

## **MEETING NOTICE**

The **Ordinary Meeting** of  
**Bayside Council**  
will be held in the Council Chambers, Rockdale Town Hall,  
448 Princes Highway, Rockdale  
**on 12 April 2017 at 7.00 pm**

## **AGENDA**

**1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

**2 OPENING PRAYER**

**3 APOLOGIES**

**4 DISCLOSURES OF INTEREST**

**5 MINUTES OF PREVIOUS MEETINGS**

5.1 Council Meeting – 8 March 2017

**6 ADMINISTRATOR MINUTES**

**7 PUBLIC FORUM**

Members of the public, who have applied to speak at the meeting, will be invited to address the panel.

**8 REPORTS**

8.1 Stronger Communities Fund – Community Grants Program

8.2 Stronger Communities Fund – Major Projects Program

8.3 Bayside Council Community Grant Program 2016/17

8.4 McCarthy Reserve, J Graham Synthetic Field - St George Football Association – Federal Funding

8.5 429 Princes Highway, Rockdale

8.6 Bayside East Fleet and Plant Replacement Program

8.7 Naming Proposal – Pedestrian Plaza, Ramsgate Beach

8.8 Bayside Council Communications and Community Engagement Strategy

8.9 Proposal for the Establishment of Strategic Reference Groups

8.10 Social Media Policy

8.11 Appointment of Independent External Members to Risk and Audit Committee

8.12 Delegations to General Manager

8.13 Operational Plan 2016/17 - Performance Report 31 December 2016

- 8.14 Disclosure of Interest Return – Administrator and Director City Performance
- 8.15 Statutory Financial Report – December 2016
- 8.16 Statutory Financial Report – January 2017
- 8.17 Service of Alcohol at Events; Seniors Garden Party and A Taste of Mascot
- 8.18 ANZAC Day - Alcohol in Booralee Park
- 8.19 1967 Referendum Commemorative Event
- 8.20 Request for Financial Assistance – Brighton Kogarah Uniting Church
- 8.21 Request for Financial Assistance – Heatbeat of Football
- 8.22 Request for Financial Assistance – Child Protection Foundation Limited
- 8.23 Request for Financial Assistance – Greek Orthodox Parish of Saint Catherine Mascot and District
- 8.24 Request for Financial Assistance – Ramsgate Life Saving Club

**9 MINUTES OF COMMITTEES**

- 9.1 Bayside Traffic Committee – 5 April 2017
- 9.2 Local Representation Committee – 5 April 2017

**10 CONFIDENTIAL ITEMS**

- 10.1 Closed Council Meeting
- 10.2 CONFIDENTIAL – 429 Princes Highway, Rockdale
- 10.3 Resumption of Open Council Meeting

Meredith Wallace  
**General Manager**

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## **Council Meeting**

**12/04/2017**

Item No	5.1
Subject	<b>Minutes of Council Meeting – 8 March 2017</b>
Report by	Fausto Sut, Manager Governance & Risk
File	(R) SF16/1254

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## **Officer Recommendation**

That the Minutes of the Council Meeting held on 8 March 2017 be confirmed as a true record of proceedings.

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## **Present**

Greg Wright, Administrator

## **Also present**

Meredith Wallace, General Manager  
Daniel Fabri, Director City Performance  
Debra Dawson, Director City Life  
Michael McCabe, Director City Futures  
Bruce Cooke, Acting Manager Governance & Risk  
Alister Duncan, Manager Finance  
Karen Purser, Manager Community Capacity Building  
Luis Melim, Manager Development Assessment  
Vince Carrabs, Coordinator Media and Events  
Brendan Clendenning, Acting Team Leader Development Assessment  
Greg Baker, Team Leader Regulatory Services  
Lauren Thomas, Governance Officer

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The Administrator opened the meeting in the Rockdale Town Hall at 7:00 pm.

## **1 Acknowledgement of Traditional Owners**

The Administrator acknowledged the traditional custodians of the land, the Gadigal and Bidjigal clans.

## **2 Opening Prayer**

Major Romona Kinder - Corps Officer/ Mission Leader Rockdale Salvation Army, opened the meeting in prayer.

## **3 Apologies**

There were no apologies received.

## **4 Disclosures of Interest**

There were no disclosures of interest.

## **5 Minutes of Previous Meetings**

### **4.1 Council Meeting – 2 February 2017**

Minute 2017/018

Resolved by the Administrator:

That the Minutes of the Council Meeting held on 2 February 2017 be confirmed as a true record of proceedings.

## **6 Administrator Minutes**

There were no Administrator Minutes.

## **7 Public Forum**

The Administrator invited the following public speakers to address the Council:

- 1 Meri Mrcic – speaking against the Officer’s recommendation (Item 9.4) – Development Application DA-2016/24-02 – 72-86 Bay Street, Botany – Section 96(2) Modification Application to modify Development Consent No. 16/024 to convert a 2 bedroom unit into a 3 bedroom unit and the adjoining communal open space into private open space associated with this unit (A7.01), increase the study and balcony of Unit B7.02, convert the rooftop communal open space within Building B into a non-trafficable roof, relocate the hot water system from the roof to the eastern side of the ground floor communal room and modify Condition No. 32(c) relating to the construction hours.
- 2 Mr William Karayelas – speaking for the Officer’s recommendation (Item 9.6) – DA-2016/119 – 40 Rawson Street, Mascot – Demolition of the existing structures and the construction of two x two-storey, semi-detached dwellings.
- 3 Mr Paul Banton – speaking against the Officer’s recommendation (Item 9.8) – Development Application DA-2013/208/06 – 52-54 Pemberton Street, Botany – Section 96(1A) modification to DA-13/208, which was approved for a mixed used development and public park. The modification seeks to incorporate a finalised landscape design into the development consent, and also seeks to delete Condition 55, such that no further landscaped design submission is required.
- 4 Mr Mark Fisher – speaking against the Officer’s recommendation (Item 9.10) – Development Application DA-2014/154/02 - 8 Daphne Street, Botany - Section 96(1A) modification to DA-14/154, which approved a conversion of a factory to a three storey boarding house. The modification seeks to reinstate deleted balconies, with privacy screens to be provided; and to delete conditions restricting the number of lodgers to 21, to enable 27 lodgers at the site.



- 5 Ms Barbara Licht – speaking against the Officer’s recommendation (Item 9.10) – Development Application DA-2014/154/02 - 8 Daphne Street, Botany - Section 96(1A) modification to DA-14/154, which approved a conversion of a factory to a three storey boarding house. The modification seeks to reinstate deleted balconies, with privacy screens to be provided; and to delete conditions restricting the number of lodgers to 21, to enable 27 lodgers at the site.
- 6 Mr Peter Arkapaw – a written submission, read by the Acting Manager of Governance, for the Officer’s recommendation (Item 9.10) – Development Application DA-2014/154/02 - 8 Daphne Street, Botany - Section 96(1A) modification to DA-14/154, which approved a conversion of a factory to a three storey boarding house. The modification seeks to reinstate deleted balconies, with privacy screens to be provided; and to delete conditions restricting the number of lodgers to 21, to enable 27 lodgers at the site.
- 7 Mr Nassar Hussein – speaking for the Officer’s recommendation (Item 9.20) – DA-2017/103 - 12 Bonalbo Street, Kingsgrove - Torrens title subdivision of dual occupancy creating two lots.

## **8 Reports**

### **8.1 Statutory Financial Report – October 2016**

Minute 2017/019

Resolved by the Administrator:

That the Statutory Financial Report by the Responsible Accounting Officer be received and noted.

### **8.2 Statutory Financial Report – November 2016**

Minute 2017/020

Resolved by the Administrator:

That the Statutory Financial Report by the Responsible Accounting Officer be received and noted.

### **8.3 1 Market Street, Rockdale – Redevelopment**

Minute 2017/021

Resolved by the Administrator:

- 1 That Council endorse, in principle, the key transactional principles outlined in the confidential Attachment E to this report.
- 2 That the in-principle endorsement of Resolution 1 (above) and/or further negotiations does not legally bind the Council.

- 3 That Council endorse the development of a full Project Delivery Agreement for the matter and that the Project Delivery Agreement, once in final form, be referred back to Council for further approval.
- 4 That funds be voted from the Strategic Priorities Reserve to attend to the anticipated costs outlined in section titled "Costs."

#### **8.4 Independent Hearing and Assessment Panel for Bayside – Panel Member Appointment**

Minute 2017/022

Resolved by the Administrator:

- 1 That the Council receive and note the report.
- 2 That Council adopts the name "Bayside Planning Panel" as the name for the Independent Hearing and Assessment Panel for Bayside Council.
- 3 That Council notes the appointments of the twelve independent specialist members on the Panel as contained in this report.
- 4 That Council notes the appointments of two community representatives contained in this report and the further advertising of positions to form a minimum pool of five community representatives.

#### **8.5 Interim Accommodation and Co-Location Project**

Minute 2017/023

Resolved by the Administrator:

- 1 That the Bayside staff accommodation proposal, including associated extent of works be approved for implementation.
- 2 That the estimated costs for the proposed works at the Rockdale, Hillsdale and Bexley sites, as outlined in the Financial Implications section of this report, be approved and the necessary adjustments be included in the March 2017 Quarterly Budget Review.

#### **8.6 Botany Bay Gift**

Minute 2017/024

Resolved by the Administrator:

1. That Council provide up to three Council branded 3 metre x 3 metre gazebos on the day at no cost.
2. That Council promotes the event through our website and social media channels.
3. That Council approve a donation of \$5,000 under Bayside Council's Financial Assistance Policy to the NSW Athletic League Inc.

4. That Council require acknowledgment of the donation and other assistance provided.

## **9 Planning Reports**

### **9.1 Draft Central District Plan – Council Submission**

Minute 2017/025

Resolved by the Administrator:

That the Council supports the heads of consideration being prepared for Council's submission on the District Plan and delegates the finalisation of Council's submission to the General Manager.

### **9.2 Planning Legislation Updates to EP&A Act – Council Submission**

Minute 2017/026

Resolved by the Administrator:

- 1 That Council endorses the content of this report which will form the basis of Bayside Council's submission on the amendments to the *Environmental Planning and Assessment Act 1979*.
- 2 That the General Manager be given delegation to finalise Council's submission.

### ***East Bayside Planning Office***

### **9.3 DA-2016/145 – 24 Hambly Street, Botany**

Minute 2017/027

Resolved by the Administrator:

- 1 That Council support the variation to the maximum Floor Space Ratio contained in Clause 4.4A(3)(d) of Botany Bay Local Environmental Plan 2013 (BBLEP 2013) in accordance with the Clause 4.6 justification submitted by the applicant.
- 2 That the Development Application DA-16/145 for alterations and additions to the existing semi-detached dwelling at 24 Hambly Street Botany be APPROVED pursuant to Section 80(1)(a) of the Environmental Planning and Assessment Act 1979 and subject to the conditions of consent attached to this report.

#### **9.4 DA-2016/24 – 72-86 Bay Street, Botany**

Minute 2017/028

Resolved by the Administrator:

- 1 That Council resolve, pursuant to Section 96(2) of the *Environmental Planning & Assessment Act 1979*, to modify DA-16/24, which was granted for an additional level within the western building at 72-86 Bay Street, Botany by:
  - a. Amending Condition No. 1 to reference the amended plans.
  - b. Amending Condition No. 17 to reflect the increase in s94 contributions payable due to the conversion of Unit A7.01 from a 2 bedroom to a 3 bedroom unit.
  - c. Adding Condition No. 20(g) requiring the conversion of the study within Unit B7.02 back to its original approved size and as per the plans (as amended).
  - d. Amending Condition No. 32(c) to reflect the construction hours within DA-12/233. and
  - e. Amending Condition No. 56 to refer to the consent as amended by this modification.
- 2 That objectors be advised of Council's decision.

#### **9.5 DA-2016/170 – 171 Coward Street, Mascot**

Minute 2017/029

Resolved by the Administrator:

- 1 That Council support the variation to the floor space ratio control as contained in Clause 4.4 – Floor Space Ratio in Botany Bay Local Environmental Plan 2013 in accordance with the request under Clause 4.6 submitted by the applicant.
- 2 That Development Application DA-2016/170 for the partial demolition of the existing rear WC and laundry and construction of ground floor additions to the rear of the existing semi-detached dwelling and internal ground floor re-configuration to create a new kitchen/laundry, bathroom and open plan dining/living area at 171 Coward Street, Mascot be APPROVED pursuant to Section 80(1)(a) of the Environmental Planning and Assessment Act 1979 subject to the conditions attached to this report.
- 3 That the NSW Department of Planning and Environment be advised of Council's decision.

## **9.6 DA-2016/119 – 40 Rawson Street, Mascot**

Minute 2017/030

Resolved by the Administrator:

- 1 That Council support the variation to the maximum Floor Space Ratio contained in Clause 4.4A(3)(d) of Botany Bay Local Environmental Plan 2013 (BBLEP 2013) in accordance with the Clause 4.6 justification submitted by the applicant.
- 2 That the Development Application DA-16/119 for the demolition of the existing structures and the construction of two x two storey semi-detached dwellings at 40 Rawson Street Botany be APPROVED pursuant to Section 80(1)(a) of the Environmental Planning and Assessment Act 1979 and subject to the conditions of consent attached to this report.
- 3 That the objectors be advised of Council's decision.

## **9.7 DA-05/123/02 – Advertising Sign on the Pedestrian Access Bridge Erected Over Wentworth Avenue at Pagewood (for the Golf Course)**

Minute 2017/031

Resolved by the Administrator:

That the Development Application DA-05/123/02 for the removal of 2 x existing approved signage structures (not digital) and replacement with 2 x digital signage structures be approved pursuant to Section 96AA of the *Environmental Planning and Assessment Act 1979* and subject to the following modifications:

- a. Amending Condition No. 1 to reflect the plans as amended.
- b. Adding Condition No. 22(i)(16) (as recommended by RMS) requiring the submission of a Construction Traffic Management Plan prior to the issue of a Construction Certificate associated with the digital signage.
- c. Adding Condition No. 22(i)(17) (as recommended by RMS) requiring the obtainment of a Road Occupancy Licence from the Transport Management Centre prior to the issue of a Construction Certificate associated with the digital signage.
- d. Amending Condition No. 24 to include additional conditions recommended by Sydney Airport Corporation Limited (SACL) letter dated 25 November 2016.
- e. Addition of Condition No. 33(c) requiring a Stage 4 Pre-Opening Road Safety Audit within one month of the signage being implemented.
- f. Addition of Condition No. 33(d) requiring a road safety check within 12 months of operation but within 18 months of the sign's installation.
- g. Addition of Condition No. 33(e) requiring that the colour and pattern of the screen frame be complementary to the character and streetscape of the area.

- h. Addition of Condition No. 33(f) stating that no advertising content is permitted on the screen frame.
- i. Addition of Condition No. 33(g) prohibiting the animation of the digital signs.

## 9.8 DA-13/208/06 – 52-54 Pemberton Street, Botany

Minute 2017/032

Resolved by the Administrator:

- A. That Council resolve pursuant to Section 96(1A) of the Environmental Planning and Assessment Act, 1979, to modify Development Consent No. 13/208, for the mixed use development, at 52-54 Pemberton Street Botany, as follows:

- 1. Modify Condition 1 to refer to the new landscape plan.
- 2. Reinstate a modified Condition 54, which was previously deleted, to indicate further amendments to the new landscape plan that are required as follows:

*54 The approved landscape plan, prepared by Tract, dated 8 November 2016 for the public parks (shown on the approved plans prepared by Dunlop Thorpe & Co as Pt Lot 29) shall be the subject of detailed landscape construction documentation – plans, sections, elevations, construction details and specifications, and shall be submitted to and approved by Council's Landscape Architect. The plans shall also be amended to include the following changes:*

- a) Where there is no conflict with proposed seating walls, drainage infrastructure, and the like, plantings located adjacent to the boundaries shared with No. 38 Kurnell Street and No.69 Wilson Street are to be located approximately 300mm further to the south.*
- b) The Angophora Costata is to be located approximately 1m further to the south.*

*Once approved by Council, landscaping shall be installed in accordance with the approved landscape plan as stamped by Council's Landscape Architect prior to the issue of an Occupation Certificate. The landscaped areas on the property shall be maintained in accordance with the approved landscape documentation, the conditions of consent and Council's Landscape DCP at all times.*

- 3. Modify Condition 55 to indicate that the condition only applies to the remaining landscape areas (including the Pocket Park extension known as Lot 30), and to delete requirements which are specific to the public parks.
- 4. Modify Condition 158 to make reference to this modification.

- B. Incorporate the modification in DA-13/208/07 (if approved), in to a single determination notice.
- C. That the objectors be advised of Council's decision.

#### **9.9 DA-13/208/07 – 52-54 Pemberton Street, Botany**

Minute 2017/033

Resolved by the Administrator:

- A. Resolve pursuant to Section 96(1A) of the Environmental Planning and Assessment Act, 1979, to modify Development Consent No. 13/208, for the mixed use development, at 52-54 Pemberton Street Botany, as follows:
  - 1. Modify Condition 1 to refer to the amended staging plan.
  - 2. Modify Condition 7 to correct a minor error.
  - 3. Delete Condition 13 and replace with a new Condition 13, which enables the temporary driveway to be constructed in place of the Pocket Park extension.
  - 4. Modify Condition 117 to ensure that a Site Audit Statement is provided for the Pocket Park extension.
  - 5. Modify Condition 142 to ensure that the parks (including the Pocket Park extension) are remediated prior to the issue of any Occupation Certificate for Building B.
  - 6. Modify Condition 158 to make reference to this modification.
- B. Incorporate the changes proposed by DA-13/208/06 (if approved), in to a single determination notice.
- C. That the objectors be advised of Council's decision.

#### **9.10 DA-2014/154 – 8 Daphne Street, Botany**

Minute 2017/034

Resolved by the Administrator:

- A. That Council resolve pursuant to Section 96(2) of the Environmental Planning & Assessment Act 1979, to modify DA-14/154, which was granted for a boarding house at 8 Daphne Street, Botany:
  - 1. Modify Condition 1 to refer to the amended plans.
  - 2. Modify Condition 12 to refer to amended developer contributions.
  - 3. Delete existing Condition 13, and replace with a condition requiring that the design amendments be shown on the CC plans.

- 4 Modify Condition 86 to refer to an increased limit on the number of people that can be accommodated at the site.
- 5 Modify Condition 107 to refer to an increased limit on the number of people that can be accommodated at the site.
- 6 Modify Condition 122 to refer to the current modification application.

B. That the objectors be advised of Council's decision.

### ***West Bayside Planning Office***

#### **9.11 DA-2017/123 – 194 The Grand Parade, Ramsgate Beach (Opposite 277 the Grand Parade)**

Minute 2017/035

Resolved by the Administrator:

That Development Application No. 2017/123 which seeks consent for the replacement of an existing bus shelter advertising panel with a new digital advertising panel at 194 The Grand Parade, Ramsgate Beach (Opposite 277 The Grand Parade) be APPROVED pursuant to Section 80(1)(a) of the *Environmental Planning and Assessment Act 1979* and subject to the attached conditions of consent.

#### **9.12 DA-2017/124 – 1 Princes Highway, Rockdale (Opposite 625 Princes Highway)**

Minute 2017/036

Resolved by the Administrator:

That Development Application No. 2017/124 which seeks consent for the replacement of an existing bus shelter advertising panel with a new digital advertising panel at 194 The Grand Parade, Ramsgate Beach (Opposite 209 The Grand Parade) be APPROVED pursuant to Section 80(1)(a) of the *Environmental Planning and Assessment Act 1979* and subject to the attached conditions of consent.

#### **9.13 DA-2017/125 – 195 The Grand Parade, Monterey (fronting 148 The Grand Parade)**

Minute 2017/037

Resolved by the Administrator:

- 1 That Development Application No. 2017/125 which seeks consent for the replacement of an existing bus shelter advertising panel with a new digital advertising panel at 194 The Grand Parade, Ramsgate Beach (Fronting 148 The Grand Parade) be APPROVED pursuant to Section 80(1)(a) of



the *Environmental Planning and Assessment Act 1979* and subject to the attached conditions of consent.

- 2 That the objectors be advised of Council's decision.

**9.14 DA-2017/126 – 194 The Grand Parade, Ramsgate Beach (Opposite 209 The Grand Parade)**

Minute 2017/038

Resolved by the Administrator:

That Development Application No. 2017/126 which seeks consent for the replacement of an existing bus shelter advertising panel with a new digital advertising panel at 194 The Grand Parade, Ramsgate Beach (Opposite 209 The Grand Parade) be APPROVED pursuant to Section 80(1)(a) of the *Environmental Planning and Assessment Act 1979* and subject to the attached conditions of consent.

**9.15 DA-2017/127 – 199 Rocky Point Road, Sans Souci**

Minute 2017/039

Resolved by the Administrator:

That Development Application No. 2017/127 which seeks consent for the replacement of an existing bus shelter advertising panel with a new digital advertising panel at 194 The Grand Parade, Ramsgate Beach (Opposite 209 The Grand Parade) be APPROVED pursuant to Section 80(1)(a) of the *Environmental Planning and Assessment Act 1979* and subject to the attached conditions of consent.

**9.16 DA-2015/382 – 6A Gipps Street, Bardwell Valley**

Minute 2017/040

Resolved by the Administrator:

- 1 That Council support the variation to the minimum subdivision lot size as contained in clause 4.1 of the Rockdale Local Environmental Plan 2011 in accordance with the clause 4.6 request submitted by the applicant.
- 2 That Development Application DA-2015/382 for the subdivision of the site into two lots under Torrens Title subdivision at 6A Gipps Street, Bardwell valley be APPROVED pursuant to Section 80(1)(a) of the Environmental Planning and Assessment Act 1979 and subject to the conditions of consent attached to this report.

#### **9.17 DA-2017/188 – 17 Sommerville Street, Arncliffe**

Minute 2017/041

Resolved by the Administrator:

1. That Council support the variation to the minimum subdivision lot size provision contained in Clause 4.1(3B) of the Rockdale Local Environmental Plan 2011 (RLEP2011) in accordance with the clause 4.6 justification submitted by the applicant.
2. That the development application DA-2017/188 for the Torrens title subdivision of a dual occupancy creating two lots at 17 Somerville Street , ARNCLIFFE be APPROVED pursuant to section 80(1)(a) of the Environmental Planning and Assessment Act 1979 and subject to the conditions of consent attached to this Report

#### **9.18 DA-2017/156 – 15A Wolli Creek Road, Banksia**

Minute 2017/042

Resolved by the Administrator:

1. That Development Application DA-2017/156 for the installation of six (6) light poles at Gardiner Park, 15A Wolli Creek Road Banksia be APPROVED pursuant to Section 80(1)(a) of the Environmental Planning and Assessment Act 1979 and subject to conditions attached to this report.
2. That the objectors be advised of Council's decision.

#### **9.19 DA-2017/37 – 62 Moate Avenue, Brighton Le Sands**

Minute 2017/043

Resolved by the Administrator:

1. That Council support the Clause 4.6 justification submitted by the Applicant to vary the minimum subdivision lot size for dual occupancy contained in Clause 4.1 (3B) of the Rockdale Local Environmental Plan, 2011 (RLEP 2011) for Development Application No. DA2017/37 for 62 Moate Avenue Brighton Le Sands.
2. That the development application DA2017/37 for the demolition of existing structures and construction of a two storey attached dual occupancy with a front fence and torrens title subdivision into 2 lots at 62 Moate Avenue Brighton Le Sands be APPROVED, pursuant to Section 80(1)(a) of the Environmental Planning and Assessment Act 1979 and subject to the conditions of consent attached to this report.
3. That the objectors be advised of Council's decision.

## **9.20 DA-2017/108 – 12 Bonalbo Street, Kingsgrove**

Minute 2017/044

Resolved by the Administrator:

1. That Council accept the Clause 4.6 justification submitted by the Applicant to vary the minimum subdivision for dual occupancy in accordance with Clause 4.1 (3B) of the Rockdale Local Environmental Plan, 2011 (RLEP 2011).
2. That the development application DA-2017/103 for the Torrens title subdivision of a dual occupancy creating two lots at 12 Bonalbo Street , KINGSGROVE be APPROVED pursuant to section 80(1)(a) of the Environmental Planning and Assessment Act 1979 and subject to the conditions of consent attached to this Report.

## **10 Minutes of Committees**

### **10.1 Botany Historical Trust Committee – 13 February 2017**

Minute 2017/045

Resolved by the Administrator:

That the Minutes of the Botany Historical Trust Committee meeting held on 13 February 2017 be confirmed.

### **10.2 Bayside Traffic Committee – 1 March 2017**

Minute 2017/046

Resolved by the Administrator:

- 1 That the Minutes of the Bayside Traffic Committee meeting held on 1 March 2017 be received and the recommendations therein be adopted, with the exception of Item BTC17.26 - Railway Street, Kogarah West, south of the pedestrian tunnel - Proposed conversion of '2P, 8:30am-6pm, Mon – Fri, Permit Holders Excepted, Area KWB' to a combined '2P, 8:30am-6pm, Mon - Fri' and 'P45 minutes, 8:30am – 6pm, Mon - Fri' restrictions.
- 2 That Item BTC17.26 - Railway Street, Kogarah West, south of the pedestrian tunnel -Proposed conversion of '2P, 8:30am-6pm, Mon – Fri, Permit Holders Excepted, Area KWB' to a combined '2P, 8:30am-6pm, Mon - Fri' and 'P45 minutes, 8:30am – 6pm, Mon - Fri' restrictions, be deferred for further consideration by the Bayside Traffic Committee.

### **10.3 Local Representation Committee – 1 March 2017**

Minute 2017/047

Resolved by the Administrator:

That the Minutes of the Local Representation Committee meeting held on 1 March 2017 be received.

## **11 Confidential Items**

### **11.1 Closed Council Meeting**

The Administrator did not close the meeting to the press and public.

Minute 2017/048

Resolved by the Administrator:

That, in accordance with section 11 (2) and (3) of the Local Government Act 1993, the attachment relating to the following item be withheld from the press and public as it is confidential for the reasons outlined:

### **11.2 CONFIDENTIAL ATTACHMENTS – 1 Market Street, Rockdale - Redevelopment**

With reference to section 10A (2) (c) of the Local Government Act 1993, the attachment was withheld from the press and public for the reason that, if disclosed, it could confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. It is considered that if the attachment were disclosed in an open Council Meeting it would, on balance, be contrary to the public interest due to the issue it deals with.

### **11.3 Resumption of Open Council Meeting**

The Administrator did not close the meeting to the press and public.

The Administrator closed the meeting at 8.09 pm.

Greg Wright  
**Administrator**

Meredith Wallace  
**General Manager**

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## Council Meeting

12/04/2017

Item No	8.1
Subject	<b>Stronger Communities Fund – Community Grants Program</b>
Report by	Karen Purser, Manager Community Capacity Building
File	(R) F16/945

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## Summary

Under the Stronger Communities Fund, Bayside Council was provided with \$1 million in funding for the Community Grant Program to allocate up to \$50,000 to incorporated not-for-profit community groups, for projects that build more sustainable and inclusive local communities.

This report outlines the Community Grant Applications that have been deemed eligible under the Stronger Communities Funding Guidelines. These applications have also received support from the Stronger Communities Fund Assessment Panel at their meeting on 10 March 2017. The Community Grant Applications Listing is now presented to Council for consideration regarding funding allocations.

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## Officer Recommendation

- 1 That Council determines funding allocations to Community Grant Applications as identified in this report, noting that they are:
    - a deemed eligible under the Stronger Communities Funding Guidelines; and
    - b supported by the Stronger Communities Fund Assessment Panel at their meeting on 10 March 2017.
  - 2 That Council submits the funded Community Grant Applications Listing to the Office of Local Government as part of the Bayside Council three year plan for the Stronger Communities Fund (\$1M).
  - 3 That Council receives regular reports (at least quarterly) on the progress of the funding acquittal process to ensure governance processes are in accordance with the Stronger Communities Funding Guidelines.
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## Background

The Stronger Communities Fund was established by the NSW Government to provide merged councils with funding for the delivery of projects that improve community infrastructure and services.

The Administrator's Minute to the Ordinary Meeting of Council held 14 December 2016, announced the Stronger Communities Fund program, which is divided into two categories:

- a) **Community Grants Program** – allocation of \$1 million in grants to community organisations for projects that build vibrant local communities. The Community Grant Applications have been assessed with funding recommendations presented to Council in this report.
- b) **Major Project Program** – allocation of \$9 million to larger scale priority infrastructure and services that deliver long term economic and social benefits to communities. These funds have been assessed and recommendations presented to Council as a separate agenda item at tonight's (12 April 2017) meeting.

The Bayside Council Community Grants Applications recommended for funding are attached to this report.

### **Council's Process to assess Community Grants Applications**

Councils are accountable for the expenditure of the Stronger Communities Fund in accordance with the NSW Government Guidelines. In summary, the guidelines state that the Community Grants Program provides up to \$1M in grants of up to \$50K to incorporated not-for-profit community groups, for projects that build more vibrant, sustainable and inclusive local communities, that:

- deliver social, cultural, economic or environmental benefits to the community
- address an identified community priority
- be well defined with a clear budget
- demonstrate that any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expensed
- the organisation must demonstrate the capacity to manage funds and deliver the project

In establishing the Stronger Communities Community Grants Program, Bayside Council determined to provide two waves of community grant funding, each offering \$500,000; and to place a lower limit on individual applications of \$10,000.

### **Workshops with Community Organisations and Individuals**

In January/February 2017, Council promoted the opportunity to apply for community grants under the Stronger Communities Fund. In addition, Bayside Council's Communities Grant Program ran concurrently for smaller grant applications up to \$5K (this process is subject of a separate report to Council – 12 April 2017).

A series of eight briefing workshops were held in Rockdale and Eastgardens with 127 organisations and individuals attending. The briefings including the background to the Stronger Communities Fund; the guidelines and instruction as to how to prepare and submit an eligible application via the online platform.

### **Establishment of a Stronger Communities Fund Assessment Panel**

In accordance with the guidelines, Council established a Stronger Communities Fund Assessment Panel. Panel membership includes:

- The Administrator, or delegate;
- State Member(s) of Parliament or representatives for the Bayside Council area:
  - Michael Daley MP, Member for Maroubra
  - Ron Hoenig MP, Member for Heffron
  - Steve Kamper MP, Member for Rockdale
  - Christopher Minns MP, Member for Kogarah
- Regional Coordinator of the Department of Premier and Cabinet, or delegate;
- Other members as appointed by the Administrator, as required; and
- An independent probity advisor, appointed by the Administrator to advise the Panel on their deliberations and assessment process.

The Panel is responsible for funding projects received through the Community Grants Program as well as those developed and nominated by Councils for funding under the major projects program. The Panel utilised the defined criteria for each program to assess and recommend projects for funding.

### **Assessment Panel Meetings**

The Assessment Panel met on 11 November 2016 to align their process to the NSW Government Guidelines. At the meeting, the Panel determined that the \$1M Community Grants funding would be provided in two tranches with \$500K being allocated to community grant projects in April 2017, and a further round for \$500K available to commence a new application process in November 2017.

On 10 March 2017 the Panel reconvened to review and determine the eligible community grant applications to be supported with funding recommendations to Council (attachment 1).

The process undertaken by the Panel included sighting and review of the 38 applications (noting one was deemed 'not compliant'), 17 were deemed 'eligible' and a final recommendation for 11 organisations was recommended for the \$500K allocation for this tranche.

Whilst there were 17 projects identified in the scoring matrix as 'eligible', the Assessment Panel commented on the original assessment including knowledge from local MPs as a guide and refining the 17 projects to the recommendation for 11 projects to recommend for funding, subject to approval by the Administrator at a Council meeting.

### **Probity Advisor Report**

The Independent Probity Adviser (O'Connor Marsden - Andrew Marsden) engaged to oversee the process has also provided a Probity Report to Council (attached). The report notes:

*"O'Connor Marsden is not aware of any matter to indicate that the application process for both the Community Grants and Major Projects Grants, carried out by the Council for the Community Fund program, was not compliant with the probity principles described in the scope in all material respects and that the Stronger Communities Fund Guidelines have been complied with."*

## Timeframe for Implementation

Bayside Council is required to notify the Office of Local Government of its three year plan for allocating the Stronger Communities Fund by 30 April 2017. Notification is to include information on Council's governance arrangements, consultation, prioritisation processes, and a list of the projects to be funded, including costings, timeframes and expected benefits.

The Stronger Communities Fund is to be spent or committed by 30 June 2019 and all funding acquitted before 31 December 2019.

## Conclusion

The Stronger Communities Fund provides a one off opportunity to allocate \$1 million additional funds to community organisations and individuals for projects that meet the criteria for funding. The projects recommended aim to deliver significant community benefits to local groups and individuals across the Bayside Council area.

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## Financial Implications

This report seeks funding to \$483,856 from the \$1M provided by the NSW Government to deliver the Stronger Communities Fund Community Grants Program.

It is noted that the remaining \$516,144 will be allocated to an additional round under a new applications process in November 2017.

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## Community Engagement

The Community Grant Application Process was placed on public exhibition from 3 to 24 February 2017, to enable the community to submit applications for consideration under the criteria for Stronger Communities Fund – Community Grant Program.

The Stronger Communities Fund Assessment Panel and the Local Representation Committee were also included as part of the consultation process.

To ensure that community and local stakeholders were adequately consulted, the following promotional activities were undertaken:

Engagement Method		Audience	Date
Print Media	St George Leader	Community	9 September 2016
Website	Have Your Say Page	Community	7 November 2016
Council Meeting	Administrator Minute	Community	14 December 2016
Community Newsletter	Bayside News	Community	Summer 2016
E-Newsletter	Bayside News	Community	January 2017
Website	FAQs	Community	31 January 2017
Print Media	Media Release	Community	31 January 2017
Online Platform to lodge applications	Have Your Say Page – Smarty Grants Program	Community	3-24 February 2017



Council received 37 complete applications eligible for funding, totalling \$1.29M. These applications were assessed against the criteria and deliberated by the Stronger Communities Fund Assessment Panel on 10 March 2017. Recommendations are presented to Council for consideration and funding allocations (refer attachment 1).

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## **Attachments**

- 1 Community Grant Applications – recommended for funding
- 2 Report by Probity Advisor (Andrew Marsden)

**Stronger Communities Fund Round 1 – Successful Applications**

App ID	Organisation	Funding Request	Brief Project Description
SCFR100007	Women's Community Shelters Ltd	\$50,000.00	To establish a new crisis accommodation shelter for up to 6 women, with or without dependent children, who are homeless or leaving domestic violence in the Bayside Council LGA.
SCFR100014	Exodus Youth Worx	\$50,000.00	Launch a new Employment Skills Training Program and Social Enterprise, Food Worx. The training program aims at growing the technical skill sets of disengaged and disconnected young people in the areas of hospitality and cooking, whilst the Social Enterprise Arm will allow for lasting and immediate employment opportunities.
SCFR100017	Sunnyfield	\$33,822.00	Deliver 40 innovative Skills-for-Life courses that target opportunities for daily independence, social integration, education and employment for people with intellectual disability. This includes the purchase and installation of technology-driven equipment as well as furniture.
SCFR100018	Kyeemagh Infants Public School P&C Association	\$27,632.00	Purchase a demountable building, with kitchen, air conditioning, sliding doors and windows. Within this space children will learn about growing food and cooking their own produce, caring for their environment (such as the frog pond and native bees), our local community will run and attend workshops and school families will start a healthy food program for breakfasts and lunches.
SCFR100024	Bay City Care	\$50,000.00	Establish an additional after school structured youth 'Drop in Centre'. The aim would be to provide a place for 12-18 year old youth to connect in structured programs inclusive of life skills education, sporting, homework centre, recreational and educational activities.
SCFR100031	South Eastern Community Connect	\$49,002.00	The Community Wellness Mentoring and Empowerment project will deliver training for up to 30 community members with the aim of creating an inclusive community that is focussed on recovery and hope for all who are affected by mental illness and to provide community members with skills so that they feel empowered to support those more vulnerable members of our community. It will also conduct quality community well-being workshops which respond to the expressed interests of residents and people with mental health issues.
SCFR100032	Dolls Point Football Club	\$48,400.00	The installation of 2 additional lighting towers on the western side of Memorial Playing Fields. The improved lighting will be used to extend the use of the grounds during the winter months for night training.
SCFR100034	Pagewood Botany Football Club Inc	\$50,000.00	Upgrade the Club's internet and media technology as well as canteen facilities. This would include new laptops and screens, projectors, screens, TV, fridge, microwave, dishwasher, convection oven, coffee machine, grinder, as well as a marque for weekends and special event functions.
SCFR100037	St George Children with Disabilities Fund Incorporated	\$25,000.00	Providing support to overcome the challenges faced by children with a disability and their families. This includes purchase of iPad's, podiatry, wheelchair, air conditioning, vehicle repairs, trainers, walkers and trikes specific for the children's needs.
SCFR100041	Arncliffe Scots Baseball Club	\$50,000.00	The project involves the installation of dedicated ground watering to the baseball Field Diamonds to improve both ground amenity and player safety.
SCFR100050	St George Football Association	\$50,000.00	Installation of new seating (7 x 4 tier, 4 metre stands) and portable goalposts at McCarthy Reserve for football field.
	<b>Total</b>	<b>\$483,856</b>	



# Bayside Council

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## Probity Report: Stronger Communities Fund Applications (Community Grant Program and Major Projects Fund)

April 2017

Mr Greg Wright  
Administrator  
Bayside Council  
PO Box 21  
Rockdale NSW 2216

5 April 2017

Via email: [Liz.Rog@bayside.nsw.gov.au](mailto:Liz.Rog@bayside.nsw.gov.au)

Dear Greg,

**Probity Report: Provision of Probity Advisory Services for the Stronger Communities Fund Process**

O'Connor Marsden & Associates (OCM) was engaged to provide probity services to Bayside Council (the Council) in relation to the Stronger Communities Fund. This probity report covers the probity aspects of the funding process from the 26 September 2016, the date of the commencement of our engagement, to the date of this report.

If you require any further information or wish to clarify any matters, please contact either myself or Rochelle Kirk on (02) 9252 2565.

Yours sincerely



**Andrew Marsden**  
**Director**

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## About the Services

The services described in this document are of an assurance and internal risk management nature only and are not intended to be of a financial services nature.

The engagement was performed in accordance with the Australian Auditing Standard on Assurance Engagements ASAE 3000, *Assurance Engagements Other than Audits or Reviews of Historical Financial Information* issued by the Australian Government Auditing and Assurance Standards Board.

Further information in relation to the extent and nature of the procedures performed is detailed in the Statement of Responsibility in Appendix B.

Confidential - this document and the information contained in it are confidential and should not be used or disclosed in any way without our prior consent.

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# 1 Executive Summary

## 1.1 Introduction

At the request of the Bayside Council (Council), OCM has prepared this report in relation to the evaluation process for the Stronger Communities Fund - Community Grant Program and Major Projects Program.

## 1.2 Background

Bayside Council was formed by NSW Government proclamation on Friday 9 September 2016 through the merger of the former City of Botany Bay and Rockdale City Councils. The Council covers approximately 55 square kilometres and has an estimated population of 156,500.

The Stronger Communities has been established by NSW Government to provide the newly created Councils with funding to kick start the delivery of projects that improve community infrastructure and services. Council has received funding of \$10 million as a result of the two councils merging which will fund a Community Grant Program and Major Projects Program.

At a Stronger Communities Fund Panel meeting on 11 November 2016, Council agreed to allocate the \$10m - \$1m for community grants and \$9m for Major Projects.

Governance arrangements were established that were consistent with the NSW Government's Stronger Communities Fund Guidelines, issued by the Department of Premier and Government, to assess applications using an open call for applications. Panel membership included:

- The Administrator, or delegate;
- State Member(s) of Parliament or representatives for the Bayside Council area:
  - Michael Daley MP, Member for Maroubra
  - Ron Hoenig MP, Member for Heffron
  - Steve Kamper MP, Member for Rockdale
  - Christopher Minns MP, Member for Kogarah
- Regional Coordinator of the Department of Premier and Cabinet, or delegate;
- Other members as appointed by the Administrator, as required; and
- An independent probity advisor, appointed by the Administrator to advise the Panel on their deliberations and assessment process (OCM).

### *Community Grants*

The Council further agreed that the Stronger Communities Program would be allocated in two tranches (allocated in April and ready for a new application process in November) of \$500k each and to place a lower limit on individual applications of \$10,000, to incorporated, not-for-profit community groups, for projects that build more vibrant, sustainable and inclusive local communities.

A series of eight briefing workshops were held in Rockdale and Eastgardens with 127 organisations and individuals attending. The briefings including the background to the Stronger Communities Fund; the guidelines and instruction as to how to prepare and submit an eligible application via the online platform known as SmartyGrants.

The Assessment Panel convened to review the community consultation outcomes and to determine the eligible community grant applications to be supported with funding recommendations to Council. Based on the evaluation of first funding round, the Assessment Panel recommended the allocation of \$483,856 to seventeen (17) successful organisations noting that the additional \$516,144 would be allocated in round 2 commencing in November.

### *Major Projects*

The major projects component of the Stronger Communities Fund involves the allocation of funds to projects that will deliver large scaled new or improved infrastructure or services to the community. Major Projects were identified by Council as priorities of the former Botany Bay and Rockdale City Councils. The Major Projects list went through a community consultation process and presented to members of Council's Local Representation Committee, before endorsement by the Stronger Communities Fund Assessment Panel.

The Assessment Panel convened to review the community consultation outcomes and recommended the allocation of the \$9m to 3 projects (Eastgardens Westfield Pagewood, Pine Park Ramsgate Beach and Cahill Park, Wolli Creek).

Council is required to notify the Office of Local Government of its three year plan for allocating the Stronger Communities Fund by 30 April 2017. Notification is to include information on Council's governance arrangements, consultation, prioritisation processes, and a list of the projects to be funded, including costings, timeframes and expected benefits.

The Stronger Communities Fund is to be spent or committed by 30 June 2019 and all funding acquitted before 31 December 2019.

### Objective

The overall objective of our engagement was to provide a conclusion based on the work performed on assessing the applications whether anything came to our attention to indicate that the assessment process did not comply with probity principles in all material aspects.

### Scope

The scope of our engagement covers the probity aspects of the evaluation process undertaken by Bayside Council in relation to the Stronger Community Fund Program and Major Projects Fund.

As Council is a body established under the Local Government Act 1993, we have reviewed the process with reference to the Local Government Act 1993; the Local Government (General) Regulation 2005 (the Regulation); and the NSW Government's Stronger Communities Fund Guidelines.

Council officers are bound to the policies and directives approved by the Council as well as being accountable for the expenditure of the Stronger Communities Fund in accordance with the related Guidelines. The Guidelines clearly state that "...the NSW Government will require councils to apply high governance standards to the decision-making process".

In accordance with the requirements stated in the NSW Government Guidelines, we have focused on Council's evaluation management systems and processes, particularly in regard to:

- How the grant funds can be allocated
- The criteria for selecting projects – for Community Grants and Major Projects
- The role and composition of the Assessment Panel
- Classification of ineligible activities
- Community Fund timeframes for acquittal and reporting responsibilities to Office of Local Government (OLG).

We have also had regard to the evaluation of the applications for the Stronger Community Fund Program being in accordance with the generally accepted probity principles, as outlined in Appendix A.



## Methodology

Our methodology, included a review of the grant evaluation process, and attendance at the Assessment Panel meeting and sighting certain documentation, as more fully described under Work Performed, in order to:

- Review the link between the guidelines and the selected approach to the community
- Review the documented probity controls, including conflict of interest, confidentiality and security management
- Review the evaluation procedures, including alignment with tender documentation, evaluation meetings, criteria assessment and scoring methodology
- Review the evaluation documentation, including records, scoring and reporting
- Review the communications and meetings including the Assessment Panel.

In accordance with the terms and conditions of the *NSW Department of Premier and Cabinet – Good to Practice Guide to Grants Administration* and generally accepted probity principles, we have focused on Bayside's evaluation management systems and processes in regard to:

- Accountability of the participants and transparency of the process
- Fairness, impartiality and honesty in carrying out the process
- Management of actual, potential and perceived conflicts of interest
- Maintenance of confidentiality and security of documentation and information; and
- Attaining best possible value for money under the prevailing circumstances.

A further description of these principles is included in **Appendix A**.

## 1.3 Conclusion

OCM is not aware of any matter to indicate that the application assessment process for both the Community Grants and Major Projects Grants, carried out by the Council for the Community Fund program, was not compliant with the probity principles described in the Scope in all material respects and that the Stronger Communities Fund Guidelines have been complied with.

This conclusion is based on the activities carried out by OCM between 26 September 2016, the commencement of our engagement, and the date of this report and described in the Work Performed section below.

## 2 Work Performed

In completing our work, we undertook the following tasks in order to form a conclusion from a probity perspective in regard to the evaluation process followed by Council to the date of this report:

1. Sighted the DPC Guidelines for NSW Stronger Communities 2017 Funding Round dated 26 September 2016 and observed that it contained the following:
  - a. The purpose of the stronger communities fund
  - b. The purpose of the guidelines and available funding
  - c. The criteria for selecting projects
    - *Community Grants Program Criteria*
    - *Major Projects Program Criteria*
  - d. An assessment criteria for the projects
  - e. List of ineligible activities that will not be considered while assessing the applications for Stronger Communities Fund
  - f. The requirements for the establishment of the Assessment Panel for the assessment of applications and projects, and the required composition of the Panel
  - g. Accountability, Acquittal of funds and timeframes.

### *Stronger Communities Assessment and Allocation Process*

2. Reviewed, from a probity perspective, the final Assessment Matrix and ensured consistency with the criteria stated under the DPC Guidelines which consisted of the following:
  - a. Details of evaluation criteria, the scoring methodology and applicable weightings
  - b. Details of the process methodology

Whilst there was a minor change to wording on Criteria 4, it can be aligned back to the Guidelines and therefore remains consistent.

3. Ensured that Conflict of Interest declarations were given at an agenda item in each meeting. We did not note any disclosed actual conflicts which would impact on the impartiality of the Assessment Panel. Some members of the Assessment Panel (or their delegates) identified associations with some of the applicant organisations; however, these were not considered personal associations or material conflicts which would impact on their impartiality to assess and make recommendations on the applications, and each confirmed that they had not participated in preparing the applications.
4. Confirmed with Council that all applications were kept securely by the Council within the SmartyGrants portal, which required user specific login and access controls. We understand that all documents and material relating to the assessment process were stored securely when not in use. No breaches of the security arrangements to maintain confidentiality were observed by OCM or reported to OCM by Council staff involved in the project. All Assessment Panelists were reminded that the meeting outcomes were confidential.
5. Attended a meeting of the Assessment Panel on 11 November 2016 and observed the following:
  - a. The meeting was attended by all the members of the Assessment Panel or their representative.
  - b. Discussion by the Assessment Panel around the assessment process. Council staff would do an initial assessment of the eligibility of the applications received and present all applications assessments to the next panel meeting.

6. Attended a meeting of the Assessment Panel on 10 March 2017 and observed the following:
  - a. The meeting was attended by all the members of the Assessment Panel or their representative.
  - b. The Assessment Matrix was presented through which internal staff identified seventeen (17) applications assessed as eligible. Observed discussions and alignment to criteria.
  - c. It is noted that whilst there were seventeen (17) projects that were identified in the scoring matrix as eligible. The Assessment Panel, using the \$500k allocation for this tranche, the comments on the original assessment and knowledge of the local State Members of Parliament as a guide, refined those seventeen (17) to eleven (11). OCM notes, as per the requirements in the Guidelines that this would be subject to approval by the Administrator at a Council meeting.
  - d. The Assessment Panel completed the assessment and made recommendations for close to the tranche 1 allocation of \$500,000 - \$483,856.
7. Sighted the final agreed 'Stronger Communities Fund Round 1 – Successful Applications' from members of the Assessment Panel Team which confirms the assessment of 38 applications (noting one was not compliant), seventeen (17) eligible organisations with a final recommendation for eleven (11) organisations for the Stronger Communities Funding Round One. It is noted that whilst there were seventeen (17) projects that were identified in the scoring matrix as eligible the Assessment Panel, using the \$500k allocation for this tranche, the comments on the original assessment and knowledge of the local State Members of Parliament as a guide, refined those seventeen (17) to eleven (11). OCM notes, as per the requirements in the Guidelines that this would be subject to approval by the Administrator at a Council meeting.
8. Sighted the minutes of the Assessment Panel meeting on 10 March 2017 and observed that they were consistent with OCM observations at points 5, 6 and 7 above. Comments were recorded by Panel Members for 17 funded and 21 unfunded applications to align with the discussions in the meetings. The scoring spreadsheet and evaluation records included the comments and justification for scoring and ranking of the applications, which were accepted by the Assessment Panel. It is noted in the recommendation to Council that the six (6) eligible but not supported organisations in this round be encouraged to apply for Round 2.

#### *Major Projects Assessment and Allocation Process*

9. The Assessment Panel were also presented with the three projects that Council had identified for funding under the Major Projects component of the fund. The Assessment Panel were briefed on the process taken by internal staff to identify the projects from the former Council's strategic plans and other relevant documents, and the community consultation feedback (OCM also sighted this material as being in line with the requirements under the DPC Guidelines for NSW Stronger Communities 2017. The Assessment Panel endorsed the recommendation for the following three (3) projects to be funded. The projects recommended were:
  - a. Eastgardens Westfield Pagewood: Establishment of the Bayside Council Customer Service Centre (\$2.5M)
  - b. Pine Park Ramsgate Beach: Detailed design and documentation to relocate car parking and create 6m wide promenade along the beachfront incl. all associated works (\$4M)
  - a. Cahill Park, Wolli Creek: Detailed design, documentation and implementation of elements of the Cahill Park masterplan including lighting and pathway connections (\$2.5M)

# Appendix A: Probity Principles

## Accountability of the participants and transparency of the process

Accountability and Transparency are related concepts. Accountability involves agencies being able to justify the use of public resources to an appropriate authority by allocating and taking responsibility for past and expected performance. This includes aligning the decision making process with the appropriate delegated authority, and keeping adequate records that will leave an auditable trail. Transparency refers to the preparedness to open a project and its processes to scrutiny and possible criticism. This also involves providing reasons for all decisions that are taken and the provision of appropriate information to relevant stakeholders.

## Fairness, impartiality and honesty

Individuals and organisations involved in preparing and submitting tenders are entitled to expect impartial treatment at every stage of the process. If they do not consider the process to be fair, impartial and honest they may withhold valuable ideas or be deterred from bidding in the future. Any form of bias, whether driven by personal interests or not, could jeopardise the integrity of the project. Procedures that include multiple person panels, independent members and observers mitigate this risk.

## Management of Conflicts of Interest

A conflict of interest is a conflict between the public duty and private interests of a public official where the public official has private interests which could improperly influence their official duties and responsibilities. The community and potential tenderers have a right to expect that public officials will make decisions that are not influenced by private interests. Similarly, when the private sector is engaged to perform public sector duties, there is an obligation to ensure that conflicts of interest are disclosed and effectively managed. Perceived or potential conflicts of interest can be as damaging as actual conflicts, and procedures should be implemented to mitigate the effect.

## Maintenance of confidentiality and ensuring security

Although accountability and transparency are fundamental to the work of public sector organisations and public officials, there is some information that needs to be kept confidential, at least for a specified period of time, in order to protect the integrity of the process and give tenderers the confidence to do business with government. This information can include the content of tenders, intellectual property and tenderers' pricing and profit structures. Importantly, much of the information relating to the project needs to be kept confidential up to the point where a contract is executed with the successful tenderer. However, once this has happened, government guidelines require that certain information be released, consistent with the fundamental principles of public sector accountability and transparency, as discussed above. Procedures must be implemented to ensure that no unauthorised release of confidential information occurs.

## Attaining value for money

This is demonstrated by the use of an open competitive environment in which the market is tested regularly, and tenderers can make attractive, innovative tenders with the confidence that they will be assessed on their merits. Value-for-Money is not necessarily achieved by accepting the lowest available price. The process should include: the evaluation of non-price criteria (such as the quality of the goods or services offered, the experience and past performance of the providers, the financial strength of the companies, the differing risk factors, the quality of the personnel, etc.); cost-benefit analysis against a target outcome or budget; the assessment of the total cost over the proposed life of the project; and, where appropriate, whether the outcome is best achieved by the Private Sector, using a Public Sector Comparator.

# Appendix B: Statement of Responsibility

## Management's responsibility for the evaluation process

The management of Bayside Council are responsible for the design and implementation of the evaluation process controls in accordance with Government and Bayside Council's policies. This responsibility includes establishing and maintaining processes relevant to the evaluation process to ensure that the process meets appropriate probity policies, laws and regulations; and leads to selecting the most appropriate tenderer or tenderers under the prevailing circumstances.

## Assurance practitioner's responsibility

Our responsibility is to express a conclusion on the Evaluation Process based on our review. We conducted our review in accordance with the Australian Auditing Standard on Assurance Engagements ASAE 3000, Assurance Engagements Other than Audits or Reviews of Historical Financial Information issued by the Australian Government Auditing and Assurance Standards Board, in order to state whether or not, on the basis of the procedures described and witnessed where appropriate, we have become aware of any matter that makes us believe that the evaluation process is not in accordance with the principles described above.

A review consists primarily of making enquiries, primarily of persons responsible for undertaking the evaluation process and its underlying documentation, applying analytical and other review procedures, and examination of evidence for a small number of transactions or events. A review is substantially less in scope than a reasonable assurance audit conducted in accordance with ASAE 3000. Accordingly, we do not express an audit opinion. Had we performed a reasonable assurance audit as defined by ASAE 3000 or an audit as defined by the Australian Auditing Standards, additional information may have come to our attention, which would have been reported to Bayside Council.

While conducting our review and/or in our report we may provide advice and/or recommendations in relation to the mitigation of risk of challenge to the processes undertaken by Bayside Council. In these cases, our responsibility is limited to providing such advice and/or recommendations, based on our experience and knowledge of the subject matter of the project. For the avoidance of doubt, the procedures performed in providing advice and/or recommendations do not constitute an assurance engagement in accordance with the Australian Auditing Standards for Assurance Engagements, nor do they represent any form of audit under the Australian Auditing Standards. We therefore do not express any form of assurance in relation to the advice and/or recommendations, and none should be inferred from any such commentary in this report.

## Inherent limitations

Our Work is subject to the following limitations:

- Owing to the inherent limitations of any internal control structure, it is possible that errors or irregularities may occur and not be detected. Our procedures were not designed to detect all weaknesses in control procedures as they were not performed continuously throughout the period and the tests performed are on a sample basis.

- Any projection of the evaluation of the control procedures to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.
- The matters raised in this report are only those which came to our attention during the course of performing our procedures and are not necessarily a comprehensive statement of all the weaknesses that exist or improvements that might be made. We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud. Accordingly, management should not rely on our report to identify all weaknesses that may exist in the evaluation process, or potential instances of non-compliance that may exist.

Advice and/or recommendations for improvement should be assessed by management for their full commercial impact before they are implemented.

### Limitations on use

This report is made solely to the Management of Bayside Council in accordance with our engagement proposal dated 26 September 2016, for the purpose of providing comfort to senior management on the appropriateness and robustness of the evaluation process and should not be quoted in whole or in part without our prior written consent. We disclaim any assumption of responsibility for any reliance on this report to any person other than the management of Bayside Council, or for any purpose other than that for which it was prepared.

We disclaim all liability to any other party for all costs, loss, damages, and liability that the other party might suffer or incur arising from or relating to or in any way connected with the contents of our report, the provision of our report to the other party, or the reliance on our report by the other party.

### Independence, Competence, and Experience

All professional personnel involved in this engagement have met the independence requirements of the Australian professional accounting bodies.

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## Council Meeting

12/04/2017

Item No	8.2
Subject	<b>Stronger Communities Fund – Major Projects Program</b>
Report by	Liz Rog, Manager Executive Services Karin Hartog, Major Projects Delivery Director
File	(R) F16/945

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## Summary

Under the Stronger Communities Fund, Bayside Council was provided with \$9 million in funding for the Major Projects Program to deliver new or improved priority infrastructure projects for long term economic and/or social benefits to its community.

This report outlines the Major Projects that have been identified by Council as priorities of the former Botany Bay and Rockdale City Councils. The Major Projects list has been through a community consultation process and presented to members of Council's Local Representation Committee, before endorsement by the Stronger Communities Fund Assessment Panel. The Major Projects List is presented to Council for funding allocation.

---

## Officer Recommendation

- 1 That Council adopts the Major Projects list and allocate required funding under the Stronger Communities Fund (\$9M).
  - 2 That Council submits the Major Projects list to the Office of Local Government as Bayside Council's three year plan under the Stronger Communities Fund (\$9M).
  - 3 That Council receives regular reports (at least quarterly) on the progress of the projects to ensure that both Council and the public are made aware upon each projects' completion.
- 

## Background

The Stronger Communities Fund was established by the NSW Government to provide merged councils with funding for the delivery of projects that improve community infrastructure and services.

The Administrator's Minute to the Ordinary Meeting of Council held 14 December 2016, announced the Stronger Communities Fund program, which is divided into two categories:

- a) **Community Grants Program** – allocation of \$1 million in grants to community organisations for projects that build vibrant local communities.

These funds have been assessed and recommendations presented to Council as a separate agenda item at tonight's (12 April 2017) meeting.



- b) **Major Project Program** – allocation of \$9 million to larger scale priority infrastructure and services that deliver long term economic and social benefits to communities.

The Major Projects List has been assessed and funding recommendations are now presented to Council.

**The Bayside Council Major Infrastructure Projects recommended for funding are:**

<b>Project Name &amp; Description</b>	<b>Major Projects Funding Allocation</b>	<b>Start Date</b>	<b>Finish Date</b>
<b>Eastgardens Westfield Pagewood</b> – Establishment of the Bayside Council Customer Service Centre	\$2.5M	July 2017	Dec 2017
<b>Pine Park Ramsgate Beach</b> – Detailed design and documentation to relocate car parking and create 6m wide promenade along the beachfront and all associated works	\$4M	July 2017	30 June 2019
<b>Cahill Park, Wolli Creek</b> – Detailed Design, documentation and implementation of elements of the Cahill Park masterplan including lighting and pathway connections	\$2.5M	July 2017	30 June 2019
<b>Total Allocation</b>	<b>\$9M</b>		

### **Council's Process to allocate the funding for the Major Projects Program**

Councils are accountable for the expenditure of the Stronger Communities Fund in accordance with the NSW Government Guidelines. In summary, the guidelines state that the Major Projects Program is to fund projects that deliver new or improved infrastructure or services to the community, that:

- have been through a community consultation process;
- demonstrate a social and/or economic benefit to the community;
- consider issues of sustainability and equity across the broader community;
- demonstrate project feasibility and value for money, including full life cycle costs;
- do not have funds allocated by the former Councils;
- give consideration to the processes and procedures outlined in the capital expenditure review guidelines issued by the Office of Local Government.

### **Internal Working Group**

In November 2016, Council formed an internal working group to review and make recommendation on the priority major infrastructure and community facility projects. Council officers involved in the identification of priority projects have expertise in the areas of strategic asset management, strategic planning, community services and community capacity building as well as officers responsible for delivering major projects for Bayside.



## **Establishment of a Stronger Communities Fund Assessment Panel**

In accordance with the guidelines, Council established a Stronger Communities Fund Assessment Panel. Panel membership includes:

- The Administrator, or delegate;
- State Member(s) of Parliament or representatives for the Bayside Council area:
  - Michael Daley MP, Member for Maroubra
  - Ron Hoenig MP, Member for Heffron
  - Steve Kamper MP, Member for Rockdale
  - Christopher Minns MP, Member for Kogarah
- Regional Coordinator of the Department of Premier and Cabinet, or delegate;
- Other members as appointed by the Administrator, as required; and
- An independent probity advisor, appointed by the Administrator to advise the Panel on their deliberations and assessment process.

The Panel is responsible for funding projects received through the Community Grant Program as well as those developed and nominated by Councils for funding under the major projects program. The Panel utilised the defined criteria for each program to assess and recommend projects for funding.

## **Assessment Panel Meetings**

The Assessment Panel met in November 2016 to align their process to the NSW Government Guidelines. On 10 March 2017 the Panel reconvened to review the community consultation outcomes (refer to details below) and to determine the Major Projects List with funding recommendations to Council.

## **Probity Advisor Report**

The Independent Probity Adviser (O'Connor Marsden - Andrew Marsden) engaged to oversee the process has also provided a Probity Report to Council (attached). The report notes:

*“O’Connor Marsden is not aware of any matter to indicate that the application process for both the Community Grants and Major Projects Grants, carried out by the Council for the Community Fund program, was not compliant with the probity principles described in the scope in all material respects and that the Stronger Communities Fund Guidelines have been complied with.”*

## **Timeframe for Implementation**

Bayside Council is required to notify the Office of Local Government of its three year plan for allocating the Stronger Communities Fund by 30 April 2017. Notification is to include information on Council’s governance arrangements, consultation, prioritisation processes, and a list of the projects to be funded, including costings, timeframes and expected benefits.

The Stronger Communities Fund is to be spent or committed by 30 June 2019 and all funding acquitted before 31 December 2019.

## Conclusion

The Stronger Communities Fund provides a one off opportunity to allocate \$9 million additional funds to major infrastructure projects that might not otherwise be achieved in the short term. The projects recommended for funding aim to deliver significant community benefits across the Bayside Council area.

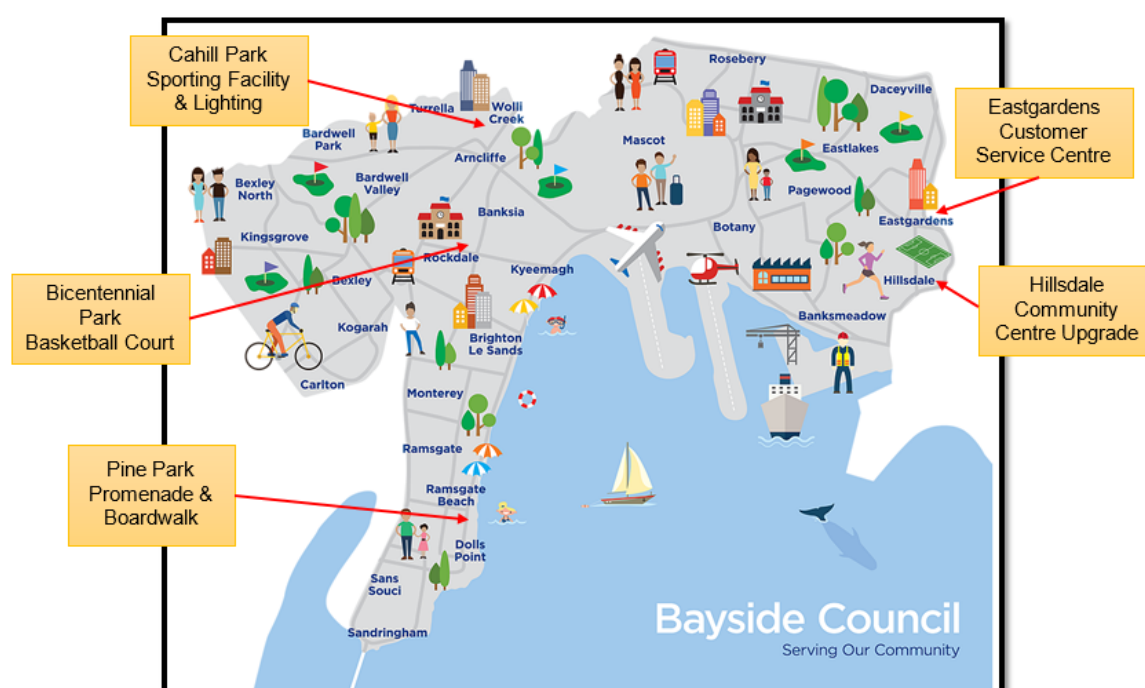
## Financial Implications

Funding of \$9 million has been provided by the NSW Government to deliver the Stronger Communities Fund Major Projects Program.

## Community Engagement

The Major Projects List was placed on public exhibition from 3 to 24 February 2017, to enable the community to provide comment. The projects listed as the “Top 6” included Jellicoe Park however, Council identified s94 contributions had been dedicated to this asset by the former Council. Hence the “Top 5” major projects identified were:

### “Top 6” Projects across Bayside



The Stronger Communities Fund Assessment Panel and the Local Representation Committee were also included as part of the consultation process. To ensure that community and local stakeholders were adequately consulted, the following promotional activities were undertaken:

Engagement Method		Audience	Date
Print Media	St George Leader	Community	9 September 2016
Website	Have Your Say Page	Community	7 November 2016
Council Meeting	Administrator Minute	Community	14 December 2016
Community Newsletter	Bayside News	Community	Summer 2016
E-Newsletter	Bayside News	Community	January 2017
Website	FAQs	Community	31 January 2017
Print Media	Media Release	Community	31 January 2017
Online Survey	Have Your Say Page	Community	3-24 February 2017

Council received 90 complete responses to the online survey, with 1097 people reviewing the information. The Local Representation Committee were also provided with an opportunity to review and comment on the priority projects for the Major Projects Program at their meeting held on 1 March 2017. All comments and responses have been taken into consideration including:

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## Attachments

Report by Probity Advisor (Andrew Marsden)



# Bayside Council

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## Probity Report: Stronger Communities Fund Applications (Community Grant Program and Major Projects Fund)

April 2017

Mr Greg Wright  
Administrator  
Bayside Council  
PO Box 21  
Rockdale NSW 2216

5 April 2017

Via email: [Liz.Rog@bayside.nsw.gov.au](mailto:Liz.Rog@bayside.nsw.gov.au)

Dear Greg,

**Probity Report: Provision of Probity Advisory Services for the Stronger Communities Fund Process**

O'Connor Marsden & Associates (OCM) was engaged to provide probity services to Bayside Council (the Council) in relation to the Stronger Communities Fund. This probity report covers the probity aspects of the funding process from the 26 September 2016, the date of the commencement of our engagement, to the date of this report.

If you require any further information or wish to clarify any matters, please contact either myself or Rochelle Kirk on (02) 9252 2565.

Yours sincerely



**Andrew Marsden  
Director**

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## About the Services

The services described in this document are of an assurance and internal risk management nature only and are not intended to be of a financial services nature.

The engagement was performed in accordance with the Australian Auditing Standard on Assurance Engagements ASAE 3000, *Assurance Engagements Other than Audits or Reviews of Historical Financial Information* issued by the Australian Government Auditing and Assurance Standards Board.

Further information in relation to the extent and nature of the procedures performed is detailed in the Statement of Responsibility in Appendix B.

Confidential - this document and the information contained in it are confidential and should not be used or disclosed in any way without our prior consent.

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# 1 Executive Summary

## 1.1 Introduction

At the request of the Bayside Council (Council), OCM has prepared this report in relation to the evaluation process for the Stronger Communities Fund - Community Grant Program and Major Projects Program.

## 1.2 Background

Bayside Council was formed by NSW Government proclamation on Friday 9 September 2016 through the merger of the former City of Botany Bay and Rockdale City Councils. The Council covers approximately 55 square kilometres and has an estimated population of 156,500.

The Stronger Communities has been established by NSW Government to provide the newly created Councils with funding to kick start the delivery of projects that improve community infrastructure and services. Council has received funding of \$10 million as a result of the two councils merging which will fund a Community Grant Program and Major Projects Program.

At a Stronger Communities Fund Panel meeting on 11 November 2016, Council agreed to allocate the \$10m - \$1m for community grants and \$9m for Major Projects.

Governance arrangements were established that were consistent with the NSW Government's Stronger Communities Fund Guidelines, issued by the Department of Premier and Government, to assess applications using an open call for applications. Panel membership included:

- The Administrator, or delegate;
- State Member(s) of Parliament or representatives for the Bayside Council area:
  - Michael Daley MP, Member for Maroubra
  - Ron Hoenig MP, Member for Heffron
  - Steve Kamper MP, Member for Rockdale
  - Christopher Minns MP, Member for Kogarah
- Regional Coordinator of the Department of Premier and Cabinet, or delegate;
- Other members as appointed by the Administrator, as required; and
- An independent probity advisor, appointed by the Administrator to advise the Panel on their deliberations and assessment process (OCM).

### *Community Grants*

The Council further agreed that the Stronger Communities Program would be allocated in two tranches (allocated in April and ready for a new application process in November) of \$500k each and to place a lower limit on individual applications of \$10,000, to incorporated, not-for-profit community groups, for projects that build more vibrant, sustainable and inclusive local communities.

A series of eight briefing workshops were held in Rockdale and Eastgardens with 127 organisations and individuals attending. The briefings including the background to the Stronger Communities Fund; the guidelines and instruction as to how to prepare and submit an eligible application via the online platform known as SmartyGrants.

The Assessment Panel convened to review the community consultation outcomes and to determine the eligible community grant applications to be supported with funding recommendations to Council. Based on the evaluation of first funding round, the Assessment Panel recommended the allocation of \$483,856 to seventeen (17) successful organisations noting that the additional \$516,144 would be allocated in round 2 commencing in November.



### *Major Projects*

The major projects component of the Stronger Communities Fund involves the allocation of funds to projects that will deliver large scaled new or improved infrastructure or services to the community. Major Projects were identified by Council as priorities of the former Botany Bay and Rockdale City Councils. The Major Projects list went through a community consultation process and presented to members of Council's Local Representation Committee, before endorsement by the Stronger Communities Fund Assessment Panel.

The Assessment Panel convened to review the community consultation outcomes and recommended the allocation of the \$9m to 3 projects (Eastgardens Westfield Pagewood, Pine Park Ramsgate Beach and Cahill Park, Wolli Creek).

Council is required to notify the Office of Local Government of its three year plan for allocating the Stronger Communities Fund by 30 April 2017. Notification is to include information on Council's governance arrangements, consultation, prioritisation processes, and a list of the projects to be funded, including costings, timeframes and expected benefits.

The Stronger Communities Fund is to be spent or committed by 30 June 2019 and all funding acquitted before 31 December 2019.

### Objective

The overall objective of our engagement was to provide a conclusion based on the work performed on assessing the applications whether anything came to our attention to indicate that the assessment process did not comply with probity principles in all material aspects.

### Scope

The scope of our engagement covers the probity aspects of the evaluation process undertaken by Bayside Council in relation to the Stronger Community Fund Program and Major Projects Fund.

As Council is a body established under the Local Government Act 1993, we have reviewed the process with reference to the Local Government Act 1993; the Local Government (General) Regulation 2005 (the Regulation); and the NSW Government's Stronger Communities Fund Guidelines.

Council officers are bound to the policies and directives approved by the Council as well as being accountable for the expenditure of the Stronger Communities Fund in accordance with the related Guidelines. The Guidelines clearly state that "...the NSW Government will require councils to apply high governance standards to the decision-making process".

In accordance with the requirements stated in the NSW Government Guidelines, we have focused on Council's evaluation management systems and processes, particularly in regard to:

- How the grant funds can be allocated
- The criteria for selecting projects – for Community Grants and Major Projects
- The role and composition of the Assessment Panel
- Classification of ineligible activities
- Community Fund timeframes for acquittal and reporting responsibilities to Office of Local Government (OLG).

We have also had regard to the evaluation of the applications for the Stronger Community Fund Program being in accordance with the generally accepted probity principles, as outlined in Appendix A.

## Methodology

Our methodology, included a review of the grant evaluation process, and attendance at the Assessment Panel meeting and sighting certain documentation, as more fully described under Work Performed, in order to:

- Review the link between the guidelines and the selected approach to the community
- Review the documented probity controls, including conflict of interest, confidentiality and security management
- Review the evaluation procedures, including alignment with tender documentation, evaluation meetings, criteria assessment and scoring methodology
- Review the evaluation documentation, including records, scoring and reporting
- Review the communications and meetings including the Assessment Panel.

In accordance with the terms and conditions of the *NSW Department of Premier and Cabinet – Good to Practice Guide to Grants Administration* and generally accepted probity principles, we have focused on Bayside's evaluation management systems and processes in regard to:

- Accountability of the participants and transparency of the process
- Fairness, impartiality and honesty in carrying out the process
- Management of actual, potential and perceived conflicts of interest
- Maintenance of confidentiality and security of documentation and information; and
- Attaining best possible value for money under the prevailing circumstances.

A further description of these principles is included in **Appendix A**.

## 1.3 Conclusion

OCM is not aware of any matter to indicate that the application assessment process for both the Community Grants and Major Projects Grants, carried out by the Council for the Community Fund program, was not compliant with the probity principles described in the Scope in all material respects and that the Stronger Communities Fund Guidelines have been complied with.

This conclusion is based on the activities carried out by OCM between 26 September 2016, the commencement of our engagement, and the date of this report and described in the Work Performed section below.

## 2 Work Performed

In completing our work, we undertook the following tasks in order to form a conclusion from a probity perspective in regard to the evaluation process followed by Council to the date of this report:

1. Sighted the DPC Guidelines for NSW Stronger Communities 2017 Funding Round dated 26 September 2016 and observed that it contained the following:
  - a. The purpose of the stronger communities fund
  - b. The purpose of the guidelines and available funding
  - c. The criteria for selecting projects
    - *Community Grants Program Criteria*
    - *Major Projects Program Criteria*
  - d. An assessment criteria for the projects
  - e. List of ineligible activities that will not be considered while assessing the applications for Stronger Communities Fund
  - f. The requirements for the establishment of the Assessment Panel for the assessment of applications and projects, and the required composition of the Panel
  - g. Accountability, Acquittal of funds and timeframes.

### *Stronger Communities Assessment and Allocation Process*

2. Reviewed, from a probity perspective, the final Assessment Matrix and ensured consistency with the criteria stated under the DPC Guidelines which consisted of the following:
  - a. Details of evaluation criteria, the scoring methodology and applicable weightings
  - b. Details of the process methodology

Whilst there was a minor change to wording on Criteria 4, it can be aligned back to the Guidelines and therefore remains consistent.

3. Ensured that Conflict of Interest declarations were given at an agenda item in each meeting. We did not note any disclosed actual conflicts which would impact on the impartiality of the Assessment Panel. Some members of the Assessment Panel (or their delegates) identified associations with some of the applicant organisations; however, these were not considered personal associations or material conflicts which would impact on their impartiality to assess and make recommendations on the applications, and each confirmed that they had not participated in preparing the applications.
4. Confirmed with Council that all applications were kept securely by the Council within the SmartyGrants portal, which required user specific login and access controls. We understand that all documents and material relating to the assessment process were stored securely when not in use. No breaches of the security arrangements to maintain confidentiality were observed by OCM or reported to OCM by Council staff involved in the project. All Assessment Panelists were reminded that the meeting outcomes were confidential.
5. Attended a meeting of the Assessment Panel on 11 November 2016 and observed the following:
  - a. The meeting was attended by all the members of the Assessment Panel or their representative.
  - b. Discussion by the Assessment Panel around the assessment process. Council staff would do an initial assessment of the eligibility of the applications received and present all applications assessments to the next panel meeting.

6. Attended a meeting of the Assessment Panel on 10 March 2017 and observed the following:
  - a. The meeting was attended by all the members of the Assessment Panel or their representative.
  - b. The Assessment Matrix was presented through which internal staff identified seventeen (17) applications assessed as eligible. Observed discussions and alignment to criteria.
  - c. It is noted that whilst there were seventeen (17) projects that were identified in the scoring matrix as eligible. The Assessment Panel, using the \$500k allocation for this tranche, the comments on the original assessment and knowledge of the local State Members of Parliament as a guide, refined those seventeen (17) to eleven (11). OCM notes, as per the requirements in the Guidelines that this would be subject to approval by the Administrator at a Council meeting.
  - d. The Assessment Panel completed the assessment and made recommendations for close to the tranche 1 allocation of \$500,000 - \$483,856.
7. Sighted the final agreed 'Stronger Communities Fund Round 1 – Successful Applications' from members of the Assessment Panel Team which confirms the assessment of 38 applications (noting one was not compliant), seventeen (17) eligible organisations with a final recommendation for eleven (11) organisations for the Stronger Communities Funding Round One. It is noted that whilst there were seventeen (17) projects that were identified in the scoring matrix as eligible the Assessment Panel, using the \$500k allocation for this tranche, the comments on the original assessment and knowledge of the local State Members of Parliament as a guide, refined those seventeen (17) to eleven (11). OCM notes, as per the requirements in the Guidelines that this would be subject to approval by the Administrator at a Council meeting.
8. Sighted the minutes of the Assessment Panel meeting on 10 March 2017 and observed that they were consistent with OCM observations at points 5, 6 and 7 above. Comments were recorded by Panel Members for 17 funded and 21 unfunded applications to align with the discussions in the meetings. The scoring spreadsheet and evaluation records included the comments and justification for scoring and ranking of the applications, which were accepted by the Assessment Panel. It is noted in the recommendation to Council that the six (6) eligible but not supported organisations in this round be encouraged to apply for Round 2.

#### *Major Projects Assessment and Allocation Process*

9. The Assessment Panel were also presented with the three projects that Council had identified for funding under the Major Projects component of the fund. The Assessment Panel were briefed on the process taken by internal staff to identify the projects from the former Council's strategic plans and other relevant documents, and the community consultation feedback (OCM also sighted this material as being in line with the requirements under the DPC Guidelines for NSW Stronger Communities 2017. The Assessment Panel endorsed the recommendation for the following three (3) projects to be funded. The projects recommended were:
  - a. Eastgardens Westfield Pagewood: Establishment of the Bayside Council Customer Service Centre (\$2.5M)
  - b. Pine Park Ramsgate Beach: Detailed design and documentation to relocate car parking and create 6m wide promenade along the beachfront incl. all associated works (\$4M)
  - a. Cahill Park, Wolli Creek: Detailed design, documentation and implementation of elements of the Cahill Park masterplan including lighting and pathway connections (\$2.5M)

# Appendix A: Probity Principles

## Accountability of the participants and transparency of the process

Accountability and Transparency are related concepts. Accountability involves agencies being able to justify the use of public resources to an appropriate authority by allocating and taking responsibility for past and expected performance. This includes aligning the decision making process with the appropriate delegated authority, and keeping adequate records that will leave an auditable trail. Transparency refers to the preparedness to open a project and its processes to scrutiny and possible criticism. This also involves providing reasons for all decisions that are taken and the provision of appropriate information to relevant stakeholders.

## Fairness, impartiality and honesty

Individuals and organisations involved in preparing and submitting tenders are entitled to expect impartial treatment at every stage of the process. If they do not consider the process to be fair, impartial and honest they may withhold valuable ideas or be deterred from bidding in the future. Any form of bias, whether driven by personal interests or not, could jeopardise the integrity of the project. Procedures that include multiple person panels, independent members and observers mitigate this risk.

## Management of Conflicts of Interest

A conflict of interest is a conflict between the public duty and private interests of a public official where the public official has private interests which could improperly influence their official duties and responsibilities. The community and potential tenderers have a right to expect that public officials will make decisions that are not influenced by private interests. Similarly, when the private sector is engaged to perform public sector duties, there is an obligation to ensure that conflicts of interest are disclosed and effectively managed. Perceived or potential conflicts of interest can be as damaging as actual conflicts, and procedures should be implemented to mitigate the effect.

## Maintenance of confidentiality and ensuring security

Although accountability and transparency are fundamental to the work of public sector organisations and public officials, there is some information that needs to be kept confidential, at least for a specified period of time, in order to protect the integrity of the process and give tenderers the confidence to do business with government. This information can include the content of tenders, intellectual property and tenderers' pricing and profit structures. Importantly, much of the information relating to the project needs to be kept confidential up to the point where a contract is executed with the successful tenderer. However, once this has happened, government guidelines require that certain information be released, consistent with the fundamental principles of public sector accountability and transparency, as discussed above. Procedures must be implemented to ensure that no unauthorised release of confidential information occurs.

## Attaining value for money

This is demonstrated by the use of an open competitive environment in which the market is tested regularly, and tenderers can make attractive, innovative tenders with the confidence that they will be assessed on their merits. Value-for-Money is not necessarily achieved by accepting the lowest available price. The process should include: the evaluation of non-price criteria (such as the quality of the goods or services offered, the experience and past performance of the providers, the financial strength of the companies, the differing risk factors, the quality of the personnel, etc.); cost-benefit analysis against a target outcome or budget; the assessment of the total cost over the proposed life of the project; and, where appropriate, whether the outcome is best achieved by the Private Sector, using a Public Sector Comparator.

# Appendix B: Statement of Responsibility

## Management's responsibility for the evaluation process

The management of Bayside Council are responsible for the design and implementation of the evaluation process controls in accordance with Government and Bayside Council's policies. This responsibility includes establishing and maintaining processes relevant to the evaluation process to ensure that the process meets appropriate probity policies, laws and regulations; and leads to selecting the most appropriate tenderer or tenderers under the prevailing circumstances.

## Assurance practitioner's responsibility

Our responsibility is to express a conclusion on the Evaluation Process based on our review. We conducted our review in accordance with the Australian Auditing Standard on Assurance Engagements ASAE 3000, Assurance Engagements Other than Audits or Reviews of Historical Financial Information issued by the Australian Government Auditing and Assurance Standards Board, in order to state whether or not, on the basis of the procedures described and witnessed where appropriate, we have become aware of any matter that makes us believe that the evaluation process is not in accordance with the principles described above.

A review consists primarily of making enquiries, primarily of persons responsible for undertaking the evaluation process and its underlying documentation, applying analytical and other review procedures, and examination of evidence for a small number of transactions or events. A review is substantially less in scope than a reasonable assurance audit conducted in accordance with ASAE 3000. Accordingly, we do not express an audit opinion. Had we performed a reasonable assurance audit as defined by ASAE 3000 or an audit as defined by the Australian Auditing Standards, additional information may have come to our attention, which would have been reported to Bayside Council.

While conducting our review and/or in our report we may provide advice and/or recommendations in relation to the mitigation of risk of challenge to the processes undertaken by Bayside Council. In these cases, our responsibility is limited to providing such advice and/or recommendations, based on our experience and knowledge of the subject matter of the project. For the avoidance of doubt, the procedures performed in providing advice and/or recommendations do not constitute an assurance engagement in accordance with the Australian Auditing Standards for Assurance Engagements, nor do they represent any form of audit under the Australian Auditing Standards. We therefore do not express any form of assurance in relation to the advice and/or recommendations, and none should be inferred from any such commentary in this report.

## Inherent limitations

Our Work is subject to the following limitations:

- Owing to the inherent limitations of any internal control structure, it is possible that errors or irregularities may occur and not be detected. Our procedures were not designed to detect all weaknesses in control procedures as they were not performed continuously throughout the period and the tests performed are on a sample basis.

- Any projection of the evaluation of the control procedures to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.
- The matters raised in this report are only those which came to our attention during the course of performing our procedures and are not necessarily a comprehensive statement of all the weaknesses that exist or improvements that might be made. We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud. Accordingly, management should not rely on our report to identify all weaknesses that may exist in the evaluation process, or potential instances of non-compliance that may exist.

Advice and/or recommendations for improvement should be assessed by management for their full commercial impact before they are implemented.

### Limitations on use

This report is made solely to the Management of Bayside Council in accordance with our engagement proposal dated 26 September 2016, for the purpose of providing comfort to senior management on the appropriateness and robustness of the evaluation process and should not be quoted in whole or in part without our prior written consent. We disclaim any assumption of responsibility for any reliance on this report to any person other than the management of Bayside Council, or for any purpose other than that for which it was prepared.

We disclaim all liability to any other party for all costs, loss, damages, and liability that the other party might suffer or incur arising from or relating to or in any way connected with the contents of our report, the provision of our report to the other party, or the reliance on our report by the other party.

### Independence, Competence, and Experience

All professional personnel involved in this engagement have met the independence requirements of the Australian professional accounting bodies.



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## Council Meeting

12/04/2017

Item No	8.3
Subject	<b>Bayside Council Community Grant Program 2016/17</b>
Report by	Karen Purser, Manager Community Capacity Building and Engagement
File	(R) F16/998

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## Summary

This report deals with community grant applications recommended for funding under the 2016/2017 Bayside Community Grants Program, as assessed by the Evaluation Panel in accordance with the eligibility and selection criteria detailed in Council's Community Grants Program Policy. Details of the individual small and seeding grants recommended for funding have been included.

---

## Officer Recommendation

- 1 That Council endorses the recommendations of the Assessment Panel and approves the recommended Small and Seeding Grants to the value of \$60,000
  - 2 That Council endorses the donation of \$500 to each of up to 10 Seniors Groups in the Bayside LGA, with funds coming from Council's Financial Assistance budget.
- 

## Background

Bayside Council runs an Annual Community Grants Program designed to support local community organisations and clubs to deliver appropriate and relevant services to the community. The 2016/2017 round of Council's Community Grants Program funding was opened 8 December 2016 and closed 28 February 2017.

The 2016/2017 Community Grants program was run in tandem with Council's Stronger Communities Fund Communities Grants program. Four information sessions were held at Eastgardens and Rockdale Libraries and applications were made through the Smarty Grants Portal.

Two types of community grants are available:

- Small grants of up to \$1500, to be spent on equipment, special activities or information resources, and
- Seeding grants of up to \$5000, which are one-off grants to support new community, social, cultural or leisure programs.

## Evaluation Panel

Under Council's Community Grants Policy an Applications Evaluation Panel is required to assess the applications against the criteria and make recommendations to Council for approval.



The following panel members convened on 14 March 2017:

Mr	Paul	Graham	Bayside's Citizen of the Year
Ms	Kate	Holmes	Bayside's School Principal Representative
Mr	Daniel	Stroud	Police Representative

The panel was supported by Council officers, who were available to answer the panel's questions about the process and eligibility criteria:

Ms Karen Purser - Manager Community Planning and Reporting  
 Ms Liz Bova – Community Engagement and Reporting  
 Ms Denize Venn - Community Capacity Building

### Grant Allocation

The eligibility and criteria established for small and seeding grants are documented in the Bayside Council Community Grants Program Policy.

The main distinction between the two types of grants is that "Small Grants" refer to one-off grants of up to \$1,500 to voluntary community groups and clubs to purchase items of equipment, run a specific activity or event or produce an information resource. "Seeding Grants" are one-off grants of up to \$5,000 to voluntary community groups and clubs to establish a community, social, cultural or leisure program or activity that will have enduring community benefits. A copy of the Policy is attached to this report.

The budget allocation for Community Grants in 2016/2017 is \$100,000.

A total of 50 applications were received seeking \$149,404.

The Evaluation Panel considered that a number of the applications did not meet the criteria established in the Policy, and has recommended that 22 grant applications be funded, with a total value of \$60,000. The remaining \$40,000 will be held over to run in a second wave of Community Grants, run in conjunction with Wave 2 of the Stronger Communities Community grants program late in 2017.

The Evaluation Panel have recommended that 12 of the Small Grant applications receive funding. The projects that have been recommended for funding are summarised below.

Small grants		
Organisation	Program Description	Amount Requested
Carlton Public School P & C	Carlton Kids Mentoring Project	\$1,500.00
St George Historical Society	Knowing Your New Neighbour - Hearing Your Voice	\$1,500.00
St George North Anglican Church	English for Life (ESL Class)	\$1,493.00
St George District Athletic Club	St George Classic	\$1,500.00

The Deli Women & Children's Centre	Centre Equipment upgrade	\$1,500.00
Windgap Foundation	Windgap Foundation Diamonds Choir	\$1,500.00
Pagewood Botany Football Club Inc.	Canteen Facilities Upgrade	\$1,499.00
Brighton-Rockdale Anglican Church of Australia	Emergency Relief Storage Facility	\$1,484.00
Mascot Junior Rugby League Football Club	Replacement of Hot Plates in Canteen	\$1,500.00
Rockdale Community Services	Music Therapy Program	\$1,500.00
Pakistani Australian Women's Association	Purchase of Equipment to support community development	\$1,500.00
Mascot Junior Rugby League Football Club	Replacement of Fridge in Canteen	\$1,500.00

The Evaluation Panel recommended that 10 of the Seeding Grant applications receive funding. The projects that have been recommended for funding are summarised below.

Seeding Grants		
Organisation	Program Description	Amount Requested
TS SIRIUS - Parents and Citizens Committee Incorporated	TS Sirius - Australian Navy Cadets - Camping Equipment	\$4,436.34
Project Youth Inc	Muscle Up	\$5,000.00
Recreation Sports and Aquatics Club	RSAC Swim Program for children and adults with disability at Bexley Aquatic Centre	\$4,750.16
Nurses On Wheels	Flu Vaccination - Data Logger	\$380.00
Moving Forward DFV case management services Inc.	Domestic and Family Violence Therapeutic Workshops	\$4,130.00
The Shepherd Centre - For Deaf Children	'Sing and Grow' A music therapy program for children with hearing loss and their families from Bayside Council area	\$5,000.00
Shopfront Arts Co-op	Shopfront Choir - New Voices, New Connections	\$5,000.00
Alsadeq Arabic Association Inc.	AGEING WELL - Physical Activity Project	\$5,000.00
Moving Forward DFV Case Management Services Inc. on behalf of the St George Domestic Violence Committee	Conversations and Coffee Cups	\$3,327.50
Kytherian Association of Australia	Australian Hellenic Library and Genealogy Initiative	\$5,000.00

Those applicants who were unsuccessful in this round will be contacted and provided with feedback on their applications. All unsuccessful applicants will be encouraged to apply in the second round of funding.

### **Seniors groups**

In the past, a number of seniors groups have unsuccessfully applied for Community Grants, as the activities they were seeking funding for did not meet the Community Grant application criteria.

In 2014 Council resolved to allow a donation of \$500 to up to 5 Seniors Groups in the former Rockdale LGA. These donations are typically used to fund Christmas parties and social activities. We recommend that the number of donations is increased to a maximum of 10 across the Bayside LGA. This money comes from the Financial Assistance budget.

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### **Financial Implications**

Included in existing approved budget

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### **Community Engagement**

Not required

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### **Attachments**

Bayside Council Community Grants Policy

## Community Grants Policy

**14 December 2016**



© Bayside Council

Community Grants Policy

File: F16/997 Document: 16/140494

Class of document: Council Policy

Enquiries: Manager Community Planning and Reporting



Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

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# 1 Introduction

## Background

Council recognises the significant role local voluntary groups, local community service providers and clubs play in the provision of community, cultural and leisure services for local residents of Bayside Council.

Council supports these groups and organisations to provide these services and introduce new services through our Community Grants Program, offering one off small grants and seeding grants to local voluntary groups, community service providers and clubs operating in the Bayside Council area.

Council encourages applications for projects that aim to create a more socially inclusive community and that engage diverse communities of all ages and backgrounds.

## Definitions

### Community Grants Program

Bayside Council's annual grants program, offering one-off small grants and seeding grants to local voluntary groups, local community service providers and clubs operating in the Bayside Council LGA.

### Small Grants

refers to one-off grants of up to \$1,500 to voluntary community groups, local community service providers and clubs to purchase items of equipment, run a specific activity or event, or produce an information resource.

### Seeding Grants

one-off grants of up to \$5,000 to voluntary community groups, local community based services providers and clubs to establish a new community, social, cultural or leisure program that will have enduring community benefit.

### Grant Applications Evaluation Panel

refers to the panel established to assess applications received against the agreed selection criteria for each grant category and make recommendations on the recipients of grants.

### Voluntary Community Groups and Clubs

refers to incorporated or unincorporated groups or clubs that are located in the Bayside Council area and operated predominately by volunteers to provide community, social, cultural and leisure services to the Bayside community.

### Local Based Community Service Providers

refers to incorporated community service providers, located in the Bayside LGA that provide community, social, cultural services to the Bayside Community.

### Applicant

refers to an application for Council's Community Grants Program that is submitted on the official application form and received by the stated closing date.

## Policy Statement

The purpose of this policy is to establish a model for the management and administration of Council's Community Grants Program to support the effective allocation of financial assistance to local community groups and clubs, supporting the development of a broad range of sustainable community, cultural and leisure services for residents.

## Scope of Policy

This policy applies to the overall operation of the Bayside Council Community Grants Program and all applications received under the Program.

## 2 Principles

The Community Grants Program upholds the five following principles:

- Applications for Community Grants will be processed fairly and impartially.
- Council's Community Grants Program will be administered and implemented in a transparent and open manner.
- Information provided to Council in grant applications will be treated confidentially.
- Council staff, Assessment Panel Members and Elected Representatives are bound by Council's Code of Conduct to declare any conflict of interest when assessing grant applications.
- Successful grants will demonstrate best value to the community.

## 3 Grants

### Categories of Grants

Council will establish three Community Grant categories, as listed here:

1. Small Grants (up to \$1,500.00 per application)
2. Seeding Grants (up to \$5,000 per application )
3. Australia Day Sporting Grants (up to \$500.00 per application)

Grants	Type of Activities Supported	Selection Criteria
Small Grants	<ul style="list-style-type: none"><li>• Purchase of equipment to provide an activity.</li><li>• Conduct of a specific activity or event in the category of</li></ul>	<ul style="list-style-type: none"><li>• The majority of recipients or participants are residents of Bayside Council.</li><li>• Promotes increased access and usage of the activity, program or service.</li></ul>



Grants	Type of Activities Supported	Selection Criteria
	<p>community, social, cultural or leisure.</p> <ul style="list-style-type: none"> <li>• Production of a new information resource for either a community, social, cultural, leisure program.</li> </ul>	<ul style="list-style-type: none"> <li>• Supports the principle of best value community benefit.</li> <li>• Encourages collaboration and sharing of resources.</li> <li>• The funding addresses an identified need</li> <li>• Promotes health, well-being or lifelong learning.</li> </ul>
Seeding Grants	An unfunded, new, community, social, cultural or leisure program that will have enduring community benefit.	<ul style="list-style-type: none"> <li>• The majority of recipients or participants are residents of Bayside Council.</li> <li>• Is innovative.</li> <li>• Aims to strengthen and increase the community's capacity</li> <li>• Supports the principle of best value community benefit.</li> <li>• Encourages the formation of co-operative community partnerships</li> <li>• Encourages collaboration and sharing of resources.</li> <li>• The funding addresses an identified need</li> <li>• Promotes health, well-being or lifelong learning.</li> <li>• Encourages participation of a broad cross section of the community from the perspective of cultural, genders and ages.</li> </ul>
Australia Day Sporting Grants (for trophies)	Local sporting events open to both sexes	<ul style="list-style-type: none"> <li>• Must be a sporting association or group within the Bayside Local Government Area.</li> <li>• Must recognise Bayside Council</li> <li>• Must deliver the event on Australia Day</li> </ul>

Grants cannot be applied for projects that are already funded through other funding bodies, or projects that have already commenced.

Note: Ongoing operating costs or staff salaries will not be funded. Projects will not be funded retrospectively.

### Eligibility Criteria

Grant Category	Eligibility Criteria
Small Grants Seeding Grants	<p>The applicant:</p> <ul style="list-style-type: none"> <li>• must be a voluntary community group, community based service provider or club.</li> <li>• must be located within Bayside Council or deliver the majority of services to residents in Bayside Council.</li> <li>• must not be in receipt of funds from Council or another organisation to purchase the requested equipment, or for the conduct of the proposed event/activity/program, or production of the proposed information resource.</li> <li>• must not be a recipient of Club Grant funding in the same financial year or annual funding round as the Community Grants Program.</li> <li>• must have met all previous acquittal and reporting obligations for previous grants awarded under the Community Grants Program.</li> <li>• must not be in receipt of recurrent government funding to conduct activities that they are applying for under the Community Grants Program.</li> <li>• must not have substantial unallocated resources of their own that could be used to fund the activity, event or information resource.</li> <li>• must not have previously received funding under the Community Grants Program for the purchase of the requested equipment, or for the conduct of the proposed event/activity/program, or production of the proposed information resource.</li> </ul>
Australia Day Sporting Grants (for trophies)	<p>The applicant:</p> <ul style="list-style-type: none"> <li>• must be a sporting association or group within the Bayside Local Government Area.</li> <li>• must deliver an event open to both sexes.</li> <li>• must deliver the event on Australia Day</li> </ul>

Applications received from the following will not be considered eligible:

- Political parties and groups associated with political parties.
- Community organisations or groups in receipt of Club Grant funding or recurrent government funding over \$200,000 per annum for the conduct of the group's or club's operations or activities to conduct the activities being applied for.
- For profit, government, business or private organisations.
- Applications for activities or services that are an identified responsibility of a government instrumentality.
- Fundraising organisations or fundraising drives.

### **Grant Application Process**

Each year Bayside Council will publish the opening and closing dates of the Community Grant program.

Council will hold information sessions for intending applicants, who will be provided with detailed guidelines for submitting their applications.

Applications must conform to those guidelines to be considered for funding, and late applications will not be considered.

### **Grant Applications Evaluation Panel**

A Grant Applications Evaluation Panel will be established to assess applications received for Council's annual Community Grants Program. Each year the General Manager will invite and appoint members to serve on the panel. The composition of the evaluation panel will be:

- A Principal of a school in the Bayside Council area (on a rotational basis)
- A Community Policing Officer from the St George or Botany Local Area Command
- A representative from a local community group
- A representative from the Department of Family and Community Services
- Bayside Citizen of Year
- Council's Director City Life or their nominated representative.
- A Bayside youth representative

The Grant Applications Evaluation Panel will be responsible for:

- Assessing all applications received against the eligibility and selection criteria matrix established for each grant category and award a ranking for each criteria.
- Making recommendations to Council on those applications deemed successful.

- In making this recommendation the members must ensure the recommended recipients of grants for each category meet the required eligibility and selection criteria.
- The Grant Applications Evaluation Panel will meet and act according to the Grant Applications Evaluation Panel Terms of Reference.

### **Grant Acquittal and Reporting Requirements**

All recipients of funds under Council's Community Grants Program are required to meet the following funding conditions, acquittal and reporting requirements:

- Recipients must enter into a written agreement with Council that states the conditions for the use of the grant funds and agreed performance outcomes.
- Recipients must spend the grant funds as detailed in the application and written agreement, unless written approval is obtained from Council to vary the expenditure. This approval must be sought prior to varying the expenditure.
- Recipients must expend and complete the funded activity within 12 months from the date of receiving the grant.
- Recipients must submit proof of expenditure in the form of official receipts and/or expenditure statements - depended on size of grant. Full records of project expenditure must be kept by the recipient.
- Recipients must submit an evaluation report as detailed in the written agreement with Council at the end of the grant funding period.
- Recipients must acknowledge the support of Bayside Council on any promotional material or publicity features.
- Recipients must refund unspent funds exceeding \$50.00.

## **4 Breaches of the Policy**

All breaches of this policy should be reported to the Unit Manager that is responsible for the management of Council's annual Community Grants Program.

Penalties for breaches of this policy will be implemented in accordance the Council's Code of Conduct Policy

## **5 Policy Implementation**

The General Manager is responsible for this policy overall.

Procedures that support this policy, may be approved by the General Manager from time to time

## 6 Document Control

### Review

This policy should be reviewed in two years

Between reviews a Director or Manager Governance may approve non-significant and/or minor editorial amendments that do not change the policy substance.

### Related documents

- This document should be read in conjunction with:
- Council's Financial Assistance Policy
- Council's Code of Conduct
- Council's Conflict of Interest Policy
- Community Grants Guidelines.

### Version history

Include the details of the original adoption / approval and subsequent changes.  
Version 1.0 is the initial adopted/approved version.

Version	Release Date	Author	Reason for Change
1.0	14/12/2016	Karen Purser	New document
1.1	04/04/2017	Anne Suann	Minor edits

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## Council Meeting

12/04/2017

Item No	8.4
Subject	<b>McCarthy Reserve, J Graham Synthetic Field - St George Football Association – Federal Funding</b>
Report by	Meredith Wallace, General Manager
File	(R) F08/669P02

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## Summary

Council has been asked to support an application by St George Football Association for funding to create a synthetic sporting field at J Graham or the adjoining site at Ador Reserve. This report recommends that Council strongly supports this initiative as it will provide a much needed, improved sporting facility within the Bayside area.

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## Officer Recommendation

That Council support the St George Football Association's application to the Federal Department of Infrastructure and Regional Development for funding of a synthetic football field by:

- i. writing a letter of support for the Association's grant application;
  - ii. agree to enter into negotiations for the lease of the field by the Association as required by the Community Development Grants Program;
  - iii. providing land owner's consent for the construction of the synthetic field when required.
- 

## Background

Council has held discussions with St George Football Association regarding an application for grant funding under the Community Development Grants Program administered by the Federal Department of Infrastructure and Regional Development.

If successful the funding will be used to construct a synthetic field at either J Graham or Ador Reserve on West Botany St, Rockdale.

Based on previous investigations undertaken by Martin Sheppard of Smart Connections Consulting, the Ador precinct has been identified as a priority location for synthetic playing fields and was recommended for further detailed design and construction planning. Building on the research commissioned by Council in 2015, St George Football Association are now seeking Federal funding to in part realise the Ador Sporting Precinct.

St George Football Association is a not for profit organisation comprising 24 local football clubs based in the St George area, with 760 teams and approximately 10,000 registered players.

The Association manages the area's youth representative teams competing at NSW state level and fields teams in Football NSW's youth Skilled Acquisition Program (SAP).

Council acknowledges the major contribution St George Football Association (SGFA) has made to local and Australian football. Representing a large and diverse community, this funding will allow delivery of much needed improvements to facilities to match the continued growth and popularity of the game in the St George district.

Council has also previously recognised the lack of affordable options to achieve more open space for passive and active recreation. As such greater utilisation of existing fields is essential to cater to the increased demand for spaces for sporting activities.

St George Football Association currently oversee the allocation and usage of Ador Reserve and for this reason, Ador Reserve has been included as an option for the new synthetic surface.

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### **Financial Implications**

If successful, the grant will fully fund the installation of the new field.

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### **Community Engagement**

Extensive consultation was undertaken with community and sporting clubs in preparation for the 2015 research report to Council on 8 October 2015 (ORD26) recommending the establishment of the Ador synthetic sporting precinct.

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### **Attachments**

Nil

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## Council Meeting

12/04/2017

Item No	8.5
Subject	<b>429 Princes Highway, Rockdale</b>
Report by	Ben Heraud - (Acting) Manager Property Jeff Appel - Development Manager
File	(R) F15/449

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## Summary

**Additional information relevant and ancillary to this matter is contained within a separate confidential report entitled 'CONFIDENTIAL – 429 Princes Highway, Rockdale'.**

Council at its meeting of 21 October 2015 considered the merits of exploring the sale of a property it owned at 429 Princes Highway, Rockdale (the Council Property) and endorsed non-binding negotiations involving the adjoining owners.

Council at its meeting on 16 March 2016 received a report which addressed the status of negotiations and each of the adjoining owner's relative positions regarding the sale of the Council Property. Council resolved to continue negotiations centring on 4 key principles, namely:

- Maximising the net sale price for the property;
- An acceptable accommodation solution for the Lessee (Rockdale Community Services);
- The sale being unconditional and not subject of a Put and Call structure; and
- Enhancing town centre outcomes particularly in regard to vehicle access and road opportunities associated with the Council Property and nearby lots.

Post the Council report of 16 March further negotiations have occurred. This report considers the salient aspects of the final offers and forms a recommendation to progress the sale of the Council Property with the adjoining owners, namely Anglican Church Property Trust Diocese of Sydney and their development partner, AVEO.

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## Officer Recommendation

- 1 That Council endorses the sale of 429 Princes Highway, Rockdale to the Anglican Church Property Trust Diocese of Sydney and AVEO (the Purchasers) on terms no less than those outlined in Confidential Annexure 4.
- 2 That appropriate securities/guarantees are established to ensure that undertakings made by the Purchasers to both introduce a laneway extension and provide an accommodation solution for Rockdale Community Services accommodation are met.
- 3 That further work be undertaken to assess the feasibility for the delivery of Options 2 and 3 contained within the Bitzios Traffic Engineering Report tabled in Confidential Annexure 9.



- 4 That Council authorises the General Manager to finalise the commercial terms associated with this matter and execute all documentation to effect a sale of 429 Princes Highway, Rockdale.
  - 5 That net sale proceeds be assigned to the Strategic Priorities Reserve.
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## Background

Council is the owner of 429 Princes Highway Rockdale (the Council Property) which encompasses an area of 625sqm.

The Council Property is the subject of a lease to Rockdale Community Services until September 2021. The lease contains a provision allowing the Lessor (Council) to terminate the lease after 1 October 2019 on the grounds of any substantial repair renovation or reconstruction of the building.

The Council Property is adjoined by the following two sites:

- Northern Boundary - 427 Princes Highway Rockdale (circa 1,260sqm); and
- Southern Boundary - 431-431A Princes Highway Rockdale (circa 1,220sqm).

Clause 4.3 of the Rockdale LEP 2011 provides a height incentive provision of 12 metres for sites that exceed 1,500sqm [cl4.3, 2A(c)] for areas nominated within the Rockdale Town Centre. Both the Council Property and the Adjoining Properties fall within the height incentive area.

The adjoining owners had sought to gauge Council's interest in disposing its property and this formed the subject of two confidential reports submitted to Council on 21 October 2015 and 16 March 2016. Merit in exploring a disposal of the Council site centred on:

- Not creating site isolation via development of the adjoining developments;
- Maximising value via extracting the highest and best use value (development potential);
- Improving the functionality of the existing laneway network within proximity to the Council Property.

## Council Process and Decisions to Date

The full confidential reports submitted to Council on 21 October 2015 and 16 March 2016 are tabled as Confidential Annexure 1 & 2. The following provides a summary of the key decisions made in response to the two reports.

### ***Council Meeting 21 October 2015***

The 21 October 2015 report considered the merit of exploring a sale of the Council Property. In consideration that the highest and best use value aligned with the development potential of the Council Property and the sale provided an opportunity to negotiate an extension to Geeves Lane, Council resolved:

- 1 *That Council adopt the Probity Plan annexed to this report.*
- 2 *That Council endorse negotiations for the disposal of 429 Princes Highway, Rockdale with the parties identified in Table 1 of the body of this report, without such*

- negotiations being binding on the Council.*
- 3      *That a further report be submitted to Council following the conclusion of negotiations.*

### **Council Meeting 16 March 2016**

The 16 March 2016 report tabled the outcome of negotiations at that point with each of the adjoining owners and their relative position, being:

- 427 Princes Highway, Rockdale (option held by SHRIK Rockdale Pty Ltd) - Expressing a strong interest to purchase and had submitted offers.
- 431 & 431A Princes Highway - Expressed an interest to offer their property to the market, in line with Council's property, subject to retaining long term occupancy.

At the point the 16 March report was drafted the interest expressed from 431-431A Princes Highway was still subject to internal approvals. In response Council resolved:

- 1      *That negotiations continue with SHRIK Rockdale Pty Ltd based on principles noted in the recommendations section in the body of the report.*
- 2      *That a report be submitted to Council upon completion of negotiations.*

The principles referred to in resolution 1 above are:

- Maximising the net sale price for the property;
- An acceptable accommodation solution for the Lessee (Rockdale Community Services);
- The sale being unconditional and not subject of a Put and Call structure; and
- Enhancing town centre outcomes particularly in regard to vehicle access and road opportunities associated with the Council site and nearby lots.

### **Negotiations Post 16 March 2016 Report**

Post the March 2016 resolution, Council continued negotiations with SHRIK Rockdale Pty Ltd (SHRIK), resulting in three structured offers to purchase provided in August 2016. Further negotiations culminated in a final letter of offer in January 2017.

During the period of negotiations with SHRIK, the Anglican Church (owner of 431-431A Princes Highway, Rockdale) obtained internal approvals and procured a development partner with the view to progress a development on their site that retained a church presence and sought development of the airspace above, for aged living. The development partner procured was AVEO.

The churches position had alternated from one of seeking to sell their site in one line with the Council Property to one whereby, in conjunction with their development partner, sought to make offers to purchase the Council Property. This situation allowed Council to consider additional competitive offers aligning with the principles contained within the 16 March report.

### **Valuation Advice**

Council retained Rockworth Valuation Services to assess the inherent value of the Council Property on multiple basis including, 'as is' scenario (stand-alone), residual value based on a sale to an adjoining owner and residual value based on a sale to an adjoining owner

adjusted for a laneway. The valuation report is tabled as Confidential Annexure 3. The valuation overview (including key values) are outlined on page I to iii (inclusive).

## **Offers Tabled**

Council requested offers from the adjoining properties that addressed each of the principles stated in the 16 March report. Each party has tabled an offer that states their position in terms of the principles and any other conditions that they seek to be incorporated into the sale. A summary and comparison of the key terms of each final offer is tabled within Confidential Annexure 4 with the written offers submitted being are tabled in Confidential Annexures 5 to Annexure 6 (inclusive).

## **Assessment of the Offers**

The offers tabled by each party vary both on their relative position regarding the principles within the Council report of 16 March and other key terms that they would seek to be incorporated into a contract.

A direct comparison of the key terms of each offer is contained within Confidential Annexure 4 and SWOT analysis tabled in Confidential Annexure 8.

Once all the terms are considered and their effect on the gross price offered, the offer tabled from 431-431A Princes Highway is, on balance, superior. The offer provides a strong financial net price, allows an extension of Geeves Lane and provides an onsite accommodation solution for Rockdale Community Services, via a lease. Further, there is a greater risk that any extension of Geeves Lane could not materialise without the adjoining property, namely 431-431A Princes Highway.

## **The Laneway Functionality Improvement**

To ensure orderly development with better servicing capability for cars and trucks, an extension of Geeves Lane is contemplated around the Council Property. Council retained Bitzios Consulting to provide specialist advice on options available to improve the operation of the laneway network bounded between the Princes Highway and the Illawarra Train line. This report is tabled as Confidential Annexure 9, with the profile of each option addressed in pages 6 to 9 (inclusive).

To surmise the report, four options were identified for the Geeves Lane and Waines Crescent road network. Whilst the specific detail on options are not developed to a point whereby they are ready for public exhibition, they generally range from an extension of Geeves Lane to exploring connectivity options between Geeves Lane and Waines Crescent. Council's desired outcome aligns with the latter option (Options 2 and 3 in Confidential Annexure 9). These options have shaped discussions with the Adjoining Properties, as no current LEP reservation exists in relation to the road network.

Council has obtained preliminary advice from Bartier Perry to identify options that would establish a security/guarantee for the delivery of the laneway component tabled as part of the offer from 431-431A Princes Highway, Rockdale. The legal option to be pursued will ensure that an interest is established in favour of the Council over both the Council Property and 431-431A Princes Highway to guarantee the laneway offering.

## **Accommodation - Rockdale Community Services**

Finding an acceptable accommodation solution for the Rockdale Community Services was key principle of the March 2016 report. Each of the adjoining properties have outlined their position in terms of an accommodation solution, for the Rockdale Community Services. One party divests the responsibility for an accommodation solution to Council, with the competing party offering subsidised accommodation within the new development.

Rockdale Community Services have expressed an in principle agreement to the accommodation proposal from 431-431A Princes Highway, which is considered the superior of the two offers. The accommodation solution centres on a lease within the development at a subsidised rate. Further, noting that a development of 431-431A Princes Highway would seek to retain the presence of the Anglican Church, the existing synergies between both services could continue.

## **Probity**

Council at their meeting of 21 October 2015 adopted a probity plan for the proposed sale. Additionally Council retained the services of Procure Group to oversee the negotiation process with the parties.

## **Next Steps**

Post the adoption of this report the following outlines the next key steps to effect a sale of the Council Property.

- Full commercial terms will be finalised via the drafting of contract documents by the legal representatives.
- The purchaser commences their due diligence period and this is completed within the specified timeframe tabled within their offer to purchase.
- Contracts are effected and in force.
- Further work be undertaken to explore the feasibility of delivery of the laneway options tabled as Options 2 and 3 within the Bitzios Report.
- Discussions continue with Rockdale Community Services to ensure continuity of service.

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## **Financial Implications**

This report contemplates financial implications centring on the receipt of sale proceeds and the expenditure of legal services to complete the matter. The sale proceeds are addressed within the Confidential Annexures and the expenditure of legal expenses to effect a sale and establish the guarantees and other formal documentation is estimated to be in the vicinity of \$30,000. Council would seek the apportionment costs between parties.

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## **Community Engagement**

Not required

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## **Attachments**

Confidential Annexures – refer to separate confidential report entitled 'CONFIDENTIAL – 429 Princes Highway, Rockdale'

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## Council Meeting

**12/04/2017**

Item No	8.6
Subject	<b>Bayside East Fleet &amp; Plant Replacement Program</b>
Report by	Colin Clissold, Acting Director City Presentation
File	(R) F16/977

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## Summary

Following the proclamation of Bayside Council, a complete audit was conducted of the former City of Botany Bay commercial fleet. This report details the work and funds required to bring the plant and commercial vehicles up to industry standard.

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## Officer Recommendation

- 1 That the Council endorses the accelerated Plant and Commercial Vehicle Replacement Capital Works Program for Bayside East as detailed within this report and associated spreadsheet.
  - 2 That the Council approves the transfer of \$3 Million from Councils Strategic Priorities Reserve (which was an Operational Surplus for the previous Rockdale City Council 2015/16), to Councils Plant Reserve.
  - 3 That additionally the Executive Committee allocates \$1.5 Million from the 2016/17 Operational surplus to Councils Plant Reserve.
- 

## Background

Following the amalgamation of Council, an audit was completed of the former City of Botany Bay Plant and Light Commercial fleet.

While some new equipment (4 compactors, 6 large plant, 8 light commercials and 5 mowers) had been purchased in the previous two years (2015-2016), the average age of the fleet is significantly above 10 years. This is well outside the industry standard for best practice fleet management being 3 years – 7 years. This poses significant risk in terms of driver safety, maintenance costs and productivity due to vehicle downtime. A large number of the vehicles are no longer in production (and outside the required 10 year parts supply guarantee) causing excessive delays in sourcing replacement parts, leaving vehicles off the road, or not fully operational for weeks at a time.

In addition to the age, the general condition of the vehicles is well below industry standards, with stop-gap repairs and non-working components leading to the dilapidated appearance of the fleet, presenting a poor image of Council within the community, also resulting in diminished staff morale.

Council was recently presented with a letter from the United Services Union (USU) detailing their concerns on behalf of their members, as to the safety of the vehicles provided to them.

It was also noted that a number of vehicles had been purchased without air-conditioning systems or had these systems removed, making working conditions uncomfortable.

Under the current Bayside East, Plant and Light Commercial Replacement Program, only a further 13 units (6% of the fleet) would be purchased this year. At this rate, it would take an additional 10 years to fully replace the plant and light commercial fleet.

Council's fleet coordinators, in conjunction with Council's Manager Finance have prepared a 10 year Plant and Light Commercial Replacement Program, to bring the fleet back to an acceptable standard inclusive of the replacement program through to 2026/27. The replacement program does not include the replacement of leaseback or pool vehicles. The replacement calculations after transfer from the Strategic Priorities Reserve include funding from Councils Waste Reserve, Bayside East Plant Capital Works Budgets, and associated Plant reserves for the replacement of Plant and Light Commercial Vehicles, as well as any potential sale proceeds.

The Plant and Light Commercial Replacement program for Bayside East, takes a proactive approach with all plant and light commercial vehicles being replaced over a 15 month period. The cost of this option will be \$9,209,490, it is proposed that \$3,122,000 will be funded from Councils Waste Reserve, \$4,487,490 will be sourced from Councils Plant Reserve and \$1,600,000 remaining in the current 2016/2017 2017/18 Capital budgets. This proposed program is fully funded. This approach will increase staff morale, provide employees with safer and more efficient vehicles, reduce maintenance and downtime and improve productivity. The implementation of this program will assist Council in increasing service efficiencies to Council and the Community.

<b>Budget Year</b>	<b>Waste Reserve</b>	<b>Plant Reserve</b>	<b>Capital Budget</b>	<b>Forecasted Spend</b>
2016/2017	\$1,364,000	\$1,175,000	\$800,000	\$3,339,000
2017/2018	\$1,758,000	\$3,312,490	\$800,000	\$5,870,490
Total Capital	\$3,122,000	\$4,487,490	\$1,600,000	\$9,209,490

This report recommends that the Council adopt the above Plant and Light Commercial Replacement Program replacing the light commercial vehicles in 2016/2017 year with the larger plant to be ordered and replaced in 2017/2018. With only 3 months until the end of the 2016/2017 financial year it would be difficult to order and take delivery of any large plant due to lead times from the manufacturer, however Council would be able to order and take delivery of the 44 light commercial and 3 ride on mowers that are in urgent need of replacement.

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## **Financial Implications**

As at 9 September 2016, Rockdale City Council had an operating surplus in excess of \$3 Million which was transferred to Councils Strategic Priorities Reserve. Had Council been aware of the condition of the former Botany Bay Fleet, Council could have transferred this \$3 Million directly into Councils Plant Reserve for the purposes of Plant and light Commercial Vehicle replacement. In addition, Councils Strategic Priority Reserve will remain in surplus

after the transfer of funding to Councils Plant Reserve, inclusive of all approved Strategic Projects remaining fully funded.

In addition, it is anticipated that there will be an Operational surplus of approximately \$2.6 Million within the 2016/17 Operational Budget, it is recommended that an additional \$1.5 Million from the Operational surplus be allocated to Council's Plant Reserve.

The cost to implement the proposed program will be \$9,209,490 over the 2016/2017 and 2017/2018 financial years, it is proposed that \$3,122,000 can be funded from the Waste Reserve, \$4,487,490 (as detailed above) can be sourced from Councils Plant Reserve and \$1,600,000 remaining in the current 2016/2017 2017/18 Capital budgets.

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## **Community Engagement**

Not required.

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## **Attachments**

Nil



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## Council Meeting

12/04/2017

Item No	8.7
Subject	<b>Naming Proposal – Pedestrian Plaza, Ramsgate Beach</b>
Report by	Liz Rog, Manager Executive Services
File	(R) F17/224

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## Summary

This report recommends that, subject to community consultation, Council provide in principle approval to naming the new open space located on the corner of Alfred Street and Ramsgate Road at Ramsgate Beach, “Bill Batley Place”.

The pedestrian plaza is currently under construction and expected to be open to the public mid-2017 (weather permitting). It will provide direct pedestrian access between Alfred Street and Ramsgate Road, Ramsgate Beach.

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## Officer Recommendation

- 1 That Council provides in-principle approval to name the pedestrian plaza, located at the corner of Alfred Street and Ramsgate Road, Ramsgate Beach, “Bill Batley Place”.
  - 2 That Council forwards the naming proposal to the Geographical Names Board for public exhibition and community consultation for a period of 28 days.
  - 3 That a further report be submitted to Council at the end of the exhibition period.
- 

## Background

The naming proposal originated from a request dated 2 March 2017, from the President, Ramsgate Life Saving Club (Attachment 1). The proposed name reflects the significant contribution of Mr Bill Batley as a resident of Ramsgate for almost 50 years and Rockdale’s Citizen of the Year in 1999.

Mr Batley passed away in September 2016 and is fondly remembered for his active involvement in the local community, supporting the activities of the local council and as a life member of the Ramsgate Life Saving Club. Evidence of his contribution to the community is supported by letters and minutes from the local Council and the Mayors of the Day including an Order of Australia Medal, presented to Mr Batley on Australia Day 2011.

Under the Geographic Names Board guidelines, the relevant Roads Authority is responsible for naming a public plaza of this type – Bayside Council is the Roads Authority in this case.

A new pedestrian plaza linking Alfred Street and Ramsgate Road, Ramsgate Beach is under construction and expected to be open to the public in mid-2017 (Attachment 2).

The site, on the corner of Alfred Street and Ramsgate Road, Ramsgate Beach will primarily comprise of pedestrian plaza with paving, seating, trees, a public amenities block and a shade structure.

## **Naming Proposal**

The name “Bill Batley Place” is the proposed name for the pedestrian plaza, on the corner of Alfred Street and Ramsgate Road, Ramsgate Beach. The proposed name reflects the significant contribution made by Bill Batley to his local community.

The Geographical Names Board (GNB) Fact Sheet (Attachment 3) states:

- “7. *Names of persons should normally only be given posthumously but the GNB, at its discretion, may approve a feature name which honours a living person. Such a person’s contribution to the local community should have been of outstanding benefit to the community. Ownership of the land is not sufficient reason for the application of the owner’s name to a geographical feature. The GNB will not approve the naming of a feature after a person still holding public office.*”

## **Naming Procedure**

Bayside Council is the roads authority and, under section 162 of the Roads Act 1993, may name all public roads for which it is the roads authority. Road naming is conducted in accordance with Part 2, Division 2 (Naming of Roads) of the Roads Regulation 2008.

The naming process for the pedestrian plaza is as follows:

- a Council’s naming proposal is submitted to the Geographical Names Board through their online portal.
- b The Geographical Names Board then gives notice of the proposed name, published in a local newspaper and served on Australia Post, the Registrar General, the Surveyor General, the Chief Executive of the Ambulance Service of NSW, NSW Fire Brigade, the NSW Rural Fire Service, the NSW Police Service, the State Emergency Service and the NSW Volunteer Rescue Association. The notice must state that written submissions on the name must be made to the roads authority and must specify to whom and the date by which any submissions should be made.
- c Any person may make a submission regarding a proposed name. If, after considering any submission made to it, the roads authority decides to proceed with the naming or renaming, the roads authority must publish a notice in the NSW Government Gazette and in a local newspaper and must inform Australia Post, the Registrar General and the Surveyor General, giving sufficient details to enable the road to be clearly identified.
- d The Geographical Names Board must be given at least one month’s notice of the proposed name.

Naming of the pedestrian plaza will have negligible organisational impact. Council will install signage once construction is complete and the site is handed over to Council.

## **Risks**

There are no identified risks associated with the naming proposal. In fact, naming of the pedestrian plaza after a local resident may generate a positive impact through raised awareness and sense of community connection.

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## Financial Implications

Installation of signage will be funded through the operational budget.

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## Community Engagement

Key stakeholders within the community have identified the naming proposal and advised of their support for the proposed name “Bill Batley Place”.

Pending resolution, the proposed name “Bill Batley Place” will be exhibited for public comment for a minimum period of 28 days, in accordance with Part 2, Division 2 (Naming of Roads), Roads Regulation 2008.

The community will be notified of the naming proposal through the local press, and through public notices on site and on the Council Have Your Say website. Council will consult all residents and businesses that were included in the initial community consultation undertaken during the planning process for the pedestrian plaza. Any residents who attended public meetings or made a submission during this process will also be notified.

The outcome of the community consultation will be reported back to Council for final approval.

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## Attachments

- 1 Proposed naming request – letter from President Ramsgate Life Saving Club
- 2 Map - Pedestrian Plaza, corner of Alfred Street and Ramsgate Road Ramsgate Beach
- 3 Geographical Names Board Fact Sheet

**The General Manager  
Bayside Council  
PO Box 21  
Rockdale NSW 2216**

**1 February 2017**

**Re: Naming of New Public Meeting Space**

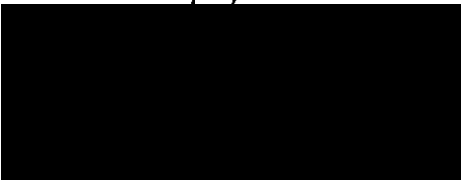
*Meredith*  
**Dear General Manager,**

At the 27 November meeting of the Ramsgate Life Saving Club, a motion was put forward on a possible naming of the new pedestrian plaza area being constructed on the corner of Alfred Street and Ramsgate Road, adjacent to the existing roundabout.

As many in our local community are aware, Mr Bill Batley, a resident of Ramsgate for almost 50 years, recently passed away. He will be remembered by many as an active member in the local community, supporting the activities of the local council, and a life member of the Ramsgate Life Saving Club.

It was unanimously supported by the entire committee and the 35 members present, that the new pedestrian plaza area be fittingly named in honour of the memory of Mr Bill Batley, being formally named Bill Batley Place for the generous contribution that he had provided to the local community.

I thank you for your time and would be glad to furnish any additional information in order to support this request.



**Andrew Tsounis  
President  
Ramsgate Life Saving Club**







# FACT SHEET

ISSN 2201-8514

March 2013

## Guidelines for the determination of placenames

These guidelines were endorsed by the Geographical Names Board of New South Wales (GNB) on 17 October 1996.

1. A name suggested for any place that owes its origin to the peculiarity of the topographic feature designated such as shape, vegetation, animal life etc., may be accepted but, in doing so, care should be exercised in avoiding duplication of names already used for other features.  
The GNB prefers to avoid the repetition of commonly used names. Sugar Loaf, Sandy, Back, Bald, Deep, Long, Kangaroo, Reedy, Rocky, Spring and Stony are examples of such names.
2. Easily pronounced names should, as far as possible, be used.
3. Names of Aboriginal origin or with a historical background are preferred.
4. Names acknowledging the multicultural nature of our society are encouraged.
5. The changing of long established placenames is generally not preferred, except where necessary to avoid ambiguity or duplication.
6. If considered appropriate, placenames may perpetuate the names of eminent persons, particularly those of early explorers, settlers and naturalists.
7. Names of persons should normally only be given posthumously but the GNB, at its discretion, may approve a feature name which honours a living person. Such a person's contribution to the local community should have been of outstanding benefit to the community. Ownership of the land is not sufficient reason for the application of the owner's name to a geographical feature. The GNB will not approve the naming of a feature after a person still holding public office.
8. The GNB may approve a first or given name as part of a geographical name only where it is necessary to appropriately honour the person referred to or where it is necessary to avoid ambiguity.
9. Long and clumsily constructed names and named composed of two or more words should be avoided.
10. The multiplication of names for different parts of the same topographical feature such as a stream or mountain range will be avoided whenever possible and the one name applied to a stream or mountain range throughout its entire length.
11. The naming of forks, arms and branches of a river as North Branch and South Branch is not favoured. Generally, it is preferable to assign independent names to river branches.
12. The use of cardinal points of the compass as a prefix or suffix to an existing name is not favoured. However, well-established names which carry such a prefix or suffix may be approved.
13. Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form; that spelling which is sanctioned by general usage should be adopted.
14. When a choice is offered between two or more names for the same place, locality or feature, all sanctioned by local usage, the GNB may adopt one of such names as is considered appropriate in accordance with the rules outlined above.
15. The possessive form should be avoided whenever possible without destroying the sound of the name or changing its descriptive application e.g. Howes Valley should be written without the apostrophe.
16. The use of hyphens in connecting parts of names should, as far as possible be avoided.
17. Names considered offensive or likely to give offence will not be approved.

#### Disclaimer

This fact sheet must not be relied on as legal advice. For more information about this topic, refer to the appropriate legislation.

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#### Copyright

State of New South Wales through Geographical Names Board. This work may be freely reproduced and distributed for most purposes, however some restrictions apply. See the copyright notice on [www.gnb.nsw.gov.au](http://www.gnb.nsw.gov.au) or contact the Geographical Names Board.

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## Council Meeting

12/04/2017

Item No	8.8
Subject	<b>Bayside Council Communications and Community Engagement Strategy</b>
Report by	Karen Purser, Manager Community Capacity Building and Engagement
File	(R) SF16/1303

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## Summary

A Communication and Community Engagement Strategy is required to support and direct Council's communication and engagement activities, ensuring that communication is timely and relevant, and that the community is able to participate in decision making that affects their future. The attached Communication and Community Engagement Strategy will be used across the organisation to ensure a consistent and informed approach to community engagement.

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## Officer Recommendation

That Council adopts the Bayside Council Communication and Community Engagement Strategy

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## Background

The Bayside community is diverse, with 50% of the population born overseas and 57% speaking a language other than English at home.

Bayside Council recognises the importance of relevant and timely communication, and supports the community to participate in decision making that affects their future.

In developing the Bayside Council Communication and Community Engagement Strategy we have considered the needs and expectations of diverse stakeholders.

Communication and community engagement sit hand in hand in delivering an informed and engaged community. An effective Communication and Community Engagement strategy delivers on Bayside Council's objective of:

*A city built on trust - with engaged communities, effective leadership and access to decision making.*

The Communication and Community Engagement Strategy is Council's guide to inform and involve the Bayside community in strategic planning and decision-making processes and is based upon the key stages of engagement prescribed by the International Association for Public Participation (IAP2) – inform, consult, involve, collaborate and empower. It defines the wide range of effective engagement methods available to us, and identifies the broad categories of council projects that require engagement.



The strategy identifies our stakeholders – including residents, ratepayers, business groups, community organisations and interests groups – to ensure that we achieve representation which represents the views of the Bayside community.

The strategy is supported by a Communication and Engagement Planner which will form the basis for the planning and delivery of Council's communication and engagement activities. Project timelines and key project dates are included, as well as techniques to be used.

As projects are developed the Planner will be published on Council's Have Your Say website, and promoted through our media and social media channels so that the community has an opportunity to keep up to date with Council's engagement activities and participate where appropriate.

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### **Financial Implications**

Included in existing approved budget

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### **Community Engagement**

Not required

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### **Attachments**

Bayside Communications and Community Engagement Strategy

## Communications & Community Engagement Strategy

12 April 2017



# 1. Background

Bayside Council was formed in September 2016, following the merger of both Botany Bay City Council and Rockdale City Council.

With a total of 156,449 residents, the local government area stretches from Bexley, Kingsgrove and Carlton in the west to Banksmeadow, Hillsdale, Pagewood, Daceyville and Rosebery in the east. It takes in Wolli Creek and Turrella in the north, Rockdale, Mascot, Botany, Sydney Airport and Port Botany down to the coastal communities of Brighton Le Sands, Ramsgate, Dolls Point and Sandringham in the south.

The Council has five wards - Botany Bay, Bexley, Rockdale, Mascot and Port Botany.

The Bayside Community is diverse, with 50% of the population born overseas and 57% speaking a language other than English at home.

As a newly amalgamated entity Bayside Council must address the needs and expectations of diverse stakeholders. A coordinated and strategic approach to communication and community engagement fosters a sense of belonging and community ownership of Council outcomes, particularly important when reaching out to residents of a “new” Council area.

# 2. Implementation principles

Communication and community engagement sit hand in hand in delivering an informed and engaged community. Delivery of an effective communication and engagement strategy delivers on Bayside Council’s objective of:

*A city built on trust - with engaged communities, effective leadership and access to decision making*

## 2.1 Communication Principles

- Council’s **communication** will deliver appropriate, relevant information to community members in a format of their choosing, at a time when they can best make use of the information.
- Our **communication** will ensure that stakeholders are well informed about Council business and activities, and opportunities to engage with Council on a variety of matters.
- Council’s **communication** will promote positive stories about Bayside Council and work to increase awareness of the Bayside brand.
- Council’s **communication** will support and complement Council’s Community Engagement activities.

## 2.2 Community Engagement principles

Well planned **engagement** provides ideas and an opportunity for a diverse range of voices to be heard on any issue, promotes a higher standard of customer service, a better understanding of the ‘decisions to be made,’ and more opportunity for meaningful feedback.

Effective community engagement is built on trust, respect and goodwill. Council’s commitment to community engagement is underpinned by the following principles:

- Community engagement will only be undertaken where there is an opportunity for the community to influence Council's decision or action.
- Community engagement will contribute to and inform the development and enhancement of Council's plans and policies as well as the delivery of Council's services and infrastructure assets.
- An accessible and inclusive program of engagement that includes 'hard to reach' groups will be supported by an appropriate, and up to date range of engagement tools.
- Community engagement will be open and accountable.
- Council will close the loop on any engagement conducted - letting participants and the community know the outcomes of the engagement activity.

### 3. Scope

The principles outlined in the document apply to all of Council's Communication and Community Engagement activities.

### 4. Communication and engagement approach

Council communicates and engages with a broad range of people who make up the Bayside community and who have unique interests and a role to play in the co-creation of the area's future.

This strategy ensures that we are aware of and responsive to community concerns and improves the efficiency and effectiveness of the organisation. Equally, it ensures that the community have a broad understanding of the functions and constraints of Local Government and can work with us to inform a shared vision of the future of Bayside Council.

Activities in this document are supported by three draft policies:

- Draft Bayside Council Social Media policy
- Draft Bayside Council Community Engagement Policy and Toolkit
- Draft Bayside Council Communication policy

The projects outlined in this document will be undertaken in accordance with these policies, which we anticipate being adopted by Council in May 2017.

Notwithstanding the policies, our approach is to integrate our communication and engagement processes as far as possible to ensure that however the community comes into contact with Council they will receive a consistent message and will have opportunities to participate in engagement opportunities that are relevant and accessible.

Underpinning our approach is a commitment to supporting the development of a sense of community identity and "belonging" in the new Bayside Council area, and ensuring that community members will have opportunities to participate in the decisions that most affect them, and provide them with the information they need to inform those decisions

Engagement activities will be genuine and inclusive. Much of our community engagement is on-line - meaning that people can participate at a time that suits them, in the comfort of their own home - but we recognise that isn't always appropriate and there are many opportunities to participate face-to-face; formally through workshops and world cafes or informally at any of our pop-up engagement activities at various community events and functions.

Hard-to-reach groups will be included in all of our planning and we will work with our community networks to ensure that they have an opportunity to participate in this important process. While most of our community engagement is done in-house from time to time we will engage consultants who work with specific target groups - children, youth, cultural groups etc. For the aged and disabled, it may be necessary to visit them in their homes or at Seniors Centres, schools or respite centres.

## 5. Key stakeholder identification and analysis

Stakeholders are any individual or group that has an interest in Council's decision making or are affected by Council's decisions. The community includes individuals or groups who live work or play in the Bayside area; who have an interest in Council's decision-making and who are affected by Council's decisions.

These individuals or groups may be identified as residents, ratepayers, business owners, customers, community interest groups, agencies and hard-to-reach groups.

Many people belong to more than one "community" and will engage with Council on issues that are relevant to them at a particular time. A community may be a geographic location (community of place), a community of similar interest (community of practice), or a community of affiliation or identity (such as business or sporting club).

Stakeholders may include:

- Residents
- Rate Payers
- Groups of individuals, organisations, interest groups, support groups
- Hard to reach target groups, including
  - Children
  - Young people
  - Aged
  - People with a disability
  - Emerging cultural groups
  - Aboriginal and Torres Straight Islanders
- Schools and education providers
- Business community
- Developers
- Local Area Representative Committee/Elected Representatives
- State and Federal Government Agencies
- Media
- Council Staff
- Members of Parliament
- Visitors/Tourists

Each of these groups has a role to play in determining the future of Bayside Council, and have been considered in developing the project plan attached to this document.

## 6. Strategic Reference Groups

Prior to amalgamation both the City of Botany Bay and Rockdale Councils had several Advisory Committees, where elected representatives, community members and representatives of non-government organisations came together to provide input and advice to Council on their areas of interest and expertise.

Those Advisory Committees were annulled by the proclamation on 9 September of Bayside Council.

Bayside Council will establish a number of Strategic Reference Groups, with membership from community members across the LGA.

Council is required to develop a draft Community Strategic Plan. The development of this plan requires significant community engagement across a range of topics and requiring several appropriate community engagement methodologies.

The role of the Community Strategic Reference groups is to provide high level input into the development of the Community Strategic Plan, ensuring alignment with the statement of vision and priorities and advising on communication and engagement.

The Strategic Reference Groups will be asked to provide feedback or input into specific engagements and may be asked to review an engagement plan and/or provide advice on reaching members of the demographic group/s which the SRG represents. Recommendations or advice will be included in engagement reports as the opinion of the SRG.

## 7. Communication and engagement tools

IAP2 is the International Association of Public Participation which developed an international framework for engagement and is considered a best practice benchmark worldwide. The purpose of the spectrum is to improve the practice of public participation or community engagement, incorporating individuals, governments, institutions and other entities that affect the public interest

Like most NSW Councils, Bayside Council follows the Spectrum of Public Participation developed by the (IAP2).

Bayside Council uses the following communication and engagement tools, and classifies engagement activities along the IAP2 Engagement Spectrum.

Before proceeding with any community engagement project the stakeholders (internal and external) must be clear about where the project is on the spectrum and the level of influence the project offers. Note that the list is of currently available techniques, and may change as new techniques become available, or old ones become less relevant.

Technique	Inform	Consult	Involve	Collaborate	Empower
Community Newsletters (email and hard copy)	x				
Public comment and submissions on documents on exhibition	x	x			
Open public meetings	x	x			
Deliberative forums			x	x	x
Delegated decisions through Council					x
Council's Website	x				
Bayside Have Your Say	x	x	x	x	

<b>Technique</b>	<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
<ul style="list-style-type: none"> <li>Community Panel (forums, discussion points and online surveys)</li> <li>On line mapping exercises</li> <li>Participatory budgeting</li> </ul>					
Use of social media including Facebook, Instagram and Twitter	x	x	x		
Community exhibitions and displays / Information stalls in public places	x	x			
Youth and other targeted reference groups	x	x	x		
Administrator's message in local press	x				
World Cafes		x	x	x	x
Pop-up community events	x	x	x	x	
Deliberative forums	x		x	x	x
Council Community notice boards	x				
Feedback forms /postcards	x	x	x		
Development and implementation of partnership projects			x	x	
Educational Workshops	x	x	x		
Pop-up information/engagement stands at community events	x	x	x		
Suggestion boxes	x	x			
Advisory Committees	x	x	x	x	
Community briefing sessions and workshops	x	x	x		
Information stalls in public places	x	x			
Partner with service providers and community groups to engage with hard to reach groups	x	x	x	x	
Media releases	x				
Site meetings	x	x			
Public meetings	x	x			
Pop-up surveys on website	x	x			
Structured telephone surveys	x	x	x		
Interagency networks and working groups	x	x	x		

Community engagement activities are developed and supported by Council's Community Engagement team, who work closely with project owners to jointly deliver best practice community engagement activities.

## 8. Monitoring and communicating progress

Council uses a range of sophisticated media monitoring tools to measure reach and frequency as well as sentiment. Both traditional and social media are monitored for comments.

Each individual community engagement project has an agreed project plan which outlines:

- Objectives
- Stakeholders (internal and external)
- Level of engagement
- Timing/schedule/critical dates
- Techniques to be used
- Outcomes expected (eg how many participated, how many satisfied with the process, etc)
- Evaluation plan

Projects are monitored throughout the process and evaluated against the plan on conclusion and results shared with others in the organisation.

While smaller projects are delivered jointly by the project owner and Council's Community Engagement Team, large projects such as the Draft Community Strategic Plan will be oversighted by a Project Control group with representatives of all areas of Council.

It is intended that Council Executive team will receive a monthly progress report detailing all of council's community engagement activities and updating progress, while a quarterly report will be prepared for Council.

## 9. Community Engagement Planner:

A Communication and Community Engagement Planner has been developed which will form the basis for Council's planning and delivering Council's communication and engagement activities. Project timelines and key project dates are included, as well as techniques to be used although these may change as projects are refined and dependencies are clarified.

As projects are developed the Planner will be published on Council's Have Your Say website, and promoted through our media and social media channels so that the community has an opportunity to keep up to date with Council's engagement activities and participate where appropriate.



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## Council Meeting

12/04/2017

Item No	8.9
Subject	<b>Proposal for the Establishment of Strategic Reference Groups</b>
Report by	Karen Purser, Manager Community Capacity Building
File	(R) F17/274

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## Summary

Council is required to develop a draft Community Strategic Plan, for exhibition after election of the new Council in September 2017. The development of this plan requires significant community engagement across a range of topics using a variety of community engagement methodologies.

It is proposed to establish Strategic Reference Groups (SRGs), whose role would be to provide high level input into the development of the Community Strategic Plan, ensuring alignment with Council's statement of vision and priorities and advising on communication and engagement. Once established it is envisaged that the SRGs would fulfil a broader advisory capacity, providing community feedback across a range of council activities and projects.

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## Officer Recommendation

- 1 That Council receives and notes the report
- 2 That Council endorses the establishment of six Strategic Reference Groups as outlined in the document.

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## Background

Prior to amalgamation both the City of Botany Bay and Rockdale Councils had several Advisory Committees, where elected representatives, community members and representatives of non-government organisations came together to provide input and advice to Council on their areas of interest and expertise.

Those Advisory Committees were annulled by the proclamation of Bayside Council on 9 September 2016.

Since proclamation, the Local Representative Committee (LRC) consisting of former Councillors from both Rockdale and the City of Botany Bay Councils, has provided feedback to the organisation on a range of community issues.

Council is required to develop a draft Community Strategic Plan (CSP), for exhibition in August 2017. The development of this plan requires significant community engagement across a range of topics and requiring several appropriate community engagement methodologies.

Consistent with the State Government's guidelines for new councils it is proposed to establish Strategic Reference Groups (SRGs), whose role would be to provide high level input into the development of the Community Strategic Plan, ensuring alignment with the statement of vision and priorities and advising on communication and engagement. Once established it is envisaged that the SRGs would fulfil a broader advisory capacity, providing community feedback across a range of council activities and projects.

### **Community Engagement Strategy**

Council is committed to including the community in its decision-making processes, as outlined in the Bayside Council Communication and Community Engagement Strategy. Strategic Reference Groups are recognised in the Strategy as stakeholders that will be identified in the engagement plans of relevant projects, particularly but not exclusively, the development of the Community Strategic Plan. The SRGs would be asked to provide feedback or input into specific engagements and may be asked to review an engagement plan and/or provide advice on reaching members of the demographic group/s which the SRG represents.

### **Functions of the SRGs**

Terms of reference would be prepared prior to the establishment of the groups.

Broadly, the SRGs would be required to provide input into the development of the Community Strategic Plan, and to assist to engage communities and partners in planning for and delivering the new Council. The SRGs would deliver many of the functions of the previous advisory committees, but with a broader remit, providing input into the development and review of Council policy positions on local and regional strategic issues and projects where appropriate.

Minutes of the SRG meetings would be referred to Council for adoption.

### **Strategic Reference Groups Overview**

Several amalgamated Councils have established Strategic Reference Groups and each has taken a slightly different approach to structuring them.

Inner west Council has eight SRGs, across key strategic areas including youth, economic development, the environment, access and inclusion, planning and heritage, housing and affordability, and transport.

In contrast, Northern Beaches Council has 11 Strategic Reference Groups, aligned to the three main themes of economic, environment and social but each with a very specific remit.

To meet Bayside Council's requirements, it is envisaged that six Strategic Reference Groups should be established.

Four SRGs would reflect the themes and executive structure of the Council, providing high level advice and input into the CSP in relation to the broad areas of business conducted within those directorates:

- City Life – Community development and services, recreation services, community safety, libraries and customer service, art and culture
- City Futures - economic development and tourism, place making, strategic planning
- City Performance - finance, IMT, governance and procurement

- City Presentation – parks and open space, waste and cleansing, city works

Those SRGs would be supported by two further SRGs – a Youth SRG and a Seniors SRG. These SRGs would provide additional perspectives on a range of issues and ensure that the views of these important but often difficult to reach groups are reflected in the development of the CSP and other Council initiatives.

### **Strategic Reference Group Governance**

Prior to the SRGs convening a Code of Conduct and Terms of Reference would be developed. The Terms of Reference would be similar, but specifically reference the areas of business conducted by the directorate they represent. It is anticipated that initially the SRGs would be appointed until September 2018.

Information about meeting procedures including notice and agendas, quorums, minutes etc. would be provided to all SRG members

Each group would require a Chair, a Council Director and officer/administration support. The Chair would be appointed from the membership as the groups are established. It is anticipated following Council Elections in September, each group would be chaired by the Mayor or Councillor representing the Mayor.

Administrative support would be provided for each group with minutes taken and reported to Council.

There is no expectation that members of the SRGs would receive remuneration for their participation.

### **Strategic Reference Group Membership**

Several SRG membership models are available. Some councils have implemented a very open recruitment process – calling for open expressions of interest from across the LGA but not imposing any additional requirements (i.e. representation by Ward etc.) Others have been more prescriptive in their call for EOI's, looking for specific expertise or putting quotas on by ward.

Inner West Council has 12 members on each SRG recruited through an open Expression of Interest (EOI) process. In contrast, Northern Beaches Council imposed a quota of 2 members per ward and "5 other persons from across the broad Council area via the EOI process", giving a total of 15 members per SRG.

The Bayside community is very culturally diverse and it is important that this is represented in the SRGs. In considering whether quotas are placed on the membership by ward, Council officers believe that an open EOI process, allowing people (residents or business owners) to self-nominate based on their level of interest or expertise in the particular areas of Council business will provide sufficient diversity in the groups, with the range of topics ensuring a local interest in many of the subjects being considered.

We believe that 12 is the maximum number for an efficient SRG and recommend that each SRG would have up to 12 members, 10 from the open EOI process and 2 subject matter experts or representatives from relevant community organisations or groups. Subject matter experts would be targeted for membership based on their ability to inform and support the specific topics covered by the particular group.

## **Timing**

It is anticipated that the first meeting of the SRGs would be in June. Ideally, the first meeting would be a joint meeting of all members, held on a weekend. This meeting would be part introduction to Bayside Council and the LGA, and part visioning for the future.

Following the first meeting the SRGs would meet monthly until September, when the incoming council would decide the structure and frequency of the meetings going forward. Council will call for expressions of interest in April 2017, following the April Council Meeting and confirm the make-up of the groups in May in preparation for the June meeting.

## **Recruitment**

Calls for expressions of interest will be widely promoted through advertisements in local papers, mentions in Council columns and newsletters and through Council's social media. Applications will be assessed by a panel consisting of the Administrator, the General Manager, the Director City Life and the Manager Governance.

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## **Financial Implications**

Included in existing approved budget

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## **Community Engagement**

Not required

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## **Attachments**

Nil

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## Council Meeting

12/04/2017

Item No	8.10
Subject	<b>Social Media Policy</b>
Report by	Vincenzo Carrabs, Coordinator Media Communications & Public Relations
File	(R) F17/35783

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## Summary

The purpose of this policy is to provide guidance to employees on acceptable ways to use social media for Council business. The primary goal of any Council Social Media Account is to connect and engage with the local community and act as a forum for positive publicity.

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## Officer Recommendation

- 1 That Council adopts the Social Media Policy.
  - 2 That a program to build staff awareness and education be undertaken to ensure compliance and understanding of the Social Media Policy. The program is to be targeted to develop understanding for:
    - a Council's authorised officers who interact with the community via Council's social media accounts;
    - b staff regarding their personal use of social media and meeting their conduct obligations under Council's Code of Conduct.
- 

## Background

A social media policy has been developed to ensure the effectiveness and efficiency of Council's social media communications. The policy framework provides for communications to remain appropriate, timely and relevant. The policy enables Council to interact with members of the community who are keen to interact with Council via social media as a means to provide immediate and responsive information to interested members of the public.

Council's current methods of communication include:

- Limited social media presence across various social media applications
- Print Media / Newspapers (mainly Southern Courier and the St George and Sutherland Shire Leader)
- A Bayside community newsletter mailed to all residents of the local government area
- Information posted on the Bayside Council website (landing page at the time of writing).

Anecdotally, many residents do not regularly read local newspapers, and the timing, printing and distribution of a Bayside Community Newsletter is not necessarily effective in providing timely information when it is most current.

Although the website is kept up to date, it is not considered as flexible as social media in responding to specific questions or enquiries from the public, and does not have the less formal tone of social media that can better engage the public.

The Bayside Council Social Media Policy builds on the Electronic Communications Policy and recommends the appropriate, timely and relevant use of social media for Council communications.

---

### **Financial Implications**

Included in existing approved budget

---

### **Community Engagement**

Not required

---

### **Attachments**

Draft Social Media Policy

## Social Media Policy

**Draft April 2017**



DRAFT

© Bayside Council

Social Media Policy

File: F09/997 Document: 17/35783

Class of document: Council Policy

Enquiries: Coordinator Media, Communications and Public Relations



Telephone Interpreter Services - 131 450

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# 1 Introduction

## 1.1 Background

Social media has become an essential part of our personal and work lives. It has created a fundamental shift in how we communicate and relate to friends, colleagues, government, business and communities.

Participating online provides Council with unprecedented opportunity to engage in the conversation with our community in a professional and respectful manner.

Social media can:

- Increase resident's access to Council
- Increase Council's access to residents and improve the accessibility of Council communication
- Allow Council to be more active in its relationships with residents, partners and other stakeholders
- Increase the level of trust in Council
- Reach targeted audiences on specific issues, events and programs
- Provide effective, fast communication channels during crises
- Provide insights into how Council is perceived

Council embraces the use of social media as a form of corporate communication and an important community-building tool. It also recognises the need to have a policy to guide employees who use social media either as part of their job or in a personal capacity.

## 1.2 Definitions

The definitions of certain terms are:

### ***Social media***

Social media is the term commonly given to Internet and mobile-based channels and tools that allow users to interact with each other and share opinions and content. As the name implies, social media involves the building of communities or networks and encouraging participation and engagement.

### ***Social media tools***

Examples of social media applications include:

- Micro-blogging sites (examples: Twitter, Yammer)
- Social and professional networking sites (examples: Facebook, LinkedIn)
- Video and photo sharing websites (examples: YouTube, Flickr, Pinterest)
- Weblogs, or 'blogs' - online diaries for pictures and updates (examples: Wordpress, Tumblr, Blogger)
- Wikis - libraries of collaborative documents that anyone can edit (example: Wikipedia)
- Forums and discussion boards (examples: Google Groups, Yahoo Groups)

## 1.3 Policy statement

Council is committed to providing guidance to all employee's for social media use, where it is about Council, its business units and services, its people, its Councillors and/or other business related individuals or organisations.

## 1.4 Scope of policy

This policy is intended to align with existing Council policies, such as the Code of Conduct, Electronic Communications Policy, communications strategy, and policies on acceptable use of information technology.

The policy applies to:

- Council officials who may be using social media on behalf of council
- Council officials who may be using social media for personal use

## 2 Staff Use of Social Media

### 2.1 Personal use

Employees are permitted to access social networking sites while at work for research purposes and when appropriate, for personal undertakings in accordance with the Electronic Communications Policy.

Employees who are residents, ratepayers or customers of Council services are not precluded from participating in community debate about an issue that personally affects them.

Where an employee's personal use of social media relates to the business of Council, its operations, or other council related information, that use is governed by Council's Code of Conduct. Employees must make it clear that they are commenting as a resident / ratepayer, not as a Council employee. It is important that readers of posts do not misconstrue personal comments as representing an official Council position.

Employees using social media for personal use should **never** disclose, or comment on, information in regard to Council or its operations as a result of knowledge that has been acquired through their position in Council.

### 2.2 Official use

It may be appropriate for specific business units of Council to use social media to promote their activities and engage with specific community groups.

Use of social media by specific business units are to be approved by Council's Executive or General Manager and guided by Council's social media procedures.

### 2.3 Principles of Social Media use

Social media users will be guided by the following principles:

- Include content which is based on fact;
- Be credible, accurate, fair, thorough and transparent;
- Be respectful, cordial, honest and professional at all times;
- Be responsive and share information where appropriate;
- Behave with honesty and integrity;
- Be consistent with other Council information;
- Only post content that is genuinely expected to be relevant and of interest to followers;
- Respond to enquiries within 24 hours (Monday to Friday) where possible;
- Keep messages simple and engage in conversations where appropriate;

- Link to more information on Council's website where possible. If external websites are required to be linked to, this must be authorised by the General Manager (or nominee);
- Provide relevant, accurate, fair and thorough information.

## 3 Policy implementation

### 3.1 Policy responsibilities

The General Manager is responsible for the authorisation of social media use by specific service units.

The Coordinator Media, Communications and Public Relations is responsible for the implementation of this policy.

### 3.2 Record Keeping

Social media content is a record and carries obligations for Council under the *State Records Act 1988*. For example, if the 'tweet' carries a conversation that led to Council decision-making; if the 'post' informs the community and influences their decision-making; if the "have you say" comment by a member of the community, demonstrates the approach to a decision taken by Council. Council will ensure that Council's social media procedures meet legislative requirements for social media record keeping.

### 3.3 Procedures

The General Manager may approve procedures that outline process including the following:

- common approach to social media;
- initiating a social media outlet;
- business case details;
- training needs;
- record keeping;
- access to social media sites.

### 3.4 Monitoring social media

Content relating to Council that is posted on the internet by Councillors, employees, residents, community members or organisations will be monitored.

Council will monitor content posted on all official social media outlets to ensure adherence to the Social Media Policy, and for its appropriateness, use, message and consistency in branding. Where necessary, content will be addressed in an appropriate manner.

Comments from social media users on Council's social media sites will be monitored and moderated where appropriate.

### 3.5 Breaches

Council employees must act in accordance with Council's values, the Code of Conduct and the Electronic Communications Policy.

A breach of this policy may be treated as a breach of the Code of Conduct.

## 4 Document control

### 4.1 Review

The Policy should be reviewed every 4 years. The Director or Manager Governance and Risk may approve non-significant and/or minor editorial amendments that do not change the policy substance.

### 4.2 Related documents

Relevant legislation:

- Workplace Surveillance Act
- Local Government Act 1993
- Copyright Act 1968
- State Records Act 1998
- Private & Personal Information Protection Act 1998
- Government Information (Public Access) Act 2009

Relevant Council Policies:

- Code of Conduct
- Electronic Communications Policy

### 4.3 Version history

Include the details of the original adoption / approval and subsequent changes. Version 1.0 is the initial adopted/approved version.

Version	Release Date	Author	Reason for Change
1.0		Liz Rog	New document

---

## Council Meeting

**12/04/2017**

Item No	8.11
Subject	<b>Appointment of Independent External Members to Risk and Audit Committee</b>
Report by	Natasha Balderston, Coordinator Risk and Audit (Bayside East) John Hughes, Internal Auditor, (Bayside West)
File	(R) F12/156

---

## Summary

This report:

- outlines results of Expressions of Interest process for positions of Independent External Member on Council's Risk and Audit Committee; and
  - proposes the appointment of the remaining two (2) Independent External Members of Council's Risk and Audit Committee.
- 

## Officer Recommendation

That Council appoints Ms Catriona Barry and Mr Barry Munns to be Independent External Members of Council's Risk and Audit Committee until the elected Council appoints a new Committee.

---

## Background

At the meeting of Council held on 08 February, 2017 Council resolved:

- 1 to adopt amendments to the Bayside Council Risk and Audit Committee Charter allowing remuneration of Independent External Members;
- 2 to appoint two (2) of the four (4) Independent External Members of Council's Risk and Audit Committee; and
- 3 to conduct a process for the appointment of the remaining two (2) vacant positions of Independent External Members of the Risk and Audit Committee via an advertised Expression of Interest process.

Pursuant to that resolution Council advertised seeking Expressions of Interest from suitably qualified members of the public via Council's website and in newspapers circulated across the council's area in February 2017 with the period for submission of Expressions of Interest ending on Friday 24<sup>th</sup> March 2017.

The Expressions of Interest Process resulted in sixteen (16) valid applications being received and one (1) late application being received after the designated closing date. The late application was excluded from consideration. The valid applications were reviewed by the authors who note that all applicants were of a very high standard.

Having regard to factors including each applicant's:

- ability to understand relevant legislation;
- ability to contribute time needed to the Committee;
- understanding of governance and risk issues impacting on the Bayside community;
- ability to apply good analytical skills, objectivity and good judgement, frankness and independence;
- capacity to understand the ethical requirements of government (including conflicts of interest);
- senior level experience in governance and management of complex organisations;
- an ability to read and understand financial statements;
- functional knowledge of enterprise risk management and internal controls generally;
- relevant professional qualifications

the authors selected for interview three (3) applicants considered to be the most outstanding within the impressive candidature.

Subsequently three (3) interviews were conducted on Monday April 2, 2017 at Council's Mascot Office.

The authors were impressed by all candidates interviewed with two demonstrating superior skills and experience. Accordingly it is recommended Council appoints the following persons as Independent External Members of the Risk and Audit Committee:

1. **Ms Catriona Barry**  
(Bayside resident, currently GM of Rainbow Club Australia, former CEO of Special Olympics Australia, Current Chair of 3 Bridges Community Organisation)
2. **Mr Barry Munns**  
(Currently Head of Audit, City of Sydney, Former Senior Audit Manager Reserve Bank of Australia, Certified Professional Fellow of Institute of internal Auditors in Australia)

Details of all Expressions of Interest and the deliberations and recommendations of the authors (excepting as set out in this report) are filed confidentially in Council's Electronic Document Management system in file F12/156 *Internal Audit Function and Audit Committee*.

---

## Financial Implications

There are no additional financial implications from implementation of the recommendations in this report.

---

## Community Engagement

Not required

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## Attachments

Nil

---

## Council Meeting

12/04/2017

Item No	8.12
Subject	<b>Delegations to General Manager</b>
Report by	Fausto Sut, Manager Governance & Risk Bruce Cooke, Coordinator Governance
File	(R) F17/113

---

## Summary

This report proposes to delegate additional functions to the General Manager as allowed by the recent amendments to the Local Government Act 1993, as outlined in the Local Government Amendment (Governance and Planning) Act 2016. The additional functions are the granting of financial assistance to community groups and the like, and the acceptance of tenders. These delegations are consistent with the aim of the amendments, being to reduce the regulatory burden on councils.

---

## Officer Recommendation

- 1 That the General Manager be delegated the functions relating to the granting of financial assistance subject to the following conditions in Section 377 (1A) of the Local Government Act 1993 being met:
    - a the financial assistance is part of a specified program, and
    - b the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
    - c the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
    - d the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area
  - 2 That the General Manager be delegated the acceptance of tenders, except for those that relate to the provision of services currently provided by members of staff of Bayside Council, in accordance with Section 377 (1) of the Local Government Act 1993
- 

## Background

Council will recall, that at its inaugural meeting on 14 September 2016, it was resolved:

That the delegations granted to the Interim General Manager by virtue of the Proclamation be revoked and the Interim General Manager be delegated all of the functions of the Council other than those specified in Section 377(1) of the Local Government Act 1993.



## **Financial Assistance**

Since that meeting the Local Government Act 1993 has been amended with the addition of a clause that allows Council to delegate its functions in relation to the granting of financial assistance with conditions:

### **Section 377**

(1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:

- (a) the financial assistance is part of a specified program, and
- (b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
- (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
- (d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.

It is proposed to take advantage of this delegation option so as to improve the timeliness and consistency of decision-making.

## **Tendering**

Similarly, the Act has been amended in relation to tendering. Previously the Act did not allow the following to be delegated:

- (i) the acceptance of tenders which are required under this Act to be invited by the council

The amended Act relaxes this requirement:

- (i) the acceptance of tenders to provide services currently provided by members of staff of the council,

Again, it is proposed to take advantage of this delegation option so as to improve timeliness of the awarding of tenders.

---

## **Financial Implications**

Not applicable

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## **Community Engagement**

Not required

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## **Attachments**

Nil

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## Council Meeting

**12/04/2017**

Item No	8.13
Subject	<b>Operational Plan 2016/17 - Performance Report 31 December 2016</b>
Report by	Fausto Sut, Manager Governance & Risk
File	F16/86

---

## Summary

The attached report outlines the first six monthly performance on the composite Bayside Council's Operational Plan 2016/17. It also includes performance with regard to the composite capital works program and the transition implementation plan.

The Proclamation of 9 September 2016 for Bayside Council requires that the Operational Plan for the new Council is to be the composite of the adopted operational plans of the former councils commencing 1 July 2016.

Given the disparity in respect of strategies, principal activities and management structure responsibilities, a common set of themes has been developed based on the former councils' strategic directions and/or principal activities. Each action of the former plans has been re-allocated to one of the common Bayside Council themes.

In addition to reporting on business as usual and amalgamation transition progress, work has commenced on strategic community planning for consideration by the elected members following the September 2017 elections. This work will lead to capturing the community's vision, and inform the ten year Community Strategic Plan and Council's operational blueprint for the new term of the Council. The blueprint comprises the Delivery Program 2018/22 and the annual Operational Plans.

In the meantime, Council is focused on delivering the composite Operational Plan 2016/17, and subsequently the Operational Plan 2017/18, the draft of which will be considered by Council at its meeting in May 2017.

The performance highlights of the new Council over the six months to 31 December 2016 will be presented at the Administrator's Community Forum to be held on 26 April 2017.

---

## Officer Recommendation

That Council receives and notes the six monthly performance report as at 31 December 2016 on the composite Operational Plan 2016/17.

---

## Background

As required by the Local Government Act both former councils adopted their respective Operational Plans for 2016/17 relevant to their adopted four year Delivery Program and Community Strategic Plan. Each of the former councils had their own strategic outcomes driving their operational plan requirements.

The Proclamation for Bayside Council requires that the Operational Plan 2016/17 for the new Council be the composite of the two former councils' operational plans.

The amalgamation of the former councils has created significant challenges in the delivery of the operational plan actions. As appreciated, the former councils had set their operations based on achieving their respective operational plans over a 12 month period and were only 10 weeks into their 52 week plans when the amalgamation was declared. The amalgamation has resulted in significant shift of resources and priorities to manage the re-organisation and change management processes required to bring about the new Bayside Council. The NSW Government also requires the new Council to achieve the Stronger Council 10 key result areas – as it does for all merged councils – by the September 2017 local government elections. These actions are in addition to the Operational Plan actions.

The abovementioned challenges included:

- Different systems capturing the information for the respective operational plans requiring a migration of data into one system;
- Operational issues such as identification of responsible officers given structural changes, staff changes, ownership and awareness issues, measurement information;
- The busyness of staff with other business as usual work and/or transition implementation work associated with merging two organisations;
- The requirement of the NSW Government for all merged council to deliver on the Stronger Councils ten Key Result Areas by September 2017 in addition to the actions within the composite operational plan;
- Developing common strategic themes based on the former council's varied strategic directions and principle activities and reallocating of existing actions to those themes.

A brief overview of the Council's performance over the six months to 31 December 2016 over the three key areas is presented below.

### **Stronger Councils' (Transition) Key Result Areas**

During the transition period (that is, from date of amalgamation to the local government elections in September 2017), the new Council will continue to provide services and facilities to the standards of the former councils. It will also work to implement Council's transition plans and to integrate systems, processes and people. The following are some highlights of the transition to 31 December 2016:

- Project Management Office established
- Established Local Representative Committee
- Staff Consultative Committee established
- Organisational Structure adopted and appointments made at Director and Manager levels
- Staff Communication and Engagement Strategy and Action Plan adopted
- Stronger Communities Fund framework adopted, evaluation panel appointed and applications for funding consideration advertised
- Policy and procedure harmonisation commenced.

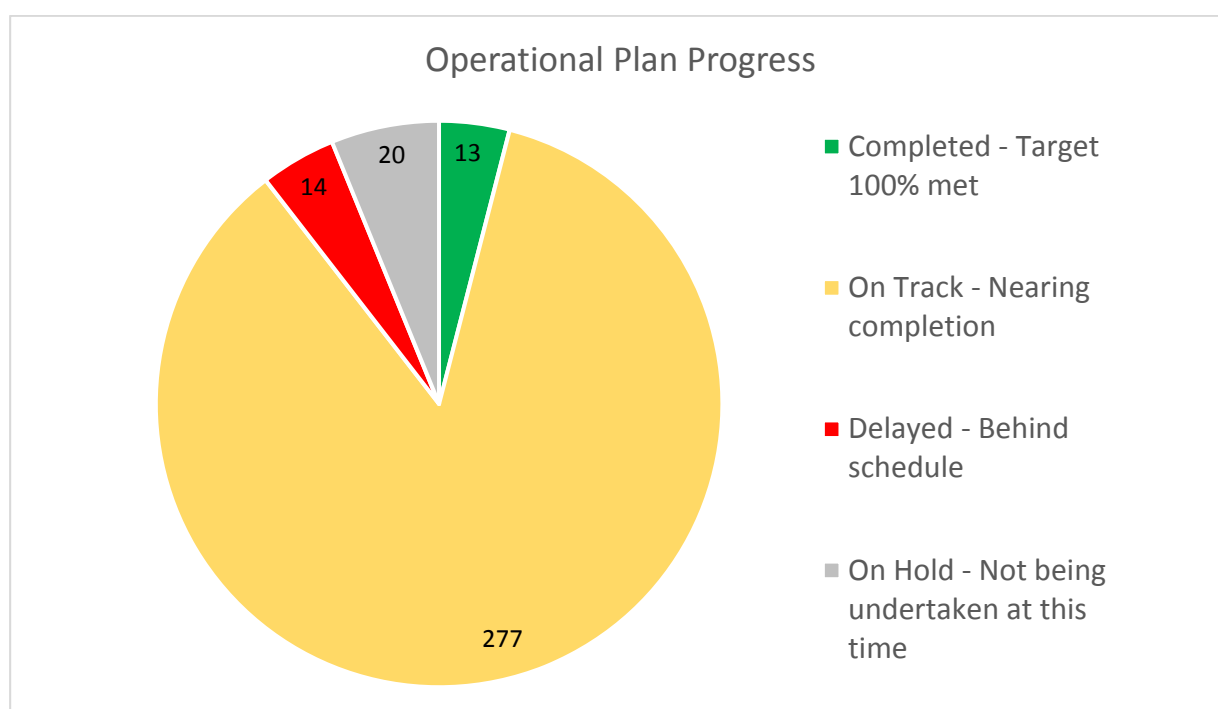
## Operational Plan 2016/17

The Table below shows the vision and themes developed for reporting purposes for Bayside Council based on the strategic directions and principal activities of the former councils. The former Rockdale had four themes while the former City of Botany Bay had five. These have been harmonised into four themes for the new Council as shown in Table 1 below.

**Table 1 – New and former community vision and themes**

<b>Bayside Council – Themes</b>	<b>Diverse, active, healthy and inclusive communities</b>	<b>Liveable, accessible and vibrant neighbourhoods</b>	<b>Sustainable and valued natural environments</b>	<b>Trusted, effective and informed leadership</b>	
Former <i>Rockdale City Council</i> – outcomes	A welcoming and creative City with active, healthy and safe communities.	A City with a thriving economy that provides jobs for local people and opportunities for lifelong learning	A City with a high quality natural and built environment and valued heritage in liveable neighbourhoods	A City with engaged communities, effective leadership and access to decision-making.	
Former <i>City of Botany Bay Council</i> – themes	An inclusive community	A liveable city	A city of natural beauty	A city built on trust and community engagement	A place to be proud of

Across the four themes there are 324 actions, of which 4% have been completed, 86% are on track for completion, 4% are behind schedule, and 6% are on hold.



The following are selected achievements for the six months to 31 December 2016.

### **Diverse, Active, Healthy and Inclusive Communities**

- *New Year's Family Fireworks held*
- *Co-delivered a successful Grandparents and Kinship Carers Expo specifically targeting grandparents from a variety of cultural backgrounds*
- *International Day of Disability event held connecting with local communities by showing movies made by and starring people with disabilities in local cafes*
- *Regional St George Arts and Cultural Forum delivered in partnership with now Georges River Council*
- *"Doing it Differently" ABCD based Community Grants program designed and delivered in partnership with SEAHD*
- *Youth Council held three community capacity building events, working with now Georges River Council and local service providers*
- *Youth Holiday program operated in the July and Sept/Oct holidays period with program operating at full capacity*
- *Bayside Council's Community Grants and Financial Assistance Policy was adopted in December 2016.*

### **Liveable, Accessible and Vibrant Neighbourhoods**

- *Garden Competition and Nature Strip Rebate promoted and delivered*
- *The Patricia Carlton Mural at Patricia Carlton Reserve Bexley was developed and launched*
- *A comprehensive Waste & Cleansing Guide, Recycling Calendars, Clean-up Fridge Magnets, Fridge Buyback Flyers and Problematic Waste Drop Off Flyers was issued to all residents*
- *A draft Land Use and Infrastructure Strategy for the Bayside West Priority Precincts, which includes the Arncliffe Precinct, Banksia Precinct and the Cooks Cove Precinct was developed and exhibited in collaboration with the Department of Planning & Environment.*

### **Sustainable and Valued Natural Environment**

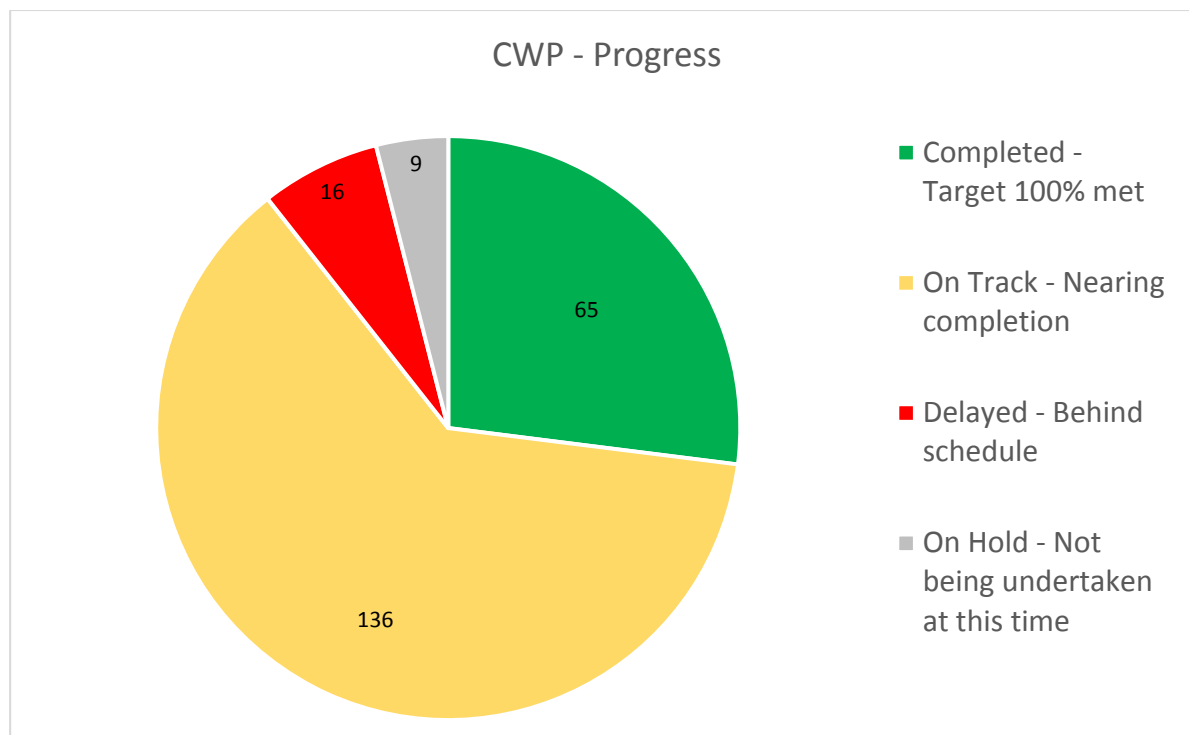
- *Georges River Coastal Zone Management Plan implementation continued with Dunal works completed in sections along Lady Robinsons Beach, environmental restoration works at Scarborough / Bicentennial Ponds and Hawthorne Street Natural Area*
- *Volunteer Bushcare / Landcare groups contributed 146 volunteer hours to bush regeneration projects including completion of regeneration works at Sir Joseph Banks Park*
- *Grey-headed Flying-fox management plan on-ground works implemented to protect priority species*
- *A 22.88kw solar panel array at the Bexley depot was installed resulting in an estimated savings of approximately \$2,000 pa with reduction in greenhouse gases of 45 tonnes pa.*
- *Environmentally sustainable design elements incorporated into the capital works projects including Firmstone Reserve, Pagewood (infiltration basin), and Booralee Park Amenities (rainwater tank and solar power).*

### **Trusted, Effective and Informed Leadership**

- *New Code of Conduct adopted for Bayside*
- *Two internal audits undertaken*
- *Investment Strategy harmonised for Bayside Council*
- *2015/16 financial statements for former Rockdale City Council audited and submitted on time.*
- *Extension of time granted for audit and submission of 2015/16 financial statements for the former City of Botany Bay Council*
- *Auditor General appointed to audit the 2015/16 financial statements for the former Botany City Council and for the audit of the 2016/17 financial statements for Bayside Council*
- *"One Council" new financial, procurement and asset management system launched in December 2016 and with further expansion in 2017.*

## Capital Works Program 2016/17

The Capital Works Program (CWP) reporting also faces the challenge of the varying levels of detail within the programs of the former councils. The composite program has been rolled up to a higher level for reporting purposes to a more summarised version and a harmonised approach in reporting across the programs. The Program contains 226 tasks, of which 29% have been completed, 60% are on track for completion, 7% are behind schedule and 4% are currently on hold.



The following are selected achievements for the six months to 31 December 2016

- *Angelo Anestis Aquatic Centre completed in December 2016*
- *Rockdale Civic Centre and Central Library opened in July 2016*
- *Bus shelters installed in Lismore St near Florence Avenue Page St, Pagewood and Swinbourne St between Williams St & Queen St*
- *Community facility upgrades/maintenance works completed including at Guild Theatre and Mascot Senior Citizens Centre.*
- *Natural environmental works completed at Scarborough Ponds and Bado Berong Creek*
- *Park amenities buildings constructed eg disabled facilities including at Arncliffe Park, Cahill Park and Kyeemagh toilet refurbishment*
- *Playground/equipment renewals program continued including at Gaiairine Gardens and Dominey Reserve*
- *Sports amenities building upgrades continued including at Bexley Oval, Gardiner Park, Scarborough Park, and Tonbridge Street Reserve*
- *Sportsfield upgrade/maintenance works continued including at Ador Avenue, Arncliffe Park, and Bexley Oval.*

The completed Performance Report for the six months to 31 December 2016 is attached and recommended for receiving and noting.

---

**Financial Implications**

Not applicable

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**Community Engagement**

Not required

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**Attachments**

Performance Report 2016/17

## **Draft Performance Report**

**July 2016 to December 2017**

**Operational Plan 2016/17**





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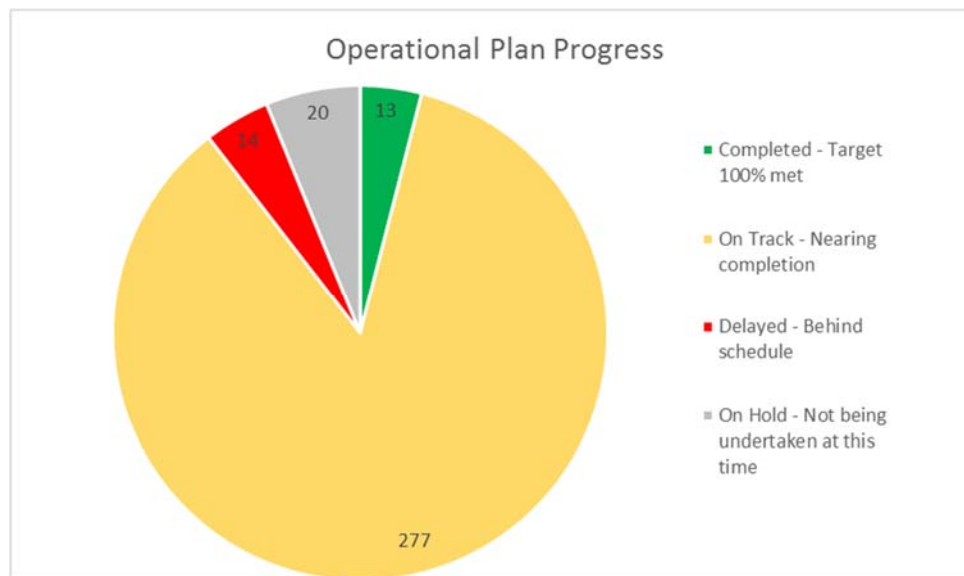
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Ref: 17/35320

# Overall Performance

## Operational Plan 2016/17

The composite Operational Plan 2016/17 includes 324 actions across for themes. Of these, 4% have been completed, 85% are on track for completion, 4% are behind schedule, and 6% are on hold.



## Key operational achievements

The following are selected achievements for the six months to 31 December 2016.

### Diverse, active, healthy and inclusive communities

- New Year's Family Fireworks held.
- Co-delivered a successful Grandparents and Kinship Carers Expo specifically targeting grandparents from a variety of cultural backgrounds.
- International Day of Disability event held connecting with local communities by showing movies made by and starring people with disabilities in local cafes.
- Regional St George Arts and Cultural Forum delivered in partnership with now Georges River Council.
- "Doing it Differently" ABCD based Community Grants program designed and delivered in partnership with SEAHD.
- Youth Council held three community capacity building events, working with now Georges River Council and local service providers.
- Youth Holiday program operated in the July and Sept/Oct holidays period with program operating at full capacity.
- Bayside Council's Community Grants and Financial Assistance Policy was adopted in December 2016.

### **Liveable, accessible and vibrant neighbourhoods**

- Garden Competition and Nature Strip Rebate promoted and delivered.
- The Patricia Carlton Mural at Patricia Carlton Reserve Bexley was developed and launched.
- A comprehensive Waste & Cleansing Guide, Recycling Calendars, Clean-up Fridge Magnets, Fridge Buyback Flyers and Problematic Waste Drop Off Flyers was issued to all residents.
- A draft Land Use and Infrastructure Strategy for the Bayside West Priority Precincts, which includes the Arncliffe Precinct, Banksia Precinct and the Cooks Cove Precinct was developed and exhibited in collaboration with the Department of Planning & Environment.

### **Sustainable and valued natural environment**

- Georges River Coastal Zone Management Plan implementation continued with Dunal works completed in sections along Lady Robinsons Beach, environmental restoration works at Scarborough / Bicentennial Ponds and Hawthorne Street Natural Area.
- Volunteer Bushcare / Landcare groups contributed 146 volunteer hours to bush regeneration projects including completion of regeneration works at Sir Joseph Banks Park.
- Grey-headed Flying-fox management plan on-ground works implemented to protect priority species.

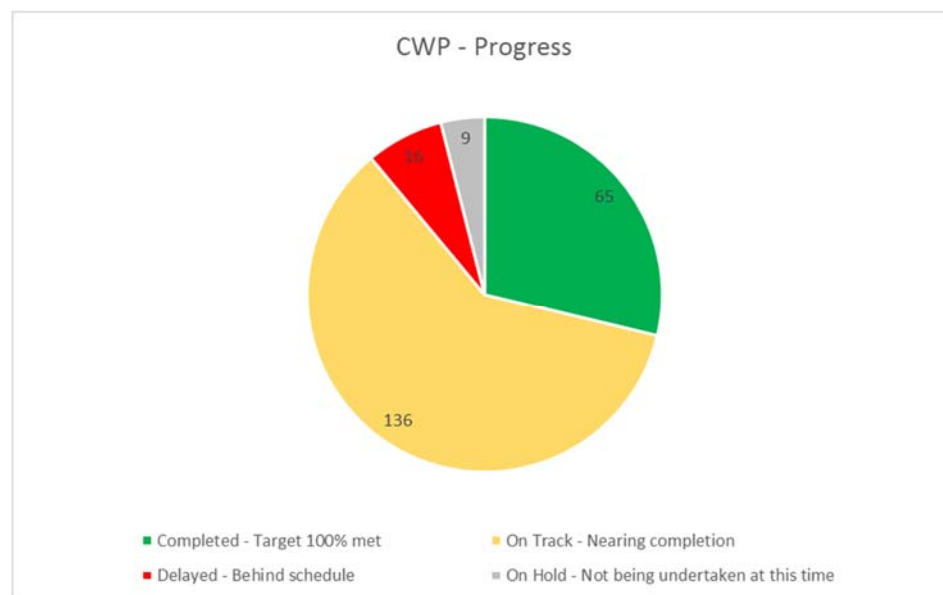
- A 22.88kw solar panel array at the Bexley depot was installed resulting in an estimated savings of approximately \$2,000 pa with reduction in greenhouse gases of 45 tonnes pa.
- Environmentally sustainable design elements incorporated into the capital works projects including Firmstone Reserve, Pagewood (infiltration basin), and Booralee Park Amenities (rainwater tank and solar power).

### **Trusted, effective and informed leadership**

- New Code of Conduct adopted for Bayside.
- Two internal audits undertaken.
- Investment Strategy harmonised for Bayside Council.
- 2015/16 financial statements for former Rockdale City Council audited and submitted on time.
- Extension of time granted for audit and submission of 2015/16 financial statements for the former City of Botany Bay Council.
- Auditor General appointed to audit the 2015/16 financial statements for the former Botany City Council and for the audit of the 2016/17 financial statements for Bayside Council.
- “One Council” new financial, procurement and asset management system launched in December 2016 and with further expansion in 2017.

## Capital Works Program 2016/17

The composite Capital Works Program includes 226 tasks, of which 29% have been completed, 60% are on track for completion, 7% are behind schedule and 4% are currently on hold.



## Key capital works achievements

The following are selected achievements for the six months to 31 December 2016

- Angelo Anestis Aquatic Centre completed in December 2016.
- Rockdale Civic Centre and Central Library opened in July 2016.
- Bus shelters installed in Lismore St near Florence Avenue Page St, Pagewood and Swinbourne St between Williams St and Queen St.
- Community facility upgrades/maintenance works completed including at Guild Theatre and Mascot Senior Citizens Centre.
- Natural environmental works completed at Scarborough Ponds and Bado Berong Creek.
- Park amenities buildings constructed eg disabled facilities including at Arncliffe Park, Cahill Park and Kyeemagh toilet refurbishment.
- Playground/equipment renewals program continued including at Gaiarine Gardens and Dominey Reserve.
- Sports amenities building upgrades continued including at Bexley Oval, Gardiner Park, Scarborough Park, and Tonbridge Street Reserve.
- Sportsfield upgrade/maintenance works continued including at Ador Avenue, Arncliffe Park, and Bexley Oval.

# Introduction

## About this report

Welcome to Bayside Council's inaugural Performance Report that documents the 6 month progress to 31 December 2016 against the Operational Plan 2016/2017.

The current Plan is a composite of the plans of the former City of Botany Bay and Rockdale City Councils. The actions of these plans are grouped under four themes of Bayside Council. The themes are:





- Diverse, active, healthy and inclusive communities
- Liveable, accessible and vibrant neighbourhoods
- Sustainable and valued natural environments
- Trusted effective and informed leadership.

Similarly, the report outlines the achievements of the composite list of capital works items.

The report also looks at our progress in Bayside Council's Transition Implementation Plan.

## How to read this report









The performance against the activities, programs, projects and works is colour coded as follows:

	Completed - Target 100% met
	On Track - Nearing completion
	Delayed - Behind schedule
	On Hold - Not being undertaken at this time

# Operational Plan 2016/17 themes

## Diverse, active, healthy and inclusive communities

### An inclusive community that celebrates diversity

Action Code	Action	Performance of 6 Month	Target
1.3.1.A.1	Implement 4 year Reconciliation Action Plan	A review of existing work and development of a new 4 Year Reconciliation Action Plan for Bayside Council is planned to commence in the first half of 2017.	
1.4.3.A.1	Implement the Children's and Family Plan	Co-delivered a successful Grandparents and Kinship Carers Expo specifically targeting grandparents from a variety of cultural backgrounds.	
1.4.3.B.1	Implement the Ageing Strategy	To be reconsidered as part of Operational Plan 2017/18.	
1.4.3.B.2	Implement the Disability Access and Inclusion Plan, post amalgamation decision	Work commenced on the establishment of a Disability Access and Inclusion Plan for Bayside Council	
1.4.3.B.3	Promote international Day of Disability event	Successful International Day of Disability event was held, connecting with local communities by showing movies made by and starring people with disabilities in local cafes.	
2.a.02	Review Disability Inclusion Plan	Work commenced on the establishment of a Disability Access and Inclusion Plan for Bayside Council	
2.a.03	Implement Council's Ageing Strategic Plan	Continued to deliver a range of services to Seniors as set out in the draft Ageing Strategic Plan	
2.b.1	Support programs within the community that celebrate our culturally diverse community	Delivered a range of successful community events that celebrate our cultural diversity	

2.b.2	Organise Citizenship Ceremonies	There was been an increase in Citizenship Ceremonies – they continued to be a key event our new Australian Citizens.	●
2.b.3	Organise and promote Sister City events and activities as directed by Council	The welcoming ongoing relationship with Yamatsuri Province in Japan is testament to our commitment to the Sister Cities program.	●
2.d.1	Maintain Advisory Committees – Seniors, Access, Historical Trust and Aboriginal and Torres Strait Islander, Youth, Multicultural Committee	Council continued to support and report to Advisory Committees when active.	●

### Cultural and community events that promote a sense of belonging

Action Code	Action	Performance of 6 Month	Target
1.3.3.A.2	Co-deliver the St George Arts and Cultural Forum with neighbouring councils	Partnered with Kogarah and Hurstville Councils (now Georges River Council) to deliver a successful regional St George Arts and Cultural Forum.	●
1.3.3.B.1	Deliver an inclusive Events Program which adds value to our community and City, activates public spaces and invigorates town centres	Delivered an extensive events program including cultural activities, workshops and Citizenship Ceremonies.	●
1.3.3.B.2	Funding opportunities for events identified and pursued	Council events are supported by traditional sponsors and in accordance with the Sponsorship Policy that is in line with ICAC sponsorship principles.	●
1.3.3.B.3	Develop and publish Council's events calendar	Events Calendar is published quarterly and subject to modification.	●
2.e.1	Organise and administer an annual community events program	Events Calendar is published quarterly and subject to modification.	●

## Accessible and affordable community facilities

Action Code	Action	Performance of 6 Month	Target
1.2.1.A.3	Undertake 2016/17 Special Rate Variation playground upgrade	Program underway.	●
1.4.1.A.1	Review utilisation and promote community facilities to encourage increasing use and align with Council strategies	Use of community facilities continued to be monitored. Strategies to promote additional use of community facilities being developed.	●
1.4.1.A.2	Monitor the impact of the revised subsidy and fee waivers on Council facilities	Council continues to monitor the impact of subsidies and fee waivers on Council facilities and reports the results annually.	●
1.4.1.B.1	Undertake statutory inspections of Council buildings and facilities from Asset Management Strategy	Inspections for compliance include elevators, fire safety, working from heights, electrical, and hydraulic systems.	●
1.4.1.B.2	Rehabilitation program and minor modifications in Council buildings including painting, pointing, roofing, and electrical. Refer to CPP38	Program scope commenced.	●
1.4.1.B.3	Complete the Property and Buildings 2016/17 Special Rate Variation Program	Buildings on track.	●
1.4.1.B.4	Comply with Council's obligations under the Development Agreement to progress the construction of the Arncliffe Youth Centre	Council's obligations under the Development Agreement have been complied with.	●
1.4.2.A.1	Establish partnerships with local education institutions to maximise the use of public facilities by the community, post amalgamation	Council is supporting the Department of Education in the development of their Joint Use Project Initiative.	●
2.g.1	Review Plans of Management	All Plans of Management are being reviewed to determine an optimal Plan of Management Strategy for Bayside Council.	●
2.g.2	Investigate partnerships and funding opportunities to assist in maintaining, upgrading and developing of new recreational facilities	Grant funding opportunities reviewed, including Community Building Partnerships and the Metropolitan Greenspace Program.	●



Action Code	Action	Performance of 6 Month	Target
2.g.3	Investigate opportunities for the sharing of community facilities, such as senior's centres, to meet the needs of the wider community	Community facilities profiling commenced to allow opportunities for co-sharing to be explored.	●
3.b.1	Develop and manage a Community facility booking system	Bookings taken by Customer Service Centres and relevant bookings officers.	●
3.b.2	Investigate opportunities for community space in new developments	Council continues to investigate opportunities for community space in new developments based on community benefit.	●
3.b.3	Undertake maintenance works on council Buildings	Ongoing maintenance undertaken both reactively and proactively as required with all scheduled programmed works completed.	●
3.b.4	Undertake building condition audits on council facilities	Works commenced on building revaluation and condition assessment on buildings.	●
5.a.4	Promote and market existing facilities	Strategy scoped to identify opportunities to promote facilities for community use.	●

## Developing strong, healthy and supportive communities

Action Code	Action	Performance of 6 Month	Target
1.1.3.A.1	Partner with local and state stakeholders to advocate on behalf of the community and explore local health initiatives	Council continues to partner with local and state stakeholders, including South Eastern Sydney Local Health District, Medicare Local, Department of Family and Community Services through participation in local area workshops and program development and committees.	●
1.1.3.A.2	Co-deliver connecting communities pilot program in partnership with South Eastern Sydney Local Health District	For Project One Council designed and developed the Doing it Differently ABCD based Community Grants program in partnership with SEAHLD. This program is funded by Health, delivered by Council and administered by a project steering committee. Council continues to be represented on the SESLHD Community Partnerships Board and supporting the development of a Youth Mental Health first Aid project to be delivered in 2017.	●

Action Code	Action	Performance of 6 Month	Target
1.3.2.A.1	Support partners in the recruitment, training and support of volunteers	Revised Volunteer Strategy drafted for adoption in 2017.	●
1.3.2.A.2	Develop a Volunteer Strategy	Revised Volunteer Strategy drafted for adoption in 2017.	●
1.3.2.B.1	Develop and implement a community capacity building program with the Community Development Advisory & Safety Committee and other partners including neighbouring councils	Community Planning Workshop deferred until 2017.	●
1.3.2.C.1	Develop and implement a community capacity building program with the Youth Council and other partners	Youth Council held three community capacity building events, working with Kogarah Council (now Georges River Council) and local service providers.	●
2.a.01	Collaborate with government agencies and local service providers to identify gaps in service deliveries	Continues to participate in and contribute to bi-monthly inter-agency meetings to represent and advocate on behalf of the community.	●
2.a.04	Manage and deliver centre-based programs for Aged and disabilities	Council provides 2 different types of centre based programs to eligible community members on Tuesday (open group) and Wednesday (men's group) at Eastlakes Seniors Centre. Half yearly surveys conducted with service users reflect 100% satisfaction rate. There are currently 25 active volunteers.	●
2.a.05	Assist local groups in the promotion of their services and activities	Council partnered with local organisations to deliver community services and events, and promotes activities through library notice boards and external communications.	●
2.a.06	Coordinate and maintain a community grants/donations program	Community Grants & Financial Assistance Policy adopted in December 2016.	●
2.a.07	Manage and operate two Long Day Care Centres	The Long Day Care services has undergone 2 safety compliance audits at the service level with all identified maintenance and compliance issues addressed. Occupancy / utilisation rate was 90 - 95% with vacancies existing as a result of children leaving to go to school or children moving across the rooms in a different age group within the service.	●
2.a.08	Manage and operate Family Day Care	Family Day Care services have undergone 2 safety compliance audits at the service level with all identified maintenance and compliance issues addressed. Family Day Care Educators continue to be monitored and supported. Annual re- registering of Family Day Care Educators will be conducted in June 2017.	●








Action Code	Action	Performance of 6 Month	Target
2.a.09	Manage and operate School Aged Care (Before and After School Care/Vacation care)	School Aged Care Services have undergone 2 safety compliance audits at the service level with all identified maintenance and compliance issues addressed meeting all requirements. Occupancy / utilisation rate was 95% with vacancies existing as a result of children enrolments in the school and families care requirements and needs. Vacation care program operated in July and Sept / Oct holiday periods with an overall utilisation rate of 95% with planned external excursions operating at capacity.	●
2.a.10	Manage and operate two Youth Centres and Programs	Youth Holiday program operated in the July and Sept / Oct holiday periods with program operating at full capacity. Three youth drop in programs currently operated with a number of health and fitness, cooking, HSC support and homework help, resume writing and interview skills programs.	●
2.a.11	Manage and operate Meals on Wheels program	25 active volunteers delivered Meals on Wheels to local residents. Service is meeting Food Safety standards and is compliant with all requirements.	●
2.d.2	Develop and implement a Volunteer Program	Volunteer program is on hold pending the development of a Volunteer Strategy.	●
2.d.3	Implement the Community Recognition Strategy	A number of successful community recognition events were held and positively promoted through the media.	●
2.h.8	Deliver training/programs and build capacity to community based agencies and voluntary groups	Training programs developed and will be implemented across Bayside Council.	●
3.b.7	Manage and support three Senior Centres	Mascot and Pagewood Senior Centres were supported to deliver programs and activities to meet their member's needs.	●

## Fostering a safe environment



Action Code	Action	Performance of 6 Month	Target
1.1.1.A.1	Conduct minimum of 2 Food Handling Workshops with food businesses across our Local Government Area	Annual Workshop preparations underway.	●
1.1.1.A.2	Council to carry out 100% of its health inspections program annually comprising of 400 inspections	A total of 312 food shop inspections have taken place during the reporting period with the remainder to be completed by the end of the reporting period.	●












Action Code	Action	Performance of 6 Month	Target
1.2.1.A.1	Carry out safety inspections on playground equipment every 3 months covering 79 sites to ensure compliance and safety	All Council playground equipment was inspected in accordance with proactive maintenance schedules.	●
1.2.1.A.2	Implement Playground & Park Rehabilitation Program	Program underway	●
1.2.1.B.1	Implement Community Safety Plan, with a focus on external partnerships, addressing perceptions of safety and streamlining community reporting systems	Continued to deliver Community Safety Initiatives, including partnering with Roads & Maritime Services and NSW Police to deliver water safety activities. Community Safety Plan to be reviewed in 2017.	●
1.2.1.C.1	Implement the Road Safety Program 2016/17 with annual matching funding from Roads and Maritime Services	Delivered ongoing education programs for road safety.	●
1.2.1.D.1	Enforce School Parking Patrol Program (276 parking spaces)	The KPI requires 276 annual patrols of school zones to be completed. For the first 6 months of the year a total of 217 school zone patrols were performed resulting in 304 penalty notices issued for illegally parked vehicles.	●
1.2.1.D.2	Regulate the use of the Footway Trading Policy	Regular foot patrols monitor Footway Trading and penalty notices issued where necessary.	●
1.2.1.D.3	Implement Summer Program in Cook Park (increased regulatory presence on weekends and parking patrols)	The Summer Ranger program was run again over the 2016 Christmas period with Inspectors involved in educating park users in the responsible disposal of litter as well as beachfront parking. The interaction with the general public has resulted in positive community feedback.	●
1.2.1.D.4	Enforce the Companion Animal Act	Council's Inspectors performed regular beachfront and park patrols in relation to off leash and prohibited place complaints from the community. Tasked patrols by Council's contracted Animal Management Officer saw an increase in the compliance by dog owners / persons in charge meeting their responsibilities in parks.	●
1.4.2.B.2	Undertake lighting upgrades - Cahill Park and Cook Park (Lena to Sanona)	Tenders invited for works at Cahill Park. Works delayed at Cook Park due to approvals and latent conditions.	●
2.f.01	Seek 'active transport funding to implement the Pedestrian Access and Mobility Plan for safe and continuous paths of travel	Grant opportunities identified and applications to be prepared.	●
2.f.02	Maintain street lighting and lighting in public spaces	Council continued to maintain street lighting and lighting in public spaces.	●

Action Code	Action	Performance of 6 Month	Target
2.f.03	Maintain a strong commitment to WHS and risk management in carrying out works in the community	A Work Health & Safety Management System is being developed. First phase comprises development of policies and procedures, and the harmonisation of safe work standard operating procedures.	●
2.f.04	Undertake swimming pool inspections	Council continues to undertake inspections as part of the Pool Inspection Program.	●
2.f.05	Deliver Road Safety Program in conjunction with Roads Maritime Services	Roads & Maritime Service delivered State wide road safety initiatives. Locally, the child restraint checking days continue to be popular.	●
2.f.06	Provide Learn to Swim classes	Swimming classes were offered from September - December 2016 with the opening season of the swimming pool. Enrolment has slightly increased in the October - December swimming classes offered at Botany Aquatic pools.	●
2.f.07	Develop and maintain key partnerships to reduce crime and improve community safety	Council participated in the NSW Police Community Committee, and implemented Alcohol Free Zones in response to police requests	●
2.f.08	Enforce Companion Animals Act	Patrols are performed by the Rangers to ensure dog owners are meeting their responsibilities.	●
2.f.09	Manage off-leash dog areas	5% of the Rangers resource time is spent monitoring the off leash areas to ensure owners are using these areas responsibly and safely for the benefit of all the community.	●
2.f.10	Undertake initiatives promoting responsible pet ownership	Carried out micro chipping day in conjunction with Sydney Cats and Dogs Home.	●
2.f.11	Work with Randwick Botany SES and other Local emergency management	Ongoing support to agencies provided as required when requested	●
2.f.12	Undertake independent audits of playground facilities in parks and reserves	Independent audits of playground facilities in parks and reserves have been conducted in line with scheduled maintenance services.	●
2.f.13	Undertake Safety Audit at Botany Aquatic Centre	Safety audit was undertaken at Botany Aquatic Centre.	●











Action Code	Action	Performance of 6 Month	Target
2.f.14	Conduct inspections of food outlets	Performed 68 inspections and food outlets.	
2.f.15	Administer the Scores on Doors Program	No certificates issued in the 6 month period.	
2.f.16	Finalise and Qualitative Risk Assessment of Botany Industrial areas	Assessment completed and risk control measures identified for implementation.	
2.f.17	Carry out inspections of other public health premises	Council continued to inspect other health premises including skin penetration premises, hairdressers and cooling towers and public swimming pools.	
2.f.19	Maintain a register of annual fire safety certificates	Council received 310 fire safety certificates during this period.	
2.f.20	Ensure compliance with health and safety requirements for places of shared accommodation	No inspections of boarding houses were performed in the reporting 6 month period. The 8 boarding houses are planned to be inspected during January and July 2017	
2.g.4	Provide children's immunisation clinics	33 children were immunized during the 6 month period.	

## Encouraging active recreation and leisure










Action Code	Action	Performance of 6 Month	Target
1.1.4.A.1	Develop policy and plans to identify, promote and support active recreation, leisure and sporting activities and initiatives delivered in our City	Commenced a review of recreation policies to harmonise procedures and operating standards with the aim of improving the access and effectiveness of recreation services and facilities available to all members of the community.	
1.1.4.A.2	Monitor existing active and passive park usage via a Park Users Survey, post amalgamation decision	Recruitment commenced for an Open Space & Recreation Planner, to consolidate policies, procedures and the development of an overarching Open Space & Recreation Strategy.	

Action Code	Action	Performance of 6 Month	Target
1.1.4.A.3	Explore the development of standardised policies and procedures with Kogarah / Hurstville Councils, state and regional peak bodies regarding recreational and sporting opportunities	Recruitment commenced for an Open Space & Recreation Planner, to consolidate policies, procedures and the development of an overarching Open Space & Recreation Strategy.	
1.1.4.A.4	Improve participation of underrepresented groups in a range of active recreation, leisure and sporting opportunities	Worked with clubs and associations through the Sport and Recreation Working Party to encourage development and support for teams of diverse abilities and ethnicities.	
1.1.4.A.6	Implement the Parks Improvement Program for active recreation	Sporting fields top dressing completed.	
1.1.4.A.7	Commence construction of the Rockdale City Aquatic Centre	Construction well underway with opening scheduled for 25 January and opening to the public 26 January 2017.	
1.4.2.B.1	Carry out scheduled works of Council's parks and reserves to ensure they are fit for purpose to meet the community's needs	Parks mowing and landscaping maintenance schedules have been completed for the period to standard, and in timely manner for the community. Sports grounds under Council permit have had the following renovations performed: turf milling and replacement, aeration, top dressing and fertilising, broadleaf weed spraying, watering.	
1.4.2.B.3	Review and consolidate Playground and Sports Field Infrastructure Strategies	Playground and Sport Field strategy under review as part of Council's Open Space and Recreation Strategy.	
1.4.2.B.4	Install full sized synthetic fields at Bicentennial Park (South), including finalisation of funding strategy and management models	Testing had to be finalised prior to the design and tender documents being completed. Testing has been completed and documentation is being finalised.	
3.b.5	Maintain and manage the Botany Golf Course	Golf shop continued to provide service to both the Botany Gold Club members and general community users.	
3.b.6	Review deeds of Agreement/licenses for Community and sporting facilities	Licence agreements compiled. Review of agreements to occur Quarter 2 to Quarter 4.	
3.c.1	Manage the seasonal and other use of sporting fields/facilities	Seasonal use of fields continued to be managed by way of contract / permit.	
3.c.2	Undertake annual Sportsground renovations	Eastern sportsgrounds annual renovations undertaken: aeration, fertilising, top dressing and over sowing. Broadleaf weed spraying conducted	

### Valuing lifelong learning opportunities

Action Code	Action	Performance of 6 Month	Target
2.5.3.A.1	Work with National Broadband Network Co to identify opportunities based on the timetable confirmed in the revised statement for expectations	Monitored NBN Co progress in Bayside local government area.	
2.5.3.A.2	"Implement initiatives to enhance access to information through wireless technologies"	Implemented wireless access points across Council Sites including libraries.	
3.1.1.A.1	Deliver ongoing programs and events across all libraries to enhance life-long learning opportunities for the range of demographic groups within the community	Programs delivered as planned.	
3.1.1.A.2	Implement new technology programs including tablet training and emerging technologies	Programs delivered as planned.	
3.1.1.A.3	Develop a Digital Technology Strategy	Draft Strategy developed.	
3.1.1.A.4	"Hold Pop up Libraries in target areas such as Wolli Creek"	Two pop up libraries held.	
3.1.1.A.5	Purchase books and media for libraries	Purchased books and media.	
3.1.1.A.6	Sans Souci Library – installation of operable wall	Contract let, shop drawings finalised, door to be installed in February.	
3.1.1.B.2	Implement Library Service Model	Library Service Model developed for former Rockdale Council recommendations being reviewed to incorporate all new libraries in Bayside Council.	
3.1.1.B.3	Complete the construction of the Rockdale City Library	Construction is complete and the Library was opened to the public on 30 July 2016.	






Action Code	Action	Performance of 6 Month	Target
3.1.1.C.2	Develop a Friends of the Library Group	Requirements for a Friends of the Library Group will be reviewed for the new Bayside Council.	
3.1.1.D.2	"Facilitate bridging programs for students between schools, BEC, TAFE and business "	Stakeholders identified and programs scoped.	
2.h.1	Provide library services via two library locations; Eastgardens and Mascot	Libraries open at two locations, statistics recorded.	
2.h.2	Provide a Home Library Service for housebound residents and their carers	Service delivered as planned, statistics recorded below.	
2.h.3	Develop and maintain partnerships and shared services with others - Swift Consortium; SSROC Library Manager's Group, State Library of NSW	Library staff participate in regular meetings and training forums for the purpose of ongoing professional development, up skilling and networking inside and outside the organisation.	
2.h.4	Provide and develop a range of on-line library resources	Achievements: <ul style="list-style-type: none"> <li>IT upgrade improved access to both public computers and Wi-Fi in the libraries.</li> <li>Online Public Access Catalogue visits – 15,392</li> <li>Combined online usage of e-resources including databases, e-books, e-magazines, e-audio, and e-films – 57,086 hits</li> </ul>	
2.h.5	Provide and develop a range of collections to meet the educational, recreational and informational needs of the community	Libraries provided a range of collections for the community in a full range of formats and also a number of permanent community language collections.	
2.h.6	Provide and develop a range of technology opportunities to support community needs	The number of hours used on public computers increased to 6,073 hrs.	
2.h.7	Implement program and activities supporting lifelong learning	Libraries provide a range of programs including book clubs, author talks, and sessions for children and young people.	







## Liveable, accessible and vibrant neighbourhoods

### A place to be proud of

Action Code	Action	Performance of 6 Month	Target
1.1.2.D.1	Efficiently deliver Council's Tree Maintenance service	Proactive street maintenance program including pruning, mulching, planting conducted in western area.	●
1.3.3.A.1	Promote Rockdale City as a premier cultural hub	Worked with artistic community to promote activities and participated in St George Arts and Cultural Forum (now GRAB).	●
1.3.3.A.3	Facilitate the implementation of the Public Art Policy across Council	Facilitated the implementation of the Public Art policy - developed and launched the Patricia Carlton Mural at Patricia Carlton Reserve Bexley.	●
2.1.1.B.10	"Continuation of Street Tree planting in accordance with Masterplan "	Street tree planting has been completed for this period; Willison Road Carlton re-planting project and Eddystone Road Bexley project have been completed. Tree species selected are compatible with Master Plan.	●
3.3.1.A.5	Repair / replace bins, seats, flagpoles and planter boxes. Includes all Town Centres	Town centres furniture including bins, seats, flags, banners, fencing and street signs are continually repaired and replaced as notified by both proactive inspections by City Infrastructure and reactive maintenance through customer requests or staff reports.	●
3.f.3	Implement Town Centre (Streetscape) Program	The streetscapes at Botany and Mascot commercial centres were upgraded.	●
4.b.2	Administer a Tree Preservation Order Program	Statistics: <ul style="list-style-type: none"> <li>Street tree inspections per month average (76)</li> <li>Street tree inspections completed within 28 days average (54)</li> <li>Private tree inspections applications per month average (14)</li> <li>Private tree inspections completed within 14 days average (6.33).</li> </ul>	●
4.b.4	Undertake maintenance and replacement of street trees and trees in parks and reserves	Proactive street maintenance program including pruning, mulching, planting conducted in western area.	●
5.b.1	Continue grass verge and open space mowing	Scheduled grass verge and open space mowing program was on time and on budget.	●

5.b.2	Implement weed control program	Weed Control conducted at Sportsgrounds and Golf Courses and on nature strips.	
5.b.3	Develop public art policy	Public Art policy in preliminary scoping stage.	
5.b.4	Promote and organise the Garden Competition and Nature Strip Rebate – The Mayor hosts the Awards Evening for the Garden Competition	Garden Competition and Nature Strip Rebate were successfully promoted and delivered.	

## A clean city



Action Code	Action	Performance of 6 Month	Target
1.1.2.B.1	Deliver street sweeping program across the City of Rockdale	Council met its obligation of scheduled for mechanical sweeping of streets twice per month. Manual sweeping of street gutters was also carried out based on program targeting streets that are permanently parked out and streets with heavy leaf fall.	
1.1.2.C.1	Ascertain hotspots through mapping and analysing reported incidents of illegal dumping	Council and RID (Regional Illegal Dumping) Squad map and analyse incidents of illegal dumping. Council utilises transferable solar powered CCTV surveillance cameras that are moved to hotspots to assist this process. An additional eight cameras planned to be implemented in February 2017 implemented.	
1.1.2.C.2	Deploy mobile CCTV cameras in response to identified illegal dumping hotspots within 5 working days	Council installed CCTV cameras in response to reports of dumping hotspots within 5 days where practical.	
1.1.2.C.3	Remove and dispose of illegally dumped materials within 14 days after investigation proceedings	Illegally dumped material was investigated and collected within 14 days.	
1.1.2.C.5	Inform residents about Council's Domestic Waste and Clean Up Programs	Comprehensive Waste & Cleansing Guide, Recycling Calendars, Clean-up Fridge Magnets, Fridge Buyback Flyers and Problematic Waste Drop Off Flyers to all residents issued. Council's website also provides information and education on waste and cleansing related matters.	
1.1.2.C.6	Investigate incidents of illegal dumping and prosecute offenders	957 CRM (customer requests) reports of illegally dumped rubbish (including littering) were received and investigated. Council also referred a large number of cross jurisdictional matters to the RID Squad for investigation. Where Council had sufficient evidence to prove offences, environmental penalty notices have been issued.	

Action Code	Action	Performance of 6 Month	Target
2.3.1.A.1	Implement Council's Waste Avoidance Resource Recovery Strategy (WARRS) 2007	A new Waste Avoidance Resource Recovery Strategy (WARRS) 2016 formulated. Implementation is on track.	●
4.f.2	Undertaken litter management campaigns and enforcement	Scheduled litter maintenance program implemented.	●
5.c.1	Undertake street and footpath sweeping	Scheduled footpath and street sweeping maintenance program undertaken.	●
5.c.2	Undertake public convenience cleaning	Scheduled amenities cleaning program as well as emergency cleaning requests undertaken.	●
5.c.3	Undertake stormwater drainage and pit cleaning	Stormwater drainage and pit cleaning as scheduled continued to be undertaken.	●
5.c.4	Investigate and respond to incidents of illegal dumping	Matters responded to and action taken based on severity of incident. Where Council has sufficient evidence to prove offences.	●
5.c.5	Undertake waste management services	Collection and disposal of domestic garbage, recycling and green waste undertaken.	●
5.c.6	Maintain illegal dumping database	480 illegal dumping CRM (customer requests) actioned.	●
5.c.7	Investigate and respond to reports of abandoned items	Abandoned items identified and processed in accordance with the Impounding Act.	●






## Development for now and the future








Action Code	Action	Performance of 6 Month	Target
2.2.1.A.1	Advocate for the strengthening of State Government policy to facilitate affordable housing across NSW	Council continued to work with SSROC to formulate a position paper and regional position on affordable housing. Council also played an active role with the Greater Sydney Commission to ensure affordable housing became a priority issue with the draft District Plans, which were released for public exhibition in late 2016.	●
2.2.1.A.2	Conduct research on affordable housing strategies and initiatives of other councils	Through ongoing participation in the SSROC Community, Culture and Recreation Network Council contributes to SSROC advocacy on affordable housing policy, strategy and mechanisms and to collaborative solutions to affordable housing.	●
2.2.2.A.1	Participate in the review and implementation of options for the Cooks Cove Precinct	Development Application for a Golf Course in the southern portion of the precinct was lodged by the proponent and Council commenced its public notification / exhibition in December 2016. Department of Planning & Environment launched the public exhibition of the draft Land Use and Infrastructure Strategy for western precincts, including Cooks Cove, in late November 2016. Exhibition closes on 28 February 2017.	●
2.2.2.A.2	"Contribute to the delivery of the NSW Government's Arncliffe and Banksia Priority Precincts "	Council worked in collaboration with the Department of Planning & Environment to develop a draft Land Use and Infrastructure Strategy for western precincts, which includes the Arncliffe Precinct, Banksia Precinct and the Cooks Cove Precinct. The Bayside West Priority Precinct was placed on public exhibition in late 2016 with the exhibition closing on 28 February 2017.	●
2.2.2.A.3	Manage proposals for major development to ensure growth is appropriately scaled and located and delivers community benefits	The ongoing assessment of Planning Proposals saw a number of Planning Proposals finalised, resulting in 5 amendments (Amendments 10-15) to the Rockdale Local Environmental Plan 2011 being notified in 2016.	●
2.2.2.A.4	Finalise and implement the Brighton Le Sands Masterplan	Council finalised the economic study of the Brighton Le Sands investigation area commenced preparation of a discussion paper that will be used to encourage engagement of the community. Preparation of a Master Plan will be based on the outcomes of the discussion paper.	●
2.2.2.A.5	Finalise and adopt the Rockdale Contributions Plans	Rockdale Contributions Plan 2016 – Urban Renewal Area was adopted in March 2016. Council has submitted the plan to IPART as the Plan seeks contributions exceeding the cap set by the NSW Government. The assessment process is ongoing.	●
2.2.2.A.6	Assess and determine Development Applications (DAs) whilst monitoring customer satisfaction	Continued to assess and determine Development Applications. Customer Service monitored – annual Customer Service Survey to be conducted in 2017.	●

Action Code	Action	Performance of 6 Month	Target
2.2.2.A.7	Develop a strategy for delivering the Wolli Creek Town Park	Council remains in negotiations with the 2 land owners, one being the NSW Government, the other a private business. The NSW Government has transferred their property to Property NSW, who are tasked with its sale.	●
2.2.2.B.1	Investigate and implement opportunities to improve assessment processing times for development applications	Currently filling vacant positions and aligning structure to enable improved assessment processing times for Development Applications.	●
2.2.2.B.2	Simplify process for engineering permit applications	One form compiled for ten of the most common applications - entitled Work Activities on Council Sites.	●
3.a.01	Assess development application, Section 82A Reviews, Section 96 modifications	Development Applications, Section 82A reviews and section 96 modifications continue to be assessed on a daily basis. Measures and staff resources are to be put in place to ensure compliance with the Department of Premier & Cabinet's requirement of 90% of all housing applications being determined within 40 days.	●
3.a.02	Assess Pre-lodgement Applications	Pre-Development Application lodgements continue to be carried out as required.	●
3.a.03	Negotiate, prepare and monitor Voluntary Planning Agreements	One Voluntary Planning Agreement was negotiated and signed during the reporting period.	●
3.a.04	Develop a Voluntary Planning Agreement Policy	In November 2016 the NSW Government released a draft Ministerial direction, Practice Note & Circular for Voluntary Planning Agreements. A Policy will be developed following finalisation of the proposed legislative changes.	●
3.a.05	Identify areas suitable for urban renewal	The Rosebery Character Precinct has been identified as an area for potential urban renewal. In November 2016, Council officers undertook a master planning design exercise to identify urban design strategies to revitalise the Rosebery precinct with an improved streetscape and amenities.	●
3.a.06	As certifying authority and principal Certifying Authority (PCA) issue Part 4A certificates	Council determined 70 CDC during this period while Private Certification determined 35 CDC's, where 80% of these were determined within 10 days.	●
3.a.07	Conduct proactive Investigations relating to all illegal building works and land use	Primarily responsive and proactive in accordance with available resources.	●
3.a.09	Review Section 94 Contribution Plans	Section 94 Plan adopted in June 2016.	●


Action Code	Action	Performance of 6 Month	Target
3.a.10	Manage Section 94 funds and planning agreements	Quarterly funds reporting against status of work is ongoing.	
3.a.11	Identify inaccurate data sources for improved GIS data system	Regular updates of the cadastre in the Geographic Information System undertaken. New procedures established to improve the accuracy and reliability of the data.	

### Integrated transport options

Action Code	Action	Performance of 6 Month	Target
2.5.1.A.1	Develop the transport infrastructure rehabilitation and renewal program	Condition information collected and data modelling being undertaken to develop the 10 year program.	
2.5.1.A.2	Develop Traffic & Road Safety Program for Transport Infrastructure	Grant applications submitted for 2017/18 Roads & Maritime Service Grants.	
2.5.1.A.3	Implement the Road Pavement and Transport Infrastructure Program	Program identified, and works tendered. Projects to commence early 2017.	
2.5.1.A.4	Rehabilitation of regulatory and advisory traffic signage, line marking and traffic facilities, includes on road cycleways	Ongoing program.	
2.5.2.A.1	Plan for and advocate to minimise the impact of the proposed F6 / WestConnex	Council continued its liaison with the WestConnex New M5 Joint Venture through monthly meetings to ensure that operational plans and works were being conducted appropriately and that Council concerns being considered. Geotechnical investigations by the Roads & Maritime Services commenced as part of future feasibility planning for a WestConnex - Southlink extension.	






Action Code	Action	Performance of 6 Month	Target
2.5.2.A.2	Adopt and implement the Rockdale Cycling Strategy	Council commenced a review of documentation / studies contributing to the draft Cycling Strategies for the former Rockdale City and City of Botany Bay Councils with the aim of developing a consolidated Cycling Strategy. Council continued to engage with and advocate on behalf of bicycle stakeholder user groups to ensure that community and Council views were considered as part of road infrastructure planning and works and the inclusion of pedestrian and cycleway paths were considered for priority and regional areas of Council area.	
3.d.1	Undertake road works in accordance with Asset Management Plan and within budget allocations	Road re-sheeting program commenced.	
3.e.1	Advocate for an integrated, accessible and affordable transport system	In September 2016, Council made a submission to the Roads & Maritime Services 2017-18 Walking and Cycling Program seeking funding for the community consultation and detailed design of 10 priority active transport routes.	
3.e.2	Implement and maintain City cycleway plan	One submission made to the Roads & Maritime Services. The final phase of the Bourke Street cycleway was completed in 2016 and provisions have been made for cycleway design at the eastern end of Baxter Road.	
3.e.3	Maintain street and informational signage and line marking	Ongoing program.	
3.e.4	Maintain footpath network to City Infrastructure standards	Maintenance and replacement works undertaken as requested by City Infrastructure staff.	
3.e.5	Construct bus shelter sheds	Ongoing program.	

### Vibrant and economically viable shopping precincts





Action Code	Action	Performance of 6 Month	Target
3.1.1.B.1	Develop Business Enterprise Hub	Library staff formed a partnership with the Botany Business Enterprise Centre to hold workshops for small businesses at Rockdale Library.	






Action Code	Action	Performance of 6 Month	Target
3.1.1.D.1	Partner with the Southern Sydney Business Enterprise Centre to deliver Building Better Business Workshop Program	Two Better Business workshops were delivered in partnership with Southern Sydney Business Enterprise Centre.	●
3.2.1.A.1	Enforce timed parking in shopping centres and business districts throughout the City	Council's KPI requires 1020 annual patrols of the shopping centres to be performed throughout the LGA. For the first 6 months 795 patrols of the Council shopping centres were performed.	●
3.2.1.B.1	Administer Local Area Funds	\$7 million upgrade of the Ramsgate Beach Thriving Town Centre project underway utilising Local Area Funds.	●
3.3.1.A.1	Implement the Rockdale Town Centre Masterplan	Rockdale Town Centre Master Plan vision has been reflected in a number of Development Applications that have been submitted to Council. Council has responded to development inquiries regarding the design excellence competition requirements.	●
3.3.1.A.2	Finalise concept design, scope and funding strategy for Arncliffe Thriving Town Centre	A Request for Quotation (RFQ) was prepared for the Concept Plan relating to this project. In late 2016, the NSW Department of Planning & Environment (DPE) commenced exhibition of (1) the Draft Land Use & Infrastructure Strategy for the Bayside West Precincts; and (2) the Precinct Proposal relating to the Arncliffe and Banksia Priority Precincts. There is the potential funding of infrastructure projects through the Priority Precinct Program Fund administered by the NSW Government.	●
3.3.1.A.3	Commence construction of the Ramsgate Beach Thriving Town Centre	Construction commenced in February 2016 and continuing.	●
3.3.1.A.4	Reassess the feasibility and use of the York Street site for a multi deck car park post a decision on the Target site and proposed amalgamation	The York Street (Rockdale) Car Park Update Report recommended that this project be placed on hold for future determination of use and demand for the facility.	●
3.3.2.A.1	Reconvene the Tourism & City Business Advisory Committee	Tourism & City Advisory Committee will be reviewed to support the Bayside Council area.	●
3.d.2	Investigate, design and construct traffic management facilities	Major intersection upgrades being designed along Wentworth Avenue, investigation for other intersection upgrades also under review.	●
3.d.3	Conduct light traffic patrols and enforcement	Legislative changes prohibited action.	●

Action Code	Action	Performance of 6 Month	Target
3.d.4	Conduct regular parking patrols	Scheduled parking enforcement continued targeting areas requiring greatest attention.	
3.d.6	Manage residential parking schemes	Applications managed in accordance with the permit parking conditions.	
3.d.7	Construct new car park	Council at its meeting of 14 December 2016 resolved not to proceed with the tenders and to undertake further car parking studies to determine car parking demands.	
3.d.8	Deliver maintenance of existing car parks	Ongoing maintenance undertaken.	
3.f.1	Support Botany Bay Business Enterprise Centre (BBEC)	Continued to support Botany Business Enterprise Centre and develop networking opportunities with local businesses.	







## Heritage that is valued and respected






Action Code	Action	Performance of 6 Month	Target
2.4.1.A.1	Develop a strategy to consolidate and transition Council electronic documents to TRIM	Draft strategy developed for implementation of a new Electronic Document Management System.	
2.4.1.A.2	Identify opportunities to improve the management of heritage	Funding was received from the Office of Environment & Heritage to prepare an Interpretation Plan for Council owned heritage items. Detailed quotations were received from highly experienced heritage interpretation firms and the selection of consultants and project planning is underway.	
2.4.1.B.1	Recommence implementation of 4 year Reconciliation Action Plan for new local government entity, post amalgamation decision	Council continues to partner with local aboriginal communities, and facilitated a pop-up gallery of artwork from local aboriginal artists at the opening of the new Rockdale Library	
2.c.1	Undertake Local History Services	Activities / events took place as planned.	

Action Code	Action	Performance of 6 Month	Target
2.c.2	Manage and promote the George Hanna Memorial Museum	Activities / events undertaken as planning.	
2.c.3	Identify and map heritage items for LEP	An on-going process. Any changes / amendments are being addressed by the LEP Housekeeping amendment process. Botany Bay heritage listed items are reviewed by the external Heritage Consultant and all updated SHI (State Heritage Inventory) will be available by July 2017.	
3.a.08	Investigate funding options to support the preservation and restoration of heritage items	Two funding applications were submitted in December 2016: (1) Local Government Heritage Advisor's Grant and (2) Local Heritage Places Grant for 2017/18 and 2018/19, both to the Office of Heritage. The outcomes are not yet known.	




## Sustainable and valued natural environment

### Clean waterways and natural environments

Action Code	Action	Performance of 6 Month	Target
1.1.4.A.5	Implement Beach and Waterways Program	Rehabilitation of a section of the Brighton Le Sands boardwalk completed.	
2.1.1.A.1	Implement key priorities of the Natural Areas Restoration Plan	Council developed scope of works based on the priorities of Natural Area restoration plan and engaged contractors who are currently undertaking dunal, bushland and wetlands restoration works. Area of works include Lady Robinsons Beach (Kyeemagh and Brighton Le Sands); Landing Lights wetland, Scott Park, Bado Berong Creek, Stotts Reserve, Bicentennial and Scarborough Ponds, Bardwell Valley, Coolibah Reserve, Hawthorne Street Natural Area and Fry's Reserve.	
2.1.1.A.2	Implement key priorities in Council's adopted biodiversity Strategy to protect and enhance natural areas	Council undertook on-ground works to protect natural areas, implementing community education programs including Bushcare, workshops, and citizen science monitoring programs, monitoring water quality within Scarborough Ponds, working with Sydney Water to implement programs to improve water quality, finalising priority species and riparian management plans, undertaking specific programs to protect grey-headed flying fox habitat, and updating planning mapping to protect sensitive areas.	
2.1.1.B.3	Coordinate the implementation of the Georges River Coastal Zone Management Plan	<p>Actions implemented from Plan included:</p> <ul style="list-style-type: none"> <li>Dunal works in sections along Lady Robinsons Beach.</li> <li>Environmental restoration works at Scarborough / Bicentennial Ponds and Hawthorne Street Natural Area.</li> <li>Support and continue Bushcare / Landcare groups - Council volunteers contributed 146 volunteer hours to bush regeneration projects.</li> </ul>	
2.1.1.B.4	Implement the Georges River and Cooks River catchments River Health Monitoring Program	Georges River Riverhealth report for 2015/16 completed and distributed. Input provided in the development of future programs of Riverhealth. Water quality monitoring underway in both catchments.	
2.1.1.B.5	Implement Riparian Buffer Revegetation Plan	The final riparian plan was completed and is currently being peer reviewed – expected completion date is end April 2017. Council commenced implementing priority actions from the draft management plan to protect and enhance riparian habitat and undertaking monitoring to identify key actions to improve water quality.	

Action Code	Action	Performance of 6 Month	Target
2.1.1.B.6	"Water quality improvements to enhance riparian zones and waterway assets"	On-ground works include removal of sediment build up, ongoing maintenance of gross pollutant traps, removal of aquatic weeds, on-ground regeneration works within riparian zones, street sweeping, as well as community education programs, and water quality monitoring.	
2.1.1.B.7	Advocate for State agencies to develop plans to repair / stabilise river banks and beach nourishment	Ongoing discussions and communication with the NSW Government regarding beach erosion and nourishment.	
4.d.2	Implement policy for on-site water quality devices	To be reconsidered as part of Operational Plan 2017/18.	
4.d.3	Manage and enforce stormwater pollution incidents	Nature of enforcement action dependent on severity of offence.	
4.d.4	Review and update the internal sustainable action plan	To be reconsidered as part of Operational Plan 2017/18.	

## Thriving natural habitats

Action Code	Action	Performance of 6 Month	Target
2.1.1.A.3	Implement Priority Species Management Plan	Council implemented Grey-headed Flying-fox management plan on-ground works to protect priority species habitat, as well as Council and community education programs to raise awareness of their importance.	
4.b.1	Identify and protect local populations of threatened species	To be reconsidered as part of Operational Plan 2017/18.	
4.b.3	Manage a Bushland regeneration program	Bush regeneration works at Sir Joseph Banks Park were completed in July 2016.	

## Environmental management

Action Code	Action	Performance of 6 Month	Target
2.1.1.A.4	Complete constraints opportunities analysis for integrated water management strategy	Priority water focused issues were identified as well as benefits, key staff and the timeline for developing strategy.	●
2.1.1.B.8	Implement the Stormwater Drainage Program	Ongoing program	●
2.1.1.B.9	"Maintain Stormwater Quality Improvement Devices (SQIDS) "	The stormwater quality improvement devices include Trash Racks, Litter Nets, Gross Pollutant Traps and Silt Traps. These were inspected and cleaned on a quarterly schedule. Creek maintenance was carried out monthly, and drainage pits was cleaned based on daily run sheets.	●
2.1.2.A.1	Plan for the effects of climate change on the floodplain with the Floodplain Management Committee	Floodplain Management Committee did not meet in July - December 2016 and will not meet again until after the Council elections in September 2017.	●
4.b.5	Assess the impact of proposed development on the natural environment	Development Applications were referred to Council's Landscape Architect and Engineer as required.	●
4.b.6	"Undertake enforcement proceedings for breaches under the relevant legislation"	Enforcement action was undertaken as required and based on the gravity of the offence.	●
4.c.1	Maintain the contaminated land management and recording system through the development process	Contaminated land database updated regularly as new Site Audit Statements (SAS) received by Council. Assessment of contaminated land reports and SASs completed for relevant Development Applications and council projects.	●
4.d.1	Undertake upgrade of stormwater infrastructure	Ongoing program	●
4.e.1	Manage and improve the environmental performance of Council's fleet	All fleet procured during the first 6 months met all environmental standards.	●
4.e.2	Promote initiatives by State Government agencies aimed at renewable and energy efficiency technologies and practices.	The following initiatives were undertaken and/or promoted: <ul style="list-style-type: none"> <li>Recycling calendar and guide with magnet – 18,000</li> <li>Regional Illegal Dumping (RID) Squad participation</li> </ul>	●

Action Code	Action	Performance of 6 Month	Target
		<ul style="list-style-type: none"> <li>Participation in SSROC's Multi-Unit Dwelling recycling improvements program</li> <li>Participation in The Bower Reuse program</li> <li>Electronics / metals / mattress / greenwaste / etc. drop-off days x 8 events.</li> </ul>	
5.c.3	Undertake stormwater drainage and pit cleaning	Council undertook stormwater drainage and pit cleaning as scheduled.	●

### Sustainable and energy efficient practices










Action Code	Action	Performance of 6 Month	Target
1.1.2.A.1	Program and undertake interactive recycling education programs at 23 schools and 6 community events p.a.	Bayside Council is on track to achieve this action plan for 2016/17.	●
1.1.2.C.4	Seek funding through the NSW Environment Protection Authority's 'Waste Less, Recycle More' Waste and Resource Recovery Initiative to develop a regional illegal dumping campaign	On target to spend the remaining funds assigned for special waste and cleansing projects under this scheme, including an illegal dumping campaign.	●
2.1.1.B.1	Implement community sustainability program with participating Councils	13 sustainability community events were held from August - January. A total of 342 community members attended these events.	●
2.1.1.B.2	Develop user-friendly community resources to inform and educate the community on key local environmental issues	Website wording and photographs finalised for an environmental page. Promotional and educational materials developed including multi lingual DL flyers; A4 posters; banner and tear drop flags for promotional displays. Additionally Council joined Macquarie University's Habitat Stepping Stones program and rebadged and printed flyers for Bayside residents and other resources were produced to inform the community about local environmental issues.	●
2.1.2.A.2	Installation of energy efficiency and renewable energy initiatives identified in Council's Energy savings	A 22.88 kW solar panel array was installed on the mechanics shed at the Bexley depot outputting about 38,205kWh per year resulting in savings of approximately \$2,000 annually and reducing greenhouse gases by about 45 tonnes annually. Replacement of inefficient high bay mercury vapour lighting with efficient LED lights in the mechanics shed and other workshops commenced and is anticipated to be completed by end April 2017.	●




Action Code	Action	Performance of 6 Month	Target
2.3.2.B.1	Coordinate integration of energy conservation and water saving opportunities into City Plan projects	Funding was allocated through Council's City Project program to improve energy efficiency of Council's facilities. This funding was allocated to install solar panels and upgrade lighting at the Rockdale depot. The solar installation was completed in December 2016.	●
2.3.2.B.2	Monitor Council's energy and water usage for all of its sites	Within the 6 month period Council consumed 1,100 MW of electricity which is a minor increase compared to the previous 6 months. Council's gas consumption over this same period was 1,149 MJ similar to the last 6 month period. Council's significant reduction in gas usage over the last few years has been due to the closure of Bexley Pool. With its reopening in January 2017, gas consumption at this site will increase. Water consumption for the last 6 months (47,091 kL) was lower than the previous 6 months (59,902 kL).	●
2.3.2.B.3	Implement key priorities of the Regional Renewable Energy Master Plan for Southern Sydney Councils	SSROC completed the procurement process for the second project within the Renewable Energy Master Plan 'establish a community energy services organisation'. Positive Charge won the tender to provide the service. The core component of the ESO contract includes provision of the Our Solar Future website and social channels, a regional marketing campaign, establishment of an Our Solar Future Helpline, Licensing of the Ecological app., procurement of suppliers for the Our Solar Future website and regional reporting. The ESO is expected to begin operation in 2017.	●
4.a.1	Incorporate environmentally sustainable design elements into capital works undertaken by Council.	Achievements: <ul style="list-style-type: none"> <li>Firmstone Reserve, Pagewood – Infiltration Basin, Improving flooding issues local area, temporary storage surplus rain water and a new irrigation system ;</li> <li>Aylesbury Street, Botany Drainage Upgrade Work. Improving local flooding issue, 3. Maloney Street, Tramway, Hollingsheld Street, Mascot Shopping Centre and Botany Shopping Centre Streetscape upgrade work.</li> <li>Booralee Park Amenities, Rainwater Tank and Solar Power, energy efficient lighting and natural ventilation.</li> <li>Mascot Childcare Centre: new skylights and insulation installed. New synthetic turf to minimise water use.</li> </ul>	●
4.f.1	Provide information and support to local schools, businesses, community groups and the wider community to adopt sustainable practices	Provision of the Compost Revolution education campaign under a grant funded by SSROC. Provision of multilingual online worm farming and composting education modules, and 50% discounted worm farms and compost bins for council residents. Maintenance of the Sustainable Botany Bay webpage hosted by Natural Strategies. Maintenance of council website information and notification of upcoming environmental and sustainability events.	●









## Trusted, effective and informed leadership



### An engaged and informed community

Action Code	Action	Performance of 6 Month	Target
4.1.1.A.2	Implement a range of methods to engage the community	Council continued to offer a range of opportunities for the community to engage, including on-line and face-to-face engagement. The 'Have Your Say' online engagement portal was upgraded, offering increased engagement capabilities for residents.	
4.1.1.A.3	Continue to develop and maintain the 'Talking Rockdale' Community Panel	The Talking Rockdale panel has been developed and will be relaunched as the Talking Bayside panel early in 2017.	
4.1.2.A.1	Implement a range of methods to engage the community	Council continued to provide a range of opportunities for the community to engage, and implemented a significant upgrade of our on-line Have Your Say engagement platform.	
4.1.2.A.2	Undertake responsive and accountable Integrated Planning and Reporting to deliver the community vision and needs	Council began the process of harmonising its reporting processes in line with changes to Integrated Planning and Reporting requirements to ensure delivery of Council's End of Term report and Operational Plans.	
4.1.2.A.3	Hold 6 monthly Rockdale Mayoral Community Forums	No Mayoral forum held due to amalgamation. These will be replaced by Administrator Forums in 2017.	
4.1.2.A.4	Inform the community and stakeholders about Council business, news and activities via multimedia channels	The diverse range of events coupled with the community and government agency partnerships are well represented in the Events Calendar and in line with this strategy.	
4.3.1.B.1	Implement adopted Information Communication Technology Strategy and Action Plans	New Information Communication Technology Strategy and actions plan under development.	
1.a.4	Produce key Council publications and communication such as community calendar, information pages in local press, quarterly bulletin and other promotional materials, ensuring the Community is provided with prompt and effective media liaison	Publications and communications included a weekly column in the regionally based Southern Courier newspaper. Other publications include a quarterly newsletter and a variety of promotional material.	
1.a.5	Undertake community surveys on a range of issues and services across Councils departments	Community surveys undertaken where appropriate. Post amalgamation community satisfaction survey undertaken on behalf of Department of Premier and Cabinet.	








Action Code	Action	Performance of 6 Month	Target
5.a.1	Prepare and produce key documents in alternative formats and community languages	Printed Council material, including booklets, brochures, flyers address the various community languages and indicate where to find further interpreter assistance.	
5.a.2	Maintain and improve Council's corporate image through branding and marketing	Branding achieved through our Flags program, Events Calendar, Newsletters, social media platforms including Facebook and Twitter, flyers and both broadsheet and some main stream news items continued to ensure that we maintained a positive image in the community.	
5.a.3	Provide active, current and accessible on line presence through Councils Website	A dedicated webmaster coupled with monitoring of our website and associated social media platforms, ensured that we continued to have a presence in this medium.	










## Supporting local democracy

Action Code	Action	Performance of 6 Month	Target
4.2.1.A.1	Council takes a leadership role in advocating and lobbying on issues relevant to the City and the community	Identification of issues relevant to the city currently progressing for the region.	
4.2.1.A.2	Investigate and implement avenues to promote active participation of residents in local democracy	Council continues to advocate for the local government area through participation in regional and state wide organisations such as SSROC.	
4.2.1.A.3	Conduct civics training with local primary and high schools	Civics training conducted at 6 primary schools.	
4.2.1.B.1	Participate in regional initiatives through SSROC and lobby on behalf of Council at State and federal forums	Continued attendance and active participation at General Manager SSROC forums.	
4.3.1.A.3	Provide Executive Services to support Councillors in their decision-making	Support provided for 7 meetings of the former Rockdale City Council, 4 meetings of the former City of Botany Bay Council, and 4 meetings of Bayside Council, in addition to other advisory committee meetings.	
4.3.1.A.4	Support March 2017 Local Government Elections	The Local Government Elections have been deferred to 9 September 2017 and the plan has been recast to the new election date.	

Action Code	Action	Performance of 6 Month	Target
1.b.02	Implement a Councillor training and development program	The Local Government Elections have been deferred to 9 September 2017. A training and development program will be implemented in 2017/18.	
1.b.31	Promote open and transparent government (GIPA)	Formal and informal access to information requests are processed within agreed timeframes.	







## Ethical governance

Action Code	Action	Performance of 6 Month	Target
4.1.1.A.1	Report to Community Development & Safety Advisory Committee to ensure high standards are maintained	Council continued to support and report to the Community Development & Safety Advisory Committee until all Advisory Committees were dissolved post amalgamation.	
4.3.1.A.1	Key governance policies reviewed and updated as necessary	Five governance policies harmonised and adopted.	
4.4.3.A.1	Review Enterprise Risk Management Policy, strategies and action plans	Harmonisation of the Risk Management Policy and Strategy underway.	
4.4.3.A.2	Undertake risk analysis for all key business services and implement relevant action plans	Risk analysis and action plans were completed for all key business services in former Rockdale Council and will be assessed for implementation across Bayside Council.	
1.a.1	Provide access to legislative and industry information to the Community and Council via Intranet and Internet facilities	Statutory and other information proactively posted on the websites of the former councils and the interim Bayside Council website.	
1.a.2	Represent the community at civic and ceremonial events	Council delivered an extensive events program including cultural activities, workshops and Citizenship Ceremonies.	
1.a.3	Participate and support SSROC, Local Government Association, Metropool and other industry bodies to advocate on behalf of the industry and the region	Continued to support the local government industry by attending SSROC, Local Government Associations, and Metropool meetings.	

Action Code	Action	Performance of 6 Month	Target
1.a.6	Maintain social media platforms to ensure maximum community engagement and feedback	Council continued to monitor and update information on our social media platforms.	
1.b.01	Develop and implement Councils Fit for the future Proposal Improvement Plan	Council's Fit for the Future Proposal Improvement Plan was developed and informs the Transition Strategy.	
1.b.05	Implement Council's Integrated Planning and Reporting Framework	Council continues to report progress against current Operational Plans.	
1.b.06	Review Council's public land property portfolio	To be reconsidered as part of 2017/18 Operational Plan for Bayside Council.	
1.b.16	Review and implement delegations of Council to enable improved processes for decision making within a governance framework	Delegations have been reviewed and are being aligned across Bayside Council.	
1.b.19	Regular review of existing Council policies and prepare and develop new policies as required	Five key governance policies reviewed and adopted by Council.	
1.b.26	Carry out audit of Development Application customer reference codes to ensure consistency across all record platforms	Development Application numbering has been reviewed and aligned between Bayside east and west so that no confusion between numbering systems occurs from 1 January 2017.	
3.f.1	Support Botany Bay Business Enterprise Centre (BBEC)	Continued to support Botany Business Enterprise Centre and develop networking opportunities with local businesses.	
3.f.2	Implement Economic Strategy	To be reconsidered as part of Operational Plan 2017/18.	

## Strong financial management

Action Code	Action	Performance of 6 Month	Target
4.3.1.A.2	Conduct and report on four internal audits	Two internal audit undertaken.	●
4.4.1.A.1	Review and update the Long Term Financial Plan	To be reconsidered as part of Operational Plan 2017/18.	●
4.4.1.A.2	Coordinate the implementation of Council's Productivity and Savings Program	Ongoing program.	●
4.4.1.A.3	Council's Investment Strategy Working Group investigate property portfolio opportunities to improve financial sustainability and service delivery	Investment Strategy Working Group to recommence post September 2017.	●
4.4.1.A.4	Develop and coordinate the implementation of the Service Review Framework for the new council including the development of detailed service plans	Service Review Framework scheduled mid-2017.	●
4.4.1.A.5	Prepare 2017/18 and monitor the 2016/17 Operational Budgets	Combined 2016/17 second quarter Operational Budgets to be reported to February 2017 Council meeting.	●
1.b.07	Review Council's Investment Policy Strategy having regard for applicable legislative requirements and current investment market conditions	Investment Strategy has been combined as strategy being reviewed for Bayside Council.	●
1.b.08	Review and implement Debt Recovery Policy	Review underway. To be finalised and adopted early 2017.	●
1.b.09	Maintain and review Council's Rating Strategy	For 2016/17, Bayside Council is operating under the rating structures of the former Rockdale City and City of Botany Bay Councils as allowed by the amalgamation Proclamation of 9 September 2016. Consolidated documentation for Bayside Council will be developed preserving the former Council's rating structures.	●
1.b.11	Ensure accurate processing of creditor payments	Processes were reviewed and creditor payments are being processed accurately.	●

Action Code	Action	Performance of 6 Month	Target
1.b.12	Ensure accurate processing of payroll payment and creditor payments	Payroll is accurate as are creditor payments.	
1.b.13	Investigate opportunities to increase Council's revenue base	To be reconsidered as part of Operational Plan 2017/18.	
1.b.14	Manage quarterly reporting to budget	Combined 2016/17 second quarter Operational Budgets to be reported to February 2017 Council meeting.	
1.b.17	Maintain external and internal audit functions	External audit function maintained with Auditor General appointed to undertake external audit. Internal audit function continuing and new internal audit program developed for transition stage of the new Council.	
1.b.18	"Prepare Annual Financial Statements: Annual General Purpose Statements Special Purpose Financial Statements Special Schedules"	All statements for the former Rockdale City Council completed. Draft statements for the former City of Botany Bay Council have been prepared for the Auditor General. Extended deadlines for these statements has been granted.	
3.f.2	Implement Economic Strategy	To be reconsidered as part of Operational Plan 2017/18	










## Strong asset management

Action Code	Action	Performance of 6 Month	Target
1.4.1.B.3	Complete the Property and Buildings 2016/17 Special Rate Variation Program	Buildings on track.	●
4.4.2.A.2	Finalise asset specific management plans for critical assets (library, plant and equipment)	Library Collection Development Plan developed and adopted. The inventory has been completed and the Asset Management Plans are being finalised.	●
4.4.2.A.3	Purchase of medium and heavy Plant	Medium and Heavy Plant replacement program is on track to be completed.	●
4.4.2.A.4	Purchase of light vehicles fleet	Light Vehicle replacement on track to be completed.	●
4.4.2.A.5	Small projects outside the normal sub-programs but related to asset management (e.g. tree pruning for re-sheet program)	Ongoing program.	●
4.4.2.A.6	Funded through efficiency gains	Review of condition of assets being undertaken to develop a program of works.	●
4.4.2.A.7	Prepare designs for future Asset Development Projects	Ongoing program.	●
1.b.10	Provide procurement services in accordance with industry best practise, legislation and Council policy and procedures	One Tender was awarded during this period for the refurbishment of Mascot Child Care Centre. Former City of Botany Bay Council participated in the following SSROC procurement contracts: Removal of Illegally dumped asbestos, Ready Mix Concrete, Industrial Footwear, Sodium hypochlorite (Pool Chlorine), Tree Pruning Services and Agricultural products. Contract register and buyers guide maintained. Council's contract information in the register is used in the statutory financial reports.	●

## Professional work environment

Action Code	Action	Performance of 6 Month	Target
4.4.3.A.3	Action and review Business Continuity plans to ensure Council can recover quickly from an incident or disaster	Staged approach agreed to development and implementation of a new Business Continuity Plan for Bayside Council.	●
4.4.4.A.1	Develop and implement new Human Resources Strategy	Components of the Human Resources Strategy has been developed including Employee engagement Strategy and Action Plan and Employee Communication Plan.	●
4.4.4.B.1	Improve Work Health and Safety (WH&S) systems to provide a safe workplace and strive to create a safety culture	A robust return to work system has been developed and implemented which has achieved savings for Council and the community.	●
4.4.4.B.2	Hold quarterly WH&S Committee Meetings to improve Workplace Safety	Quarterly Work Health and Safety (WH&S) Committee Meetings are being held. The WH&S Committees of the former Councils have been combined and the first meeting was held very shortly after the amalgamation Proclamation.	●
4.4.4.B.3	WH&S inspections carried out in accordance with annual schedule	The WH&S inspections have been carried out according to schedule.	●
4.4.4.B.4	Annual review of WH&S and Injury Management Manual and WH&S Policy	The WH&S System, which includes Injury Management Manual and WH&S Policy, is currently under review to take into account the growth of the workforce since the amalgamation Proclamation.	●
4.4.4.B.5	Develop emergency plans for all Council sites (excluding the Administration and Depot) sites	Priorities shifted towards projects, activities and task to ensure a smooth transition towards one new organisation.	●
4.4.4.B.6	Identify and implement strategies to improve workers compensation management	Workers compensation management, which has substantially improved, is evident in the financial saving that has been achieved to date.	●
1.b.03	Implement staff training and development program	Since the amalgamation Proclamation a Transition Training Plan has been developed and is currently being delivered. This plan ensure on time training for employees to effectively manage the amalgamation process. A Learning and Development plan is currently being developed, including leadership programs, career development programs, on-boarding program and training identified via training needs analysis.	●
1.b.20	Maintain and review Code of Conduct in accordance with DLG Guidelines	New Code of Conduct adopted on 14 September 2016.	●





Action Code	Action	Performance of 6 Month	Target
1.b.21	Implement an Enterprise Risk Management System	An Enterprise Risk Management system in place and is being harmonised to reflect the new organisational structure.	
1.b.22	Investigate and manage claims against the Council	Council has a well-defined claims management system to manage claims within Council's policy and insurances framework and regularly reported to management.	
1..b.23	Implement IT Help Desk for efficient internal customer service	Business case for new system drafted for approval and implementation.	
1.b.24	Implement Disaster Recovery (DR) IT System	To be reconsidered as part of 2017/18 Operational Plan for Bayside Council	
1.b.25	Provide an efficient and effective records management service to the organisation	Council's records management service is under review to harmonise policy, procedures and operating standards.	
1.b.30	Council IT hardware and software assets are renewed and maintained to provide ongoing service and operational capability	Continued to maintain and renew hardware and software licence compliance to provide ongoing service and operational capabilities. Completed new handsets rollout for Eastgardens office and administration buildings within budget.	
1.b.32	Maintain and develop appropriate Human Resources Management Policies to attract, develop and retain a skilled and motivated workforce	An interim Recruitment Policy has been developed to ensure council is compliant with legislation during the amalgamation transition period.	
1.b.33	Establish and maintain system to measure and monitor staff performance	A performance management system is being developed and it is anticipated to be launched July 2017.	
2.d.2	Develop and implement a Volunteer Program	Volunteer program is on hold due to amalgamation and the development of a Volunteer Strategy.	

## Sydney Airport and Port Botany








Action Code	Action	Performance of 6 Month	Target
1.b.15	Manage the Airport Business Unit	Council has incorporated the Airport Business Unit within its Quarterly Financial Reporting to Council.	●
2.f.18	Participate in Mayoral Aviation Council and other forums with the aim of minimising the impact of airport related activities on the surrounding community	A Council representative attended SACL Community Forum in November 2016.	●
3.d.5	Provide advocacy and representations on traffic issues and freight movements associated with the development and operations of Port Botany and Sydney Airport	Council is a member of the Port Botany Community Consultative Committee, the Botany Industrial Plant Consultative Committee, the Australian Mayoral Aviation Council, the Sydney Airport Planning Coordination Forum and the Sydney Airport Liaison Group. Council actively participates in these various forums and advocates on traffic issues and freight movements associated with both the Port Botany and Sydney Airport to minimise the effects on our communities.	●


## Planning for a new Council

Action Code	Action	Performance of 6 Month	Target
4.2.1.B.2	Lead the transition planning for the new Council	A number of policies, processes and strategies has been developed and implemented to support the transition to the new Bayside Council.	●
4.4.2.A.1	Finalise the implementation of a new corporate asset management, finance and procurement application system expandable for any new Council entity	The One Council system was launched on 4 December 2016 at Bayside West and is expandable to Bayside East. A new project plan is being developed for the expansion.	●
4.4.4.A.2	Develop Workforce Strategy to support the new local government entity	The Workforce Strategy will be developed and finalised by December 2017.	●
4.4.4.A.3	Develop and implement policies, strategies and processes to support the transition to the new local government entity	A number of policies, processes and strategies has been developed and implemented to support the transition to the new Bayside Council, for example: training programs, employee workshops and information meetings and recruitment Policy	●

Action Code	Action	Performance of 6 Month	Target
1.a.8	Implement Council's Vision 2040 Policy	The Proclamation of Bayside Council on 9 September 2016 requires reconsideration of the Vision 2040 Policy to encompass the new Council.	
1.b.04	Determine future of Administration Building	To be reconsidered as part of Operational Plan 2017/18.	










### High customer service standards












Action Code	Action	Performance of 6 Month	Target
4.1.2.A.5	Develop Customer Service Strategy 2016/17 actions	Customer Service Strategy for former Rockdale City Council completed. Strategy needs to be harmonised for the new Council.	
4.1.2.A.6	Expansion of online customer self service	Bill Payment Solution in development for semi-automated self-service.	
4.1.2.A.7	Analyse customer requests and complaints recorded in the Customer Request Management System (completed within or outside of workflow timeframes)	Data on customer requests and complaints is recorded in the Customer Request Management System. Annual reporting will be undertaken.	
4.1.2.A.8	Participate in the National Local Government Customer Service Network Benchmarking Program and report performance	Participation in Benchmarking Program is being undertaken.	
1.a.07	Ensure effective community relations through the Eastgardens Customer Service Office	This project is delayed to allow for integration of bookings system for Bayside Council and to be included as part of the planned establishment of Eastgardens Library and Customer Service Centre.	
1.b.27	Implement strategies to ensure provision of efficient and effective customer service to meet Council and community expectations	Customer Service Strategy for former Rockdale City Council completed. Strategy needs to be harmonised for the new Council.	
1.b.28	Deliver excellent customer service with enhanced use of technology	Customer Service standards continued with ongoing access to technology by consumers.	












Action Code	Action	Performance of 6 Month	Target
1.b.29	Enhance the use of technology to provide increased service delivery and information services	Completed the implementation of external WAN setup through data links and lines. Completed the configuration of the internal network connections to the WAN sites.	












# Capital Works Program

There are 226 projects in the composite 2016/17 Capital Works Program. As at 31 December 2016, 65 milestones were completed, 136 were on track, 16 were delayed, and 9-were on hold.












Project Title	Description	Status
Aquatic Centres	Angelo Anestis Aquatic Centre complete December	
	Botany Aquatic Centre – repairs and upgrades	
	Botany Aquatic Centre Masterplan	
Bus shelters	Citywide seat installation/renewal program	
	Lismore St near Florence Avenue – new shelter	
	Page St, Pagewood – new shelter	
	Swinbourne St between Williams St & Queen St – new shelter	
Carpark rehabilitation	Alfred Street North car parking - design only	
	Cook Park (Banks St) Carpark - Road resurfacing/line marking/signage	

Project Title	Description	Status
	Cook Park (Pine St) Carpark - Road resurfacing/line marking/signage	
	Cook Park (Robinson) Carpark - Road resurfacing/line marking/signage	
	Depena Reserve – Bollard/access to disabled parking spaces	
	The Boulevard Car Park Brighton Le Sands Rehabilitation	
Community facility upgrades/maintenance	Administration building waterproofing	
	Arncliffe Pre-school kindergarten - structural repairs and compliance	
	Bexley Community Centre fall arrest	
	Botany Senior Citizens Centre – Replace air conditioning unit	
	Eastlakes Aged Care – fence and air conditioning	
	Guild Theatre Roof replacement	
	Hillsdale Child Care centre upgrade	

Project Title	Description	Status
	Jack & Jill Kindergarten - Disabled access improvements to childcare centre	
	Kingsgrove Community Centre - painting	
	Mascot Administration Centre	
	Mascot Childcare Centre refurbishment	
	Mascot Senior Citizens Centre - Replace curtains, blinds, replace air conditioning unit	
	Old St David's Church Structural repairs and compliance	
	Pagewood Senior Citizens Centre - Paint Building Exterior	
	Rehabilitation program and minor modification of Council buildings	
	Rockdale Town Hall air conditioning stage 2	
	Syd Frost - internal refurbishment	
Cycleway upgrades	Barton Park to Marsh St, cycle audit	












Project Title	Description	Status
	Cahill Park cycleway - stage 1	
	Cook Park cycleway (Lena to Sanoni) - Cycleway upgrade plus lighting	
	Cook Park diversions from car parks –Cycleway upgrade plus safety improvements	
	Cycleway rehab (Vanston to Ida) – seawall repairs	
	Cycleway upgrade President Avenue between O'Connell and Crawford	
	Riverside Drive cycleway lighting	
	Riverside Drive cycleway survey	
	Wolli Creek to Kingsgrove Cycleway safety audit – brief development	
Drainage/stormwater	Arncliffe Street Wolli Creek stormwater renewal/rehabilitation	
	Bado-berong Creek Restoration - Drainage infrastructure upgrade	
	Cahill Park installation of tideflex valve	



Project Title	Description	Status
	Connection of seepage pit outside 7 Clareville Avenue Sans Souci	
	Construction of new stormwater absorption pit - Cassilis St, Monterey	
	Construction of new surface inlet pit outside Gibbes Street Rockdale	
	Cooks River (Marsh St) Headwall restoration- drainage infrastructure upgrade	
	Drainage - Edgehill Avenue, Botany	
	Drainage - Exell St	
	Lindsay St Rockdale Plaza Dr - Open drain rehabilitation project	
	Modifications to stormwater outlet on Lady Robinson Beach	
	Preddys Road stormwater works - drainage infrastructure upgrade	
	Rehabilitation of open drains, pipelines and inlets	
	Servicing of GPT's funded by the SWIM Levy	












Project Title	Description	Status
Fleet & plant	Purchase of light vehicle fleet	●
	Replace Medium & Heavy plant	●
Flood studies	Birds Gully and Bunnerong Creek Flood Study	●
	Bonnie Doon Risk Management	●
	Botany Bay & Foreshore Beach Risk Management Plan & Mitigation Strategy	●
	Flood Management Study Review- Muddy Creek, Scarborough Pond	●
	Flood Management Study Review- Wolli Creek, Bardwell, etc	●
	Flood mitigation survey works adjacent Hillcrest Avenue Bardwell	●
	Mascot, Eastlakes, Roseberry Risk Management Plan & Mitigation Strategy	●
	Review of Sans Souci Flood Management	●
	Springvale & Floodvale Drain Risk Management Plan & Mitigation Strategy	●












Project Title	Description	Status
Footpath program	Banksia St Botany	●
	Cook Avenue Botany	●
	Crewe Lane	●
	Eddystone Road pathway	●
	Francis St Daceyville	●
	Gardeners Road Eastlakes	●
	Henderson Road Bexley	●
	Kent Road Mascot	●
	King St Mascot	●
	Mitchell St	●
	Pemberton St Botany	●

Project Title	Description	Status
	Race Course Place	
	St Kilda St pathway & ramps	
	Wellington St Mascot	
	William St	
	Wilson Street	
Kerb and gutter	Anniversary St - Northern side between Tupia St & Fremlin St Sutherland St	
	Coward St - Northern side between Napoleon St & Wellington St	
	Dalley Avenue - From Holloway St to Page St	
	Edgehill Avenue - Both sides between Botany Rd & 10 Edgehill Ave	
	King St - Southern Side between house #306 & Council carpark near Botany Rd	
	Mascot Drive - Western side between Evans Avenue & the cul de sac	












Project Title	Description	Status
	Sutherland St - Western side between King Lane & Wentworth Avenue	●
Landscape embellishment	Tree removal, replacement, paths & playground – various parks	●
Libraries	New and replacement books and media	●
	Rockdale Civic Centre and Central Library	●
	Sans Souci Library - installation of operable wall	●
	Upgrade of Pagewood Library	●
Local streets roadworks	Aloha St - Coward St to Forster St, Mascot	●
	Banksia St (R2R) roadworks - Page St to Ocean Lane, Pagewood	●
	Evans Ave roadworks (1) - Racecourse Place to Mascot Drive, Eastlakes	●
	Evans Ave roadworks (2) - Jauncey Place to Unsted Cres, Hillsdale	●
	Flint St (R2R) roadworks - Brittain Cres to Unsted Cres, Hillsdale	●












Project Title	Description	Status
	Flint St roadworks - Brittain Cres to Unsted Cres, Hillsdale	●
	Hollingshed Street (R2R) roadworks - Sutherland St to Frogmore St, Mascot	●
	Queen Victoria St & Warielda St roundabout	●
	Rawson Lane Roadworks - Northern side between Rawson St to Dead end, Mascot	●
	Rawson St roadworks - Botany Road to Rawson Lane, Mascot	●
	Road resheet program	●
	St Helena Parade roadworks - Casino St to O'Connor St, Eastlakes	●
	Tenterden St roadworks - Aylesbury St to Clevedon St	●
	Turella St linemarking	●
	West Botany St between Tabrett and Avenal St – traffic islands	●
	Willis Street, Arncliffe - DA-2016/24 (Condition 30). Road reconstruction	●












Project Title	Description	Status
	Wolli Creek one-way circuit - Concept design and approvals to change traffic flow	
	Wollongong Rd, Arncliffe - Signs and line marking	
	Cook Avenue roadworks - Gen Bridges Cres to Cptn Jacka Crs, Daceyville	
Natural environmental works	Bado Berong Creek Restoration - Riparian Rehabilitation	
	Coastal vegetation restoration	
	Implement key priorities in Council's adopted Biodiversity strategy	
	Lady Robinson Beach erosion	
	Noxious Weed survey	
	Scarborough Ponds - Installation of New Aerator opposite Scarborough	
	Scarborough Ponds hydrosurf	
	Scarborough Ponds installation of new weed/ debris boom	












Project Title	Description	Status
	Water quality improvements to enhance riparian zones	
	Wetland regeneration and fauna corridors to enhance threatened	
Off leash dog parks	Gaiarine Gardens - Irrigation - off leash dog area	
	High Street Reserve - Irrigation - off leash dog area	
	Sir Josephs Bank Park - Irrigation - off leash dog area	
	Sparks St - Irrigation - off leash dog area	
Other	Astrolabe Park - Masterplan to consider options for use when it is handed back to council	
	Citywide Wayfinding Signage Design	
	King Street carpark	
	Linear Park - Construction of a new park	
	Mascot Commuter Carpark - construct multi story car park	







Project Title	Description	Status
	Renewable energy implementation	
	Sir Josephs Bank Park - Concept plan to create an upgraded park including land from Botany Golf course	
	Wilson's Cottage Heritage Feasibility and Adaptive use project	
Park amenities buildings including disabled facilities	Arncliffe Park Amenities	
	Cahill Park amenities sewer restoration	
	Cook Park (Emmaline) Amenities	
	Kyeemagh toilet refurbishment	
	Peter Depena Reserve toilets	
	Scarborough St Amenities	
	Scott Park Toilet Block - design only	
Pedestrian and Mobility program	Abercorn St & Kingsland Rd Pedestrian refuge	












Project Title	Description	Status
	Caroline Street pedestrian crossing	
	Installation of 36 pram ramps	
	Percival Street/Byrnes Street Carlton Public School pedestrian refuge	
	Willison Rd @ Argyle St pedestrian refuge	
Playground/equipment renewals program	Bicentennial Park - partial removal of playground	
	Bicentennial Park (basketball court) design - Installation of basketball court, plus geotechnical investigation for future	
	Cahill Park – playground replacement	
	Charles Daly Reserve survey	
	Cook Park (Pine Park) playground replacement	
	Dominey Reserve playground rehabilitation	
	Eastlakes Reserve - shade, playground upgrade, fitness equipment	











Project Title	Description	Status
	Gaiarine Gardens – new play equipment and shade	
	Gardiner Park - soft fall replacement	
	Mutch Park – construction of a skate facility	
	Replacement of Frys Reserve cricket nets and associated work	
	Replacement of Scarborough Park cricket nets and associated work	
	Safety renewals program to meet compliance requirements	
	Scott Park playground - Survey & site analysis for future SRV playground program	
	Silver Jubilee Reserve - playground replacement	
	Slade Road Reserve - playground rehabilitation	
	Stotts Reserve playground rehabilitation	
	Taylor St - soft fall replacement	

Project Title	Description	Status
	Tierney Ave Reserve - Upgrade of play equipment	
	Walker St – minor play equipment replacement	
	Yamba Woorra Reserve playground - Survey & site analysis for future SRV playground program	
Sandstone Conservation project	Arncliffe Park sandstone rehabilitation	
	Barwell Park sandstone rehabilitation	
	Duncan Street sandstone rehabilitation	
	Gardiner Park sandstone rehabilitation	
Sign & line marking	Various local signs & linemarking works	
	Various RMS signs & linemarking works	
Sports amenities building upgrade	Bexley Oval Change rooms and grandstand renewal	
	Bexley Oval toilets & kiosk	











Project Title	Description	Status
	Boralee Park sporting - new amenities & sheds	
	Gardiner Park amenities - complete	
	Jellicoe Park - Synthetic field feasibility	
	Jellicoe Park sporting amenities - Detail design and costing of sports facilities & public amenities	
	Mascot Oval - Replacement of grand stand seating, balustrades, installation of picket fence around the oval & emergency access to the oval	
	Scarborough Park Central Amenities (refurbs x 2) SRV 13	
	Tonbridge Street Reserve Amenities	
Sportsfield upgrade/maintenance	Ador Avenue field upgrade field upgrade	
	Arncliffe Park field upgrade	
	AS Tanner Reserve field upgrade	
	Barton Park East field upgrade	

Project Title	Description	Status
	Barton Park South field upgrade	●
	Bexley Oval field upgrade	●
	Brighton Memorial field upgrade	●
	Brighton Memorial field upgrade	●
	Cahill Park cricket wicket maintenance	●
	Cahill Park field upgrade	●
	Gardiner Park field upgrade	●
	McCarthy Reserve field upgrade	●
	Riverine Park main & outer field	●
	Scarborough Park - Irrigation, surface and drainage	●
	Scarborough Park central field upgrade	●

Project Title	Description	Status
	Scarborough Park East field upgrade	
	Synthetic Turf - investigation and concept design – feasibility process	
	Tonbridge Street Reserve field upgrade	
Storm Damage Repairs	Storm damage repairs - Emmaline to Florence Streets	
	Storm damage repairs - Ida Street to Vanston Parade	
	Storm damage repairs – Sandringham Street to Russell Avenue	
Street furniture program	New street furniture Mascot West	
	Repair/replace bins, seats, flagpoles and planterboxes.	
	Replace 10 flagpoles Bay Street Brighton Le Sands	
	Replace street furniture Botany shops	
Street trees	Brief prepared for external consultants to review stability of cliff face	

Project Title	Description	Status
	Eddystone Road Bexley Street Tree planting	
	Implement Street Tree Masterplan	
	Uplighting of trees on Botany Road from Carinya Avenue to Gardeners Road (both east & west side)	
Structures rehab	Brighton Le Sands Boardwalk - Boardwalk repairs	
	Pedestrian bridge rehabilitation - Stan Moses Reserve/Scott Park	
	Rehabilitation of boardwalk, retaining walls, repairs to stairs	
	Rehabilitation of Bridge piers and footings, deck, railings and ancillary	
	Veron Road Bexley retaining wall	
Swimming enclosure repairs/maintenance	Brighton Le Sands - swimming enclosure repairs	
	Doll's Point Removal of swimming enclosure	
	Kyeemagh Swimming enclosure repairs	



Project Title	Description	Status
	Monterey Swimming enclosure repairs	
	Ramsgate Swimming enclosure repairs	
	Sandringham swimming enclosure repairs	
Town Centre Masterplans	Arncliffe TTC Masterplan and commencement of detailed design	
	Ramsgate Beach TTC - Continue construction	
Traffic Management Program	Installation of traffic devices at Preddy's Road - Rockdale Aquatic	
	Ramsgate RSL Traffic management	
	Slade Road & Hartill Law Avenue - traffic signals	
	Upgrade of Wentworth Avenue / Baker St intersection	
	Upgrade of Wentworth Avenue / Page St intersection	

## Stronger Councils' (transition) key result areas

Developed by the State Government as part of the Local Government Reform Program, the Stronger Councils Framework is based on five characteristics and a shared vision for what it means to be a strong, vibrant council that delivers for its community. The five characteristics are intended to provide the basis for councils to shape and measure their performance.

### The Vision

A strong council delivers results for its community, builds successful partnerships and has the leadership, culture, people and capacities to make this happen.

### Characteristics of a Strong Council

- Strategic capacity
- Outstanding service provision
- Robust community relationships
- Strong performance; and
- Sound organisational health.

The framework is visually displayed adjacent



### Bayside is Strong

This Framework was used to develop the Local Benefits and Priorities that will make Bayside a Strong Council

## Local benefits

- Transparent and sound governance to support Council planning and decision making for current and future citizens.
- Improved strategic capacity through more responsive partnerships with State and Federal Governments and other agencies in planning for and delivering local priorities and services.
- Services are harmonised, responsive and digitally transformed.
- Savings achieved from the merger are quarantined and identified for reinvestment in improved services.
- Key community capacity building infrastructure and other priority community projects are funded by the Stronger Communities Fund.
- A broad range of face to face and digital community engagement platforms which enable residents to engage with Council when and how they prefer.
- Improved financial and asset integration and management that delivers well maintained and modern facilities.
- Council delivers local training and employment opportunities with an emphasis on apprenticeships, traineeships and graduate programs.




**Note:** Community = residents, businesses, visitors/ tourists and people who work in the LGA

## Priorities

- Strong, diverse **leadership** and an adaptable, **performance** culture with an **outward focus**
- Improved **transparency** and **governance** through the establishment of processes and frameworks such as IHAP and live streaming of Council meetings (with Twitter feed)
- Council's is an **employer of choice** within the LGA
- Council has **meaningful and ongoing relationships** with the community. Citizens can have confidence that they can have an impact on the way Council develops the community.
- **More** opportunities for **customer contact points** so citizens can interact with the Council in ways they prefer, at convenient times and places
- **Well maintained** and **modern facilities** across the LGA and with a focus on key facilities in particular places
- Ongoing program and focus on the **renewal of community assets** that are current and 'fit for purpose' and in line with community expectations
- **Repurposing** of **assets** for **greater community benefit**, backed up by a clear, connected and integrated strategy across the organisation
- **Leveraging funding sources** (eg Developer Contributions) for **optimal asset management**.
- Council decisions **benefit current** and **future citizens**

## Transition Implementation Plan

Action	Performance of 6 Month	Target
Develop the Implementation Plan	The first iteration of the Implementation Plan developed, including major projects.	●
Establish the Local Representative Committee	Monthly meetings established.	●
Establish the Project Management Office	Project Management Office established. Framework for both the project management and change management process developed.	●
Establishment of Consultative Committee	Established Consultative Committee by combining both existing committees.	●
New Council Implementation Fund Proposal	Commenced identification of major projects and development of business cases.	●
Organisational Structure development - Directorates	Organisational structure developed. New Directorates adopted by Council.	●
Organisational Structure development - Manager level	Manager level structure completed and direct transfers appointed.	●
Organisational Structure development - Salary Development	Salary Structure - Reviewed, benchmarked and developed new senior salary levels.	●
Staff Communication and Engagement Strategy and Action Plan	Strategy and Action Plan developed. Rollout of commenced including staff newsletters, text messages and intranet communication.	●
Staff Survey	Staff Engagement Survey completed. 93.2% of staff committed to the success of Bayside Council (5.8% undecided; 1.0% not committed) 8.35% of staff believe that Bayside Council has a positive future (13.9% undecided and 2.6% not committed)	●

Community Communication and Engagement Plan	Under development.	
Draft operational plan, budget and fees and charges for 2016-17	Commenced preparation.	
Stronger Councils Framework	Local benefits integrated into framework and adopted.	

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## Council Meeting

**12/04/2017**

Item No	8.14
Subject	<b>Disclosure of Interest Return – Administrator and Director City Performance</b>
Report by	Fausto Sut, Manager Governance & Risk
File	(R) SF16/1280

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## Summary

The Local Government Act 1993 (“the Act”) details the statutory requirements in respect of the lodgement of Disclosure of Pecuniary Interest and Other Matters Returns by Administrators, Councillors and Designated Persons (eg senior staff).

This report provides information regarding Returns lodged with the General Manager by the Administrator and the Director City Performance (ie a Designated Person).

It is recommended that Council note that the Returns lodged with the General Manager have been tabled in accordance with the Act.

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## Officer Recommendation

That the information be received and noted.

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## Background

The Act requires the General Manager to maintain a register of Pecuniary Interest Returns and the tabling of such Returns lodged by Councillors (including Administrator) and Designated Persons.

Returns are required on initial appointment and then annually. All Returns lodged by Administrators, Councillors and Designated Persons must be tabled at a Council Meeting after lodgement.

In accordance with the Act the following first Returns have been lodged:

POSITION	RETURN DATE
Administrator	9 September 2016
Director City Performance	4 January 2017

The returns are now tabled and are available for inspection if required.

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## **Financial Implications**

Not applicable.

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## **Community Engagement**

The issue raised in this report do not require community consultation under Council's Community Engagement Policy.

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## **Attachments**

Nil



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## Council Meeting

**12/04/2017**

Item No	8.15
Subject	<b>Statutory Financial Report – December 2016</b>
Report by	Alister Duncan, Manager Finance
File	(R) F09/605

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## Summary

This report is provided in accordance with the Local Government (General) Regulations, 2005, Division 5, paragraph 212 and s625 of the Local Government Act, 1993.

The necessary certificate by the Responsible Accounting Officer is included in this report, and the Statutory Financial Reports are presented as follows:-

- Investment Performance Against Benchmark
- Statement of Bank Balances
- Restricted and Unrestricted Cash Balances
- Schedule of Investments

As at 31 December 2016, Bayside Council had \$320.9m in cash and investments with an adjusted portfolio yield of 2.77%.

Details of individual investments held are tabled in the body of this report.

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## Officer Recommendation

That the Statutory Financial Report by the Responsible Accounting Officer be received and noted.

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## Background

Balance of report is attached.

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## Financial Implications

Not applicable

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## Community Engagement

Not required

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## **Attachments**

Statutory Financial Report December 2016

## **REPORT HEADER**

Subject: STATUTORY FINANCIAL REPORT- 31 December 2016  
File Number: F09/605  
Report By: Manager-Finance & Administration (Alister Duncan)  
Contributors:  
Community Engagement: No  
Financial Implications: No

## **Officer Recommendations**

That the Statutory Financial Report by the Responsible Accounting Officer be received and noted.

## **Precis**

This report is provided in accordance with the Local Government (General) Regulations, 2005, Division 5 paragraph 212 and s625 of the Local Government Act, 1993.

The necessary certificate by the Responsible Accounting Officer is included in this report, and the Statutory Financial Reports are presented as follows:-

- Investment Performance Against Benchmark
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- Restricted and Unrestricted Cash Balances
- Schedule of Investments

As at 31 December 2016, Bayside Council had \$320.9m in cash and investments with an adjusted portfolio yield of 2.77%. Details of individual investments held are tabled in the body of this report.

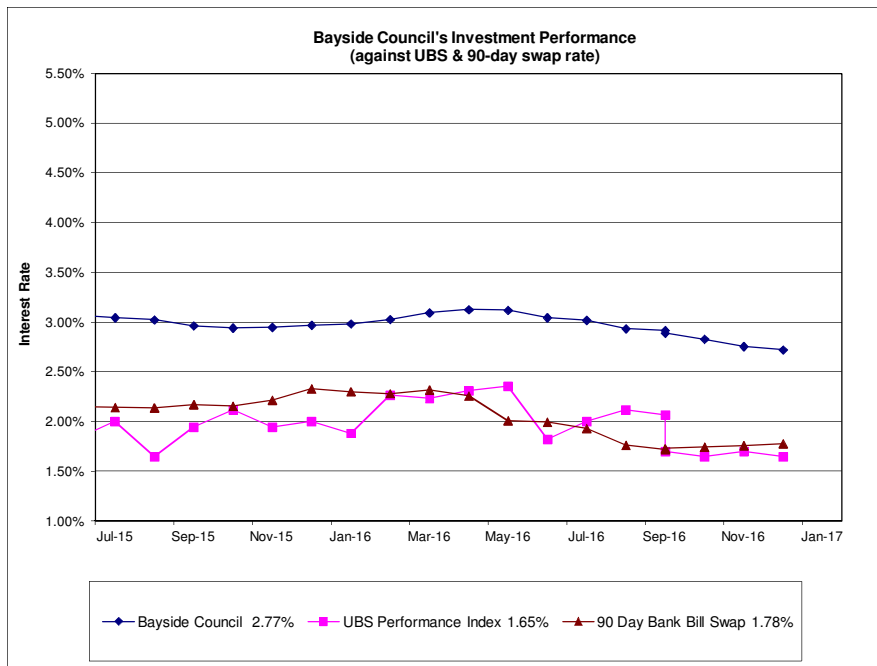
## REPORT BACKGROUND

### Legislative Reporting Requirements

Clause 212 of the Local Government (General) Regulation 2005 requires that the Responsible Accounting Officer must provide Council with a report detailing Council's investments under s625 of the Local Government Act 1993. This is to be reported to Council on a monthly basis.

### Investment Performance

The table below shows the performance of Council's investments since July 2015. The UBS Rate is used for comparison as this is a generally accepted industry benchmark used by Australian businesses. The 90-day Bank Bill Swap Rate is the worldwide rate that is reviewed by the financial markets every 90 days. This rate underpins the majority of investments which makes it a meaningful comparison for measuring investment performance. For the current period, Council outperformed the market by 112 basis points. As demonstrated by the following graph, investment returns are stable and consistently above the industry benchmark and 90-day Bank Bill Swap Rate.



## Statement of Bank Balances

The table below shows details of movements in Council's cash at bank for the month of December.

<b>STATEMENT OF BANK BALANCES AS AT 31 DECEMBER 2016</b>	
<b>GENERAL FUND</b>	
<b>Cash at Bank (Overdraft) as per General Ledger as at:</b>	<b>30/11/2016</b>
	\$4,975,749
<b>Add:</b>	
Receipts for Period	
- Rates and other receipts	\$12,774,079
- Sundry Debtors	\$1,581,037
- Other - Suez Recycling Reimbursement	\$2,637,425
- DA Fees & FCDs	\$407,262
- Interest	\$297,823
- GST	\$756,689
- Parking and Other Infringements	\$340,423
- Long Service Levy	\$354,940
- Grants	\$1,814,508
- Investments redeemed Bayside East	\$8,000,000
- Investments transferred from Bayside East to West	\$12,000,000
- Outstanding Deposits *	\$52,979
- Transfer from Short-Term Money Market	\$9,750,000
	<b>\$50,767,165</b>
<b>Less:</b>	
Accounts Paid for Period (includes urgent cheques)	-\$31,479,717
Direct Payroll	-\$4,263,602
Loan Repayments	-\$367,405
Cancelled Cheques	\$10,213
Unpresented Cheques	\$43,080
Dishonoured Cheques	-\$9,012
Bank Charges (including Agency Fees)	-\$33,153
Transfer to Investments	-\$35,750,000
	<b>-\$71,849,596</b>
<b>Cash at Bank (Overdraft) as per General Ledger as at:</b>	<b>31/12/2016</b>
	<b>-\$16,106,682</b>
Bayside West OLG Merger Grant Money not receipted**	\$20,000,000
Bayside East unreconciled items	-\$4,681
<b>Cash at Bank (Overdraft) as per Bank Statement as at:</b>	<b>31/12/2016</b>
	<b>\$3,888,637</b>
Limit of overdraft arranged at Bank	-\$350,000

\* Outstanding deposits include rates payments via Australia Post and bank tape not receipted.

\*\* Bayside West OLG Merger Grant Money was receipted/corrected on 22/02/2017.

### Restricted Cash

Council has established various Internal Cash Reserves as a financial strategy to provide funds for future expenditure that could not otherwise be financed during a single financial year. External reserves (s.94 Developer Funds) are quarantined for a specific purpose and are not to be reallocated to other programs.

THE INVESTED FUNDS ARE HELD FOR:-	BALANCE 30/11/2016	NET MOVEMENTS	BALANCE 31/12/2016
<b><u>Bayside East Branch General Funds and Reserves</u></b>			
Separation of funds between Internal and External Restrictions is not available due to financial statements not being finalised	\$128,261,132	\$1,403,970	\$129,665,102
<b><u>UNRESTRICTED Bayside West Branch</u></b>			
General Funds	-\$4,869,351	\$32,402,083	\$27,532,732
<b><u>INTERNAL RESTRICTIONS Bayside West Branch</u></b>			
<b>CASH RESERVES</b>			
- Employee Liability Reserve	\$4,953,800	\$0	\$4,953,800
- Office & IT Reserve	\$1,958,499	\$0	\$1,958,499
- Plant Reserve	\$800,000	\$0	\$800,000
- S.94 Obligation Reserve	\$1,508,609	\$0	\$1,508,609
- Arncliffe Youth Centre Reserve	\$2,969,690	\$0	\$2,969,690
- Public Liability Reserve	\$345,869	\$0	\$345,869
- Workers Compensation Reserve	\$115,870	\$0	\$115,870
- Council Election Reserve	\$569,750	\$0	\$569,750
- Strategic Priorities Reserve	\$39,211,584	\$0	\$39,211,584
- Street Lighting Reserve	\$597,534	\$0	\$597,534
- Brighton Bath Amenities Build Reserve	\$2,295,391	\$0	\$2,295,391
<b>Total Internal Restrictions</b>	<b>\$55,326,596</b>	<b>\$0</b>	<b>\$55,326,596</b>
<b><u>EXTERNAL RESTRICTIONS Bayside West Branch</u></b>			
<b>LOCAL AREA FUNDS</b>			
- Arncliffe	\$113,687	\$0	\$113,687
- Banksia	\$23,024	\$0	\$23,024
- Bexley	\$377,045	\$0	\$377,045
- Brighton	\$281,532	\$0	\$281,532
- Kingsgrove	\$1,097,847	\$0	\$1,097,847
- Ramsgate	\$499,358	\$0	\$499,358
- Ramsgate Beach	\$262,621	\$0	\$262,621
- Rockdale	\$5,460,646	\$0	\$5,460,646
- West Botany Street	\$4,643,097	\$0	\$4,643,097
<b>Total Local Area Funds</b>	<b>\$12,758,857</b>	<b>\$0</b>	<b>\$12,758,857</b>
- Domestic Waste Reserve	\$6,567,144	\$0	\$6,567,144
- Stormwater Levy Reserve	\$662,683	\$0	\$662,683
- Unexpended Grants	\$2,347,635	\$1,049,031	\$3,396,666
- Infrastructure Levy Reserve	\$7,225,915	\$0	\$7,225,915
- s94 Developer Contributions	\$72,517,107	\$4,718,245	\$77,235,352
- Community Levy Reserve	\$529,482	\$0	\$529,482
<b>Total External Restrictions (incl Local Area Funds)</b>	<b>\$102,608,823</b>	<b>\$5,767,276</b>	<b>\$108,376,099</b>
<b>Total for all Reserves and Unrestricted Cash</b>	<b>\$281,327,200</b>	<b>\$39,573,329</b>	<b>\$320,900,529</b>

# **Schedule of Investments Held**

Bayside West Branch currently holds \$191.2m and Bayside East Branch currently holds \$129.7m in investments and cash at call as detailed in the table below. In accordance with current accounting standards, investments are recorded at Fair Value (market value).

SCHEDULE OF INVESTMENTS HELD ON BEHALF OF BAYSIDE COUNCIL AS AT: 31/12/2016								
	Credit Rating	Purchase Price	Purchase Date	Maturity Date	Term Days	Prop %	Interest Rate	Market Value
<b>Bayside West Branch Term Deposits:</b>								
Bank of Western Australia	A1	\$1,165,810	26/10/2016	27/04/2017	183	0.74%	2.55%	\$1,165,810
Bank of Western Australia	A1	\$2,058,530	30/11/2016	29/08/2017	272	1.30%	2.60%	\$2,058,530
Bank of Western Australia	A1	\$5,000,000	22/12/2016	20/02/2017	60	3.16%	2.55%	\$5,000,000
Bank of Western Australia	A1	\$5,000,000	22/12/2016	20/06/2017	180	3.16%	2.60%	\$5,000,000
Bank of Western Australia	A1	\$1,153,867	24/11/2016	26/05/2017	183	0.73%	2.55%	\$1,153,867
Bank of Western Australia	A1	\$1,185,178	04/10/2016	04/04/2017	182	0.75%	2.55%	\$1,185,178
Bank of Western Australia	A1	\$1,094,022	10/10/2016	11/04/2017	183	0.69%	2.55%	\$1,094,022
Bank of Western Australia	A1	\$1,069,039	13/10/2016	13/04/2017	182	0.68%	2.55%	\$1,069,039
Bank of Western Australia	A1	\$1,238,789	17/11/2016	18/05/2017	182	0.78%	2.55%	\$1,238,789
Bank of Western Australia	A1	\$1,051,542	06/12/2016	06/06/2017	182	0.67%	2.65%	\$1,051,542
Bank of Western Australia	A1	\$1,049,879	03/11/2016	04/05/2017	182	0.66%	2.55%	\$1,049,879
Bank of Western Australia	A1	\$1,297,911	12/10/2016	12/04/2017	182	0.82%	2.55%	\$1,297,911
Bank of Western Australia	A1	\$1,105,937	21/11/2016	23/05/2017	183	0.70%	2.55%	\$1,105,937
Bank of Western Australia	A1	\$1,087,111	14/11/2016	16/05/2017	183	0.69%	2.55%	\$1,087,111
Bank of Western Australia	A1	\$1,127,010	02/11/2016	03/05/2017	182	0.71%	2.55%	\$1,127,010
Bank of Western Australia	A1	\$1,303,592	21/11/2016	25/05/2017	185	0.82%	2.55%	\$1,303,592
Bank of Western Australia	A1	\$1,303,733	18/10/2016	15/02/2017	120	0.82%	2.50%	\$1,303,733
Bank of Western Australia	A1	\$1,153,926	10/08/2016	11/01/2017	154	0.73%	2.60%	\$1,153,926
Bank of Western Australia	A1	\$1,162,110	22/11/2016	24/05/2017	183	0.74%	2.55%	\$1,162,110
Bank of Western Australia	A1	\$1,156,919	31/10/2016	02/05/2017	183	0.73%	2.55%	\$1,156,919
Bank of Western Australia	A1	\$1,160,485	16/11/2016	16/05/2017	181	0.73%	2.55%	\$1,160,485
Bank of Western Australia	A1	\$1,258,620	19/10/2016	16/02/2017	120	0.80%	2.50%	\$1,258,620
Bank of Western Australia	A1	\$1,262,011	09/11/2016	09/05/2017	181	0.80%	2.55%	\$1,262,011
Bank of Western Australia	A1	\$2,017,466	14/12/2016	12/09/2017	272	1.28%	2.60%	\$2,017,466
						<u>23.70%</u>		
Illawarra Mutual Building Society	A2	\$1,233,814	8/12/2016	08/06/2017	182	0.78%	2.50%	\$1,233,814
Illawarra Mutual Building Society	A2	\$1,153,294	13/10/2016	13/04/2017	182	0.73%	2.50%	\$1,153,294
Illawarra Mutual Building Society	A2	\$1,522,996	15/12/2016	20/06/2017	187	0.96%	2.55%	\$1,522,996
Illawarra Mutual Building Society	A2	\$1,369,309	16/12/2016	21/06/2017	187	0.87%	2.55%	\$1,369,309
Illawarra Mutual Building Society	A2	\$1,359,066	5/10/2016	05/04/2017	182	0.86%	2.50%	\$1,359,066
Illawarra Mutual Building Society	A2	\$1,090,603	29/09/2016	17/01/2017	110	0.69%	2.50%	\$1,090,603
Illawarra Mutual Building Society	A2	\$1,161,568	15/11/2016	14/02/2017	91	0.73%	2.50%	\$1,161,568
Illawarra Mutual Building Society	A2	\$1,327,503	2/12/2016	07/03/2017	95	0.84%	2.50%	\$1,327,503
Illawarra Mutual Building Society	A2	\$1,712,041	13/12/2016	14/06/2017	183	1.08%	2.50%	\$1,712,041
Illawarra Mutual Building Society	A2	\$1,260,605	14/10/2016	18/01/2017	96	0.80%	2.50%	\$1,260,605
Illawarra Mutual Building Society	A2	\$1,221,477	30/11/2016	30/03/2017	120	0.77%	2.50%	\$1,221,477
						<u>9.12%</u>		
Newcastle Permanent Build Society	A2	\$1,237,162	16/12/2016	16/06/2017	182	0.78%	2.75%	\$1,237,162
Newcastle Permanent Build Society	A2	\$1,248,519	13/09/2016	15/03/2017	183	0.79%	2.70%	\$1,248,519
Newcastle Permanent Build Society	A2	\$1,155,872	22/11/2016	23/02/2017	93	0.73%	2.50%	\$1,155,872
Newcastle Permanent Build Society	A2	\$1,315,640	02/12/2016	31/05/2017	180	0.83%	2.70%	\$1,315,640
Newcastle Permanent Build Society	A2	\$1,193,117	08/11/2016	08/03/2017	120	0.75%	2.50%	\$1,193,117
Newcastle Permanent Build Society	A2	\$1,096,251	15/11/2016	14/02/2017	91	0.69%	2.50%	\$1,096,251
Newcastle Permanent Build Society	A2	\$1,205,518	03/11/2016	02/02/2017	91	0.76%	2.50%	\$1,205,518
Newcastle Permanent Build Society	A2	\$1,276,056	07/12/2016	07/06/2017	182	0.81%	2.75%	\$1,276,056
Newcastle Permanent Build Society	A2	\$1,158,427	02/11/2016	08/02/2017	98	0.73%	2.50%	\$1,158,427
						<u>6.89%</u>		
ME Bank	A2	\$1,000,000	08/09/2016	10/03/2017	183	0.63%	2.65%	\$1,000,000
ME Bank	A2	\$1,000,000	09/08/2016	09/02/2017	184	0.63%	2.65%	\$1,000,000
ME Bank	A2	\$1,000,000	08/08/2016	07/02/2017	183	0.63%	2.65%	\$1,000,000
ME Bank	A2	\$1,000,000	06/10/2016	06/04/2017	182	0.63%	2.65%	\$1,000,000
ME Bank	A2	\$1,000,000	24/08/2016	22/02/2017	182	0.63%	2.65%	\$1,000,000
						<u>3.16%</u>		
AMP Bank	A1	\$3,000,000	16/08/2016	14/03/2017	210	1.90%	2.95%	\$3,000,000
AMP Bank	A1	\$2,000,000	17/08/2016	15/02/2017	182	1.27%	2.95%	\$2,000,000
						<u>3.16%</u>		

**Schedule of Investments cont'd**

National Australia Bank	A1	\$1,000,000	29/11/2016	30/05/2017	182	0.63%	2.65%	\$1,000,000
National Australia Bank	A1	\$1,000,000	08/09/2016	10/03/2017	183	0.63%	2.55%	\$1,000,000
National Australia Bank	A1	\$1,000,000	31/08/2016	28/02/2017	181	0.63%	2.55%	\$1,000,000
National Australia Bank	A1	\$1,000,000	23/08/2016	21/02/2017	182	0.63%	2.55%	\$1,000,000
National Australia Bank	A1	\$1,000,000	16/11/2016	15/08/2017	272	0.63%	2.70%	\$1,000,000
National Australia Bank	A1	\$2,000,000	06/09/2016	08/03/2017	183	1.27%	2.55%	\$2,000,000
National Australia Bank	A1	\$2,000,000	01/09/2016	02/03/2017	182	1.27%	2.55%	\$2,000,000
National Australia Bank	A1	\$2,000,000	17/11/2016	17/08/2017	273	1.27%	2.70%	\$2,000,000
National Australia Bank	A1	\$2,000,000	23/11/2016	23/05/2017	181	1.27%	2.65%	\$2,000,000
National Australia Bank	A1	\$1,000,000	14/12/2016	15/06/2017	183	0.63%	2.60%	\$1,000,000
National Australia Bank	A1	\$2,000,000	07/09/2016	09/03/2017	183	1.27%	2.55%	\$2,000,000
National Australia Bank	A1	\$2,000,000	15/12/2016	21/06/2017	188	1.27%	2.60%	\$2,000,000
National Australia Bank	A1	\$1,000,000	14/09/2016	14/03/2017	181	0.63%	2.56%	\$1,000,000
National Australia Bank	A1	\$2,000,000	01/12/2016	30/05/2017	180	1.27%	2.65%	\$2,000,000
National Australia Bank	A1	\$5,000,000	22/12/2016	22/03/2017	90	3.16%	2.60%	\$5,000,000
National Australia Bank	A1	\$5,000,000	22/12/2016	20/06/2017	180	3.16%	2.60%	\$5,000,000
National Australia Bank	A1	\$2,000,000	25/10/2016	26/04/2017	183	1.27%	2.65%	\$2,000,000
National Australia Bank	A1	\$2,000,000	12/10/2016	12/04/2017	182	1.27%	2.65%	\$2,000,000

22.14%

ING Direct	A2	\$1,000,000	01/12/2016	01/06/2017	182	0.63%	2.56%	\$1,000,000
ING Direct	A2	\$1,000,000	13/09/2016	15/03/2017	183	0.63%	2.65%	\$1,000,000
ING Direct	A2	\$1,000,000	14/12/2016	14/03/2017	90	0.63%	2.63%	\$1,000,000
ING Direct	A2	\$3,000,000	05/09/2016	07/03/2017	183	1.90%	2.63%	\$3,000,000
ING Direct	A2	\$1,000,000	06/12/2016	06/06/2017	182	0.63%	2.56%	\$1,000,000
ING Direct	A2	\$2,000,000	12/09/2016	14/03/2017	183	1.27%	2.65%	\$2,000,000

5.69%

**Bayside West Branch Direct Investments (Floating & Fixed Term Deposits -TDs)**

Westpac Bank Fixed Term Deposit	A1+	\$1,000,000	04/09/2016	04/01/2017	122	0.63%	2.70%	\$1,000,000
CBA- ME Bank 3Yr FRN (9/8/16-18/7/19)	BBB	\$3,000,000	18/10/2016	18/01/2017	92	1.90%	3.20%	\$3,024,348
CBA- GBS FR TD (30/8/16-30/8/19)	BBB+	\$2,000,000	30/11/2016	28/02/2017	90	1.27%	3.32%	\$2,003,820
CBA- Bank of QLD FRN (26/02/16-06/11/19)	A-	\$2,000,000	07/11/2016	06/02/2017	91	1.27%	2.83%	\$2,003,208
CBA- Bendigo & Adelaide FRN (26/02/16-18/1)	A-	\$2,000,000	18/11/2016	20/02/2017	94	1.27%	2.86%	\$2,002,040
CBA - Rabobank FRN (4/3/16- 4/3/2021)	A+	\$2,000,000	05/12/2016	06/03/2017	91	1.27%	3.27%	\$2,029,394
CBA TD (3/11/16-3/05/17)	A1+	\$2,000,000	03/11/2016	03/05/2017	181	1.27%	2.62%	\$2,000,000
CBA- GBS FR TD (7/6/16-7/6/19)	BBB	\$3,000,000	07/12/2016	07/03/2017	90	1.90%	3.37%	\$3,014,550
CBA- GBS Cert of Dep(24/2/14-24/2/17)	BBB	\$1,000,000	24/11/2016	24/02/2017	92	0.63%	3.06%	\$1,004,612
CBA- Police Bank FRN (09/09/14-21/08/17)	BBB+	\$1,000,000	21/11/2016	21/02/2017	92	0.63%	2.86%	\$1,003,680
CBA- CUA FRN (1/04/16-1/04/19)	BBB+	\$2,000,000	04/10/2016	03/01/2017	91	1.27%	3.33%	\$2,004,480
CBA- CUA FRN(31/7/14-20/3/17)	BBB	\$1,000,000	20/12/2016	20/03/2017	90	0.63%	3.09%	\$1,002,019
CBA- CUA FRN(20/3/14-20/3/17)	BBB	\$1,000,000	20/12/2016	20/03/2017	90	0.63%	3.09%	\$1,002,019
CBA- Bendigo & Adelaide FRN (9/08/16-19/01)	A-	\$2,000,000	19/12/2016	17/03/2017	88	1.27%	2.72%	\$1,996,264
CBA-Suncorp FRN (12/10/16-12/10/18)	A+	\$2,000,000	12/10/2016	12/01/2017	92	1.27%	2.50%	\$2,011,140
CBA- Bendigo & Adelaide FRN (21/11/16-21/1)	A-	\$2,000,000	21/11/2016	21/02/2017	92	1.27%	2.86%	\$2,004,634
ANZ Bank Fixed Term Deposit	A1+	\$1,165,798	01/11/2016	01/03/2017	120	0.74%	2.40%	\$1,165,798
ANZ Bank Fixed Term Deposit	A1+	\$1,149,572	21/09/2016	21/03/2017	181	0.73%	2.50%	\$1,149,572
CBA TD (5/10/16-5/01/17)	A1+	\$2,000,000	05/10/2016	05/01/2017	92	1.27%	2.56%	\$2,000,000
CBA TD (18/10/16-15/02/17)	A1+	\$2,000,000	18/10/2016	15/02/2017	120	1.27%	2.62%	\$2,000,000
CBA TD (21/12/16-21/06/17)	A1+	\$2,000,000	21/12/2016	21/06/2017	182	1.27%	2.65%	\$2,000,000
CBA TD (21/12/16-21/09/17)	A1+	\$2,000,000	21/12/2016	21/09/2017	274	1.27%	2.68%	\$2,000,000
Bendigo and Adelaide Bank	A2	\$2,000,000	19/09/2016	19/06/2017	273	1.27%	2.55%	\$2,000,000

26.14%

BOQ= Bank of Queensland

Greater BS= Greater Building Society

**Unlisted Community Bank Shares**

Bendigo Bank	A2	\$5,000				0.01%		
<b>Total Investments</b>		\$158,082,696				100.00%		
CASH ACCOUNT (at call)		\$33,152,731						
<b>Total Investments and Cash for Bayside West Branch</b>		<b>\$191,235,427</b>						



	Credit Rating	Purchase Price	Purchase Date	Maturity Date	Term Days	Prop %	Interest Rate	Market Value
<b>Bayside East Branch Term Deposits:</b>								
AMP Bank	A1	\$2,000,000	16/02/2016	14/02/2017	364	2.01%	2.85%	\$2,000,000
AMP Bank	A1	\$1,000,000	09/08/2016	08/08/2017	364	1.00%	2.80%	\$1,000,000
						3.01%		
Illawarra Mutual Building Society	A2	\$1,000,000	27/09/2016	02/05/2017	217	1.00%	2.65%	\$1,000,000
						1.00%		
Bank of QLD	A2	2,000,000.00	31/10/2016	04/05/2017	185	2.01%	2.70%	\$2,000,000
Bank of QLD	A2	2,000,000.00	19/07/2016	17/01/2017	182	2.01%	2.85%	\$2,000,000
Bank of QLD	A2	1,000,000.00	14/06/2016	28/03/2017	287	1.00%	2.85%	\$1,000,000
						5.01%		
National Australia Bank	A1	\$4,000,000	29/11/2016	19/09/2017	294	4.01%	2.70%	\$4,000,000
National Australia Bank	A1	\$2,000,000	28/06/2016	10/01/2017	196	2.01%	2.85%	\$2,000,000
National Australia Bank	A1	\$4,000,000	04/10/2016	07/02/2017	126	4.01%	2.60%	\$4,000,000
National Australia Bank	A1	\$4,000,000	04/10/2016	28/02/2017	147	4.01%	2.60%	\$4,000,000
National Australia Bank	A1	\$1,000,000	14/06/2016	21/03/2017	280	1.00%	2.85%	\$1,000,000
National Australia Bank	A1	\$2,000,000	22/05/2015	23/05/2017	732	2.01%	2.95%	\$2,000,000
National Australia Bank	A1	\$4,000,000	04/10/2016	04/07/2017	273	4.01%	2.65%	\$4,000,000
National Australia Bank	A1	\$5,000,000	27/09/2016	03/10/2017	371	5.01%	2.65%	\$5,000,000
National Australia Bank	A1	\$4,000,000	04/10/2016	10/10/2017	371	4.01%	2.67%	\$4,000,000
National Australia Bank	A1	\$2,000,000	11/10/2016	17/10/2017	371	2.01%	2.70%	\$2,000,000
National Australia Bank	A1	\$4,000,000	31/10/2016	02/11/2017	367	4.01%	2.75%	\$4,000,000
National Australia Bank	A1	\$2,000,000	26/07/2016	23/01/2018	546	2.01%	2.75%	\$2,000,000
National Australia Bank	A1	\$2,000,000	29/07/2016	30/01/2018	550	2.01%	2.73%	\$2,000,000
National Australia Bank	A1	\$2,000,000	02/08/2016	06/02/2018	553	2.01%	2.75%	\$2,000,000
National Australia Bank	A1	\$2,000,000	11/08/2016	13/02/2018	551	2.01%	2.60%	\$2,000,000
						44.11%		
ME Bank	A2	\$2,000,000	10/11/2016	17/08/2017	280	2.01%	2.65%	\$2,000,000
ME Bank	A2	\$2,000,000	15/03/2016	14/03/2017	364	2.01%	3.07%	\$2,000,000
ME Bank	A2	\$2,000,000	06/09/2016	06/03/2018	546	2.01%	2.65%	\$2,000,000
ME Bank	A2	\$4,000,000	08/09/2016	13/03/2018	551	4.01%	2.65%	\$4,000,000
ME Bank	A2	\$2,000,000	13/09/2016	20/03/2018	553	2.01%	2.65%	\$2,000,000
						12.03%		
Rural Bank	A2	\$4,000,000	10/11/2016	09/11/2017	364	4.01%	2.75%	\$4,000,000
						4.01%		
ING Direct	A2	\$2,000,000	25/02/2016	07/03/2017	376	2.01%	3.10%	\$2,000,000
						2.01%		
Bendigo Bank	A2	\$3,000,000	31/08/2016	20/02/2018	538	3.01%	2.70%	\$3,000,000
Bendigo Bank	A2	\$3,000,000	31/08/2016	27/02/2018	545	3.01%	2.70%	\$3,000,000
						6.02%		
MyState Banking	A2	\$2,000,000	04/10/2016	04/04/2017	182	2.01%	2.60%	\$2,000,000
MyState Banking	A2	\$4,000,000	31/10/2016	03/08/2017	276	4.01%	2.75%	\$4,000,000
MyState Banking	A2	\$2,000,000	16/08/2016	14/02/2017	182	2.01%	2.55%	\$2,000,000
						8.02%		
<b>Bayside East Branch Direct Investments (Floating &amp; Fixed Term Deposits -TDs)</b>								
Bank of China FRN	A	\$1,000,000	09/04/2015	09/04/2018	1096	1.00%	2.99%	\$1,009,760
Bank of QLD FRN	A	\$1,000,000	29/10/2015	29/04/2019	1278	1.00%	2.90%	\$1,006,708
AMP FRN	A	\$750,000	11/12/2015	11/06/2019	1278	0.75%	2.83%	\$752,475
Bank of QLD FRN	A	\$2,000,000	05/02/2016	05/02/2019	731	2.01%	2.76%	\$2,011,792
NAB FRN	AA	\$2,000,000	25/02/2016	25/02/2019	1096	2.01%	2.74%	\$2,013,855
Westpac FRN	AA	\$1,000,000	11/03/2016	10/05/2019	1155	1.00%	2.77%	\$1,009,500
Newcastle PBS FRN	BBB+	\$2,000,000	22/03/2016	22/03/2019	1095	2.01%	3.40%	\$2,007,654
Suncorp FRN	A	\$2,000,000	12/04/2016	12/04/2021	1826	2.01%	3.20%	\$2,027,241
Bank of QLD FRN	A	\$1,000,000	18/05/2016	18/05/2021	1826	1.00%	3.23%	\$1,013,860
CBA FRN	AA	\$2,000,000	12/07/2016	12/07/2021	1826	2.01%	2.96%	\$2,022,884
						14.79%		
<b>Total Investments</b>		\$99,750,000				100.00%		
CASH (at call & 31 day notice account)		\$17,915,102						
Transferred to Bayside West		\$12,000,000						
<b>Total Investments and Cash for Bayside East Branch</b>		<b>\$129,665,102</b>						
<b>TOTAL INVESTMENTS FOR BAYSIDE COUNCIL</b>		<b>\$320,900,529</b>						

**NOTE:** In accordance with current accounting standards Council is required to obtain market values on its investments and hence the inclusion in the above table. It is important to note that Council does not hold any CDOs which have adversely affected many councils in NSW.

I hereby certify in accordance with Clause 212 of the Local Government (General) Regulation 2005 that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, and Council's investment policies.

**ALISTER DUNCAN**  
**RESPONSIBLE ACCOUNTING OFFICER**

### **Investment Translation**

The following investment information is provided as translation of what the types of investments are:

- \* A Term Deposit is a short term deposit held at a financial institution for a fixed term and attracts interest at the prevailing market rate.
- \* A Bank Bill is a short term investment issued by a bank representing its promise to pay a specific sum to the bearer on settlement. The amount payable to Council at maturity is the face value which represents the purchase price and interest earned.
- \* A Floating Rate Note is a longer term investment issued by a financial institution with a variable interest rate. The adjustments to the interest rate are usually made every three months are tied to a certain money-market index such as the Bank Bill Swap Rate (BBSW).
- \* A CDO (Collateralised Debt Obligation) is an investment backed by a diversified pool of one or more classes of debt. These investments are for longer terms and offer a higher rate of interest. Council does not invest in CDOs.
- \* A Capital Guaranteed Note is a longer term investment issued by a financial institution with a fixed coupon that is paid contingent on the performance of the underlying investments, being equities, property bonds etc. In addition, this form of investment also can attract capital growth. The issuer of the note has provided a guarantee that the capital is guaranteed at maturity.
- \* A Floating Term Deposit and Variable Rate Deposits are exactly the same as term deposits except they automatically roll over (reinvest) at the end of the 90-day period for up to 2 years.
- \* Money Market Call Account refers to funds held at a financial institution and can be recalled by Council either same day or overnight.
- \* Unlisted Community Bank Shares refer to bank shares not listed on the Australian Stock Exchange. The local community owns and operates the Bendigo Bank branch which assists the bank in providing banking infrastructure and community support.

### **Credit Ratings**

- \* AAA - Extremely strong capacity to meet financial commitments (highest rating).
- \* AA - Very strong capacity to meet financial commitments.
- \* A - Strong capacity to meet financial commitments, but somewhat more susceptible to adverse economic conditions and changes in circumstances.
- \* BBB - Adequate capacity to meet financial commitments with adverse economic conditions or changing circumstances more likely to lead to a weakened capacity of the obligor to meet its financial commitments.
- \* BB - Less vulnerable in the near term, but faces uncertainties and exposures to adverse business, financial and economic conditions.
- \* B - More vulnerable to non-payment than obligations rated 'BB', but the obligor has the capacity to meet its financial commitment on the obligation.
- \* CCC - Currently vulnerable, dependent upon favourable business, financial and economic conditions to meet its financial commitments.
- \* CC - Currently highly vulnerable.
- \* C - Highly likely to default.

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## Council Meeting

**12/04/2017**

Item No	8.16
Subject	<b>Statutory Financial Report – January 2017</b>
Report by	Alister Duncan, Manager Finance
File	(R) F09/605

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## Summary

This report is provided in accordance with the Local Government (General) Regulations, 2005, Division 5, paragraph 212 and s625 of the Local Government Act, 1993. The necessary certificate by the Responsible Accounting Officer is included in this report, and the Statutory Financial Reports are presented as follows:-

- Investment Performance Against Benchmark
- Statement of Bank Balances
- Restricted and Unrestricted Cash Balances
- Schedule of Investments

As at 31 January 2017, Bayside Council had \$316.2m in cash and investments with an adjusted portfolio yield of 2.76%. This is a drop of \$4.7m from the balance in Dec 16 of \$320.9m. The main factors are:

- The resulting movement in the Operating Account (General Bank Account) is in an increase of \$2.1 mil.
  - Net Operational Expenditure of \$9.3 mil – main factors are reduced rate receipts In Jan compared to Dec. Jan had normal expenditure levels with no large capital payments.
  - The movement in Investment Activities provided \$11.4 mil due to maturities and funding Operating Activities.
- The net usage of Investment and Short Term Money market funds to support Operating Activities is a reduction of \$6.8m.

Details of individual investments held are tabled in the body of this report.

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## Officer Recommendation

The Statutory Financial Report by the Responsible Accounting Officer be received and noted.

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## Background

Balance of report is attached.

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**Financial Implications**

Not applicable

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**Community Engagement**

Not required

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**Attachments**

Statutory Financial Report January 2017

## REPORT HEADER

Subject: STATUTORY FINANCIAL REPORT- 31 January 2017  
File Number: F09/605  
Report By: Manager-Finance & Administration (Alister Duncan)  
Contributors:  
Community Engagement: No  
Financial Implications: No

## Officer Recommendations

That the Statutory Financial Report by the Responsible Accounting Officer be received and noted.

## Precis

This report is provided in accordance with the Local Government (General) Regulations, 2005, Division 5 paragraph 212 and s625 of the Local Government Act, 1993.

The necessary certificate by the Responsible Accounting Officer is included in this report, and the Statutory Financial Reports are presented as follows:-

- Investment Performance Against Benchmark
- Statement of Bank Balances
- Restricted and Unrestricted Cash Balances
- Schedule of Investments

As at 31 January 2017, Bayside Council had \$316.2m in cash and investments with an adjusted portfolio yield of 2.76%. Details of individual investments held are tabled in the body of this report.

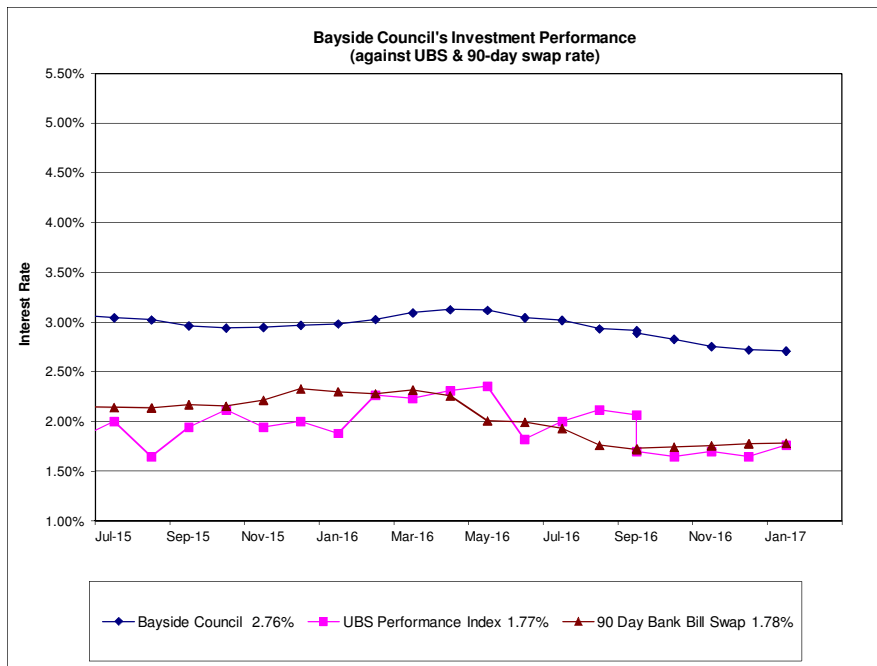
## REPORT BACKGROUND

### Legislative Reporting Requirements

Clause 212 of the Local Government (General) Regulation 2005 requires that the Responsible Accounting Officer must provide Council with a report detailing Council's investments under s625 of the Local Government Act 1993. This is to be reported to Council on a monthly basis.

### Investment Performance

The table below shows the performance of Council's investments since July 2015. The UBS Rate is used for comparison as this is a generally accepted industry benchmark used by Australian businesses. The 90-day Bank Bill Swap Rate is the worldwide rate that is reviewed by the financial markets every 90 days. This rate underpins the majority of investments which makes it a meaningful comparison for measuring investment performance. For the current period, Council outperformed the market by 99 basis points. As demonstrated by the following graph, investment returns are stable and consistently above the industry benchmark and 90-day Bank Bill Swap Rate.



## Statement of Bank Balances

The table below shows details of movements in Council's cash at bank for the month of January.

STATEMENT OF BANK BALANCES AS AT 31 JANUARY 2017	
GENERAL FUND	
<b>Cash at Bank (Overdraft) as per General Ledger as at:</b>	<b>31/12/2016</b>
	-\$16,106,682
<b>Add:</b>	
Receipts for Period	
- Rates and other receipts	\$2,864,982
- Sundry Debtors	\$1,209,777
- Other Direct Deposits	\$49,615
- DA Fees & FCDs	\$157,177
- Interest	\$155,045
- GST Refund	\$1,462,975
- Parking and Other Infringements	\$199,742
- Long Service Levy	\$44,001
- Grants	\$819,672
- Investments Redeemed	\$4,000,000
- Transfer from Short-Term Money Market	\$10,440,000
	<b>\$21,402,986</b>
<b>Less:</b>	
Accounts Paid for Period (includes urgent cheques & refunds)	-\$11,955,842
Direct Payroll	-\$4,382,589
Loan Repayments	-\$33,901
Cancelled Cheques	\$7,125
Unpresented Cheques	\$30,499
Dishonoured Cheques	-\$899
Bank Charges (including Agency Fees)	-\$13,054
Transfer to Investments	-\$3,040,000
	<b>-\$19,388,661</b>
<b>Cash at Bank (Overdraft) as per General Ledger as at:</b>	<b>31/01/2017</b>
	<b>-\$14,092,357</b>
Bayside West OLG Merger Grant Money not receipted*	\$20,000,000
Bayside East unreconciled items	\$37,838
<b>Cash at Bank (Overdraft) as per Bank Statement as at:</b>	<b>31/01/2017</b>
	<b>\$5,945,481</b>
Limit of overdraft arranged at Bank	-\$350,000

\* Bayside West OLG Merger Grant Money was receipted/corrected on 22/02/2017.

# **Restricted Cash**

Council has established various Internal Cash Reserves as a financial strategy to provide funds for future expenditure that could not otherwise be financed during a single financial year. External reserves (s.94 Developer Funds) are quarantined for a specific purpose and are not to be reallocated to other programs.

THE INVESTED FUNDS ARE HELD FOR:-	BALANCE 31/12/2016	NET MOVEMENTS	BALANCE 31/01/2017
<b><u>Bayside East Branch General Funds and Reserves</u></b>			
Separation of funds between Internal and External Restrictions is not available due to financial statements not being finalised	\$129,665,102	-\$673,278	\$128,991,824
<b><u>UNRESTRICTED Bayside West Branch</u></b>			
General Funds	\$27,532,732	-\$3,994,526	\$23,538,206
<b><u>INTERNAL RESTRICTIONS Bayside West Branch</u></b>			
<b>CASH RESERVES</b>			
- Employee Liability Reserve	\$4,953,800	\$0	\$4,953,800
- Office & IT Reserve	\$1,958,499	\$0	\$1,958,499
- Plant Reserve	\$800,000	\$0	\$800,000
- S.94 Obligation Reserve	\$1,508,609	\$0	\$1,508,609
- Arncliffe Youth Centre Reserve	\$2,969,690	\$0	\$2,969,690
- Public Liability Reserve	\$345,869	\$0	\$345,869
- Workers Compensation Reserve	\$115,870	\$0	\$115,870
- Council Election Reserve	\$569,750	\$0	\$569,750
- Strategic Priorities Reserve	\$39,211,584	\$0	\$39,211,584
- Street Lighting Reserve	\$597,534	\$0	\$597,534
- Brighton Bath Amenities Build Reserve	\$2,295,391	\$0	\$2,295,391
<b>Total Internal Restrictions</b>	<b>\$55,326,596</b>	<b>\$0</b>	<b>\$55,326,596</b>
<b><u>EXTERNAL RESTRICTIONS Bayside West Branch</u></b>			
<b>LOCAL AREA FUNDS</b>			
- Arncliffe	\$113,687	\$0	\$113,687
- Banksia	\$23,024	\$0	\$23,024
- Bexley	\$377,045	\$0	\$377,045
- Brighton	\$281,532	\$0	\$281,532
- Kingsgrove	\$1,097,847	\$0	\$1,097,847
- Ramsgate	\$499,358	\$0	\$499,358
- Ramsgate Beach	\$262,621	\$0	\$262,621
- Rockdale	\$5,460,646	\$0	\$5,460,646
- West Botany Street	\$4,643,097	\$0	\$4,643,097
<b>Total Local Area Funds</b>	<b>\$12,758,857</b>	<b>\$0</b>	<b>\$12,758,857</b>
- Domestic Waste Reserve	\$6,567,144	\$0	\$6,567,144
- Stormwater Levy Reserve	\$662,683	\$0	\$662,683
- Unexpended Grants	\$3,396,666	\$0	\$3,396,666
- Infrastructure Levy Reserve	\$7,225,915	\$0	\$7,225,915
- s94 Developer Contributions	\$77,235,352	\$0	\$77,235,352
- Community Levy Reserve	\$529,482	\$0	\$529,482
<b>Total External Restrictions (incl Local Area Funds)</b>	<b>\$108,376,099</b>	<b>\$0</b>	<b>\$108,376,099</b>
<b>Total for all Reserves and Unrestricted Cash</b>	<b>\$320,900,529</b>	<b>-\$4,667,804</b>	<b>\$316,232,725</b>



# **Schedule of Investments Held**

Bayside West Branch currently holds \$187.2m and Bayside East Branch currently holds \$129.0m in investments and cash at call as detailed in the table below. In accordance with current accounting standards, investments are recorded at Fair Value (market value).

SCHEDULE OF INVESTMENTS HELD ON BEHALF OF BAYSIDE COUNCIL AS AT: 31/01/2017								
	Credit Rating	Purchase Price	Purchase Date	Maturity Date	Term Days	Prop %	Interest Rate	Market Value
<b>Bayside West Branch Term Deposits:</b>								
Bank of Western Australia	A1	\$1,165,810	26/10/2016	27/04/2017	183	0.72%	2.55%	\$1,165,810
Bank of Western Australia	A1	\$2,058,530	30/11/2016	29/08/2017	272	1.28%	2.60%	\$2,058,530
Bank of Western Australia	A1	\$5,000,000	22/12/2016	20/02/2017	60	3.10%	2.55%	\$5,000,000
Bank of Western Australia	A1	\$5,000,000	22/12/2016	20/06/2017	180	3.10%	2.60%	\$5,000,000
Bank of Western Australia	A1	\$1,153,867	24/11/2016	26/05/2017	183	0.72%	2.55%	\$1,153,867
Bank of Western Australia	A1	\$1,185,178	04/10/2016	04/04/2017	182	0.74%	2.55%	\$1,185,178
Bank of Western Australia	A1	\$1,094,022	10/10/2016	11/04/2017	183	0.68%	2.55%	\$1,094,022
Bank of Western Australia	A1	\$1,069,039	13/10/2016	13/04/2017	182	0.66%	2.55%	\$1,069,039
Bank of Western Australia	A1	\$1,238,789	17/11/2016	18/05/2017	182	0.77%	2.55%	\$1,238,789
Bank of Western Australia	A1	\$1,051,542	06/12/2016	06/06/2017	182	0.65%	2.65%	\$1,051,542
Bank of Western Australia	A1	\$1,049,879	03/11/2016	04/05/2017	182	0.65%	2.55%	\$1,049,879
Bank of Western Australia	A1	\$1,297,911	12/10/2016	12/04/2017	182	0.81%	2.55%	\$1,297,911
Bank of Western Australia	A1	\$1,105,937	21/11/2016	23/05/2017	183	0.69%	2.55%	\$1,105,937
Bank of Western Australia	A1	\$1,087,111	14/11/2016	16/05/2017	183	0.67%	2.55%	\$1,087,111
Bank of Western Australia	A1	\$1,127,010	02/11/2016	03/05/2017	182	0.70%	2.55%	\$1,127,010
Bank of Western Australia	A1	\$1,303,592	21/11/2016	25/05/2017	185	0.81%	2.55%	\$1,303,592
Bank of Western Australia	A1	\$1,303,733	18/10/2016	15/02/2017	120	0.81%	2.50%	\$1,303,733
Bank of Western Australia	A1	\$1,166,585	11/01/2017	12/07/2017	182	0.72%	2.55%	\$1,166,585
Bank of Western Australia	A1	\$1,162,110	22/11/2016	24/05/2017	183	0.72%	2.55%	\$1,162,110
Bank of Western Australia	A1	\$1,156,919	31/10/2016	02/05/2017	183	0.72%	2.55%	\$1,156,919
Bank of Western Australia	A1	\$1,160,485	16/11/2016	16/05/2017	181	0.72%	2.55%	\$1,160,485
Bank of Western Australia	A1	\$1,258,620	19/10/2016	16/02/2017	120	0.78%	2.50%	\$1,258,620
Bank of Western Australia	A1	\$1,262,011	09/11/2016	09/05/2017	181	0.78%	2.55%	\$1,262,011
Bank of Western Australia	A1	\$2,017,466	14/12/2016	12/09/2017	272	1.25%	2.60%	\$2,017,466
						<u>23.26%</u>		
Illawarra Mutual Building Society	A2	\$1,233,814	8/12/2016	08/06/2017	182	0.77%	2.50%	\$1,233,814
Illawarra Mutual Building Society	A2	\$1,153,294	13/10/2016	13/04/2017	182	0.72%	2.50%	\$1,153,294
Illawarra Mutual Building Society	A2	\$1,522,996	15/12/2016	20/06/2017	187	0.95%	2.55%	\$1,522,996
Illawarra Mutual Building Society	A2	\$1,369,309	16/12/2016	21/06/2017	187	0.85%	2.55%	\$1,369,309
Illawarra Mutual Building Society	A2	\$1,359,066	5/10/2016	05/04/2017	182	0.84%	2.50%	\$1,359,066
Illawarra Mutual Building Society	A2	\$1,098,820	17/01/2017	18/07/2017	182	0.68%	2.55%	\$1,098,820
Illawarra Mutual Building Society	A2	\$1,161,568	15/11/2016	14/02/2017	91	0.72%	2.50%	\$1,161,568
Illawarra Mutual Building Society	A2	\$1,327,503	2/12/2016	07/03/2017	95	0.82%	2.50%	\$1,327,503
Illawarra Mutual Building Society	A2	\$1,712,041	13/12/2016	14/06/2017	183	1.06%	2.50%	\$1,712,041
Illawarra Mutual Building Society	A2	\$1,268,893	18/01/2017	20/07/2017	183	0.79%	2.55%	\$1,268,893
Illawarra Mutual Building Society	A2	\$1,221,477	30/11/2016	30/03/2017	120	0.76%	2.50%	\$1,221,477
						<u>8.96%</u>		
Newcastle Permanent Build Society	A2	\$1,237,162	16/12/2016	16/06/2017	182	0.77%	2.75%	\$1,237,162
Newcastle Permanent Build Society	A2	\$1,248,519	13/09/2016	15/03/2017	183	0.77%	2.70%	\$1,248,519
Newcastle Permanent Build Society	A2	\$1,155,872	22/11/2016	23/02/2017	93	0.72%	2.50%	\$1,155,872
Newcastle Permanent Build Society	A2	\$1,315,640	02/12/2016	31/05/2017	180	0.82%	2.70%	\$1,315,640
Newcastle Permanent Build Society	A2	\$1,193,117	08/11/2016	08/03/2017	120	0.74%	2.50%	\$1,193,117
Newcastle Permanent Build Society	A2	\$1,096,251	15/11/2016	14/02/2017	91	0.68%	2.50%	\$1,096,251
Newcastle Permanent Build Society	A2	\$1,205,518	03/11/2016	02/02/2017	91	0.75%	2.50%	\$1,205,518
Newcastle Permanent Build Society	A2	\$1,276,056	07/12/2016	07/06/2017	182	0.79%	2.75%	\$1,276,056
Newcastle Permanent Build Society	A2	\$1,158,427	02/11/2016	08/02/2017	98	0.72%	2.50%	\$1,158,427
						<u>6.76%</u>		
ME Bank	A2	\$1,000,000	08/09/2016	10/03/2017	183	0.62%	2.65%	\$1,000,000
ME Bank	A2	\$1,000,000	09/08/2016	09/02/2017	184	0.62%	2.65%	\$1,000,000
ME Bank	A2	\$1,000,000	08/08/2016	07/02/2017	183	0.62%	2.65%	\$1,000,000
ME Bank	A2	\$1,000,000	06/10/2016	06/04/2017	182	0.62%	2.65%	\$1,000,000
ME Bank	A2	\$1,000,000	24/08/2016	22/02/2017	182	0.62%	2.65%	\$1,000,000
						<u>3.10%</u>		
AMP Bank	A1	\$3,000,000	16/08/2016	14/03/2017	210	1.86%	2.95%	\$3,000,000
AMP Bank	A1	\$2,000,000	17/08/2016	15/02/2017	182	1.24%	2.85%	\$2,000,000
						<u>3.10%</u>		

**Schedule of Investments cont'd**

National Australia Bank	A1	\$1,000,000	29/11/2016	30/05/2017	182	0.62%	2.65%	\$1,000,000
National Australia Bank	A1	\$1,000,000	08/09/2016	10/03/2017	183	0.62%	2.55%	\$1,000,000
National Australia Bank	A1	\$1,000,000	31/08/2016	28/02/2017	181	0.62%	2.55%	\$1,000,000
National Australia Bank	A1	\$1,000,000	23/08/2016	21/02/2017	182	0.62%	2.55%	\$1,000,000
National Australia Bank	A1	\$1,000,000	16/11/2016	15/08/2017	272	0.62%	2.70%	\$1,000,000
National Australia Bank	A1	\$2,000,000	06/09/2016	08/03/2017	183	1.24%	2.55%	\$2,000,000
National Australia Bank	A1	\$2,000,000	01/09/2016	02/03/2017	182	1.24%	2.55%	\$2,000,000
National Australia Bank	A1	\$2,000,000	17/11/2016	17/08/2017	273	1.24%	2.70%	\$2,000,000
National Australia Bank	A1	\$2,000,000	23/11/2016	23/05/2017	181	1.24%	2.65%	\$2,000,000
National Australia Bank	A1	\$1,000,000	14/12/2016	15/06/2017	183	0.62%	2.60%	\$1,000,000
National Australia Bank	A1	\$2,000,000	07/09/2016	09/03/2017	183	1.24%	2.55%	\$2,000,000
National Australia Bank	A1	\$2,000,000	15/12/2016	21/06/2017	188	1.24%	2.60%	\$2,000,000
National Australia Bank	A1	\$1,000,000	14/09/2016	14/03/2017	181	0.62%	2.56%	\$1,000,000
National Australia Bank	A1	\$2,000,000	01/12/2016	30/05/2017	180	1.24%	2.65%	\$2,000,000
National Australia Bank	A1	\$5,000,000	22/12/2016	22/03/2017	90	3.10%	2.60%	\$5,000,000
National Australia Bank	A1	\$5,000,000	22/12/2016	20/06/2017	180	3.10%	2.60%	\$5,000,000
National Australia Bank	A1	\$2,000,000	25/10/2016	26/04/2017	183	1.24%	2.65%	\$2,000,000
National Australia Bank	A1	\$2,000,000	12/10/2016	12/04/2017	182	1.24%	2.65%	\$2,000,000

21.72%

ING Direct	A2	\$1,000,000	01/12/2016	01/06/2017	182	0.62%	2.56%	\$1,000,000
ING Direct	A2	\$1,000,000	13/09/2016	15/03/2017	183	0.62%	2.65%	\$1,000,000
ING Direct	A2	\$1,000,000	14/12/2016	14/03/2017	90	0.62%	2.63%	\$1,000,000
ING Direct	A2	\$3,000,000	05/09/2016	07/03/2017	183	1.86%	2.63%	\$3,000,000
ING Direct	A2	\$1,000,000	06/12/2016	06/06/2017	182	0.62%	2.56%	\$1,000,000
ING Direct	A2	\$2,000,000	12/09/2016	14/03/2017	183	1.24%	2.65%	\$2,000,000

5.59%

**Bayside West Branch Direct Investments (Floating & Fixed Term Deposits -TDs)**

Westpac Bank Fixed Term Deposit	A1+	\$1,000,000	04/01/2017	04/05/2017	120	0.62%	2.70%	\$1,000,000
CBA- ME Bank 3Yr FRN (9/8/16-18/7/19)	BBB	\$3,000,000	18/01/2017	18/04/2017	90	1.86%	3.23%	\$3,011,241
CBA- GBS FR TD (30/8/16-30/8/19)	BBB+	\$2,000,000	30/11/2016	28/02/2017	90	1.24%	3.32%	\$2,013,320
CBA- Bank of QLD FRN (26/02/16-06/11/19)	A-	\$2,000,000	07/11/2016	06/02/2017	91	1.24%	2.84%	\$2,001,546
CBA- Bendigo & Adelaide FRN (26/02/16-18/1)	A-	\$2,000,000	18/11/2016	20/02/2017	94	1.24%	2.86%	\$2,012,050
CBA - Rabobank FRN (4/3/16- 4/3/2021)	A+	\$2,000,000	05/12/2016	06/03/2017	91	1.24%	3.27%	\$2,043,588
CBA FRN (17/01/17-17/01/22)	AA-	\$3,000,000	17/01/2017	17/04/2017	90	1.86%	2.89%	\$3,014,940
CBA- GBS FR TD (7/6/16-7/6/19)	BBB	\$3,000,000	07/12/2016	07/03/2017	90	1.86%	3.37%	\$3,022,830
CBA- GBS Cert of Dep(24/2/14-24/2/17)	BBB	\$1,000,000	24/11/2016	24/02/2017	92	0.62%	3.06%	\$1,006,443
CBA- Police Bank FRN (09/09/14-21/08/17)	BBB+	\$1,000,000	21/11/2016	21/02/2017	92	0.62%	2.86%	\$1,006,270
CBA- CUA FRN (1/04/16-1/04/19)	BBB+	\$2,000,000	03/01/2017	03/04/2017	90	1.24%	3.40%	\$2,012,088
CBA- CUA FRN(31/7/14-20/3/17)	BBB	\$1,000,000	20/12/2016	20/03/2017	90	0.62%	3.09%	\$1,004,742
CBA- CUA FRN(20/3/14-20/3/17)	BBB	\$1,000,000	20/12/2016	20/03/2017	90	0.62%	3.09%	\$1,004,742
CBA- Bendigo & Adelaide FRN (9/08/16-19/01)	A-	\$2,000,000	19/12/2016	17/03/2017	88	1.24%	2.72%	\$2,004,950
CBA-Suncorp FRN (12/10/16-12/10/18)	A+	\$2,000,000	12/01/2017	12/04/2017	90	1.24%	2.53%	\$2,002,760
CBA- Bendigo & Adelaide FRN (21/11/16-21/1)	A-	\$2,000,000	21/11/2016	21/02/2017	92	1.24%	2.86%	\$2,014,488
ANZ Bank Fixed Term Deposit	A1+	\$1,165,798	01/11/2016	01/03/2017	120	0.72%	2.40%	\$1,165,798
ANZ Bank Fixed Term Deposit	A1+	\$1,149,572	21/09/2016	21/03/2017	181	0.71%	2.50%	\$1,149,572
CBA TD (3/11/16-3/05/17)	A1+	\$2,000,000	03/11/2016	03/05/2017	181	1.24%	2.62%	\$2,000,000
CBA TD (5/01/17-5/07/17)	A1+	\$2,000,000	05/01/2017	05/07/2017	181	1.24%	2.65%	\$2,000,000
CBA TD (18/10/16-15/02/17)	A1+	\$2,000,000	18/10/2016	15/02/2017	120	1.24%	2.62%	\$2,000,000
CBA TD (21/12/16-21/06/17)	A1+	\$2,000,000	21/12/2016	21/06/2017	182	1.24%	2.65%	\$2,000,000
CBA TD (21/12/16-21/09/17)	A1+	\$2,000,000	21/12/2016	21/09/2017	274	1.24%	2.68%	\$2,000,000
Bendigo and Adelaide Bank	A2	\$2,000,000	19/09/2016	19/06/2017	273	1.24%	2.55%	\$2,000,000

27.51%

BOQ= Bank of Queensland

Greater BS= Greater Building Society

**Unlisted Community Bank Shares**

Bendigo Bank	A2	\$5,000				0.01%		
<b>Total Investments</b>		\$161,111,860				100.00%		
CASH ACCOUNT (at call)		\$26,129,041						
<b>Total Investments and Cash for Bayside West Branch</b>		<b>\$187,240,901</b>						

	Credit Rating	Purchase Price	Purchase Date	Maturity Date	Term Days	Prop %	Interest Rate	Market Value
<b>Bayside East Branch Term Deposits:</b>								
AMP Bank	A1	\$2,000,000	16/02/2016	14/02/2017	364	2.09%	2.85%	\$2,000,000
AMP Bank	A1	\$1,000,000	09/08/2016	08/08/2017	364	1.04%	2.80%	\$1,000,000
						3.13%		
Illawarra Mutual Building Society	A2	\$1,000,000	27/09/2016	02/05/2017	217	1.04%	2.65%	\$1,000,000
						1.04%		
Bank of QLD	A2	2,000,000.00	31/10/2016	04/05/2017	185	2.09%	2.70%	\$2,000,000
Bank of QLD	A2	1,000,000.00	14/06/2016	28/03/2017	287	1.04%	2.85%	\$1,000,000
						3.13%		
National Australia Bank	A1	\$4,000,000	29/11/2016	19/09/2017	294	4.18%	2.70%	\$4,000,000
National Australia Bank	A1	\$4,000,000	04/10/2016	07/02/2017	126	4.18%	2.60%	\$4,000,000
National Australia Bank	A1	\$4,000,000	04/10/2016	28/02/2017	147	4.18%	2.60%	\$4,000,000
National Australia Bank	A1	\$1,000,000	14/06/2016	21/03/2017	280	1.04%	2.85%	\$1,000,000
National Australia Bank	A1	\$2,000,000	22/05/2015	23/05/2017	732	2.09%	2.95%	\$2,000,000
National Australia Bank	A1	\$4,000,000	04/10/2016	04/07/2017	273	4.18%	2.65%	\$4,000,000
National Australia Bank	A1	\$5,000,000	27/09/2016	03/10/2017	371	5.22%	2.65%	\$5,000,000
National Australia Bank	A1	\$4,000,000	04/10/2016	10/10/2017	371	4.18%	2.67%	\$4,000,000
National Australia Bank	A1	\$2,000,000	11/10/2016	17/10/2017	371	2.09%	2.70%	\$2,000,000
National Australia Bank	A1	\$4,000,000	31/10/2016	02/11/2017	367	4.18%	2.75%	\$4,000,000
National Australia Bank	A1	\$2,000,000	26/07/2016	23/01/2018	546	2.09%	2.75%	\$2,000,000
National Australia Bank	A1	\$2,000,000	29/07/2016	30/01/2018	550	2.09%	2.73%	\$2,000,000
National Australia Bank	A1	\$2,000,000	02/08/2016	06/02/2018	553	2.09%	2.75%	\$2,000,000
National Australia Bank	A1	\$2,000,000	11/08/2016	13/02/2018	551	2.09%	2.60%	\$2,000,000
						43.86%		
ME Bank	A2	\$2,000,000	10/11/2016	17/08/2017	280	2.09%	2.65%	\$2,000,000
ME Bank	A2	\$2,000,000	15/03/2016	14/03/2017	364	2.09%	3.07%	\$2,000,000
ME Bank	A2	\$2,000,000	06/09/2016	06/03/2018	546	2.09%	2.65%	\$2,000,000
ME Bank	A2	\$4,000,000	08/09/2016	13/03/2018	551	4.18%	2.65%	\$4,000,000
ME Bank	A2	\$2,000,000	13/09/2016	20/03/2018	553	2.09%	2.65%	\$2,000,000
						12.53%		
Rural Bank	A2	\$4,000,000	10/11/2016	09/11/2017	364	4.18%	2.75%	\$4,000,000
						4.18%		
ING Direct	A2	\$2,000,000	25/02/2016	07/03/2017	376	2.09%	3.10%	\$2,000,000
						2.09%		
Bendigo Bank	A2	\$3,000,000	31/08/2016	20/02/2018	538	3.13%	2.70%	\$3,000,000
Bendigo Bank	A2	\$3,000,000	31/08/2016	27/02/2018	545	3.13%	2.70%	\$3,000,000
						6.27%		
MyState Banking	A2	\$2,000,000	04/10/2016	04/04/2017	182	2.09%	2.60%	\$2,000,000
MyState Banking	A2	\$4,000,000	31/10/2016	03/08/2017	276	4.18%	2.75%	\$4,000,000
MyState Banking	A2	\$2,000,000	16/08/2016	14/02/2017	182	2.09%	2.55%	\$2,000,000
						8.36%		
<b>Bayside East Branch Direct Investments (Floating &amp; Fixed Term Deposits -TDs)</b>								
Bank of China FRN	A	\$1,000,000	09/04/2015	09/04/2018	1096	1.04%	3.03%	\$1,005,260
Bank of QLD FRN	A	\$1,000,000	29/10/2015	29/04/2019	1278	1.04%	2.92%	\$1,002,110
AMP FRN	A	\$750,000	11/12/2015	11/06/2019	1278	0.78%	2.83%	\$755,625
Bank of QLD FRN	AA	\$2,000,000	05/02/2016	05/02/2018	731	2.09%	2.76%	\$2,003,305
NAB FRN	AA	\$2,000,000	25/02/2016	25/02/2019	1096	2.09%	2.74%	\$2,021,271
Westpac FRN	AA	\$1,000,000	11/03/2016	10/05/2019	1155	1.04%	2.77%	\$1,012,660
Newcastle PBS FRN	BBB+	\$2,000,000	22/03/2016	22/03/2019	1095	2.09%	3.40%	\$2,016,147
Suncorp FRN	A	\$2,000,000	12/04/2016	12/04/2021	1826	2.09%	3.15%	\$2,020,723
Bank of QLD FRN	A	\$1,000,000	18/05/2016	18/05/2021	1826	1.04%	3.23%	\$1,021,120
CBA FRN	AA	\$2,000,000	12/07/2016	12/07/2021	1826	2.09%	2.99%	\$2,021,754
						15.40%		
<b>Total Investments</b>		\$95,750,000				100.00%		
CASH (at call & 31 day notice account)		\$21,241,824						
Investments held at Bayside West		\$12,000,000						
<b>Total Investments and Cash for Bayside East Branch</b>		<b>\$128,991,824</b>						
<b>TOTAL INVESTMENTS FOR BAYSIDE COUNCIL</b>		<b>\$316,232,725</b>						

**NOTE:** In accordance with current accounting standards Council is required to obtain market values on its investments and hence the inclusion in the above table. It is important to note that Council does not hold any CDOs which have adversely affected many councils in NSW.

I hereby certify in accordance with Clause 212 of the Local Government (General) Regulation 2005 that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, and Council's investment policies.

**ALISTER DUNCAN**  
**RESPONSIBLE ACCOUNTING OFFICER**

### **Investment Translation**

The following investment information is provided as translation of what the types of investments are:

- \* A Term Deposit is a short term deposit held at a financial institution for a fixed term and attracts interest at the prevailing market rate.
- \* A Bank Bill is a short term investment issued by a bank representing its promise to pay a specific sum to the bearer on settlement. The amount payable to Council at maturity is the face value which represents the purchase price and interest earned.
- \* A Floating Rate Note is a longer term investment issued by a financial institution with a variable interest rate. The adjustments to the interest rate are usually made every three months are tied to a certain money-market index such as the Bank Bill Swap Rate (BBSW).
- \* A CDO (Collateralised Debt Obligation) is an investment backed by a diversified pool of one or more classes of debt. These investments are for longer terms and offer a higher rate of interest. Council does not invest in CDOs.
- \* A Capital Guaranteed Note is a longer term investment issued by a financial institution with a fixed coupon that is paid contingent on the performance of the underlying investments, being equities, property bonds etc. In addition, this form of investment also can attract capital growth. The issuer of the note has provided a guarantee that the capital is guaranteed at maturity.
- \* A Floating Term Deposit and Variable Rate Deposits are exactly the same as term deposits except they automatically roll over (reinvest) at the end of the 90-day period for up to 2 years.
- \* Money Market Call Account refers to funds held at a financial institution and can be recalled by Council either same day or overnight.
- \* Unlisted Community Bank Shares refer to bank shares not listed on the Australian Stock Exchange. The local community owns and operates the Bendigo Bank branch which assists the bank in providing banking infrastructure and community support.

### **Credit Ratings**

- \* AAA - Extremely strong capacity to meet financial commitments (highest rating).
- \* AA - Very strong capacity to meet financial commitments.
- \* A - Strong capacity to meet financial commitments, but somewhat more susceptible to adverse economic conditions and changes in circumstances.
- \* BBB - Adequate capacity to meet financial commitments with adverse economic conditions or changing circumstances more likely to lead to a weakened capacity of the obligor to meet its financial commitments.
- \* BB - Less vulnerable in the near term, but faces uncertainties and exposures to adverse business, financial and economic conditions.
- \* B - More vulnerable to non-payment than obligations rated 'BB', but the obligor has the capacity to meet its financial commitment on the obligation.
- \* CCC - Currently vulnerable, dependent upon favourable business, financial and economic conditions to meet its financial commitments.
- \* CC - Currently highly vulnerable.
- \* C - Highly likely to default.

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## Council Meeting

12/04/2017

Item No	8.17
Subject	<b>Service of Alcohol at Events; Seniors Garden Party &amp; A Taste of Mascot</b>
Report by	Scott McNairn, Events Officer
File	F17/140

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## Summary

Bayside Council's events team require the suspension of two Alcohol-Free zones to permit the service and consumption of alcohol at two upcoming events.

These events are;

- i) **The Garden Party for Seniors**  
Sunday 7 May 2017  
11am – 6pm  
  
Sir Joseph Banks Park  
Tupia Street  
Botany NSW 2019
- ii) **A Taste of Mascot**  
Saturday 22 October 2017  
10am – 4pm  
  
Mascot Oval  
Cnr O'Riordan St & Coward St  
Mascot NSW 2020

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## Officer Recommendation

- 1 That Council suspends the alcohol-free zones at Sir Joseph Banks Park from 10am until 7pm on Sunday 7 May 2017 and permit the provision of alcohol by a licensed caterer subject to Liquor and Gaming NSW guidelines and within the designated event site.
  - 2 That Council suspends the alcohol free zones at Mascot Oval from 9am until 5pm on Saturday 22 October 2017 and permit the provision of alcohol by licensed caterers and stallholders subject to Liquor and Gaming NSW guidelines and within the designated event site.
- 

## Background

Pursuant to Section 645 of the Local Government Act 1993, Council may at its own motion, suspend or cancel the operation of an alcohol-free zone.

The Seniors Garden Party has been an annual event for the past 30 years. It is a celebration, and thank you, for their contribution to our community. Traditionally it has been toasted with a champagne and beer and wine is served with lunch.

A Taste of Mascot is a food and wine fair which features boutique and craft beer stallholders. Their presence enhances the overall event experience and showcases Mascot as a vibrant and responsible community.

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## **Financial Implications**

Not applicable

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## **Community Engagement**

As per Section 645 of the Local Government Act 1993; council may suspend the operation of an alcohol -free zone by publishing notice of the suspension in a newspaper circulating in the area as a whole or in a part of the area that includes the zone concerned.

Notice will be provided in the Bayside Council column to be published in the Southern Courier on 25/04/2017.

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## **Attachments**

Nil

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## Council Meeting

**12/04/2017**

Item No	8.18
Subject	<b>ANZAC Day – Alcohol in Booralee Park</b>
Report by	Scott McNairn, Events Officer
File	(R) F17/140

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## Summary

Bayside Council will be hosting a Memorial Dawn Service in Booralee Park, Botany to support the Returned Services League; Botany Sub-Branch.

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## Officer Recommendation

That Council suspends the alcohol-free zone in Booralee Park, Botany between 6am and 12pm on Tuesday 25 April 2017 and permit the provision of alcohol by a licensed caterer subject to Liquor and Gaming NSW guidelines and within the designated area.

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## Background

The ANZAC Day dawn service event has been supported by Council since 2011 following the closure of Botany RSL Sub-Branch.

Pursuant to Section 645 of the Local Government Act 1993, Council may at its own motion, suspend or cancel the operation of an alcohol-free zone.

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## Financial Implications

Not applicable

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## Community Engagement

As per Section 645 of the Local Government Act 1993; council may suspend the operation of an alcohol -free zone by publishing notice of the suspension in a newspaper circulating in the area as a whole or in a part of the area that includes the zone concerned.

Notice will be provided in the Bayside Council column to be published in the Southern Courier on 18/04/2017.

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## Attachments

ANZAC Day Dawn Service 2017 – Site Map, Booralee Park, Botany.pdf

ANZAC DAY DAWN SERVICE 2017  
DRAFT SITE MAP V1.1: BOORALEE PARK, BOTANY



 = DESIGNATED AREA FOR PROVISION AND CONSUMPTION OF ALCOHOL



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## Council Meeting

**12/04/2017**

Item No	8.19
Subject	<b>1967 Referendum Commemorative Event</b>
Report by	Meredith Wallace, General Manager
File	(R) 17/35933

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## Summary

This report seeks to acknowledge and deliver a commemorative celebration of the 1967 referendum that altered the Australian Constitution, giving Aboriginal and Torres Strait Islander peoples the same rights as other Australians under the Constitution. A funding request of up to \$10K is sought to deliver an event in partnership with Randwick City Council.

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## Officer Recommendation

That Council approves the allocation of financial support of up to \$10K to fund an event honouring our local Aboriginal and Torres Strait Islander peoples and the outcome of the 1967 Referendum.

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## Background

27 May 2017 marks the 50<sup>th</sup> anniversary of the 1967 referendum held by the Australian Government. This momentous turning point in Australian history altered the Australian Constitution, with over 90 per cent of Australian voters choosing 'Yes' to count Aboriginal and Torres Strait Islander peoples in the Census and give the Australian Government the power to make laws for Aboriginal and Torres Strait Islander peoples.

Council is proposing to co-host with Randwick City Council, an event to commemorate this national occasion, honouring our local Aboriginal and Torres Strait Islander peoples. The event will be held on a date as close as possible to Saturday 27 May 2017 and coincide with the closing ceremony of Randwick City Council's Reconciliation Week activities.

The event will be held at the Prince Henry Centre, Little Bay, and include representations from across the Bayside area. It is hoped that local elders who marched on the day of the 1967 referendum will be able to attend.

The proposed cost for the event will be in the order of \$10K.

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## Financial Implications

Up to \$10K will be allocated for the event.

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## **Community Engagement**

This will be a “by invitation” event inviting dignitaries including community leaders, service providers and local Aboriginal and Torres Strait Islander people, as approved by the General Manager.

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## **Attachments**

1967 Referendum



**Reconciliation**  
**A U S T R A L I A**

**National Reconciliation Week**  
Let's walk the talk!  
27 May – 3 June

# **27 May: a significant date**

## **The 1967 referendum**

On 27 May 1967, the Australian Government held a referendum.  
This was a momentous turning point in Australian history.

The 1967 referendum altered the Australian Constitution. More than 90 per cent of Australian voters chose 'Yes' to count Aboriginal and Torres Strait Islander peoples in the census and give the Australian Government the power to make laws for Aboriginal and Torres Strait Islander peoples.

### **What was life like for the First Australians before 1967?**

When the First Fleet arrived in January 1788, Great Britain took formal possession of Australia. It did so without negotiating with the original inhabitants, the Aboriginal and Torres Strait Islander peoples who had inhabited the land for between 40,000 to 60,000 years. The British Government declared that the continent was *terra nullius* – empty land, or land that belongs to nobody.

The British settlement in Australia was not peaceful. Aboriginal people were moved off their traditional land and killed in battles or by hunting parties. European diseases such as measles and tuberculosis also killed many Aboriginal and Torres Strait Islander peoples.

From 1829, Australia was considered part of Great Britain, which meant that all inhabitants—including Aboriginal and Torres Strait Islander peoples—were regarded as British subjects.

On 1 January 1901, the Australian Constitution took effect and the Commonwealth of Australia was formed. Under the laws of the Australian Government, Aboriginal and Torres Strait Islander peoples were not included as citizens. Instead, in many cases they were treated as foreigners in their own land.

### **What rights did Aboriginal and Torres Strait Islander peoples have before 1967?**

Before 1967, Aboriginal and Torres Strait Islander peoples did not have the same rights as other Australians under the Australian Constitution. Many aspects of their lives were controlled by the state governments, including the right to:

- vote in state elections
- marry whomever they chose
- move to wherever they chose
- own property wherever they chose
- be the legal guardian of their own children
- receive the same pay for the same work
- drink alcohol.

Because the state governments made these laws, if an Aboriginal or Torres Strait Islander person lived in New South Wales, he or she had the right to do some of the things listed above. If the same person lived in Queensland, he or she had none of these rights.

While Aboriginal and Torres Strait Islander peoples had the right to vote before 1901, it was taken away or limited when the Australian Constitution was enacted. All Aboriginal and Torres Strait Islander peoples finally gained the right to vote in:

- federal elections in 1962
- all state elections by 1965 (Queensland was the last state to give Aboriginal and Torres Strait Islander peoples the right to vote).

## What changed after the 1967 referendum?

The referendum opened a door. It allowed the Australian Government to change the Constitution so it could be involved in the affairs of Aboriginal and Torres Strait Islander peoples. This meant the Government could make specific laws that applied to Aboriginal and Torres Strait Islander peoples that could assist in addressing inequalities.

One of the Government's first acts under its new power was to establish the Council for Aboriginal Affairs. The Council brought Ministers from all states and territories together so they could discuss issues related to Aboriginal and Torres Strait Islander peoples and recommend actions to the Australian Government. The first Minister for Aboriginal Affairs, W.C. Wentworth, was appointed in February 1968.

However, the referendum did not end discrimination. For example, Aboriginal and Torres Strait Islander peoples did not receive equal wages as a result of the referendum; this right was granted through a different process.

## What changes did the Australian Government make?

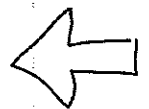
The 1967 referendum paved the way for several significant developments, including:

1. The introduction of 'positive discrimination' (otherwise known as affirmative action). Positive discrimination is a way to directly redress the disadvantage that groups of people have experienced in the past. W.C. Wentworth started programs designed to address the needs of Aboriginal and Torres Strait Islander peoples, such as improvements in healthcare.
2. The enactment of a number of important pieces of legislation, including the *Aboriginal and Torres Strait Islanders (Queensland Discriminatory Laws) Act 1975*; the *Aboriginal Councils and Associations Act 1976*; the *Aboriginal Land Rights (Northern Territory) Act 1976*; the *Council for Aboriginal Reconciliation Act 1991*; and, in response to the land rights cases of the 1990s, the *Native Title Act 1993*.
3. The gradual development of a new administrative and practical definition of 'Aboriginality'. This definition was based on community and self-identification, not just a person's DNA or genetics.

## A lasting symbol of recognition

One of the most important outcomes of the referendum was to provide Aboriginal and Torres Strait Islander peoples with a symbol of recognition. The recognition of inequalities and giving the Australian Government the power to address them gave the 1967 referendum longstanding significance for all Australians.

## What's a constitution?



A constitution is a set of rules by which a country or state is governed. The Constitution of Australia is the supreme law under which the Australian Government operates.

## Topics for discussion

1. What is a referendum?
2. What is a constitution?
3. Why are referendums important?
4. What does being an Australian citizen mean to you?
5. What rights do Australian citizens enjoy?
6. Imagine if you were not allowed to enjoy the same rights as other Australian citizens. For example, how would you feel if you were not allowed to move freely around your town, city or state without permission from the government? How would these restrictions affect your life?
7. It is many years since the referendum occurred on 27 May 1967. Do you think life is better or worse for Aboriginal and Torres Strait Islander peoples today? Why?
8. What is 'positive discrimination'? Why do you believe it is a good or bad thing?

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## Council Meeting

12/04/2017

Item No	8.20
Subject	<b>Request for Financial Assistance – Brighton Kogarah Uniting Church</b>
Report by	Karen Purser, Manager Community Capacity Building
File	(R) F09/1059

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## Summary

Brighton Kogarah Uniting Church is a welcoming church offering a range of activities to the general public. The Church has a Dawn Service in Cook Park each year on Easter Sunday and is seeking a full fee waiver from Bayside Council in support of their event. The request is referred to Council in accordance with the Financial Assistance Policy.

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## Officer Recommendation

That Council provides a fee-waiver of \$140 to Brighton Kogarah Uniting Church, under Council's Financial Assistance Policy.

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## Background

Brighton Kogarah Uniting Church has approached Council with a request for a waiver of fees to use a part of Cook Park (opposite Bath Street) between 5.30am and 11.30am on 16 April 2017 for an Easter Sunday Dawn Service.

It is expected that about 80 people will attend. The relevant permit application with all required paperwork has been submitted and approved. The Church has held a similar service for the past 20 years without incident.

Specifically, in relation to donations, the Bayside Council Financial Assistance Policy states:

*"Financial Assistance includes grants, donations, subsidies, in-kind support or other allocation of Council funds to individuals or organisations in accordance with s356 of the Local Government Act 1993...concessions (including the waiving of fees) for certain categories of community organisations that apply for short-term permits (such as bookings of Council's facilities) are set by Council's annually adopted Fees and Charges, and may include a subsidy of 50% for charities and not-for-profit community organisations. Any additional concessions sought are subject to a 'general donation' application to Council."*

### **Donations**

*A donation is the provision of a one-off monetary contribution to a cause, community organisation or individual that may or may not be part of an ongoing program. Generally there are no conditions attached to the provision of a donation by Council...*

*Council recognises that there are situations where it is appropriate to respond to requests for a one-off donation to individual person, a charitable community organisation or a not-for-profit community organisation for a general or a specific purpose.*

*Ideally, ad-hoc requests for donations are held over and dealt with as part of the Community Grants program. However some requests that are time-sensitive may be considered on an ' individual basis under the following criteria:*

### **General donations**

- *demonstrate a significant contribution to the social, economic and/or environmental well-being of the Bayside Community, or*
- *meet needs of people affected by a national or international event that caused human suffering”*

It is recommended that Council support a fee-waiver of \$140 to the Brighton Kogarah Uniting Church in support of their Easter Sunday Dawn Service.

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### **Financial Implications**

Included in existing approved budgets under the Bayside Council Financial Assistance Policy.

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### **Community Engagement**

Not required.

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### **Attachments**

Nil

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## Council Meeting

12/04/2017

Item No	8.21
Subject	<b>Request for Financial Assistance – Heartbeat of Football</b>
Report by	Karen Purser, Manager Community Capacity Building
File	(R) F09/1059

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## Summary

Heartbeat of Football is a foundation aimed at reducing premature death from cardiac events in football players. Heartbeat of Football are seeking a fee waiver for the use of Hensley Park on 24 April to run a six-a-side football event designed to highlight the risks and promote awareness of the risks of cardiac events among young football players, and promote the use of defibrillators at all sports grounds. The request is referred to Council in accordance with the Financial Assistance Policy.

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## Officer Recommendation

That Council provides a one-off fee-waiver of \$1733 to the Heartbeat of Football Foundation, under Council's Financial Assistance Policy.

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## Background

Between 2014 and 2016 twelve footballers died in NSW from cardiac related events. The Heartbeat of Football Foundation was established by Andy Paschalidis, a high profile SBS football commentator, following the on-field death of his team mate in 2014. The foundation aims to have defibrillators installed at all sporting fields across the country, and to promote healthy hearts via player education and minimising health risks.

Heartbeat of Football is supported by St George Football Association, which has installed defibrillators at all grounds, and has entered an MOU with Football NSW.

Heartbeat of Football is looking to run an awareness raising event at Hensley Park at 5pm – 9.30 pm on 24 April, involving both the corporate and local football communities in a six-a-side format event featuring between 12 and 16 teams.

The foundation is seeking a full fee waiver for the use of Hensley Park, amounting to \$1733 (including \$1596 (4 x \$399 per hour) and \$137 Admin Fee, under Council's Financial Assistance Policy.

Specifically, in relation to donations, the Bayside Council Financial Assistance Policy states:

*“Financial Assistance includes grants, donations, subsidies, in-kind support or other allocation of Council funds to individuals or organisations in accordance with s356 of the Local Government Act 1993...concessions (including the waiving of fees) for certain categories of community organisations that apply for short-term permits (such as bookings of Council's facilities) are set by Council's annually adopted Fees and Charges, and may*

*include a subsidy of 50% for charities and not-for-profit community organisations. Any additional concessions sought are subject to a 'general donation' application to Council.”*

### **Donations**

*A donation is the provision of a one-off monetary contribution to a cause, community organisation or individual that may or may not be part of an ongoing program. Generally there are no conditions attached to the provision of a donation by Council...*

*Council recognises that there are situations where it is appropriate to respond to requests for a one-off donation to individual person, a charitable community organisation or a not-for-profit community organisation for a general or a specific purpose.*

*Ideally, ad-hoc requests for donations are held over and dealt with as part of the Community Grants program. However some requests that are time-sensitive may be considered on an 'individual basis under the following criteria:*

#### **General donations**

- *demonstrate a significant contribution to the social, economic and/or environmental well-being of the Bayside Community, or*
- *meet needs of people affected by a national or international event that caused human suffering”*

It is recommended that Council support a one-off donation by fee waiver of \$1733 be made to Heartbeat of Football Foundation.

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## **Financial Implications**

Included in existing approved budgets under the Bayside Council Financial Assistance Policy.

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## **Community Engagement**

Not required.

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## **Attachments**

Nil



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## Council Meeting

12/04/2017

Item No	8.22
Subject	<b>Request for Financial Assistance – Child Protection Foundation Limited</b>
Report by	Karen Purser, Manager Community Capacity Building
File	(R) F09/1059

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## Summary

The Child Protection Foundation Limited have requested Council support their annual fundraising activity, by purchasing tickets to their Black Tie Masquerade Ball. The Ball provides monies critical to supporting the Foundation's educational initiatives related to child safety education, in the fight against child abuse. The request is referred to Council in accordance with the Financial Assistance Policy.

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## Officer Recommendation

That Council provides a one-off donation of \$500 to the Child Protection Foundation Limited, under Council's Financial Assistance Policy.

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## Background

Council has received a request from The Child Protection Foundation Limited, a Sydney-based charity dedicated to exposing and reducing child abuse in our communities. The Child Protection Foundation Limited is registered as a charity with the Australian Charities and Not for Profits Commission.

Their annual fundraising activity, a Black Tie Masquerade Ball, channels monies raised into the production and distribution of a special range of video resources on dealing with child abuse.

The first video **"Silence"** was released by the Foundation and distributed to 362 state government high schools in NSW, including five state government high schools in the Bayside Local Government Area.

The foundation is now engaged in the development of a second video resource focussing on child safety education, specifically aimed at primary school age children. With 18 state government primary schools in the Bayside Local Government Area in line to receive the video resource, a one-off donation of \$500 is sought, under Council's Financial Assistance Policy to assist the foundation in its work.

Specifically, in relation to donations, the Bayside Council Financial Assistance Policy states:

*"Financial Assistance includes grants, donations, subsidies, in-kind support or other allocation of Council funds to individuals or organisations in accordance with s356 of the Local Government Act 1993..."*

## **Donations**

*A donation is the provision of a one-off monetary contribution to a cause, community organisation or individual that may or may not be part of an ongoing program. Generally there are no conditions attached to the provision of a donation by Council...*

*Council recognises that there are situations where it is appropriate to respond to requests for a one-off donation to individual person, a charitable community organisation or a not-for-profit community organisation for a general or a specific purpose...*

*Ideally, ad-hoc requests for donations are held over and dealt with as part of the Community Grants program. However some requests that are time-sensitive may be considered on an ' individual basis under the following criteria:*

### **General donations**

- *demonstrate a significant contribution to the social, economic and/or environmental well-being of the Bayside Community, or*
- *meet needs of people affected by a national or international event that caused human suffering"*

It is recommended that Council support a one-off donation of \$500 be made to the Child Protection Foundation Limited (ABN 93126767299).

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## **Financial Implications**

Included in existing approved budgets under the Bayside Council Financial Assistance Policy.

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## **Community Engagement**

Not required.

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## **Attachments**

Nil

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## Council Meeting

12/04/2017

Item No	8.23
Subject	<b>Request for Financial Assistance – Greek Orthodox Parish of Saint Catherine Mascot and District</b>
Report by	Karen Purser, Manager Community Capacity Building
File	(R) F09/1059

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## Summary

The Greek Orthodox Parish of Saint Catherine Mascot and District seek the support of Bayside Council for their Friday 14 April Good Friday Service and Procession. The request is referred to Council in accordance with the Financial Assistance Policy.

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## Officer Recommendation

That Council provides a one-off in-kind donation of \$5,500 to the Greek Orthodox Parish of Saint Catherine Mascot and District, under Council's Financial Assistance Policy.

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## Background

The Greek Orthodox Parish of Saint Catherine Mascot and District is seeking support for its Easter activities including evening services requiring road closures and traffic management. Specifically:

- 1 Friday, April 14<sup>th</sup> Good Friday Service and Procession.

The Service will commence at approximately 6.30 pm with the expectation that over 2000 people will attend. The Service will be followed by a Procession which will commence from the Church premises at approximately 9.15 pm and will continue via:

Oliver Street-Southward  
Forster Street-Eastward  
Aloha Street-Northward  
Coward Street-Westward

The Procession and Service is anticipated to end at approximately 10.30 pm.

- 2 Saturday, April 15<sup>th</sup> Resurrection Service.

The Service will commence at approximately 11.00 pm and is expected to attract over 3000 persons. The Service is expected to end at approximately 2.30 am.

The crowds stipulated cannot all be contained in the Church premises and, accordingly, many will be obliged to stand outside in the street.

Council has supported this event for a number of years and supplies traffic controllers and vehicles. Additional security requirements this year mean that tipper trucks and drivers will also be required.

To support the services as requested Council will be donating up to \$5,500 in in-kind support including:

**Good Friday -**

4 x qualified traffic controllers, 2 tipper trucks with drivers and 2 traffic vehicles with drivers

Total – 8 Staff + vehicles from 5.30pm – 2.30am

**Easter Saturday -**

Total 4 Staff + 2 Traffic Vehicles 10.30pm – 3am

Specifically, in relation to donations, the Bayside Council Financial Assistance Policy states:

*“Financial Assistance includes grants, donations, subsidies, in-kind support or other allocation of Council funds to individuals or organisations in accordance with s356 of the Local Government Act 1993...concessions (including the waiving of fees) for certain categories of community organisations that apply for short-term permits (such as bookings of Council's facilities) are set by Council's annually adopted Fees and Charges, and may include a subsidy of 50% for charities and not-for-profit community organisations. Any additional concessions sought are subject to a 'general donation' application to Council.”*

**Donations**

*A donation is the provision of a one-off monetary contribution to a cause, community organisation or individual that may or may not be part of an ongoing program. Generally there are no conditions attached to the provision of a donation by Council...*

*Council recognises that there are situations where it is appropriate to respond to requests for a one-off donation to individual person, a charitable community organisation or a not-for-profit community organisation for a general or a specific purpose.*

*Ideally, ad-hoc requests for donations are held over and dealt with as part of the Community Grants program. However some requests that are time-sensitive may be considered on an 'individual basis under the following criteria:*

**General donations**

- *demonstrate a significant contribution to the social, economic and/or environmental well-being of the Bayside Community, or*
- *meet needs of people affected by a national or international event that caused human suffering”*

It is recommended that Council support a one-off in kind donation of \$5,500 to the Greek Orthodox Parish of Saint Catherine Mascot and District

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### **Financial Implications**

Included in existing approved budgets under the Bayside Council Financial Assistance Policy.

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### **Community Engagement**

Not required.

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### **Attachments**

Nil

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## Council Meeting

12/04/2017

Item No	8.24
Subject	<b>Request for Financial Assistance – Ramsgate Life Saving Club</b>
Report by	Karen Purser, Manager Community Capacity Building
File	(R) F09/1059

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## Summary

The Ramsgate Life Saving Club is a community based organization offering community space for meetings and water education services to children and youth, with over 300 members. The Club is requesting a fee waiver for the use of Cook Park, adjacent to Ramsgate Lifesaving Club to hold a Presentation Day event for their members. The request is referred to Council in accordance with the Financial Assistance Policy.

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## Officer Recommendation

That Council provides a one-off fee-waiver of \$313 to Ramsgate Lifesaving Club, under Councils Financial Assistance Policy.

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## Background

The Ramsgate Life Saving Club is a community based organization offering water education services to children and youth, with over 300 children enrolled in Nippers and Crabs programs. The Club is over 80 years old and plays an important role in teaching water safety and swimming to local children.

The Club held its Presentation Day event on 25 March which culminated in an open-air movie screening for members and their families. The Club is retrospectively requesting a fee-waiver amounting to \$313 for the use of Cook Park.

Specifically, in relation to donations, the Bayside Council Financial Assistance Policy states:

*“Financial Assistance includes grants, donations, subsidies, in-kind support or other allocation of Council funds to individuals or organisations in accordance with s356 of the Local Government Act 1993...concessions (including the waiving of fees) for certain categories of community organisations that apply for short-term permits (such as bookings of Council's facilities) are set by Council's annually adopted Fees and Charges, and may include a subsidy of 50% for charities and not-for-profit community organisations. Any additional concessions sought are subject to a 'general donation' application to Council.”*

### **Donations**

*A donation is the provision of a one-off monetary contribution to a cause, community organisation or individual that may or may not be part of an ongoing program. Generally there are no conditions attached to the provision of a donation by Council...*

*Council recognises that there are situations where it is appropriate to respond to requests for a one-off donation to individual person, a charitable community organisation or a not-for-profit community organisation for a general or a specific purpose.*

*Ideally, ad-hoc requests for donations are held over and dealt with as part of the Community Grants program. However some requests that are time-sensitive may be considered on an ' individual basis under the following criteria:*

### **General donations**

- *demonstrate a significant contribution to the social, economic and/or environmental well-being of the Bayside Community, or*
- *meet needs of people affected by a national or international event that caused human suffering”*

It is recommended that Council support a one-off donation by fee waiver of \$313 to Ramsgate Life Saving Club.

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### **Financial Implications**

Included in existing approved budgets under the Bayside Council Financial Assistance Policy.

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### **Community Engagement**

Not required.

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### **Attachments**

Nil

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## Council Meeting

**12/04/2017**

Item No	9.1
Subject	<b>Minutes of Bayside Traffic Committee – 5 April 2017</b>
Report by	Jeremy Morgan, Manager City Infrastructure
File	(R) SC17/32

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## Officer Recommendation

That the Minutes of the Bayside Traffic Committee meeting held on 5 April, 2017 be received and the recommendations therein be adopted.

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## Officer Recommendation

That the Minutes of the Bayside Traffic Committee held on 5 April 2017 be confirmed.

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## Present

Jeremy Morgan, Manager City Infrastructure, Bayside Council (Convenor)  
Traffic Sergeant Frank Gaal, St George LAC  
Senior Constable Alexander Weissel, Botany Bay Police  
George Perivolarellis representing State Members for Rockdale and Heffron  
James Zhou, representing State Member for Kogarah, Mr Chris Minns MP

## Also present

Lyn Moore, NSW Pedestrian Council  
Joe Scarpignato, St George Cabs  
Peter Hannett, St George Bicycle User Group  
Pintara Lay, Coordinator Traffic and Road Safety, Bayside Council  
Glen McKeachie, Coordinator Regulations, Bayside Council  
Michael Lee, Traffic Engineer, Bayside Council  
Agasteena Patel, Traffic Engineer, Bayside Council  
Pat Hill, Traffic Committee Administrative Officer, Bayside Council  
Meagan Barker, Former President of Georges River Chamber of Commerce – Item 17.51  
left 9:30am

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The Convenor opened the meeting in Mascot Coronation Hall, at 9:15am.

## 1 Apologies

The following apologies were received:

Christina Curry representing State Member for Maroubra  
James Suprain, representing Roads and Maritime Services



Les Crompton, representing State Member for Kogarah  
Peter Whitney, State Transit Authority  
Rabih Bekdache, State Transit Authority – west  
Eric Graham, State Transit Authority – East  
Glen Baker, Team Leader Regulatory, Bayside Council  
Lisa Williams representing Office of Michael Daley MP

## **2 Minutes of Previous Meetings**

### **BTC17.34 Bayside Traffic Committee Meeting –1 March 2017**

Committee Recommendation

That the Minutes of the meeting of the Bayside Traffic Committee held on 1 March 2017 be confirmed.

## **3 Disclosures of Interest**

There were no disclosures of interest.

## **4 Reports**

### **A Major Traffic Issues**

#### **BTC17.35 Abercorn Street and Kingsland Road – Pedestrian refuge island detailed drawing for approval.**

Committee recommendation

That the detailed plan of the pedestrian refuge island in Abercorn Street west of Kingsland Road South, Bexley as shown, be endorsed subject to:

- 1 All line marking comply with RMS guidelines.
- 2 The turning path of long vehicles comply with RMS guidelines to avoid vehicles crossing the centre line.

#### **BTC17.36 Alfred Street, Ramsgate Beach, north of Ramsgate Road proposed new parking spaces in the median island.**

Committee recommendation

- 1 That the Committee provide an 'in principle' agreement to the introduction of additional median parking and identify any specific parameters so that complying drawings can be commenced.
- 2 That the technical drawings of the proposed new car park be provided to Committee for further consideration.
- 3 That consultation be carried out to review parking in Alfred Street north of Ramsgate Road

**BTC17.37 Arncliffe Street, Wolli Creed – proposed ‘No Parking’ restrictions and removal of ‘Motor Bikes Only’ parking restriction north of Guess Avenue.**

Committee recommendation

- 1 That approval be given for the installation of 90m ‘No Parking’ restriction along western kerbline of Arncliffe Street north of the statutory 10m ‘No Stopping’ restrictions.
- 2 That approval be given for the removal of ‘Motor Bikes Only’ parking restrictions in conjunction with the ‘No Parking’ restrictions above

**BTC17.38 Bonar Street and Thompson Street Intersection, Arncliffe proposed pedestrian refuge island and extension of ‘No Stopping’.**

Committee recommendation

- 1 That approval be given to the extension of existing ‘No Stopping’ zone by another six metres further west of its original position along the southern kerb line of Bonar Street west of Thompson Street as follows:
  - from 0m to 10m – retain existing 10m ‘No Stopping’ restriction
  - from 10m to 16m – proposed ‘No Stopping’ restriction
  - from 16m westward – retain parking
- 2 That approval be given to the painting of 10m double centre line on the western approach of Bonar Street west of Thompson Street
- 3 That approval be given to the conversion of GIVE WAY with STOP priority controls on both approaches of Thompson Street.
- 4 That approval be given in principle for the installation of pedestrian refuge islands on both approaches of Thompson Street subject to availability of funding. The concrete island will have additional STOP sign.
- 5 That detailed plan of the above pedestrian refuge islands be submitted to the Bayside Traffic Committee for further consideration

**BTC17.39 Brodie Spark Drive north Discovery Point Place, in front of Wolli Creek Railway Station – proposed marked foot-crossing.**

Committee recommendation

- 1 That the Roads and Maritime Service approval of a marked foot crossing in Brodie Spark Drive north of Discovery Point Place, in front of Wolli Creek Railway Station be noted.
- 2 That the land owner of Brodie Spark Drive submit detailed designs certified by an appropriately qualified person stating that the design achieves the intent of the relevant Australian Standards, Austroads Guide to Road Design; and satisfies

the requirements of the RMS Technical Direction

**BTC17.40 Bryant Street, Rockdale – Proposed removal of ‘Bus Zone’ as part of Bus Priority Infrastructure Program – Bus route 422.**

Committee recommendation

- 1 That Transport for NSW consult with affected residents/commuters prior to considering the removal of the bus stops/zones.
- 2 That the projected improvement to bus route 422 be identified.

Note: The representative from Mr Steve Kamper’s Office raised objection to the proposal to the removal of bus stops/zones along Bryant Street, Rockdale

**BTC17.41 Cadia Street, west of Warialda Street, Kogarah Proposed 12m ‘No Parking’ restriction along northern kerbline of cul de sac end.**

Committee recommendation

That approval be given to the installation of ‘No Stopping’ 8:00am-9:30am and 2:30pm-4pm School Days’ restrictions between the driveways of No.14 and No. 22 Cadia Street, Kogarah including the driveway of No. 22

**BTC17.42 Church Avenue between Bourke Street and O’Riordan Street, Mascot – proposed additional ‘1P, 6am – 6pm’ restriction.**

Committee recommendation

- 1 That approval be given for the installation of ‘1P, 6am-6pm’ restrictions on the northern side of Church Avenue from Bourke Street to No. 11 Church Avenue and retain existing parking restrictions, eastward from No. 11 Church Avenue toward O’Riordan Street, as follows:
  - From 0m to a point of 35.5m – retain existing ‘No Stopping’ restriction
  - From 35.5m to 65m – retain existing ‘1P, 6am – 6pm’ restriction
  - From 65m to 90.7m – retain 25m ‘No Stopping’ restriction across a driveway of 639 Gardeners Road
  - From 90.7m to 131.6m - proposed ‘1P, 6am- 6pm’ restriction
  - From 131.6m to 163.5m – proposed change ‘1/4P, 7am-6pm, Mon – Fri’ to ‘1/4P, 6am-6pm’
  - From 163.5m to 180.3m – proposed ‘1P, 6am- 6pm’ restriction
  - From 180.3m to 264.75m – retain unrestricted parking
  - From 264.75m to 315m – retain ‘No Stopping’ at 18 Church Avenue driveway
  - From, 315m to 321m – retain 6m of ‘No Parking’, 4pm – 12am midnight, Thursday and 12am, midnight – 8am, Friday’ restriction
  - From 321m to 365m – retain unrestricted parking
  - From 365m to 375m – retain ‘No Stopping’ restriction
- 2 That approval be given for the installation of ‘1P, 6am- 6pm’ restrictions on the southern side of Church Avenue from Bourke Street to No 11 Church Avenue

and retain existing parking, eastward from No.11 Church Avenue toward O’Riordan Street, as follows:

- From 0m to a point 33.7m – retain existing ‘No Stopping’
- From 33.7m to 39.7m – retain ‘No Parking, Council Authorised Car Share Vehicle Excepted’
- From 39.7m to 57.9m – retain ‘1p, 6am – 6pm’
- From 57.9m to 64m – retain ‘No Parking’
- From 64m to 70m – retain ‘1P, 6am- 6pm’
- From 70m to 113m – retain ‘No Stopping’
- From 113m to 151m- Proposed ‘1P, 6am – 6pm,
- From 151m to 189m –Retain ‘No Stopping’
- From 189m to 207m – retain unrestricted
- From 207m to 213m – retain ‘No Parking’, 4pm – 12am midnight, Thursday and 12 am midnight – 8am, Friday’ restriction
- From 213m to 365m – retain unrestricted parking
- From 365m to 375m – retain ‘No Stopping’

**BTC17.43 Ethel Street, Carlton, rear of Sydney Technical Highway School – proposed additional 91m ‘Bus Zone 12:00noon – 3.30pm Wednesday School Days’ and ‘No Stopping’ restrictions.**

Committee recommendation

- 1 That approval be given for the installation of following parking restrictions along the northern kerbline of Ethel Street east of Xenia Avenue:
- 2 From 0 to a point 10m – proposed ‘No Stopping’ restrictions
- 3 From 10m to 101m – proposed ‘Bus Zone, 12:00noon -3:30pm, Wednesday of School Days’ restriction
- 4 From 101m northward and beyond toward the raised pedestrian crossing - retain existing timed ‘Bus Zone, 2:15pm – 3:30pm, School Days’ and ‘No Stopping’ restrictions.

**BTC17.44 Innesdale Road west of Marsh Street, Wolli Creek Detailed plan of pedestrian refuge island and the proposed ‘No Right Turn’ restriction.**

Committee recommendation

- 1 That the attached detailed plan of the proposed pedestrian refuge island in Innesdale Road west of Marsh Street, Wolli Creek, be endorsed subject to widening of the pedestrian refuge island to north to reinforce the ‘No Right Turn’.
- 2 That left turn road marking arrow be painted in Innesdale Road west of Marsh Street.
- 3 That the proposed ‘No Right Turn’ restriction banning right turning movement from Innesdale Road to Marsh Street to be incorporated with the proposed pedestrian refuge island be endorsed subject to approval of Traffic Management

Plan.

- 4 That the Traffic Management Plan, Questions A to H for the proposed 'No Right Turn' restriction in Innesdale Road to be presented to Roads and Maritime Services for assessment.

**BTC17.45 King Street, west of O'Riordan Street, Mascot proposed 'No Parking' restriction.**

Committee recommendation

That approval be given to the installation of 40m of 'No Parking' restriction along the northern kerb line of King Street west of the existing 'No Stopping' zone west of O'Riordan Street, Mascot, as follows:

- From 0m to a point 20m – retain existing 'No Stopping' restriction
- From 20m to 60m – proposed 'No Parking' restriction

**BTC17.46 Maders Avenue, Kogarah, east of Rocky Point Road proposed extension of statutory 10m 'No Stopping' restrictions.**

Committee recommendation

That approval be given for the extension of existing statutory "No Stopping" restrictions on both sides of Maders Avenue, Kogarah, east of Rocky Point Road by 6m, as follows:

- From 0m to a point 10m – retain existing 'No Stopping'
- From 10m to 16m – proposed 'No Stopping' restriction
- From 16m eastward – retain parking

**BTC17.47 Medway Street around the bend north of Abercorn Street, Bexley proposed extension of 'No Stopping' restriction.**

Committee recommendation

That approval be given to the extension of existing 'No Stopping' zone along the western kerb line of Medway Street, around the bend, south of Highgate Street, Bexley

**BTC17.48 Moate Avenue, Brighton Le Sands – proposed change to existing 6m long school time 'Bus Zone' to full time 'Bus Zone'.**

Committee recommendation

That approval be given for the conversion of 'Bus Zone 8:00am- 9:30am and 2:30pm-4:00pm, School Days' restriction to full time 'Bus Zone' restrictions along the eastern kerb line of Moate Avenue, south of Princess Street as follows:

- From 0m to 15m – retain 'No Stopping' restriction
- From 15m to 35m – replace 'bus zone, 8am-9:30am, and 2:30pm-4pm, School Days' with 'Bus Zone'

- From 35m to 43m – retain ‘No Stopping’ restriction

**BTC17.49 Myrtle Street, east of Jasmine Street, Botany proposed extension of ‘No Parking’ by 7m.**

Committee recommendation

- 1 That approval be given for a 7m extension of ‘No Parking’ zone, west of its current location along the northern kerb line of Myrtle Street east of Jasmine Street, Botany, opposite Nos. 9-19 Myrtle Street.
- 2 That the traffic and parking conditions in Myrtle and Jasmine Streets be reviewed

**BTC17.50 O’Neill Street and Roslyn Avenue intersection, Brighton Le Sands proposed change of priority from Give Way to Stop and paint lines.**

Committee recommendation

That approval be given to the provision of additional traffic safety measures at the intersection of Roslyn Avenue and O’Neill Street as follows:

- 1 Replace the existing GIVE WAY with STOP priority control on both approaches of Roslyn Avenue.
- 2 Paint 10m double centre lines on both approaches of Roslyn Avenue.

**BTC17.51 Railway Street, Kogarah West, south of the pedestrian tunnel proposed conversion of ‘2P, 8:30am – 6pm, Mon – Fri, Permit Holders Excepted, Area KWB’ to be combined ‘2P, 8:30am – 6pm, Mon – Fri’ and ‘P45 minutes, 8:30am – 6pm, Mon – Fri’ restrictions.**

Committee recommendation

- 1 That the review of the Kogarah West Business Parking Scheme be noted.
- 2 That the Kogarah West Business Parking Scheme be discontinued as it does not meet the eligibility criteria of the Permit Parking guidelines.
- 3 That approval be given to the conversion of:
  - existing ‘2P, 8:30am – 6pm, Permit Holders Excepted, Area KWB’ along the eastern kerb line of Railway Street, Kogarah West, south of the pedestrian tunnel to
  - a ‘2P, 8:30am – 6pm’ restriction.
- 4 That the Kogarah Chamber of Commerce be thanked for their assistance in administering the Kogarah West Business parking permit scheme since its implementation.
- 5 That Georges River Council be notified of Council’s decision.

Note:

- a) the Office of Mr Chris Minns MP objected to the removal of the business parking scheme.
- b) The former President of the Kogarah Chamber of Commerce addressed the Committee regarding her objection to the removal of the business parking scheme.

**BTC17.52    Railway Street, Banksia and Rockdale, between Frederick Street and Knight Street – proposed traffic calming scheme.**

Committee recommendation

- 1    That consideration be given to the proposed installation of a traffic calming scheme in Railway Street, Banksia and Rockdale between Godfrey Street and Oakura Street including:
  - Traffic calming devices
  - Painted kerb parking lane lines to separate through traffic and parked vehicles
- 2    That consultation be carried out with affected residents and public authorities with regard to the proposed traffic calming scheme.
- 3    That the Roads and Maritime Services, Speed Management Section be requested to consider the installation of 40km/h High Pedestrian Activity speed limit zone in Railway Street, Banksia Local Town Centre.
- 4    That a detailed plan of the above scheme be submitted to the Committee for further consideration, when funds become available.

**BTC17.53    Robert Lane, Wolli Creek, between Gertrude Street and Innesdale Road – Proposed conversion ‘No Parking’ to ‘No Stopping’.**

Committee recommendation

That approval be given for the conversion of 75m ‘No Parking’ restrictions to ‘No Stopping’ restrictions in Robert Lane, Wolli Creek between Innesdale Road and Gertrude Street as follows:

- 1    From 0m to a point 10m – retain ‘No Stopping’
- 2    From 10m to 85m – proposed conversion of ‘No Parking’ to ‘No Stopping’
- 3    From 85m to 95m – retain ‘No Stopping’ restriction.

**BTC17.54    Waratah Street, Bexley – proposed 46m ‘No Parking 8am – 9:30am School Days’ in conjunction with the existing 46m ‘No Parking 3pm – 3:30pm School Days, along the western kerblane.**

Committee recommendation

That approval be given for the installation of 46m ‘No Parking 8am-9:30am School Days’ in conjunction with the existing 46m ‘No Parking 3pm-3:30pm School Days’

restrictions along the western kerbline of Waratah Street, north of Forest Road, Bexley as follows:

- From 0m to a point 15m – retain existing ‘No Stopping’
- From 15m to 61m – proposed conversion from ‘No Parking, 3pm – 3:30pm, School Days’ to ‘No Parking, 8am-9:30am, and 2:30pm- 4pm, School Days’
- From 61m to 67m – retain ‘No Parking, authorised Hospital Vehicles Excepted’ restriction

**BTC17.55 Washington Street, Bexley, at the rear of Marist College  
Kogarah proposed drop off and pick up zones and parking restrictions.**

Committee recommendation

- 1 That approval be given for the installation of 20m ‘No Parking, 8am-9:30am and 3:00pm-3:30pm, School Days’ to replace the existing unrestricted 45 degree angle parking along the southernkerbline of Washington Street, Bexley.
- 2 That approval be given to convert the existing drop off and pick up zone in Washington Street, near the cul de sac end to ‘No Parking’ restriction.

**BTC17.56 West Botany Street, Banksia, between Tabrett Street and Avenal Street – proposed concrete median islands.**

Committee recommendation

That concrete median islands be provided in West Botany Street between Tabrett Street and Avenal Street, Banksia, with breaks at driveways, as shown in the attached detailed plans

**BTC17.57 Wolli Creek Road, north of Wollongong Road, Arncliffe  
proposed ‘No Stopping’ and Loading Zone, 6am – 6pm’  
restrictions.**

Committee recommendation

- 1 That approval be given for the installation of following parking restrictions along the western kerbline of Wolli Creek Road north of Wollongong Road, Arncliffe:
  - From 0m to a point 10m – statutory ‘No Stopping’ signs to reinforce the statutory 10m ‘No Stopping’ restrictions
  - From 10m to 25m – proposed ‘Loading Zone, 6am-6pm’
  - From 25m to 35m – retain statutory ‘No Stopping’ restriction
- 2 That approval be given to the installation of ‘No Stopping’ restriction along the eastern kerb line of Wolli Creek Road north of Wollongong Road
  - From 0m to a point 10m – proposed ‘No Stopping’
  - From 10m northward – retain parking



- 3 That the business owners be advised of the Road Rules restrictions that apply to loading zones.

**B Minor Traffic Issues**

**BTC17.58 Railway Street and Judd Street, Banksia proposed statutory 10m 'No Stopping' signs on all approaches of the intersection.**

Committee recommendation

That approval be given for the installation of 'No Stopping' signs to reinforce the statutory 10m 'No Stopping' restrictions at the intersection of Railway Street and Judd Street, Banksia.

**BTC17.59 Warrana Street and Wilson Street, Botany proposed 10m statutory 'No Stopping' sign-posting.**

Committee recommendation

That approval be given for the installation of 'No Stopping' signs on all corners of the intersection of Warrana Street and Wilson Street, Botany, to highlight the 10m statutory 'No Stopping' restrictions

**5 General Business – Additional Items**

**BTC17.60 Intersection of Frogmore Street and Hollingshed Street, Mascot  
Proposed traffic safety measure raised by Mr Ron Hoenig MP for Heffron**

Committee recommendation

That traffic safety measure at the intersection of Frogmore Street and Hollingshed Street, Mascot be investigated and a report be considered at the next convenient meeting.

**BTC17.61 Intersection of Sutherland Street and King Street, Mascot  
Proposed right turn provision for vehicles travelling northbound on Sutherland Street to turn into King Street raised by Mr Ron Hoenig MP for Heffron**

Committee recommendation

That the provision of right turn at the above signalised intersection be investigated and a report be considered at the next convenient meeting.

**BTC17.62 Traffic congestions around Port Botany along State Roads; Wentworth Avenue, Foreshore Road and Botany Road  
Raised by the Chairperson Mr Jeremy Morgan**

The Chairperson advised the committee that the State Member for Maroubra, Mr Daley who had met Council's Administrator. Mr Daley advised of his concerns that he raised with Roads and Maritime Services regarding traffic congestion at the 3 locations along the State Roads near around the port Botany. In particular Wentworth Avenue, Foreshore Road and Botany Road.

Committee recommendation

That the information be received and noted.

The Convenor closed the meeting at 12.05pm.

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## **Council Meeting**

**12/04/2017**

Item No	9.2
Subject	<b>Minutes of Local Representation Committee – 5 April 2017</b>
Report by	Fausto Sut, Manager Governance & Risk
File	(R) SC17/38

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## **Officer Recommendation**

That the Minutes of the Local Representation Committee held on 5 April 2017 be received.

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## **Present**

Greg Wright, Administrator  
Joe Awada  
Liz Barlow  
Ron Bezic  
Mark Castle  
Christina Curry  
George Glinatsis  
Mark Hanna  
Petros Kalligas  
James Macdonald  
Nicholas Mickovski  
Greg Mitchell  
Michael Nagi  
Shane O'Brien  
Peter Poulos  
Bill Saravinovski  
Lydia Sedrak  
Paul Sedrak  
Brian Troy  
Andrew Tsounis

## **Also Present**

Meredith Wallace, General Manager  
Colin Clissold, Director City Presentation (Veolia Presentation)  
Fausto Sut, Manager Governance  
Liz Rog, Manager Executive Services  
Anne Suann, Governance Officer

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The Administrator opened the meeting in the Administration Centre, Level 2 Conference Room, 2 Bryant Street, Rockdale at 7.07 pm.

## **1 Acknowledgement of Traditional Owners**

The Administrator read the acknowledgement of traditional owners.

## **2 Apologies**

There were no apologies.

## **3 Minutes of Previous Meeting**

The Minutes of the Local Representation Committee held on 1 March 2017 (received by Council at its meeting held on 8 March 2017) were received.

## **4 Disclosures of Interest**

There were no disclosures of interest.

## **5 Film Presentation – Veolia**

Vanessa Seaton from Veolia presented a short film on the Banksmeadow Transfer Terminal and Woodlawn Mechanical & Biological Treatment (MBT) Project.

The General Manager advised that Committee Members were invited to attend the official opening of the Woodlawn MBT Facility on Thursday, 8 June, from 10.30 am to 11.45 am, to inspect the facilities. Panel members can contact (e) [governance@bayside](mailto:governance@bayside) to indicate an interest in attending.

## **6 Update on Transition Plan Milestones**

Meredith Wallace presented Bayside Council's transition progress report for the past month. This is summarised as follows:

- Next week Council will be determining a recommendation from the Stronger Communities Fund Assessment Panel. The panel membership includes the Administrator, local State Members, the DPC representative and a probity advisor. The panel met to consider the grant funding applications received from 38 community organisations. The panel has recommended 11 projects to be funded costing approximately \$500,000. Council will also be considering the allocation of the \$9M Stronger Communities Funding to three major projects; Delivery of elements of the Master Plan for Pine Park, Upgrades to Cahill Park at Wolli Creek and the establishment of the Eastgardens Customer Service Centre and revamped library.
- Bayside Arts Festival commences this weekend with 20 planned events. There will be pop-up stalls and galleries and sculpture exhibitions across the Bayside local government area.
- Council has launched a branding competition to develop a new logo for Bayside Council. This will include promoting a competition for residents and business owners in Bayside to submit a design for the logo. The Local Representation Committee will be asked to look at the shortlist of designs and decide those to be put forward to Council for consideration.

GMi: Suggested changing the name of the Council rather than promoting the design of a new logo.

GW: Not proposing to promote a change to the name during the Administrator's term of office.

PS: Is there an award or prize for the logo competition?

MW: There are options being considered for example such as \$200 for each shortlisted entry and \$1,000 for the winning entry. The new logo would be used on all Council materials. Council's in house Graphic Designer would be required to refine the designs, taking the original concept and shaping it accordingly. All members of the community are invited to participate. The logo should reflect the new local government area. Council is writing to Principals of schools and advertising in the local media to promote the competition.

- It is proposed that the webcasting of all Council Meetings will commence from 5 May meeting. We are currently scoping innovative ways to achieve this as, at this stage, we cannot webcast through our current website landing page. We are in the process of sending out the brief for the new website and will commence that project as soon as possible.
- 330 staff attended the Values Creation Workshops to establish a set of values for Bayside Council.
- Started purchasing branded work wear to ensure a consistent uniform across the operational workforce.
- Continuing development of the next levels in the organisational structure with new job descriptions being developed, utilising competency based job descriptions. LGNSW are looking at implementing Bayside's model in this regard.
- Bayside Planning Panel held its first meeting.

GW: The first meeting of the Bayside Planning was held last week and from all accounts, it was very well received. The panelists are very professional and I encourage all members to attend a panel meeting if they have an opportunity.

LB: Agreed, the first meeting was very good. Every member of this committee should go along to a Panel meeting. Run like a Council Meeting. Very professional and resident friendly and they are publicly open not held behind closed doors.

## **7 Upcoming Events**

The Administrator advised members of the following upcoming Bayside events for April and May:

### **27 April 2017 – Yamatsuri – Marist College Kogarah – 8:45 am – 9:20 am.**

The City of Yamatsuri is one of Council's Sister Cities. As part of the Sister City arrangements, the Yamatsuri school are sending 44 students to meet the students at Marist College Kogarah and St Ursula's College on Thursday, 27 April at 9:00am.

The Administrator has been invited to attend Marist College to give a short speech to students during their visit however, he is unable to attend.

Members would be sent an official invitation to the following events:

**7 May 2017 – Seniors Garden Party – 11:00 am – 2:00 pm**

This is a sit-down meal and entertainment for Seniors in Sir Joseph Banks Park, Botany. This is a ticketed event.

**13 May 2017 – Volunteers Morning Tea – 11:00 am – 1:00 pm.**

A celebration to recognize the volunteers supporting Bayside Council services and initiatives to be held at the South Sydney Graphic Arts Club, Mascot.

**Representing Council at external events**

The Administrator is unable to attend the following external events and asked members to consider representing Council at:

**8 April 2017 – Harvest Ministry of Churches of Christ, 3-5 Bryant Street, Rockdale – 5.00 pm**

14<sup>th</sup> Anniversary celebration and the ordination of Mr Abdi Amali and Dr Daniel Walujono, Churches of Christ pastors.

**Alloa Aged Care Home ANZAC Day Commemoration Service, Alloa Aged Care Home, 34 Bayview Street, Arncliffe – 10.00 am – 11.00 am**

Recite a poem or do a reading during the service.

**Wardens and Parish Council of the Anglican Provisional Parish Arncliffe, St David's Anglican Church, 54 Forest Road, Arncliffe – 7.30 pm**

Commencement of Ministry Service of the Reverend Zachary Veron as Rector of St David's.

**Kingsgrove RSL Sub Branch/Coral Sea Commemoration, Kingsgrove RSL, 8 Brocklehurst Lane, Kingsgrove – 10.45 am**

**Joint Committee for the Commemoration of the Battle for Crete and the Greek Campaign, Cenotaph, Martin Place, Sydney – 1.45 pm**

76<sup>th</sup> Anniversary Remembrance Service for the ANZAC Battle of Crete and the Greek Campaign. Note: Andrew Tsounis and George Glinatsis will represent Council at this event.

## **8 Council Meeting Update**

The following reports will inform part of the agenda for 12 April meeting of Council:

- Stronger Communities Outcomes
- Six-Monthly Operational Report

- Budget 2017/18 – Process and Timetable
- Establishment of Strategic Reference Groups.

BS: The major project you mentioned for Pine Park – how much of the state funding was allocated to this?

MW: \$2.5M – the project is funded to move car park away from the foreshore towards The Grand Parade and for the foreshore to be returned to a pedestrianised area. The work is consistent with the Master Plan that former Rockdale City Councillors saw 12 months ago. (Note: Subsequently confirmed that the recommendation to Council is to allocate \$4M to the Pine Park project.)

## 9 Action Items Review

### 9.1 Action Items Review

Answers were provided to Members regarding questions that arose at the February Local Representation Committee meeting.

## 10 Advice from Members on Local Issues

MH: Enquired about the location of the plaque which was installed at the opening of the original Bexley Pool on 6 March 1976. Previously decided that it could be displayed at the new pool. A service request will be raised.

MC: Distressed about the news of the small boy being sucked into drain in Wollongong. Can we do something in our area to stop that type of thing happening?

GW: We can consider an audit to ensure Council has appropriate screening covers and barriers in place for gross pollutant traps and drains. Generally, in terms of risk management, the Council is well aware of it. It can be an expensive exercise to install screens to minimise our risk and liability.

MC: How does the State Emergency Services work now – Botany was with Randwick What is Bayside's SES arrangements?

MW: At this time Council continues to have two SES operations in the Bayside area.

We will raise the issue of drain coverings at the next Civic Risk Mutual (formerly Metro Pool) meeting and advise the committee of the outcome.

GMI: Representations received from a resident of Bayside regarding lengthy response times and call waiting issues. A service request will be raised.

GMI: Nature strips and garden beds at Mascot not being attended to – some have been done and others have been missed.

MW: Weather patterns of late have contributed and are causing an impact on service delivery. Council is on catch up in this regard.

GMI: Mascot Oval Signage – very pleased it was done so quickly. Is there a similar sign in Rockdale?

MW: There are entry signs for suburbs and entry into the City. The Mascot Oval signage is somewhat unique because it is a mural.

MW: The General Manager tabled a proposed design for signage.

General discussion informed the signage replacement program. It is not a wholesale replacement of all signage, rather an *'as and when required'* approach. Many variations of signage currently exist across Bayside, some rusty – some new; some blades - some arches. The replacement program proposed is looking at our most high profile signs and standardising the font, colour and style of the signs. The design as tabled, has been tested for readability in terms of sight impairment and the like. The boxes in the design loosely represent the communities and suburbs in Bayside.

Members expressed concerns with a different signage design to the logo that will result from the logo competition currently underway.

GW: Thank you. The logo is a separate project however, I will take your views on board.

AT: Does the name Bayside "City" need to be re-proclaimed?

MW: We are currently seeking advice from the DPC on utilisation of the former 'City' status drawn from both former Councils.

GMI: Kingsford Primary School, wombat crossing - there is leaf litter blocking drain and causing minor flooding. A service request will be raised.

Cook Avenue – dumped rubbish. Is that a Department of Housing issue and is that part of the problem? A service request will be raised.

Astrolabe Park – when will it be handed back to Council?

MW: Members were informed generally of discussions underway with Sydney Water around the ongoing issues at Astrolabe Park, stating these are similar to the issues at Linear Park.

GW: There have been recent meetings with Sydney Water and these meetings are ongoing. We will provide updates when more information becomes available.

MN: Resident concerns in Flora Street, close to Marsh Street. When it rains heavily, water comes into their front properties. A service request will be raised.

MN: Broe Avenue and Hirst Street – Former Mayor, General Manager, Karin Hartog and he met on site – a clean up was to occur. Residents getting angry as nothing being done. A service request will be raised.

MH: One week ago he witnessed an accident between a Council vehicle and a private vehicle. No one was injured, however the driver of the Council vehicle appeared not to know what to do in terms of the process to follow after an accident.



- GW: Council vehicles have been fitted with information kits in all cars and staff are aware of their obligations through the vehicle usage agreement. A reminder or refresher may be necessary.
- MH: We get a lot of heavy vehicles parking illegally all the time. Lots of skip bin trucks. Talking to Council's Ordinance people and the problem seems to be the small cost of the \$108 fine for a 4.5 tonne truck. Feedback from illegally parked drivers is that this is a cheap form of parking. Strong representations need to be made to State Government or RMS to increase the fine to say around \$500.
- GW: We will make those representations. A service request will be raised.
- MH: The Council car park bounded by Stoney Creek Road, Kinsel Grove and Forest Road has turned into a de factor loading zone to a point where it is now dangerous. Car park surface is also full of potholes, commercial clothing bin and businesses use the car park. Council needs to get together with the business owners and work out how to sort out and ensure it is safe. A service request will be raised.
- MH: Dual occupancies and other developments – there is a lot of illegal parking. Double garages aren't being used for their purpose (used for storage or living rooms instead) and people parking on the road.
- GW: This is a common issue. Council has no jurisdiction to act unless illegally parked or reports are received regarding unauthorised living spaces. We can then investigate.
- MH: Came across an advertisement for illegally chopped up units operating as boarding houses. I am trying to progress this through the Council concerned. Does Bayside have anything in place to monitor those kinds of things, or any action which can be taken in these situations?
- GW: Will take that on board. Lots of apartments have eight or more people living in them. If there are fire control issues reported, these would could come under our area of responsibility and we could take action.
- BS: The community newsletter – says it will cost \$9M to bring the fleet up to scratch.
- MW: Yes, \$9M over a number of years. There is a report to Council Meeting on 12 April with detailed figures of how the money will be allocated.
- CC: Had a number of representations which she would send through on behalf of residents so that service requests could be raised (see Attachment 1).
- GMI: A stalwart community member (L Salazer) from the former CBBC Council area passed away in the last few days. Request that Council send some flowers to the funeral.
- MW: We will get the details.
- LB: Granny flats being converted from garages – these developments don't comply with EP&A, eg not waterproof. PCAs are 'allowing' them to go through.

Old signs to new. Please investigate if the old street signs and the like can be offered to the community.

Attended the Traffic Committee Meeting this morning regarding the loss of business parking in Kogarah West – reported to Council 14/05/2008. Requested advice on the reason the Committee are reviewing this now.

GW: I recall this was deferred from the last meeting to have another look and invite the concerned business owner to come to meeting. Council officers have undertaken a review, the professional people on the committee have made a decision. I will ask for a briefing from the officer involved and make a decision at the next Council meeting. Service request to be raised.

MH: Congratulations to both the Administrator and the General Manager for making their details available to the public to raise issues.

GMI: Trailer Parking – Has that been enacted by the Government?

MW: There was legislation passed last year and my understanding is that it is extremely difficult to administer. We need evidence to prove the trailer hasn't moved over 28 days. As long as the trailer is registered, it is difficult to enforce trailer parking.

The issues raised by members on behalf of residents have been reported into Council's service request system (CRM). Members will receive acknowledgement and information by email regarding the individual service requests for the matters.

## **11 Date of Next Meeting**

The Administrator advised members that the next Meeting would be held on Wednesday, 3 May 2017. The agenda will include:

- 1 Briefing on the changes being made to the Act, for Councillors regarding upcoming election.
- 2 Briefing on the draft 2017/18 Budget.

## **12 Meeting Close**

The Administrator closed the meeting at 8.46 pm.

## **13 Attachments**

Attachment 1 - Representations from Christina Curry on behalf of residents

# Attachment 1

## Bayside Community Representative Committee 5/4/17

Submitted by Christina Curry on behalf of residents

- Jasmine and Myrtle St, Botany:
  - No or unclear line markings
  - cars protruding along Jasmine St reducing two lane access- suggest angle parking needs to be further into the verge
  - unclear bend impacted by protruding garden beds
- Illegally parked cars in on Daphne St Botany near Botany Rd corner
- Banksmeadow public school, cars parking in no stopping and stopping on the crossings- regular Ranger presence requested
- 3pm pick up at Botany PS on Bay St is 15min parking from 2.30 but local businesses are parked there and don't move which leaves many parents having to park in no standing to run in and get their children
- Mess and graffiti on brick building Cnr Daphne St/Botany Rd
- Trees along Botany Rd and Gardners Rd need trimming at car/person height. Some protrude into street making it a traffic obstacle
- The trees along Botany Rd Mascot with old light cables hanging are a safety issue and untidy
- Number of blocked drains. Is there a maintenance program?
- Rolfe St, Mascot: nature strips are so long they are impacting older residents and illegal parking issues
- Trevelyan St between Swinbourne and Ermington Streets has become a one way street as residents park on both sides
- Botany golf club members would like to know about the future of the course and whether the council will eventually get a sprinkler system. The rain has improved things but it still needs some TLC

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## Council Meeting

12/04/2017

Item No	10.1
Subject	<b>Closed Council Meeting</b>
Report by	Fausto Sut, Manager Governance & Risk
File	(R) SF16/1256

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## Summary

This report recommends that the Council Meeting be closed to the press and public in order to consider the item/s below.

Council's Code of Meeting Practice allows members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

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## Officer Recommendation

- 1 That, in accordance with section 10A (1) of the Local Government Act 1993, the Council considers the following item/s in closed Council Meeting, from which the press and public are excluded, for the reason/s indicated:

### 10.2 **CONFIDENTIAL – 429 Princes Highway, Rockdale**

In accordance with Section 10A (2) (d) of the Local Government Act 1993, the Council resolves itself into closed session with the press and public excluded by reasons of commercial information of a confidential nature that would, if disclosed:

- i) prejudice the commercial position of the person who supplied it, or
- ii) confer a commercial advantage on a competitor of the Council, or
- iii) reveal a trade secret.

It is considered that if the matter were discussed in an open Council Meeting it would, on balance, be contrary to the public interest due to the issue it deals with.

- 2 That, in accordance with section 11 (2) and (3) of the Local Government Act 1993, the reports, correspondence and other documentation relating to these items be withheld from the press and public.

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**Council Meeting**

**12/04/2017**

Item No	10.2
Subject	<b>PUBLIC CONFIDENTIAL – 429 Princes Highway, Rockdale</b>
Report by	Ben Heraud, (Acting) Manager – Property and Venues Jeff Appel - Development Manager
File	(R) F15/449

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**Confidential**

In accordance with Section 10A (2) (d) of the Local Government Act 1993, the Council resolves itself into closed session with the press and public excluded by reasons of commercial information of a confidential nature that would, if disclosed:

- i) prejudice the commercial position of the person who supplied it, or
- ii) confer a commercial advantage on a competitor of the Council, or
- iii) reveal a trade secret.

It is considered that if the matter were discussed in an open Council Meeting it would, on balance, be contrary to the public interest due to the issue it deals with.

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**Council Meeting**

**12/04/2017**

Item No	10.3
Subject	<b>Resumption of Open Council Meeting</b>
Report by	Fausto Sut, Manager Governance & Risk
File	(R) SF16/1256

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**Summary**

This report recommends that the closed part of the Council Meeting concludes and that the meeting be opened to the press and public.

Council's Code of Meeting Practice requires that, if Council passes a resolution during a meeting, or part of a meeting, that is closed to the public, the Chairperson will make the resolution public as soon as practicable after the closed part of the meeting has ended.

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**Officer Recommendation**

That, the closed part of the meeting having concluded, the open Council Meeting resume and it be open to the press and public.