropriate measures will be implemented to protect against unauthorised access to, alteration, disclosure, loss, or destruction of recorded CCTV Material.
- 4.2.4 Automated vehicle number plate recognition may be utilised for the purposes outlined in this Policy and in compliance with relevant legislation.
- 4.2.5 Only Council delegated staff, security contractors engaged by Council and delegates of NSW Police with the requisite licence and/or authority and/or related delegations will operate or have access to the CCTV system and will be held liable for any breaches of this Policy, the *CCTV Guidelines* or relevant legislation.
- 4.2.6 Council will not release images except in the instances prescribed in the *CCTV Guidelines*. The NSW Police may make a formal request to obtain copies of recorded CCTV Material or may in some instances be granted access to view the live feed from the CCTV System. At all times the NSW Police will be required to comply with the *CCTV Guidelines*, this Policy and all relevant legislation.
- 4.2.7 Council will regularly audit and evaluate the operation of the CCTV System to ensure that the identified objectives are achieved and this Policy and the *CCTV Guidelines* are complied with.
- 4.2.8 From time to time Council may engage a third party to provide CCTV infrastructure and associated services. Such engagements, excluding arrangements with the NSW Police, will be conditional on compliance with this CCTV Policy, the *CCTV Guidelines*, and the terms of any related contract and legislation.

4.3 Complaint Management

- 4.3.1 Complaints in relation to any aspect of the management or operation of the CCTV System must be made in writing to Council and will be handled in compliance with Council's *Complaint Management Policy*.

- 4.3.2 The *Privacy and Personal Information Protection Act 1998* (NSW) authorises the NSW Information and Privacy Commission to receive and investigate complaints about alleged violations of privacy from members of the public.

5. Responsibilities

Role	Responsibility
General Manager	Approval of CCTV Policy for Council adoption and implementation of the Policy
Directors	Implementation of the Policy
Manager Governance and Risk	Review and recommendation of Policy contents Approval of release of CCTV footage
Facilities Operations Manager	Operation and security of CCTV infrastructure and footage
Managers	Comply with and promote awareness of this Policy and CCTV Guidelines
All staff	Coply with this Policy

6. Laws and standards

Government Information (Public Access) Act 2009

Local Government Act 1993

Privacy and Personal Information Protection Act 1998

Protection of the Environment Operations Act 1997

Security Industry Act 1997

Workplace Surveillance Act 2005

Surveillance Devices Act 2007

Privacy and Personal Information Protection Regulation 2019

Crimes Act, 1900

NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places, 2014.

7. Related City of Canada Bay policies and procedures

- City of Canada Bay CCTV Guidelines
- Complaint Management Policy
- City of Canada Bay Code of Conduct
- Compliance and Enforcement Policy
- Workplace Behaviour Standards

8. Consultation

Consultation regarding this Policy was undertaken with appropriate managers, staff and the Council Executive Team prior to adoption.

9. Approval status

The Council approved this policy on [insert date].

Approval history

Stage		Date	Comment	ECM ID
Original Policy		September 2025	Approved by Council / Endorsed by the Executive	TBC when registered
Next review		September 2030		

10. Ownership and approval

Responsibility	Role
Author	Manager Governance and Risk
Owner	Director Corporate Services and Strategy
Endorser	City of Canada Bay Executive Team
Approver	City of Canada Bay Council

ITEM 12.5 CODE OF CONDUCT POLICY REVIEW**Reporting Manager** Manager Governance and Risk**Attachments:** 1. Code of Conduct Policy (*Provided in Attachment Booklet*) [↗](#)

RECOMMENDATION OF DIRECTOR CORPORATE SERVICES AND STRATEGYThat the Code of Conduct attached to the report be adopted.

PURPOSE

To advise Council of the outcome of the public exhibition of the Code of Conduct and recommend the Code for adoption.

REPORT

Council, at its meeting on 15 July 2025, resolved to place the draft *Code of Conduct Policy* on public exhibition. The public exhibition period was 40 days from 21 July to 28 August 2025. In response to the public exhibition, one submission was received.

The submission was as follows:

"The code of conduct should be the same for councillors and staff.

Why are Councillors permitted to accept gifts but staff are not? Councillors have significantly more power and influence than staff.

Why are Councillors not subjected to staff alcohol and drug policy? Councillors make significant decisions in the workplace and need to be subjected to the same conditions."

The comments above are noted, and in response to the submission, it can be confirmed that:

- The Code of Conduct applies to all City of Canada Bay Council officials which by definition includes:
"councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers."
- Part 6 of the Code deals with personal benefit including gifts and it applies to both Councillors and Staff.
- It is confirmed that Council's Drug and alcohol Policy applies to employees of the City of Canada Bay Council. It is considered that as the Code of Conduct is based on the model issued by the Office of Local Government, the provisions are appropriate for the standards of behaviour expected by Councillors in New South Wales.

There are no amendments recommended as a result of the submission and the Policy is recommended for adoption.

The *Code of Conduct Policy* is provided at Attachment 1.

STRATEGIC DIRECTION

This report supports Our Future 2036 outcome area:

Direction 5: Civic Leadership

Goal CL 1: Council is accountable, efficient, and ready to meet future challenges

TIMING / CONSULTATION AND / OR RISK CONSIDERATIONS

There are no risk considerations associated with this report.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

LEGISLATIVE AND POLICY CONSIDERATIONS

Section 440(7) of the Local Government Act 1993 states that:

- (7) A council must, within 12 months after each ordinary election, review its adopted code and make such adjustments as it considers appropriate and as are consistent with this section.

The City of Canada Bay Code of Conduct is based on the Model Code of Conduct for Local Councils in NSW released by the Office of Local Government via their Circular 20-32 2020 released on 14 August 2020.

13 NOTICES OF MOTION**ITEM 13.1 NOTICE OF MOTION - CR FERGUSON - KID'S MARKET STALL DAY - SUNDAY 26 OCTOBER 2025****Attachments:** 1. Kid's Market Stall Day Flyer [↓](#)Submitted by: Councillor Andrew Ferguson

MOTION

That Council:

1. Congratulate Adam Brewer, family and friends on the Kid's Market Stall day initiative.
 2. Endorse the flyer attached to the Motion and promote the Kid's Market Stall Day event to be held on Sunday 26 October 2025 at St Luke's Oval between 10am-1pm in relevant Council communications leading up to the event.
-

BACKGROUND FROM COUNCILLOR ANDREW FERGUSON**It starts with a Good Idea**

Local resident Adam Brewer and his son came up with the idea of having a Kid's Market Stall Day where all the kids in the local Council area that like to make things can come and sell the things they have made.

Adam and his family live just near the Merlino Christmas Tree outlet in Wareemba. Every year, when they are selling Christmas Trees, there is a lot of foot traffic in front of their house. To take advantage of this, his son and his cousins set up a Christmas stall in front of their house and sell biscuits, brownies, cakes and other things they have made to earn a bit of extra pocket money. So, they thought it would be a good idea to formalise this and make it a stall day.

Advantages for the kids

There are a lot of talented and skilled kids in our local area, and this will provide them with an outlet to sell the things that they make in their spare time. They can keep all of their earnings from the day as pocket money and as a reward for their efforts in making the things they sell. This event will help kids learn about customer service, running a little business with some business smarts, retail service, and encourage them to be creative and make things to sell.

Lots of Variety

Adam and family and friends have organised Kids Market Stall Day to be held Sunday 26 October 2025, between 10am-1pm at St Likes Oval . There will be 40 stalls on the day and all of the stalls have been filled! There will be lots of variety for people to buy as well. From fresh baked loaves of bread, to crochet stuffed toys, homemade jam, bracelets, baked goods and even handmade bird houses! There will also be school bands playing from the local high schools in our area to showcase their musical talents as well, and a coffee cart to keep customers (and parents) happy.

This event is supported through Council's 2025-26 Community Grants program. A copy of the flyer that has been prepared for the event is attached for endorsement.

I hope the kids have a great experience of running a stall on the day and I really hope that all the kids sell the majority of their stock, which will be really rewarding for them.



Kid's Market Stall Day

Come and support our local young entrepreneurs showcasing their creativity, business skills, and handmade products in a vibrant community event!

**Sunday October 26, 2025
10am - 1pm
St Luke's Oval Carpark
Crane Street, Concord**

Supported by:

 City of
Canada Bay

 **Brewer
Architects**

FINDEX
Community Fund

Contact kidsmarketstallday@gmail.com for more information

ITEM 13.2 NOTICE OF MOTION - CR JAGO - AIR POLLUTION AND DOMESTIC WOOD HEATERS IN CANADA BAY LGA

Submitted by: Councillor Charles Jago

MOTION

That:

1. Council notes the content of the Background to the Notice of Motion.
 2. Council officers investigate measures that can be implemented to reduce air pollution due to domestic wood heaters including the option of not permitting installations of wood heaters in new and existing buildings.
 3. The report specified in item 2 also consider the option of a wood heater buy-back program, which would be contingent on external funding to Council.
 4. The outcomes of the investigation specified in 2 above be presented to a Councillor workshop and a subsequent Council meeting.
 5. Council writes to the NSW Premier and the Minister for the Environment asking them to take action to save lives and prevent the suffering of those affected, through legislation and funding that:
 - a) phases out wood heaters, and
 - b) transitions residents to reverse-cycle air-conditioning.
-

BACKGROUND FROM COUNCILLOR CHARLES JAGO

The purpose of this motion is to improve public health by reducing the incidence of wood heaters in the community. Leading health and air pollution scientists consider the current Australian standard for wood heaters is not fit for purpose. That's why wood heaters are the largest source of air pollution, creating hotspots of pollution, with effects comparable to tobacco smoking.

For a useful overview, I recommend that people play this [ABC Radio National Interview with Dr Fay Johnston](#) (audio, 3 min 48 s) and read '[Reducing the health impacts of wood-heaters in Australia](#)' (Johnston et al. 2021).

Note that Waverley and Lane Cove councils already have bans on new wood heaters.

Public health

The main danger of wood heaters is that they produce fine particulate matter (PM_{2.5}) which, like the emissions of diesel engines, is unavoidably dangerous to human health (Borchers-Arriagada et al. 2024). There is no safe level of PM_{2.5} pollution, which exacerbates existing respiratory and cardiovascular problems, increases the risk of dementia, heart attacks, strokes and cancers, as well increasing the risk of [adverse pregnancy outcomes, also causes changes in cognitive abilities](#) (Office for the Commissioner for Sustainability and the Environment 2023) and results in poorer learning outcomes in children.

A major complicating factor arises that "People who are exposed to woodfire heaters said they are largely unable to protect themselves from the smoke" (from a nationally-representative survey by Asthma Australia).

Because of the continued failure to develop a standard for real-life emissions of wood heaters, the NSW Chief Medical Officer, Dr Kerry Chant, advised that wood heaters are so detrimental to health she supports banning and phasing them out in built-up urban areas (Gilmore 2014).

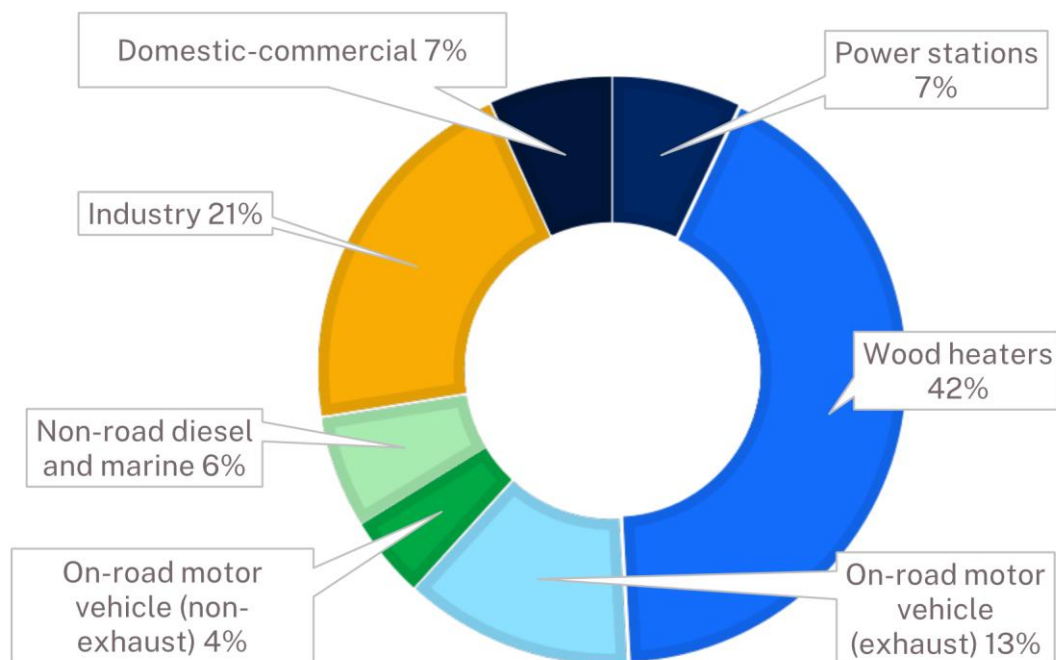
Doctors and Scientists Against Wood Smoke Pollution say, “Air pollution is the largest environmental health threat, contributing to the premature deaths of millions of people worldwide.” (Doctors and Scientists Against Wood Smoke Pollution n.d.)

Asthma Australia recommended that “the NSW Clean Air Strategy should include actions to phase out woodfire heaters in NSW” and has stated elsewhere that, “These dangers [from wood heater smoke] include asthma and other chronic lung conditions, heart conditions, premature births and premature deaths... For a person with asthma, they may visit their doctor more often, increase their asthma medicines, struggle to breathe, have to call an ambulance, or even die.” (Asthma Australia [@AsthmaAustralia] 2024).

Woodsmoke emissions

The major source of PM_{2.5} pollution in Sydney in winter is woodsmoke (Reducing wood smoke emissions 2021). Despite wood heaters only being used as main heating by less than 5% of households across Sydney, they are the largest source of air pollution – more than motor vehicles.

The NSW Government’s Sydney Air Quality Study (NSW Department of Planning and Environment 2023) concluded that wood heaters contributed 42% of year-round population-weighted PM_{2.5} pollution exposure across the “NSW Greater Metropolitan Area” encompassing an area from Port Stephens to nearly Batemans Bay along the coast, out to Muswellbrook and other inland areas. The report assessed the impact of wood heaters’ health impacts in this area at more than \$2 billion per year in 2021 dollars. For comparison, other sources contributions (shown in the figure below) included: industry (21%), on-road motor vehicles (exhaust) (13%), power stations (7%), domestic-commercial (7%), non-road diesel and marine emissions (6%), and on-road motor vehicles (non-exhaust) (4%).



Sources of year-round population-weighted PM_{2.5} pollution, Sydney Metropolitan Area

The draft NSW Clean Air Strategy (NSW Department of Planning and Environment 2021) reported that wood heater emissions represented 46% of population-weighted PM_{2.5} exposure in Sydney.

In a follow-up stakeholder survey to the NSW Clean Air Summit in June 2017, more respondents (61%) expressed concerns about wood smoke than any other source, including transport and fuels (48%), coal mining (46%), coal transport (39%) and power stations (38%).

It is important that both internal and external pollution sources be recognised – not only interior wood burners, but also fire pits, pizza ovens and more.

Note that wood heaters also emit other dangerous pollutants including polycyclic aromatic hydrocarbons (PAH) and volatile organic compounds (VOC).

Wood heater standards

The report: '[Reducing the health impacts of wood-heaters in Australia](#)' by 11 experts from the Centre for Air pollution, energy and health Research (an NHMRC Centre of Research Excellence) explains that [current Australian wood heater standards are insufficient to protect health](#), and notes that emissions measurements of heaters satisfying the current Australian standard show they are [almost as polluting as the heaters installed 20 years ago](#). In an ABC Radio National Interview on 30 July 2025, Professor Fay Johnston, an internationally recognised expert in environmental health, stated that [the current standard is "not fit for purpose"](#).

New wood heaters are required to meet Australian/NZ Standard AS4013 which regulates how emissions from a domestic wood heater are measured and recorded. As noted in the LGNSW Draft submission on Clean Air Strategy (Local Government New South Wales 2021), many existing wood heaters at that time did not comply with AS 4013. However, even more alarming is that wood heaters produce far more emissions than claimed under the AS4013 heater standard. AS4013 sets a limit of 1.5 g PM_{2.5} per kg of wood burned.

Measured real-life emissions of 35 wood heaters in New Zealand averaged 6.5 g PM_{2.5} per kg firewood burned, many times worse than the standard, despite owners knowing their emissions were being measured and most likely operating their heaters as carefully as possible (Robinson 2020). For comparison, a petrol car emits about 1 mg PM_{2.5} per km, i.e., 1 g per 1000 km.

Regulatory framework

There is nothing in Canada Bay's planning control documents (LEP, DCP) that specifically regulates wood heaters. Councils have limited powers under NSW govt legislation, including:

- approving installations (under section 68 of the Local Government Act, 1993) which comply with AS 2918:2018, which addresses the safe installation of the wood heater including the flue and its height relative to the roofline to avoid a smoke nuisance. Also, NSW EPA provides the [Selecting, Installing and Operating Domestic Solid Fuel Heaters Guidelines](#) (1999).
- the power to respond to smoke nuisances by issuing smoke abatement notices through the provisions of the Protection of the Environment Operations Act .

The NSW government treats smoke pollution as a "localised issue" (Wood smoke resources for local government 2021).

The government now acknowledges that wood heaters can be a significant problem, but successive NSW governments have done little about it. Previous approaches have included:

- making sure that wood heaters were manufactured to a relevant Australian Standard.
- attempting to control the positioning of chimneys, so that smoke from chimneys will be above the level of next door neighbours.
- educating owners to reduce the amount of smoke from their wood heaters.

Evidence shows that even wood heaters which meet the current Australian standard still cause substantial problems. (See the section above on wood heater standards.) "Ultra-low emissions" heaters also exist, but have not been tested in Australian households. Moreover, they still produce dangerous emissions. With no safe level of pollution, the only real solution is phasing out wood heaters. Electric heating is cheaper and safer.

Note that wood heater regulations do not apply to portable appliances.

Greenwashing

Unfortunately, the industry promoting and selling wood heaters still vigorously advertises wood heaters with greenwashed material which misrepresents the safety and environmental impacts of wood heating as “eco-friendly”, “sustainable” and “carbon-neutral”. Contrary to the claims, woodsmoke emissions contribute to climate change (Robinson 2011) while the use of timber as a fuel contributes to degradation of forests. See [comments by the Australian Air Quality Group \(AAQG\) on the Revised Draft Solid Fuel Heater Policy](#) which address much of this disinformation.

Cost benefit analysis of potential solutions

In 2011 a benefit-cost analysis report by AECOM to the NSW government, *Economic Appraisal of Wood Smoke Control Measures*, looked at the cost of wood smoke pollution. At that time, it identified a benefit of \$7.1 billion out to 2030, in 2011 dollars, from phasing out wood heaters.

While state-wide analysis is beyond the scope of this Notice of Motion, it is noted that the NSW government already offers extensive subsidies to install energy-efficient appliances. Given the substantial economic benefits based on reduced health problems and medical costs along with significant productivity benefits in the population from phasing out wood heaters, such a program would clearly offer substantial economic and social benefits to NSW.

Apart from a phase-out through a state-wide ban on wood heaters, the most effective and cost-beneficial measure was not permitting the sale of new wood heaters. While Canada Bay cannot ban sales, not allowing new installations would have a similar effect. New installations in Canada Bay have already declined substantially in the last decade or so.

Options

Action	Comment	Effective?
Ban installation of new heaters, similar to the capability of councils to ban new gas appliances, also on health grounds.	This would take effect through Council's Development Control Plan. It would have no effect on existing wood heater installations.	Yes
Remove heaters	A program in Launceston from 2001 to 2004 helped reduce wood heater prevalence in Launceston from 66% to 30% of all households, resulting in a 20% reduction in all deaths in winter months and 11% across all seasons (Johnston et al. 2013). A buy-back program could assist with this, but would take time and would require external funding.	Yes but funding may be difficult.
Improved heater emissions standards	See section above on “Wood heater standards”.	No
Education / promotion/ improve use	Council assists in resolving issues where possible through some level of education to wood burner users to reduce the amount of smoke from their wood heaters. This may sometimes be worthwhile but is not a real fix. The main focus would be to facilitate a transition to reverse cycle air-conditioning.	Not sure
Retrofit catalyst technology		No

Proposed changes

Changes to be considered could include:

- including provisions in the Canada Bay's Development Control Plan (DCP) not to permit installations of wood heaters on health grounds, to be applied through future Development Applications (DAs). Note that this may not be effective in complying developments (duplexes etc) where a DA is not required, and perhaps in growth precincts like Rhodes and North Strathfield not subject to our DCP.
- a buy-back program to pay residents with heaters to install electric heating – ie reverse cycle airconditioning.
- Continuing and expanding education to move away from wood heaters.
- Lobbying the NSW government to take a stronger approach, rather than simply labelling this a "localised issue". The government should act to save lives and prevent suffering rather than hiding behind councils.

More information

- [A burning issue: why it's time to ditch the wood-fired heater and opt for eco alternatives | Air pollution | The Guardian](#)
- [Wood heater pollution is a silent killer. Here's where the smoke is worst \(ABC\)](#)
- [The Centre for Safe Air - national map of wood heater pollution mortality](#)

References/ Links

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14 NOTICES OF MOTION OF RESCISSION

Nil

15 MATTERS OF URGENCY

Nil

16 QUESTIONS WITH NOTICE

Nil

17 CONFIDENTIAL MATTERS

RECOMMENDATION

That:

1. Council moves into closed session to deal with the matters listed below, which are classified as confidential under section 10A(2) of the *Local Government Act, 1993* for the reasons specified:

ITEM 17.1 PROPERTY DISPOSAL

This matter is considered to be confidential under Section 10A(2) - (c) of the Local Government Act, as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Further it is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

2. Pursuant to section 10A(1), 10(2) and 10A(3) of the Local Government Act, the media and public be excluded from the meeting on the basis that the business to be considered is classified as confidential under section 10A(2) of the Local Government Act.
3. The correspondence and reports relevant to the subject business be withheld from the media and public as provided by section 11(2) of the Local Government Act.
4. The resolutions made by the Council in Closed Session be made public after the conclusion of the closed session and such resolutions be recorded in the minutes of the Council meeting.

BACKGROUND/DISCUSSION

In accordance with section 10A(2) of the Act, Council may close part of its meeting to deal with business of the following kind:

- (a) Personnel matters concerning particular individuals (other than councillors).
 - (b) Personal hardship of any resident or ratepayer.
 - (c) Information that would, if disclosed, confer a commercial advantage on a person with whom 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 a person who supplied it: or
 - (ii) Confer a commercial advantage on a competitor of Council;
 - (iii) Reveal a trade secret.
 - (e) Information that would, if disclosed, prejudice the maintenance of law.
 - (f) Matters affecting the security of Council, Councillors, Council staff and Council property.
 - (g) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds 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 any Code of Conduct requirements applicable under section 440.
-

It is considered that the business listed in the recommendation is of a kind referred to in section 10A(2) of the Local Government Act 1993 and, under the provisions of the Act and the Local Government (General) Regulation 2021, should be dealt with in a part of the meeting that is closed to members of the public and the media.

Pursuant to section 10A(4) of the Act and clauses 14.9–14.10 of the City of Canada Bay Code of Meeting Practice, members of the public may make representations to the meeting immediately after the motion to close part of the meeting is moved and seconded, as to whether that part of the meeting should be closed.

18 CONFIDENTIAL RESOLUTIONS

In accordance with Part 14 of the Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson as soon as practicable. The resolution must be recorded in the publicly available minutes of the meeting.
