

MEETING NOTICE

A meeting of the
Community Relations Committee
will be held in the Botany Town Hall Meeting Room
on **Wednesday 21 February 2018 at 6:30 pm.**

AGENDA

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Bayside Council respects the traditional custodians of the land, and elders past and present, on which this meeting takes place, and acknowledges the Gadigal and Bidjigal Clans of the Eora Nation.

2 APOLOGIES

3 DISCLOSURES OF INTEREST

4 MINUTES OF PREVIOUS MEETINGS

Nil

5 REPORTS

5.1	Terms of Reference	2
5.2	Major Event Calendar 2018	10
5.3	Key Focus Areas and Name Change.....	91

6 GENERAL BUSINESS

7 NEXT MEETING

Meredith Wallace
General Manager

Community Relations Committee

21/02/2018

Item No	5.1
Subject	Terms of Reference
Report by	Fausto Sut, Manager Governance & Risk
File	SC18/40

Summary

This report reminds members of the purpose of the Committee and its Terms of Reference and meeting schedule.

Officer Recommendation

- 1 That the attached Terms of Reference be received and noted.
 - 2 That the schedule of meeting dates be received and noted.
-

Background

The attached Terms of Reference, which were adopted by Council on 8 November 2017, are generic in nature and are applicable for all the recently established Advisory Committees.

They address such operational matters as:

- Status and delegations of the committee.
- Membership.
- Support.
- Meeting practices and procedures.

The focus of this committee is as follows:

‘Provides advice on the implementation of the integrated planning and reporting principles including community engagement strategies and processes for a broad range of events and functions, and electoral matters (ie review of ward boundaries and provision of electoral services). Advice may also be provided on the performance of the Council’s customer service (including the Call Centre) and interactions with the public.’

At the same time, the Council also adopted a meeting schedule with the following principle: ‘The proposed Advisory Committee meeting cycle is generally a two monthly one, with most committees meeting every two months on a Wednesday evening.’

Based on this principle, the scheduled meeting dates are:

- 21 February 2018
- 15 July 2018

- 18 April 2018
 - 20 June 2018
 - 17 October 2018
-

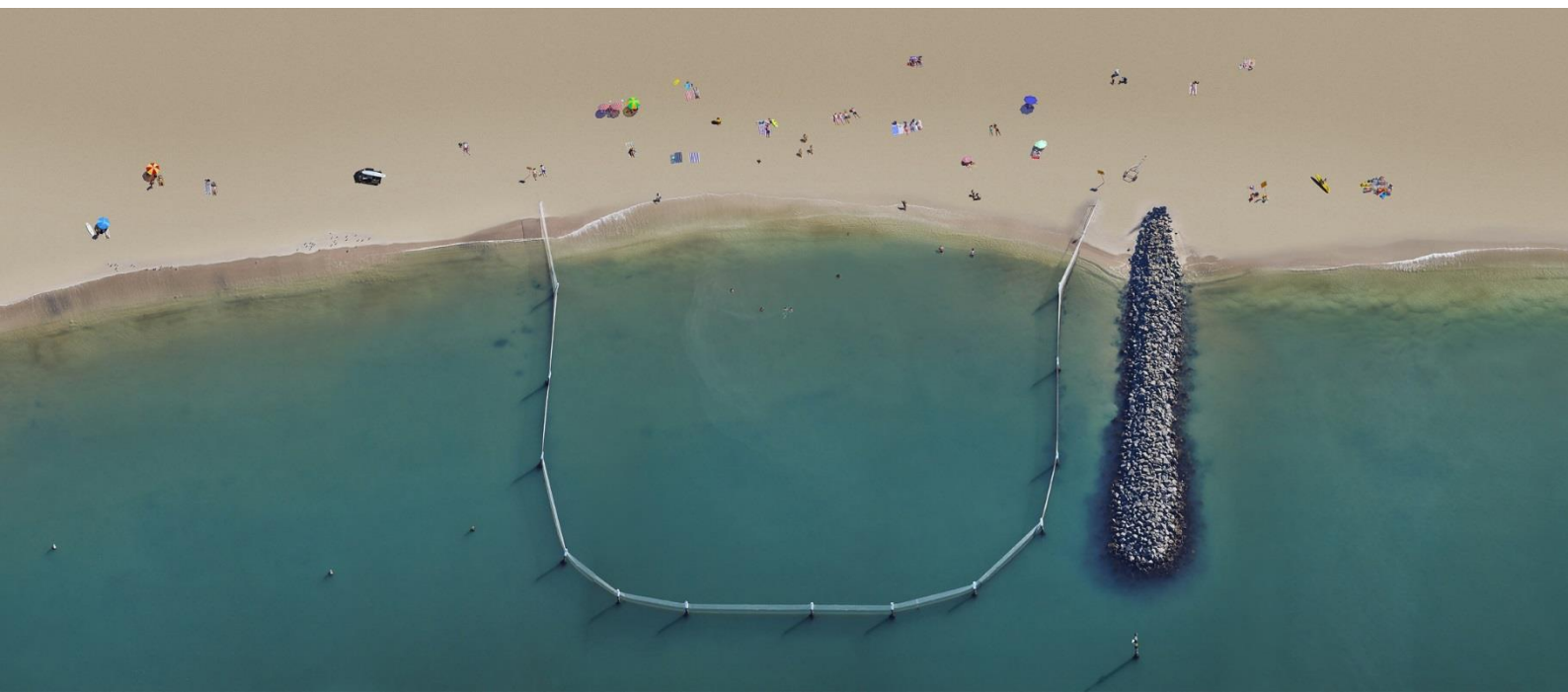
Attachments

Bayside Advisory Committees - Terms of Reference [↓](#)



Bayside Advisory Committees Terms of Reference

8 November 2017



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Bayside Advisory Committees Terms of Reference

File: F17/1273 Document: 17/123664

Class of document: Terms of Reference

Enquiries: Manager Governance & Risk



Telephone Interpreter Services - 131 450

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1 Purpose

To assist in meeting its role and responsibilities across the local government area, Bayside Council is supported by a committee framework in order is established to support the decision-making process.

Bayside Advisory Committees provide advice on strategic direction, priorities and policy principles related to the Committee function. They are to inform and monitor the development of the Delivery Program and the Operational Plans.

These terms of reference outline advisory committees' function, structure, authority and reporting requirements. For consistency of approach and understanding, they are applicable to all advisory committees established by Council, except any committee established with a specific set of terms of reference, charter, constitution or the like.

2 Interpretation

For the purpose of this document:

Member means a member of the Advisory Committee.

Committee means Advisory Committee.

Council means Bayside Council.

Chairperson means the chairperson of the Advisory Committee or Sub-Committee appointed by Council.

Mayor means the elected Mayor.

3 Status of Committee

Bayside Advisory Committees are 'advisory committees' of Council, as defined in Council's Code of Meeting Practice.

4 Delegations

Bayside Advisory Committees may make recommendations to Council on all matters before it. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial recommendations (including any requiring the expenditure of Council funds) are to be accompanied by a report to Council from the appropriate Council officer.

The Group's recommendations, which are determined by the General Manager to be purely or substantially 'operational' in nature, will be dealt with by the relevant Director and any action or lack thereof reported to the Group.

Advisory Committees do not have the power to incur expenditure, nor do they have the power to bind Council.

5 Membership

5.1 Overview

An Advisory Committee comprises Councillors and is supported by Council officers.

5.2 Councillors

Council appoints three (3) Councillors to be members of an Advisory Committee.

All other Councillors are welcome to attend meetings of an Advisory Committee as observers and contribute to discussions but are not entitled to vote.

5.3 Chair and Deputy Chair

The Chairperson of an Advisory Committee is one of the three Councillor members, and is appointed by Council.

In the absence of the Chairperson at a particular meeting the meeting elects a Chair of the meeting.

5.4 Quorum

The attendance of two (2) member Councillors are required to form a quorum at an Advisory Committee.

If a quorum is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting lapses.

In the event of a tied vote, the Chairperson can exercise a casting vote.

5.5 Term of office

Unless otherwise stipulated by Council, Advisory Committee members are appointed for a period coinciding with a Mayoral term.

A member continues as a member of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference, if such event occurs before the next general local government election.

Any casual vacancy in membership is to be filled by Council appointment.

From time to time, Council may appoint other members to Committees and Sub-committees to suit the matters under consideration.

6 Other attendance

6.1 Community representation

The Chairperson and/or the General Manager may invite community representatives and/or technical specialists to specific meetings of an Advisory Committee in order to assist the Committee in the consideration of matters before it.

Such community representatives attend at the invitation of the Chairperson, are not entitled to vote, and may be requested to leave the meeting if confidential matters are before the Committee.

6.2 Council staff

Advisory Committees are supported by Council officers, who will provide technical support and secretariat services. Council officers are not entitled to vote. The Council officers are nominated by the General Manager.

6.3 General public

Advisory Committee meetings are not open to the public.

7 Support

7.1 Sub-committees

The Council may establish sub-committees, and appoint members and respective chairpersons to support the work of Advisory Committees.

7.2 Specialist support

Council provides specialist information on the areas of interest of Advisory Committees. Such information includes:

- Proposing strategic issues for consideration by the Committee.
- Background research on issues relevant to the Committee.
- Preparation of reports on issues to be considered in Committee meetings.

7.3 Administrative support

Council provides administrative support as determined by the General Manager to assist Advisory Committees in their deliberations. Such support includes:

- Preparing and publishing notices of meeting, agendas and minutes.
- Liaising with Council officers of any reports and actions required.
- Arranging meeting venues and refreshments.

8 Meeting schedule

Advisory Committees normally meet every two months (except during the summer recess) in various locations across the local government area.

The frequency and location of meetings may be varied by the Chairperson in consultation with the General Manager, following consideration of the matters before it.

The location, date and time for meetings is advised on the meeting notice, which will be provided to members along with the business paper in accordance with the Code of Meeting Practice.

9 Meeting practices and procedures

The administrative provisions of Council's Code of Meeting Practice apply, in addition to any higher standard imposed by these Terms of Reference.

The proceedings of each meeting are recorded in minutes of the meeting, including those present, apologies, conflict of interests, and recommendations on matters before the Committee.

The minutes of each meeting are submitted to the next available Council Meeting with a view to the Committee's recommendations being considered.

10 Administrative Procedures

The General Manager may approve administrative procedures that support these Terms of Reference. The procedures may address such issues as:

- Agendas, reports, and minutes arrangements
- Council officer responsibilities.

11 Document control

11.1 Review

The Group and this Terms of Reference will be reviewed at least at the commencement of each term of Council.

Apart from any inconsequential editing, amendments to these Terms of Reference are approved by the Council.

11.2 Version history

Version	Release Date	Author	Reason for Change
1.0	08/11/2017	Bruce Cooke	New document

Community Relations Committee

21/02/2018

Item No 5.2
Subject **Major Event Calendar 2018**
Report by Kylie Gale, Senior Events Officer
File F17/1230

Summary

This report lists the proposed 2018/ 2019 Events Calendar including a presentation of 2016/2017 major events, proposed Sponsorship policy and Community Event Guidelines for review prior to endorsement by Council.

Officer Recommendation

- 1 That the proposed Events outlined in the report be reviewed.
- 2 That the proposed Events outlined in the report be endorsed and approved by Council.

Background

Please note the calendar includes only major events, it does not include adhoc events, official opening ceremonies, citizenship ceremonies, smaller events and activities such as library programs, community capacity building programs, community safety programs and environmental programs.

Proposed 2018/2019 Events Calendar

Event Name	Event Date	Venue	Financial Implications	Number of Participants Expected
A Taste of Mascot 2018	Sunday 21 October 2018	Mascot Oval	\$180,000	5,000
Garden Competition	Thursday 1 November 2018	Sir Stamford Plaza Hotel, Mascot	\$30,000	150
Housebound Christmas Luncheon	Tuesday 27 November 2018	Alf Kay (East Lakes) Community Centre	\$8,000	100
Botany Historic Trust AGM and Christmas Function	Thursday 29 November 2018	Boonie Doon Golf Club, Pagewood	\$15,000	150
Carols in the Park	Saturday 1 December 2018	Mascot Memorial Park	\$40,000	1,500

Event Name	Event Date	Venue	Financial Implications	Number of Participants Expected
Business & Community Christmas Function	Tuesday 4 December 2018	The Lakes Golf Club, East lakes	\$18,000	150
Mayoral Christmas Dinner	Thursday 6 December 2018	The Grand Roxy, Brighton	\$38,000	250
Carols by the Sea 2018	Saturday 8 December 2018	Lady Robinson's Beach, Brighton	\$40,000	4,000
Seniors Christmas Party	Wednesday 12 December 2018	Rockdale Town Hall, Rockdale	\$30,000	240
NYE Family Fireworks 2018	Monday 31 December 2018	Cook Park, Kyeemagh - Ramsgate	\$350,000	90,000
Australia Day 2019	Saturday 26 January 2019	Depeena Reserve, Dolls Point	\$45,000	600
Lunar New Year 2019	Saturday 9 February 2019	Dacey Gardens, Daceyville	\$35,000	1,000
Multicultural Fair 2019	Saturday 10 March 2019	East Lakes Reserve	\$60,000	5,000
StART 2019	Saturday 13 April 2019	Cook Park, Kyeemagh	\$25,000	400
ANZAC March & Service 2019	Sunday 21 April 2019	Mascot Memorial Park	\$6,000	200
ANZAC Dawn Service & Breakfast 2019	Thursday 25 April 2019	Booralee Park, Botany	\$125,000	1000
Seniors Garden Party 2019	Sunday 5 May 2019	Sir Joseph Banks Park, Botany	\$150,000	800
Volunteers Morning Tea	Saturday 11 May 2019	TBC	\$9,000	100
IFTAR Dinner	Thursday 23 May 2019	Rockdale Town Hall, Rockdale	\$18,000	150
Event Expenditure of Listed Events				\$1.222000
Total Event Budget of Listed Events				\$1.054000
Total Shortfall of Listed Events				\$168,000

Attachments

- 1 Annual Event Presentation V1
- 2 2018 Events Guidelines
- 3 2017-2018 Events Strategy
- 4 Event Plan
- 5 Logistics Schedule Calendar
- 6 Sponsorship Policy Draft V3
- 7 Events Calendar 2017 - 2018
- 8 Events Calendar 2018 - 2019 [!\[\]\(687b6c142f51ac6f390f8bd444e38d03_img.jpg\) !\[\]\(861b7aaa71df51b93037a486c3b17630_img.jpg\) !\[\]\(605f40b2c3d6e1d01a5766f59c82e1d4_img.jpg\) !\[\]\(5f28278c0ebbde07efa8ee7d80530cb7_img.jpg\) !\[\]\(c982d49bb610fbb6c7f10026c3033e9e_img.jpg\) !\[\]\(ad734bd1cbdd22a20e20a47a0c506662_img.jpg\) !\[\]\(687d032bfbd3369218b26cad5ce7e2bc_img.jpg\)](#)

EVENT PRESENTATION

2018



EVENTS AND PROGRAMS

- ▶ Events usually a one or multiple day, they are larger in size and hold a greater impact or significance
- ▶ Programs are a series of activities run for a set time period



WHAT ARE OUR AIMS AND BENEFITS?

Event Type	Purpose	Outcome
Civic Events	Provide support to civic leadership to the City and recognise and reward the civic, sporting, community and artistic contributions and achievements within Bayside LGA.	Civic events delivered by Council include Citizenship Ceremonies, delegations and official functions and awards programs such as the Citizen of the Year Awards, Australia Day, Mayoral Certificate presentations and major infrastructure/project completion - official opening ceremonies
Corporate Events	Strengthen relationships between Council, key stakeholders including community representatives and Members of Parliament through a range of targeted invitation only events designed to align and build the Bayside brand.	Corporate events delivered by Council include Mayoral Christmas Functions, Councillor Functions, and invitation only events.
Community Events	Create a sense of place, belonging and celebration through vibrant, innovative, large scale events. Community events seek to strengthen community wellbeing, social inclusion, intercultural connection and community pride. Events are often high quality, larger scale, offer growth potential and have longer term strategic partnerships in place.	Examples of community events delivered by Council range from small or targeted events such as the stART to large outdoor events for local residents that celebrate social inclusion and cultural expression such as the Lunar New Year Festival, Carols, ANZAC dawn service, Australia Day, A Taste of Mascot and New Year's Eve family fireworks.

*Extract of Bayside Council Events Strategy



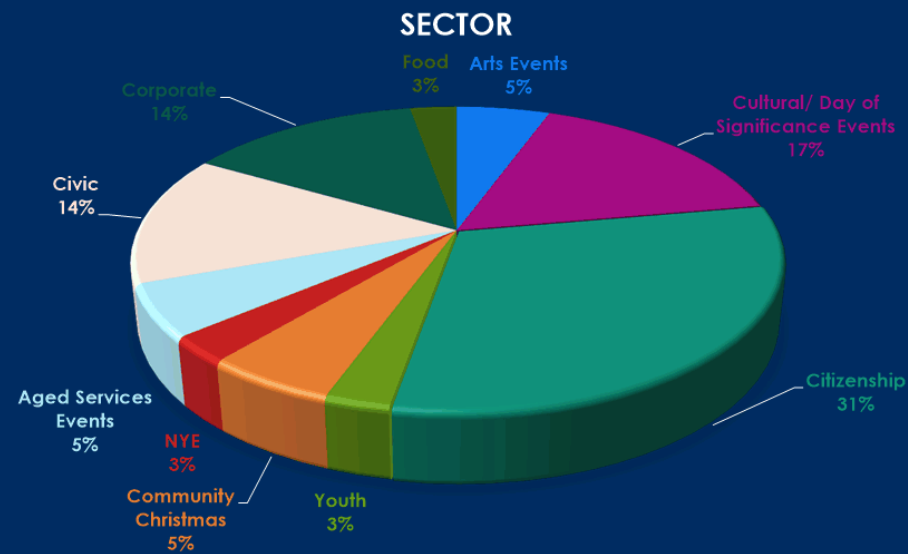
WHAT ARE OUR AIMS AND BENEFITS?

Event Type	Purpose	Outcome
Community Programs	Community programs offer an opportunity for Council and communities to work together to strengthen social capital, and build on local strengths to celebrate community. Community programs need to be creative and innovative to engage and are often based around cultural or place based identities. Community programs develop stronger links and partnerships between Council, community organisations and cultural hubs. These events are designed to build community capacity, through engagement of community partners in social and/ or cultural activities.	Community programs delivered by Council or in partnership with community organisations, they are small or targeted events such as cultural celebrations including NAIDOC week, cultural workshops, Harmony day, community partnerships such as Migrant information day, Bay Gift, Albie Thomas Fun Run and include extended programs such as Seniors Week, Youth Week and the Bayside Arts program including, Arts Prizes, for local residents that celebrate social inclusion, cultural expression, fitness and education
Educational Workshops and Activities	Monthly and/or seasonal ongoing programs and workshops designed to promote awareness around safety and environmental issues such as promoting outdoor activities such as gardening and sustainability. Educational programs focusing on literacy, history and childrens' recreation.	Examples of Educational Workshops and Activities include child car seat fitting workshops; road safety awareness workshops, book groups, children's & adults literacy programs, environmental workshops and programs such as composting and worm-farming workshops; school educational sessions about waste and recycling; National Recycling Week

*Extract of Bayside Council Events Strategy

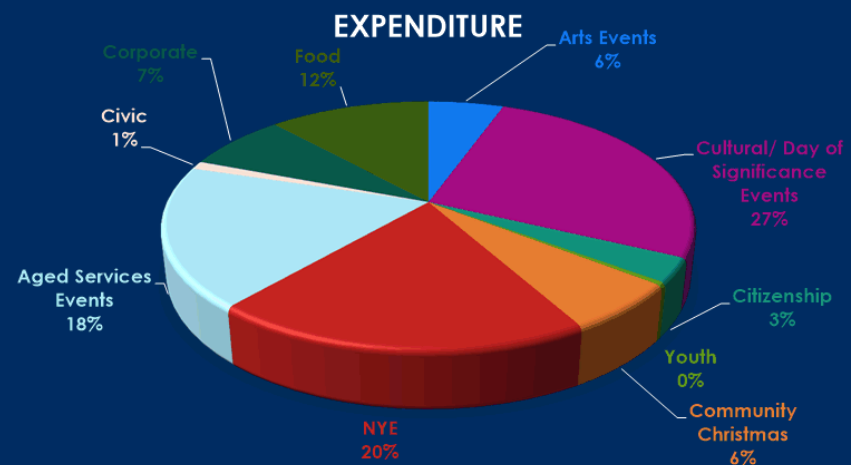


EVENTS BY SECTOR



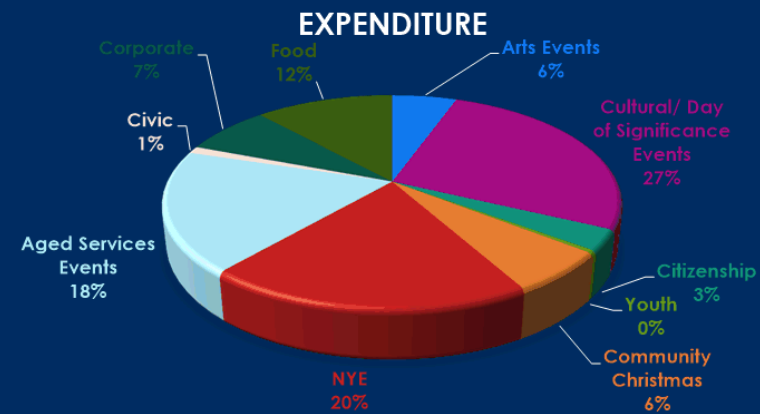
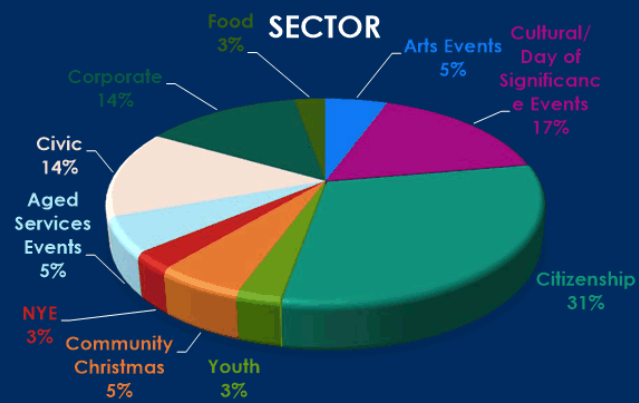
Excludes – Activities and smaller e.g. Library Programs, Community programs and Children's services Programs

EVENT EXPENDITURE BY SECTOR



Excludes – Activities and smaller e.g. Library Programs,
Community programs and Children's services Programs

EXPENDITURE V'S NUMBER OF EVENTS BY SECTOR



OUTDOOR EVENT LOCATIONS



ATTACHMENTS

- ▶ Events Strategy
- ▶ 2017/ 2018 Program
- ▶ Proposed 2018/2019 Program
- ▶ Major Event Program
- ▶ Major Event Logistics Schedule



GUIDELINES FOR EVENTS (non-council)





Introduction

This document aims to improve the coordination of special events for event organisers seeking to hold events within Bayside Council and to ensure that all regulations and procedures are met in accordance with legislation whether it is a major or small event.

Community events are an important part of our lifestyle and Bayside Council welcomes and encourages community events being held to enhance the enjoyment of living and working in the Bayside Council LGA.

An event can have enormous impact on the participants and surroundings. Events can also have a significant impact on local residents and non-event participants which can generate negative publicity and cause safety concerns.

Should you require any further information regarding booking a venue within Bayside Council or further information on organising your event please contact Council's Customer Service on 9562 1666.

www.bayside.nsw.gov.au/events

Contents

APPLICATION PROCESS AND EVENT APPROVAL	3
Process.....	3
Event Application.....	3
Assessment and Timeframes.....	3
Submission Timelines.....	5
Required Documentation.....	5
Approvals Outside of Council.....	6
Submission	7
Approval.....	7
Your Responsibilities.....	7
Disclaimer	7
THINGS TO CONSIDER WHEN PLANNING AN EVENT	8
Details of Event Organiser	8
Type of Event	8
Date and Time of Event	8
Venue	8
Impact of Event.....	8
Accessible Events	9
Workplace Health and Safety	9
Event Risk Assessment	9
Public Liability and Other Insurance	10
Development Control.....	10
Public Consultation	10
Traffic Management and Road Closures	10

Police and Security.....	11
First Aid and Safety	11
Lost Children	11
Other Authorities.....	11
Structures and Staging	11
Power, Lighting and Water.....	12
Amusements/Rides	12
Toilets.....	13
Food Handling.....	13
Liquor Licencing.....	13
Fireworks.....	14
Waste Management/Recycling.....	14
Pollution.....	14
Music Licensing Requirements.....	14
Noise	15
Volunteers.....	15
GLOSSARY OF TERMS.....	16
APPLICATION FORM	17
CHECK LIST BEFORE PERMIT IS RELEASED.....	24

Application process and event approval

Process

For all event, applicants need to follow the 7 step processes outlined below for approval:

1. Event application submitted
2. Event application assessment – in principle approval, rejection or request for more information
3. Submission and review of event plan documentation
4. Payment of any fees and charges
5. Event approval
6. Event
7. Post - event inspection of site and invoice for any remediation works

Event Application

Event organisers wanting to conduct an event on land owned and/or controlled by Bayside Council need to complete an Event Application Form.

An event application may need to be submitted to the Council up to 6 months prior to the proposed date of your event – see submission timelines in this document. This will provide the event organiser with sufficient time to apply and receive approval from Council and any other relevant authorities to stage the event.

In some cases a development application (DA) may be required for events. This process can take up to 12 weeks. In most cases a DA will not be required and as such the timeframe required for approval can be minimised.

The event application form is available online or by visiting Council's Customer Service Centres.

Assessment and Timeframes

Council assesses your event and place it into one of the four categories below;

♦ Category 1 (minor)

A small activity that has low risk and low impact on the local community and/or its environment

♦ Category 2 (medium)

An activity that has low impact and medium to low risk upon the community and/or its environment

♦ Category 3 (large)

An activity that has high impact and medium to low risk upon the community and/or its environment

♦ Category 4 (major)

An event that has high impact and high risk to the community and/or its environment

Category 2, 3 and 4 events will be reviewed by Council's Event Committee.

Event Assessment Matrix – Assessment Criteria

Event Elements	Score Criteria	Factors for Consideration	Weighting
Food Available	Yes = 1 No = 0	Including free, sample & for sale	1
Service of Alcohol	Yes = 1 No = 0	Must have liquor licence, includes BYO & sales	3
Event Promoted/ Publicly Advertised	Yes = 1 No = 0	Any promotion in a public forum across any media channels	1
Additional Waste Services Required	Yes = 1 No = 0	Both Council/ External Supplier	1
Additional Toilets Required	Yes = 1 No = 0	To be advised by Council Officer	2
Require Council Utilities (water/power)	Yes = 1 No = 0		1
Security Required	High = 3 Medium = 2 Low = 1	High (Police involvement) Medium (Security company) Low (Council Rangers drive by)	2
Impact on Traffic	High = 3 Medium = 2 Low = 1	High includes road closure & detours Medium includes lane closure, increased traffic, pedestrian management	3
Parking Requirements & Impact	High = 3 Medium = 2 Low = 1 None = 0	High includes potential overflow of illegal parking into nature strips & reserves Medium includes parking signage (changes to parking), traffic cones, ranger presence Low includes congestion in existing parking area	3
Stallholder Involvement	Yes = 1 No = 0	Free stalls or stalls paying permit fee	2
Entertainment	High = 3 Medium = 2 Low = 1	High includes amusement rides or high profile performers Medium includes any performers requiring amplified noise Low non - amplified performances	2
Overall Assessment on Community Impact	High = 3 Medium = 2 Low = 1	Impact to participants and non-participants, including traffic, noise, duration of event	3
Environment Impact	Yes = 1 No = 0	Use Part 5 Environmental assessment form to consider impact	2
Total			

Event Assessment Matrix – Scoring Guidelines

Minor	Score 1 - 3
Medium Events	Score 4 - 8
Large Events	Score 9 - 15
Major Events	Score 16 and above

Expected Event Attendance – Assessment Criteria

Minor	Less than 80 (Participants and Spectators)
Medium Events	80 – 500 (Participants and Spectators)
Large Events	501 – 1000 (Participants and Spectators)
Major Events	1000+ (Participants and Spectators)

Total Score – Assessment Matrix & Expected Attendance

Minor + Minor	Minor Event
Minor + Medium	Medium
Medium + Medium	Medium
Medium + Large	Large
Large + Large	Large
Large + Major	Major
Major + Major	Major

Submissions Timelines

Your completed application form and required attachments and insurances are to be received by Council no later than:

- ♦ **Minor event** - 8 weeks prior to the event
- ♦ **Medium event** - 12 weeks prior to the event
- ♦ **Large event** - 20 weeks prior to the event
- ♦ **Major event** - 25 weeks prior to the event

The risk management plan must be submitted to Council six (6) weeks prior to the event. Failure to submit in time may result in your application being rejected.

Other relevant permits and timelines you may need to be aware of includes but is not limited to:

- road closure approvals from the Bayside Council Traffic Committee for local roads and Road and Maritime Services for RMS owned roads
- temporary food vending permits
- temporary structures and amusement devices approvals
- development applications
- temporary event liquor licences
- user paid Police and Emergency Services
- NSW Police Form One Notice of Public Assembly

Required Documentation

Event Risk Assessment

A risk assessment must be conducted prior to the event and a risk management plan prepared in accordance with the Australian Standard AS/NZS 4360:2400. The risk management plan should identify all risks associated with conducting the event, consequences of the identified risks, propose a treatment and a responsible officer. Risks to consider include: crowd management, venue, proposed activities, staff, natural events, security, and equipment use. A template is available if required.

Insurance

Council will require a copy of the event organiser's public liability insurance to a minimum value of \$20 million. The policy must note Council as an 'interested party' on the policy. Personal accident insurance may also be required. This may cover volunteers and community committee and charity organisations. In some instances special insurance may need to be taken out for equipment with specific risks. Insurance against theft, fire and other damages is also recommended. It is the responsibility of the event organiser to ensure that all hired contractors have appropriate workers' compensation insurance and qualifications to undertake works. (A list of contractors/sub contractors must be provided to Council when requested.)

Police approval

Event organisers are responsible under the Summary Offences Act 1988 and the Summary Offences (General) Regulation 1995, to notify the Commissioner of Police of the intention to hold a public assembly. Event organisers must complete a Notice of Intention to Hold Public Assembly and forward it to the appropriate local Police station.

http://www.police.nsw.gov.au/___data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf

D/A Approval

Some events may fall within the Exempt or Complying Development guidelines and will not require development consent to be obtained. Organisers wanting to conduct an event on land are referred to the State Environmental Planning Policy (Exempt and Complying Developments) 2008:

<http://www.legislation.nsw.gov.au/#/view/EPI/2008/572>.

Should the proposed event not satisfy the relevant provisions contained therein, a Development Application (DA) shall be submitted for Council consideration. You are referred to Council's Development Application form and Development Application Lodgement Checklist, located at <http://www.bayside.nsw.gov.au/guides/DALodgement> and advised to contact a Development Advisory Services Officer on 1300 581 299 for further information. Application fees, based on the estimated cost of works for the proposed event, are payable at the time of lodgement in accordance with the endorsed Fees and Charges.

Waste management/environmental impact assessment

Category 3 and 4 event organisers are required to submit a waste management plan to Council four (4) weeks prior to the event. In addition, Council will encourage all event organisers to use recycled products. Council is able to assist with the provision of bins and recycling facilities (fees apply). Appropriate signage for recyclable materials and bins, bin quantities, placement of bins and bin emptying and storage should be included in the plan. The number of bins required and positioning of bins should be considered in your plan.

Resource NSW has developed a website 7 Steps to a Waste Wise Event.

www.wastewiseevents.resource.nsw.gov.au

Traffic Management Plan (if applicable)

If your event will have an impact on traffic you may be required to prepare and submit a Traffic Management Plan to Council. The local Traffic Committee meets on the second Wednesday of each month. For minor events such as a local street festival, a traffic management plan must be submitted to Council three (3) months prior to the event. For major events, a traffic management plan must be submitted six (6) months prior to the event.

http://www.rms.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf

Pyrotechnics/ fireworks permit (if applicable)

Event organisers must obtain a Pyrotechnician or fireworks (single use) licence, issued by Safework NSW. Notification must also be made to authorities (Fire Brigade, Council, Department of Civil Aviation).

<http://www.safework.nsw.gov.au/licences-and-registrations/licences/explosives-and-fireworks-licences/fireworks>

Approvals Outside of Council

Your event may need additional approvals not noted above, these may include (but not limited to) those listed below:

Temporary event liquor licences (Office of Liquor Gaming and Racing)

<http://www.liquorandgaming.nsw.gov.au/>

Road occupancy licence, special event clearways (Roads and Maritime Services)

<http://www.rms.nsw.gov.au/business-industry/road-occupancy-licence/index.html>

User pays Police (NSW Police)

http://www.police.nsw.gov.au/services/user_charges_user_pays_police_services

NSW Ambulance Service

http://www.ambulance.nsw.gov.au/Media/docs/User%20Charges_SOP_250116_V7-9c87b65d-8b8c-4438-9169-13bde1178b2e-0.pdf

Submission

Submit your application to:

Bayside Council

Address: PO Box 21, Rockdale 2216

Email: events@bayside.nsw.gov.au

For more information call: 1300 581 299

Approval

Once all necessary applications and documentation have been approved and fees paid, the event organiser will be issued a permit and must comply with any conditions of approval.

Your Responsibilities

An event organiser is defined as a legal entity responsible for the event, that is, the entity who has taken out public liability insurance for the event. In most cases, this would be the director(s) of the organisation/company holding the event. Legal liability and responsibilities are not diminished if the event is a community or not-for-profit event.

It is your responsibility to provide as much information as possible on the application form. Deliberate or accidental omission of information may result in all or part of your event not being approved, or delay the approval process.

All event organisers have a duty of care to provide for a safe event.

It is the Event Organisers responsibility to ensure that all regulations, including but not limited to Australian Standards, Disability Discrimination Act and the Workplace Health and Safety legislation, are met, and that all licences and approvals are obtained before the event commences.

Disclaimer

These guidelines have been prepared by Bayside Council as a guide only to assist you and your event. Council makes no warranty, express or implied, as to the accuracy or completeness of any information. Whilst Council endeavours to ensure that the information provided in this document is accurate and complete, it does not guarantee that the information is current, complete or correct and accepts no responsibility in these respects. Council does not accept liability for errors, through negligence or for any other reason whatsoever.

- ◆ All information provided in this document is governed by the laws of the State of New South Wales, Australia.
- ◆ Council does not provide any additional infrastructure or equipment.
- ◆ Council does not cover any fees or charges due to external agencies.
- ◆ Approval of the Event Application does not imply Council support for your organisation.

THINGS TO CONSIDER WHEN PLANNING AN EVENT

Details of Event Organiser

Details of the event organiser must be provided on the Council application form. Depending on the nature of the event, Council will release these details to other relevant authorities, for example, the Police and Roads and Maritime Services (RMS).

Type of Event

Event organisers need to advise Council of the type of event they are planning as different events will require different planning and support. For example, a parade will require a road closure, road assembly point, survey of route, disassembly area, traffic management, emergency management and carriageways for access. Planning for a concert will need to address issues such as noise, crowd control and security.

Date and Time of Event

It is advised to check that the date does not conflict with other events which may impact on the event. This may include smaller activities (such as weddings/church services), sporting activities, and religious and public holidays.

All times should be included in your application including the actual time of event, road closure and opening times and bump in (set up) and bump out (pack up) times. When deciding what time to host the event, consider school hours, peak traffic times, sunrise/sunset, lighting requirements and purpose of the event.

Venue

Select a site that is suitable for the event. Anticipated number of patrons, proximity to public transport, parking, amenities, accessibility, seating capacity, water and electricity supply should all be taken into consideration. Check the availability of the venue with the venue owner including time before and after the event for set up and pack up.

Consideration should also be given to the impact of the event on the surrounding area in terms of noise, increased traffic, parking, and impact on residents or businesses.

A detailed site plan is required and should detail all facilities which are to be located on the site for the duration of the event. These facilities include emergency vehicle access, entrances, exits, stage/s, stalls, first aid point, toilets, generators, bin stations and amusements. For events occurring on public roads, the site map must also show the proposed road closures and must include a four-metre wide emergency access lane (which must remain free of built structures for the duration of the event).

It is recommended you ring Council prior to starting your application to check the availability of venue.

Impact of Event

Consideration should be given to local residents, the impact on businesses and impact on the community. Social, economic, tourism and political issues can all have impact.

Significant impact on the environment E.g. : a bonfire, may require formal approval and licences from the Department of Environment and Conservation and must comply with the Protection of the Environment Operations Act, 1997.

The Police, Department of Environment and Climate Change (DECC) and Council have enforcement powers in relation to events which may be life threatening hazards or threat to public health and safety, fire safety and evacuation of premises.

Letter box drops are required if the event is going to have an impact on residents by:

- ◆ Crowding a location/venue
- ◆ Affecting parking
- ◆ Require road closure in a residential area or
- ◆ Generate noise

Letter box drops should be done at least three weeks prior to the event

Accessible Events

Event organisers have an obligation under the Disability Discrimination Act 1992, to provide access to facilities, environments and precincts. Groups that need to be considered include:

- ◆ Seniors;
- ◆ People with Disabilities;
- ◆ People from Overseas and from Non - English Speaking Countries; and
- ◆ Parents with children.

There are three dimensions to access

◆ Physical

- wheelchair or walking aids
- ramps and lifts, hand rails, circulation space, lower counters etc.

◆ Sensory

- hearing or sight disabilities
- tactile surfaces, audio cues for lifts and street crossing
- signs and labels, hearing augmentation-listening systems etc.
- TTY phones, non - verbal signs
- alternate media - Braille, tape, computer disk, plain English etc.

◆ Communication

- people who have difficulty with the written word, vision, hearing/speech impairment or are from other cultures

Workplace Health and Safety

An event site is classed as a work place, therefore risk management and the health and safety must be addressed under the Workplace Health and Safety act 2011. SafeWork New South Wales is the appropriate authority and additional information can be found at www.safework.nsw.gov.au.

Event organisers have an obligation to identify hazards, provide training and supervision and assess risks. If using volunteers, event organisers should ensure that they are adequately trained and that they are provided with access to refreshment facilities and appropriate equipment and clothing.

All works conducted by either the event organisers or by contractors on behalf of the event organisers must be carried out according to Australian Standards.

Event Risk Assessment

A risk assessment must be conducted prior to the event and a risk management plan prepared in accordance with the Australian Standard AS/NZS 4360:2004. The risk management plan should identify all risks associated with conducting the event, consequences of the identified risks, propose a treatment and a responsible officer. Risks to consider include: crowd management, venue, proposed activities, staff, natural events, security, and equipment use.

The risk management plan should also consider the latest information provided by the Australian Government National Security. The crowd places risk assessment should also be completed and forwarded to the Local Police Command with a copy of the NSW Police Form One as described in this document.

<https://www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/australias-strategy-for-protecting-crowded-places-from-terrorism.aspx>

The risk management plan must be submitted to Council six (6) weeks prior to the event. A template is available if required.

Should an accident, injury, loss of property or damage arise from a community event, the organiser is to notify Council's Coordinator Risk Management within seven (7) days of the incident.

Development Control

Some events may fall within the Exempt or Complying Development guidelines and will not require development consent to be obtained. Organisers wanting to conduct an event on land are referred to the State Environmental Planning Policy (Exempt and Complying Developments) 2008: <http://www.legislation.nsw.gov.au/#/view/EPI/2008/572>.

Should the proposed event not satisfy the relevant provisions contained therein, a Development Application (DA) shall be submitted for Council consideration. You are referred to Council's Development Application form and Development Application Lodgement Checklist, located at <http://www.bayside.nsw.gov.au/guides/DALodgement>, and advised to contact a Development Advisory Services Officer on 1300 581 299 for further information. Application fees, based on the estimated cost of works for the proposed event, are payable at the time of lodgement in accordance with the endorsed Fees and Charges.

Calculating total floor area of tents, marquees and booths. Width x depth x quantity

Example:

Purpose	Structure type	Size	Quantity	Floor Area (msq)
Food stalls	Marquee	3x3	10	90
Activities	Marquee	6x3	6	108
Event support (first aid, change room, control room)	Marquee	4x4	3	48
Merchandise stalls	Fete stalls	2.4x2.4	6	34.5
Total Floor area				280.5

Public Consultation

Depending on the type of event and the venue, event organisers may be required to consult local businesses, residents and other community organisations affected by the event. Council may require that the results of the public consultation be submitted to Council prior to approving the event.

If a development application is required, Council will prescribe how affected residents are to be notified. At least three (3) months' notice should be provided to enable the development application process to be undertaken.

Traffic Management and Road Closures

Depending on the size of your event, it may impact on traffic. This may include events held in parks. A Traffic Management Plan is required for approval by the local traffic committee through Council. Representatives from Council, RMS, State Transit Authority and Police meet monthly to discuss traffic matters including approval for upcoming events.

The RMS has developed four (4) Classes of special events from major impacts on traffic to no impact on traffic.

The traffic management plan will require contact numbers, date, venue, route, site plan, road closure times and reopening, emergency lanes, clear ways, placement of variable message signs, barricades, fencing, signage, notification to residents, notification to authorities, parking, proposed alternative traffic routes and special event clear ways. The plan should also consider access to the event site for emergency vehicles. The use of special event clearways will also need to be addressed.

The RMS has produced a *Guide to Traffic and Transport Management for Special Events* and it is available at:

http://www.rms.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf

Certified traffic controllers are required to implement traffic management plans.

Depending on the type of event, a copy of written approval from the RMS and Police and State Transit Authority may be required by Council before the permit will be issued to the organisers.

Police and Security

The NSW Police are a major stakeholder if planning a major event and must be consulted early in the event planning cycle. Event organisers are responsible under the Summary Offences Act 1988 and the Summary Offences (General) Regulation 1995, to notify the Commissioner of Police of the intention to hold a public assembly and forward it to the appropriate local police station.

Event organisers are responsible for arranging security for the protection of property, patrons and officials. The quantity and type of security required will vary depending on the individual event.

Security must be undertaken by licenced operators and staff.

First Aid and Safety

Event organisers should provide first aid facilities through the use of qualified first aid providers on-site. If the event involves water-based activities then the services of qualified aquatic personnel may be required. All event staff, patrons and emergency services involved with the event should be aware of the location of first aid facilities which should also be sign posted and marked on site maps.

Basic fire control items, such as appropriate extinguishers, should be available on site and in every food stall.

Lost Children

Large events or ones that are likely to attract families should have a lost children's policy, detailing where lost children are to be taken, who will be responsible for them and how lost children announcements will be made.

Other Authorities

Depending on the size and type of event notification approval may be required from other authorities. These may include: Sydney Waterways, Water Police, Coast Guard, Surf Life Saving Association, Sydney Airport Corporation, SafeWork, NSW Maritime, Transport for NSW, Local Hospital/s, NSW Fire Brigade and NSW Ambulance.

Structures and Staging

Approval for constructing a temporary structure for your event may be required by Council.

Stage placement will need to be considered in regards to phase power supply, access, type of entertainers, lighting, time to erect and dismantle. In the event of inclement weather, the stage will need to be adequately covered to protect equipment/power cabling. Staging and structures will need to comply with their relevant standards.

Power, Lighting and Water

Power and lighting for staging, stalls, equipment and other areas should be taken into consideration. Electrical cabling and safety of pedestrians must be considered. Safety Standards as per SafeWork New South Wales must be adhered to in the installation of power supply. A licenced electrician must be used for installing power supply to ensure safety regulations are adhered to. If a generator is required on-site, consideration should be given to where it is placed in respect to noise, access, fumes and health of workers.

Water may be available at certain locations. Please check with Council for availability and permission to use.

Amusements/Rides

Council must not grant an application for an approval to install or operate an amusement device unless it is satisfied that the ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and not dangerous because of its slope or irregularity or for any other reason.

Schedule 5 of the WHS Regulations requires that amusement devices classified by Section 2.1 of AS 3533.1-2009 Amusement rides and devices - Design and construction be design and item registered.

The ride must be erected in accordance with all conditions (if any) relating to its erection set out in the current certificate of registration issued for the device under the WHS Regulation

If you are hiring an amusement device you should check:

- ◆ it is suitable for its intended use
- ◆ the inspections and maintenance records are up-to-date in the log book

- ◆ the supplier has public liability insurance (\$20,000,000 per incident), and
- ◆ the supplier provides information about its registration, proper use, transporting, handling, setting-up inspection, routine maintenance and dismantling.

<https://www.safeworkaustralia.gov.au/system/files/documents/1705/amusement-devices-general-guide-v3.pdf>

Council reserves the right to inspect any equipment erected on Council-owned or managed land. A development application may be required by Council for approval on council land.

Toilets

The following tables should be used as a guide only for events of one day or more.

Toilet facilities for events where alcohol is not available					
MALES			FEMALES		
Patrons	WC	Urinals	Hand basin	WC	Hand basin
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6

Toilet facilities for events where alcohol is available					
MALES			FEMALES		
Patrons	WC	Urinals	Hand basin	WC	Hand basin
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7

Reducing toilet facilities for shorter duration events	
Duration of event	Quantity required
8 hrs plus	100%
6-8 hrs	80%
6 hrs or less	75%

At least one unisex toilet for patrons with a disability at each group of toilet facilities. Events of one or two hours with no food or drink may require fewer facilities.

Food Handling

New South Wales regulations must be met in regards to catering, food handling and temporary food stalls. Information regarding food safety standards appropriate to the event can be obtained from Council's Environmental Officers or from the Food Authority NSW.

http://www.foodauthority.nsw.gov.au/_Documents/retail/temp_events_guideline.pdf

Event organisers must provide Council's Environment Health Officers with a list of food stall holders (including name, address and contact telephone number) at least three (3) weeks prior to an event. Council is authorised to carry out inspection of foods being sold at an event and a food inspection fee applies.

Event organisers need to remember that if the event site is close to cafes and restaurants, the business owners must apply to Council for an outdoor dining licence if they do not currently hold one.

Drinking water should be available to attendees/staff.

Liquor Licencing

The NSW Office of Liquor, Gaming and Racing is the organisation responsible for issuing liquor licences. If any type of alcohol beverage is going to be consumed or sold on the premises during an event a liquor licence may be required through the NSW Office of Liquor, Gaming and Racing. Further information can be obtained through the NSW Office of Liquor, Gaming and Racing found at:

<http://www.liquorandgaming.nsw.gov.au/Pages/liquor/liquor-licences/which-licence-do-i-need.aspx>

Fireworks

If fireworks are proposed as part of the event, event organisers must use a licenced Pyrotechnician or obtain a fireworks (single use) licence, issued by SafeWork NSW by way of the Explosives Regulation 2005. To find out more about a fireworks permit contact SafeWork NSW.

<http://www.safework.nsw.gov.au/licences-and-registrations/notifications-and-permits/fireworks-displays-notifications>

Notification must also be made to authorities such as Fire and Rescue NSW, Civil Aviation Safety Authority, to residents and to any other persons or organisations as stated on your fireworks licence. In the case of a total fire ban, you must contact Fire and Rescue on the day of display to and get written approval to proceed.

Waste Management/Recycling

Event organisers are required to submit a waste management plan to Council four (4) weeks prior to the event. In addition, Council will encourage all event organisers to use recycled products. Council is able to assist with the provision of bins and recycling facilities.

Appropriate signage for recyclable materials and bins, bin quantities, placement of bins and bin emptying and storage should be included in the plan. The number of bins required and positioning of bins should be considered in your plan.

If the event involves a road closure, then sufficient time to clean the street must be arranged prior to reopening a road.

Calculate the number of bin stations required. As a guide expect 1 litre of waste per person per meal. This may vary with the type of event depending on catering, alcohol availability and waste minimisation strategies used.

Example (guide only): 3,000 x 1 meal time = 3,000 litres of estimated waste Divide 3,000 by 240 (a standard wheelie bin is 240 litres) = 12.5, so you will need approximately 12 bins, 6 x general waste and 6 x recycling

Numbers will vary depending on if you are emptying the bins throughout the day or collecting until the end of the event. It will also vary on your participant's willingness to recycle and waste reduction strategies.

The Waste Wise Event guide can be found at:

<http://www.epa.nsw.gov.au/resources/warrlocal/070056-waste-wise-events.pdf>

The Protection of the Environment Operations Act, 1997 prohibits the pollution of storm water systems. For example disposing of waste cooking oil into the storm water drains is an offence. Failure to minimise the emission of odours, smoke or other emissions to the air is also an offence.

Music Licensing Requirements

Under the Australian Copyright Act, songwriters, composers and music publishers have a number of rights that allow them to control how and when their music is used and to negotiate payment for this use. These include:

- ◆ The right to perform music in public, (e.g. by playing a CD, radio, TV or by a live performance);
- ◆ The right to communicate music to the public, (e.g. a radio or television broadcast, via music on hold system or to make available for download); and
- ◆ The right to reproduce music (eg on a CD or in a television program).

Both the Australian Performing Rights Association (APRA) and the Phonographic Performance Company of Australia Limited (PPCA) issue licenses for music performance. Additional information can be found at: www.apra.com.au or www.pcca.com.au

Noise

Under the Protection of the Environment Operations Act, 1997 it is an offence to emit offensive noise in a public place. Public address (PA) systems are often considered offensive if used inappropriately therefore it is advised to ensure doing sound checks so sound level and speaker positioning are taken into account.

The Act is also relevant to motor vehicle races, helicopter arrivals, open air concerts with amplification and having a crowd greater than 10,000, and any shooting competitions.

Council has the option to issue a Noise Control Notice which places restrictions on the times of use of a PA.

If the event causes noise complaints and is considered offensive the authorised Officers of Council, the DECC or the Police may issue a verbal noise abatement direction on the spot. Failure to comply with the direction of an authorised officer can result in a penalty.

If the event is likely to cause noise impact, a licence would usually be required subject to various exemptions. Conditions may apply to noise, water or air pollution prevention. Fees are charged by the DECC for licences and approvals.

Volunteers

Volunteers provide event organisers with access to personnel to assist with many aspects of an event. In addition, the State Emergency Services and community organisations such as Lions Club/Rotary may have trained staff which can be approached. It is the responsibility of the event organisers to ensure that all are properly trained and briefed on an event to enable them to do their tasks appropriately. Volunteers should be readily identifiable at an event through the provision of a uniform, shirt, cap or identity badge.

Under the Workplace Health and Safety Regulations volunteers must be treated as you would paid employees in regards to health and safety.

The Volunteer Association may be able to assist with appropriate staff for your event.

In some circumstances, volunteers and all event staff will need to comply with the NSW Children's Protection Act. The Office of the Children's Guardian is responsible for administering the Act and further information can be found at:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

GLOSSARY OF TERMS

Bump In (Set up)

The process of setting up an event site with the structures and facilities that will be needed/used throughout the duration of the event eg: Bringing in barricades, fete stalls, staging equipment, portable toilets etc.

Bump Out (Clean up)

The process of removing structures and facilities from an event site to return it to the condition it was originally in.

Duty of Care

A fundamental legal principal is that of taking all reasonable care to avoid acts or omissions that could injure a 'neighbour'.

Event Organiser/s

The individuals or organisations with the overall responsibility of planning and holding the event.

Permit

Formal written permission issued by Council to event organisers to hold an approved event on Council -owned or managed property.

Risk Assessment

A measure of the probability and consequence of not achieving a defined event goal.

Risk Management

A logical and systematic method of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable organisations to minimise losses and maximise opportunities.

Special Event

Specific rituals, presentations, performances or celebrations that are consciously planned and created to mark special occasions or to achieve particular social, cultural, or corporate goals and objectives.

Stakeholder

Anyone that is involved in the event, including authorities (Council, Police, RMS) sponsors and community organisations, local businesses and residents, and spectators. All stakeholders are to be considered when organising an event.

Traffic Management Committee

A committee of government and private sector representatives who assess traffic management plans for events. For Council this consists of Council, RTA, St George Cabs, State Transit Authority and Police.

Traffic Management Plan

A document which systematically details the impact of an event on local traffic and details road closures, signage, bus and taxi diversions.

User Pays

Payment by an event organiser where an authorised body (Police/RMS) deems that the services provided are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large.

www.bayside.nsw.gov.au/event



DRAFT

2017/18 Events Strategy





ACKNOWLEDGEMENT

Bayside Council acknowledges the former Auburn Council (2016) for sharing this events strategy framework.



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Council's role in events

Bayside Council's relationship with the community is strengthened by directly engaging with local residents and visitors to the area, rather than relying solely on traditional means of communication via print media and letter boxed items.

Events help develop the area's local identity, celebrating Bayside's strengths and diversity, and showcasing our uniqueness to the broader community with some events increasing visitation into the area.

Bayside Council currently stages a combined events program from the former councils' with the aim to improve engagement between Council and the community. These events are continuing for the next twelve months 2017/18, under the Bayside brand.

Council strives to create and manage events in alignment with the broader strategic directions, communication and engagement strategies of Council. Just like advertising or direct promotion of Council activities, events are a key means of communication and interaction with:

- ♦ **Local Residents** by fostering a sense of pride, creating a place that celebrates cultural diversity, and an inclusive, harmonious and welcoming community as well as recognition for local arts, sports and civic achievements.
- ♦ **The Broader Sydney Community** by promoting a positive image of the local area and the unique attributes of the Bayside LGA and its community as a destination for cultural tourism.

Council recognises that it is essential to review its events program annually to ensure its alignment with broader Council goals and that its events continue to remain engaging and responsive.





Spotlight on...

Carols by the Sea held in December 2016 experienced the greatest attendance growth out of all Council events delivered and *Lunar New Year* held in February 2017 experienced a boost in the number of cultural participants showcasing services and activities across the Bayside Local Government Area (LGA), positioning these events as potential community and cultural drivers for Bayside LGA.

Community Benefits

- ◆ Attendee numbers doubled in 2015/16 from 2,500 to over 5,000 attendees – *Carols by the Sea*.
- ◆ Boasted a larger combined entertainment program engaging local community groups across Bayside LGA – *Lunar New Year*.
- ◆ Positive media coverage, including two feature articles and other coverage in online newspapers including both the *Southern Courier* and the *St George Leader*.
- ◆ Media coverage extended across various community language newspapers and online media platforms such as Council's website and Bayside Facebook page.
- ◆ Deliver an inclusive Events Program which adds value to our community and City, activates public spaces and invigorates town centres.

What are the aims of our events?

The Bayside Council Events Strategy 2017/18 seeks to consolidate both former Councils' events programs, identifying the type and primary purpose of each event, and ensuring each event is meeting identified community needs or Council's objectives.

The Strategy seeks to establish a framework to reorganise the former Councils' events into one of the following categories.

EVENT TYPE	PURPOSE	OUTCOME
Civic Events and Protocol	Provide support to civic leadership to the City and recognise and reward the civic, sporting, community and artistic contributions and achievements within Bayside LGA.	Civic events delivered by Council include Citizenship Ceremonies, delegations/visits and official functions and awards programs such as the Citizen of the Year Awards, Australia Day, Mayoral Certificate presentations and major infrastructure/project completion – official opening ceremonies.
Corporate Events	Strengthen relationships between Council, key stakeholders including community representatives and Members of Parliament through a range of targeted invitation only events designed to align and build the Bayside brand.	Corporate events delivered by Council include Mayoral Christmas Functions, Councillor Functions, and invitation only events.
Major Community Events	Create a sense of place, belonging and celebration through vibrant, innovative, large scale events. Community events seek to strengthen community wellbeing, social inclusion, intercultural connection and community pride. Events are often high quality, larger scale, offer growth potential and have longer term strategic partnerships in place.	Examples of community events delivered by Council range from small or targeted events such as the stART to large outdoor events for local residents that celebrate social inclusion and cultural expression such as the Lunar New Year Festival, Carols, ANZAC dawn service, Australia Day, A Taste of Mascot and New Year's Eve family fireworks.



EVENT TYPE	PURPOSE	OUTCOME
Community Development, Partnership and Programs	Community programs offer an opportunity for Council and communities to work together to strengthen social capital, and build on local strengths to celebrate community. Community programs need to be creative and innovative to engage and are often based around cultural or place based identities. Community programs develop stronger links and partnerships between Council, community organisations and cultural hubs. These events are designed to build community capacity, through engagement of community partners in social and/or cultural activities.	Community programs delivered by Council or in partnership with community organisations, they are targeted events such as cultural celebrations including NAIDOC week, cultural workshops, Harmony day, community partnerships such as Migrant information day, and include extended programs such as Seniors Week, Youth Week and the Bayside Arts program including, Arts Prizes, for local residents that celebrate social inclusion, cultural expression, fitness and education.
Educational Workshops and Activities	Monthly and/or seasonal ongoing programs and workshops designed to promote awareness around safety and environmental issues such as promoting outdoor activities such as gardening and sustainability. Educational programs focusing on literacy, history and childrens' recreation.	Examples of Educational Workshops and Activities include child car seat fitting workshops; road safety awareness workshops, book groups, children's & adults literacy programs, environmental workshops and programs such as composting and worm-farming workshops; school educational sessions about waste and recycling; National Recycling Week.





This framework will assist Council to guide the level of resourcing required (staff and financial support, logistical requirements and Development Application support) for events into the future. It will also assist Council to recognise the scope, growth potential, excesses or shortfalls of the annual events program and to make adjustments where required when planning events for the upcoming calendar year.

Taking this approach will further ensure that Council events are well defined and a more strategic approach is adopted. The framework will further aid the development of Council's Sponsorship Policy (currently under review).

Council may also be required to re-position/re-brand some events to attract other funding opportunities, particularly to support the newly defined local government area and potential growth in the area.

Review of all events on an annual basis against this framework will ensure that Council produces better quality events of relevance to both Council and the community. It will also enable Council to develop an improved platform to drive new cultural and/or tourism initiatives that may achieve additional economic development outcomes or an improved image of the Bayside LGA.



What are the benefits of a more strategic approach to events?

Identifying an annual Council Events Program for Bayside with clear objectives for all events promotes the development of long lead communication plans and achievable timelines through which adequate Council staffing, risk management procedures, logistical requirements including Development Applications and financial resourcing can be planned and analysed prior to the delivery phase of Council events.

Simply delivering an event for historic reasons or in an ad hoc manner can lead to inefficiencies, poor use of Council resources, or delivery of poor quality events that do not reflect the aspirations of Council or the community.

Performing an ongoing review process of all events enables Council to ascertain if specific events are meeting their objectives and producing benefits or outcomes. It also provides opportunities for continuous improvement, including opportunities to realign or tailor existing events to achieve growth potential or to create new events or eliminate existing ones where objectives are not being met or the event purpose has already been sufficiently achieved or reached.

Ongoing research into current event trends and national or state wide events further enables Council to be relevant to the development of the national event calendar (such as linking local events to key tourism drivers and audience development opportunities such as Vivid, New Year's Eve and Crave) and to create events at the forefront of the Local Government Sector such as Council's highly successful Taste of Mascot and Family New Year's Eve Fireworks.

It will also serve to encourage processes whereby entertainers and event stakeholders can be identified and secured in an appropriate measure of time so as to fit into existing Council procurement and risk procedures.



Alignment with Council's strategic goals

The Bayside Council Events Strategy 2017/18 aligns with the following Strategic Directions:

- ◆ Deliver an inclusive Events Program which adds value to our community and City, activates public spaces and invigorates town centres.

Other relevant Council plans that link to this Strategy would include:

- ◆ Community Strategic Plan.
- ◆ Delivery Program.
- ◆ Operational Plan.
- ◆ Event Guidelines.
- ◆ Division 3 & 12 SEPP – State Environmental Planning Policy (Infrastructure) 2007.

Specific Council events are identified as deliverables within these existing plans as adopted by Council.



How will we implement the Events Strategy in 2017/18?

The former Councils' events program combine to provide Bayside with a stable of events for 2017/2018. We acknowledge the events program is constantly changing, due to opportunity or circumstance. If Council is looking to play an active role in events, looking to the future, we will need to develop an integrated approach to ensure Council's event interests:

- ◆ Identify and transparently support appropriate events.
- ◆ Develop a visible program of events that benefit from Council support.
- ◆ Consider fairly and equally all local community events through to major/signature events.
- ◆ Demonstrate opportunities for other agencies or corporates to be involved.
- ◆ Determine 'gaps' in the current program of events.
- ◆ Apply relevant performance measures for 'success'.
- ◆ Support events to achieve and maximise their full potential.
- ◆ Ensure community benefit is fully realised.
- ◆ Ensure the community has a greater awareness of the schedule of events.

The purpose of the Event Strategy must be to increase visitation, provide opportunities for the community to participate and engage, enhance perceptions and connect with the community by hosting events that showcase Bayside's brand and strengths. This can be achieved through the following objectives:

- ◆ Showcase the natural assets of Bayside and particularly, Botany Bay foreshore.
- ◆ Highlight Bayside's proximity to Sydney Airport (closest beach to newly arrived visitors).
- ◆ Engage our diverse cultural community.
- ◆ Create a vibrant year-round calendar.
- ◆ Reinforce the Bayside brand.

The public event calendar attached as an appendix to this document indicates the combined events program for Bayside Council for 2017/18.

New Council events that emerge throughout the year or specific events that provide support to civic leadership, such as a Mayoral charity, special cause or religious functions that require additional resourcing will be reported to Council for consideration prior to implementation.

View the 2017/18 Public Events calendar at www.bayside.nsw.gov.au/events





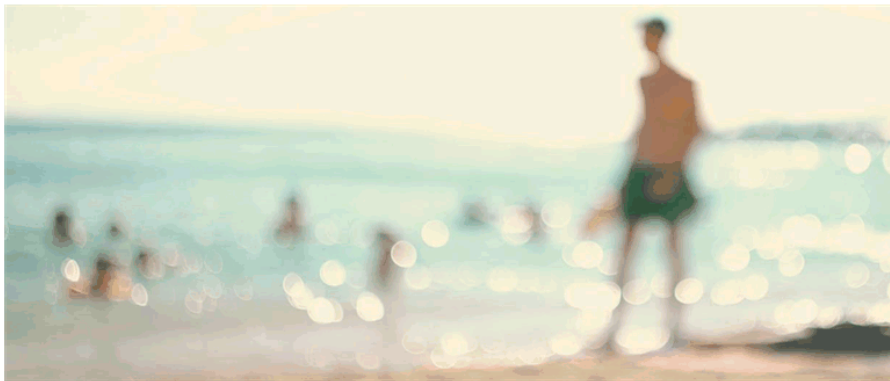






Event Sponsorship Policy

Draft



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File: ???/??? Document: ???/???
Class of document: Council Policy / Administrative Policy

Enquiries: Manager ????



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Sponsorship Policy

2

Contents

1	Introduction	4
1.1	Background	4
1.2	Definitions	4
1.3	Policy statement	5
1.4	Scope of policy	5
2	Policy	5
2.1	Policy principles	5
3	Policy implementation	7
3.1	Policy responsibilities	7
3.2	Procedures	7
3.3	Breaches	8
4	Document control.....	8
4.1	Review	8
4.2	Related documents	8
4.3	Version history	8
Appendix 1 – Styles		Error! Bookmark not defined.

1 Introduction

1.1 Background

Bayside Council is committed to deliver a range of programs, activities and events promised to the community to further the Community Strategic Plan and as part of its Delivery Program and Annual Operational Plans. Council recognises that sponsorships may provide an additional resource to support suitable programs, activities or events.

The purpose of this policy is to establish a consistent, appropriate and transparent approach to the way in which Bayside Council seeks, obtains and manages sponsorship for its activities, programs and events.

1.2 Definitions

Benefit for Council: Resources (including funds) gained by Council to enhance or offset the cost of producing and promoting Council events, programs and services for overall community benefit in furthering the Community Strategic Plan and Delivery Program.

Benefit for Sponsor: The benefits agreed to between the Sponsor and Council in the sponsorship agreement including branding, hospitality and advertising.

Community Benefit: The benefit to the community as a result of the sponsorship proposal.

Conflict of Interest: As defined in Council's Code of Conduct.

Council Official: As defined in Council's Code of Conduct.

Personal Benefit: As defined in Council's Code of Conduct and Gifts and Benefits Policy.

Project Leader: The person within the business unit responsible for the overall management of the sponsorship and/or responsible for the program, event or activity to which the sponsorship substantially relates.

Sponsor: Any organisation or individual providing resources to the Council for use in achieving Council objectives in return for specific benefits.

Sponsorship (as defined by ICAC): A commercial arrangement in which a sponsor provides a contribution in money or in kind to support an activity in return for certain specified benefits. Sponsorship can be provided:

- by the corporate sector or private individuals, in support of a public sector activity, or
- by the public sector in support of related and worthwhile private or public sector activities.

Sponsorship does not include:

- the selling of advertising space
- joint ventures
- consultancies
- grants (in regard to received sponsorship)

- receiving only a modest acknowledgement
- unconditional gifts, donations, bequests or endowments.

Sponsorship Agreement: A written contract or other legally binding document between the Sponsor and the Council that fully describes the full terms and conditions of the sponsorship including the benefits to Council and the Sponsor.

Sponsorship Plan: The framework capturing the sponsorship proposal and includes the nature of the program, activity or event, the level of sponsorship sought, the type of sponsorship sought ie monetary and/or in kind, the benefits to be offered and obtained and measurable outcomes to assess whether the sponsorship outcomes are met.

Sponsorship exclusions: Sponsorship proposals that are automatically excluded as a matter of Policy and not meeting the principles of the Policy because:

- The sponsor is in the business, or related to the business of, pornography, provision of sexual services, armaments and weapons manufacturing, tobacco, alcohol, addictive drugs or a political field.
- The sponsor has been found guilty of illegal or improper conduct by ICAC or any other legal authority;
- The sponsor is in the development industry.

1.3 Policy statement

Bayside Council supports open and transparent sponsorship arrangements with appropriate organisations, individuals, businesses and other public sector agencies to further its programs, activities and events to the community consistent with the Community Strategic Plan and Delivery Program in an ethical way. Council recognises that the public interest is best served by strict adherence to the ICAC principles in relation to sponsorships.

1.4 Scope of policy

This Policy applies to all sponsorship proposals received by the Council.

2 Policy

2.1 Policy principles

The Council's policy framework is based on the Independent Commission Against Corruption (ICAC) ten sponsorship principles.

1. Council will seek or accept sponsorship consistent with its Policy Statement and with organisations and individuals whose values align with Council's but that Council will not enter into sponsorships:
 - With those defined as Sponsorship exclusions;
 - With those that are, or may be, subject to regulation or inspection by Council during the life of the sponsorship unless alternative strategies are in place to effectively ensure that Council is able carry out its regulatory or inspection responsibilities in relation to sponsors that is, and is perceived to be, open, fair, accountable and impartial; or

- Where the sponsorship will create any actual or perceived conflicts of interest or will be seen to fetter Council's discretionary in the exercise of its regulatory and compliance obligations.
- 2. Sponsorships will be sought and granted by using broadly based, open processes that are not limited solely to invited sponsors. All sponsorship opportunities will be listed on Council's website.
- 3. A sponsorship agreement will not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially.
- 4. No sponsorship will involve an explicit endorsement of the sponsor or the sponsor's products.
- 5. Where sponsorship involves the sponsor providing a product to Bayside Council, Council will evaluate that product for its fitness for purpose against objective criteria that are relevant to needs.
- 6. No Council official will receive a personal benefit from a sponsorship.
- 7. Sponsorship proposals will be assessed against predetermined criteria published in advance and/or circulated to those that have submit an expression of interest.
- 8. All sponsorship arrangement will formalised via a sponsorship agreement.
- 9. All sponsorship arrangements will be approved by the General Manager or their designated officer.
- 10. All sponsorship arrangements will be listed in Council's annual report in a form commensurate with the significance of the sponsorship.
- 11. Council will enter into sponsorship agreements only when the benefit to Council can be clearly defined.
- 12. A risk assessment will be undertaken of each potential sponsorship arrangement to determine if any risks are posed by the arrangement and assess whether these risks are acceptable or can be managed.

While open tendering may not always be appropriate, Council should still strive to maintain an open approach to sponsorship that provides equality of opportunity to would-be sponsors and maximises the potential public benefit.

Sponsors will be selected based on the principles in this policy and pre-determined criteria.

1. Council should be willing to consider all offers of sponsorship and not just those that have been specifically targeted. All potential sponsors should have an equal opportunity to apply to participate.
2. Sponsorship may be suspended or terminated if a sponsor attempts to influence any of Council's functions.

3. Sponsorships may be in monetary form or budget relieving 'in kind'. The benefits and entitlements available to sponsors are to be determined prior to the calling of expressions of interest. This should be included in the development of the sponsorship plan and agreement.

3 Policy implementation

3.1 Policy responsibilities

The Project Leader:

- Develops the sponsorship plan, proposal, report and related documents required as part of the sponsorship process. Responsible for delivering Council's requirements under the sponsorship agreement during the execution of the project
- Responsible for liaising with the sponsors (including prospective sponsors) throughout the sponsorship process
- Reports

Head of Communications and Events:

- Policy and Procedures Owner
- Ensures communication and implementation of the Policy across the organisation
- Reports on implementation of Policy and effectiveness
- Reviews all sponsorship proposals
- Provides guidance on impact of sponsorship on Council's reputation

Coordinator Events:

- Provides technical advice and support about sponsorship across Council
- Provides assistance in completing the Sponsorship Approval form and sponsorship agreement, where necessary

General Manager:

- Approves sponsorship proposals
- Sub delegates authority to others to approve sponsorship proposals subject to any limitations considered appropriate

Directors and Managers:

- Application of Policy within their Department/Business Unit.

Manager Governance & Risk:

- Review the Policy and any procedures to ensure it meets legislative and accepted probity requirements.
- Monitors sponsorship across the organisation to ensure compliance with Policy and Procedures

3.2 Procedures

Procedures that support this policy, may be approved by the General Manager from time to time and address such issues as:

- Advertising, selection and approvals processes
- Sponsorship management
- Sponsorship Agreements

3.3 Breaches

Consequences may include business and organisational reputation implications as well as punitive provisions.

4 Document control

4.1 Review

This Policy will be reviewed within 12 months of the new term of Council.

The Manager Governance & Risk may approve non-significant and/or minor editorial amendments that do not change the policy substance.

4.2 Related documents

- Council's Code of Conduct
- Council's Gifts and Benefits Policy and Procedures
- Independent Commission Against Corruption (ICAC) Guidelines to Sponsorship in the Public Sector (available at www.icac.nsw.gov.au)

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		Mark Goddard	New document

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Lambert Rd Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	01-Jul2017	9:00 AM	01-Jul2017	12:00 AM	Lambert Road Reserve	N/A
School Holiday Program	Marketing of a school holiday program. The program is a collation of information on what Council and community organisations are providing to Children and Young people during the school holidays.	01-Jul2017	TBC	17-Jul2017	TBC	Bayside LGA	TBC
School Holiday Program	A program of activities for school aged children across all library branches.	01-Jul2017	TBC	17-Jul2017	TBC	Bayside LGA	TBC
Bexley Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Monday during the year, excluding the summer holidays.	03-Jul2017	11:00 AM	12-Aug2017	11:45 AM	Bexley Library	Staff Hours
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	03-Jul2017	11:30 AM	07-Mar2017	1:30 PM	San Souci Library	Staff Hours
NAIDOC WEEK 2017 - Flag Raising Ceremony	Flag raising Ceremony in Councils Forecourt in recognition of NAIDOC week NAIDOC Week celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC is celebrated not only in Indigenous communities, but by Australians from all walks of life. The week is a great opportunity to participate in a range of activities and to support your local Aboriginal and Torres Strait Islander community.	04-Jul2017	10:30 AM	04-Jul2017	12:30 PM	Forecourt and Town Hall	Nil
Rockdale Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Tuesday during the year, excluding the summer holidays.	04-Jul2017	11:00 AM	12-Aug2017	11:45 AM	Rockdale Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	05-Jul2017	10:30 AM	05-Jul2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale Library. All skill levels welcome, participants create blanket squares for charity.	05-Jul2017	5:00 PM	05-Jul2017	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Bexley North Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Thursday during the year, excluding the summer holidays.	06-Jul2017	11:00 AM	08-Dec2017	11:45 AM	Rockdale Library	Staff Hours
Arncliffe Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Thursday during the year, excluding the summer holidays.	07-Jul2017	11:00 AM	08-Dec2017	11:45 AM	Arncliffe Library	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	07-Jul2017	10:30 AM	07-Jul2017	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
San Souci Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Fridays during the year, excluding the summer holidays.	07-Jul2017	11:00 AM	08-Dec2017	11:45 AM	San Souci Library	Staff Hours
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	08-Jul2017	9:00 AM	08-Jul2017	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Addicted to Plastic Film Screening	Free movie screening of the Canadian documentary Addicted to Plastic.	13-Jul2017	6:00 PM	13-Jul2017	7:45 PM	Rockdale Library	Not sure - Karina is organising (sorry)
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	13-Jul2017	10:30 AM	13-Jul2017	12:30 PM	San Souci Library	Staff Hours
Arncliffe Festival	An event to promote multicultural hub of Arncliffe. A family day out of entertainment and market stalls	15-Jul2017	11:00 AM	15-Jul2017	3:00 PM	Arncliffe TBC	\$15,000
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	15-Jul2017	9:00 AM	15-Jul2017	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	Staff Hours
Dedication Ceremony	Dedication ceremony to commemorate the life and contribution of a long-standing Council employee, Mr Jimmy El Sayed.	15-Jul2017	11:30 AM	15-Jul2017	1:30 PM	Mutch Park Squash Courts	
UFO Craft Group	A social craft group at Rockdale Library. All skill levels and interests welcome.	16-Jul2017	1:30 PM	16-Jul2017	3:45 PM	Rockdale Library	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	17-Jul2017	10:00 AM	17-Jul2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Discovery Point Grandparents Group	A session of stories, rhymes and songs for Chinese grandparents and their pre-school aged grandchildren. Every Tuesday during school term.	18-Jul2017	10:30 AM	19-Sep2017	11:30 AM	Discovery Point, Wolli Creek	Staff Hours
Citizenship Ceremony	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide Council with an opportunity to officially welcome our new citizens to our community.	19-Jul2017	6:30 PM	19-Jul2017	9:30 PM	Rockdale Town Hall	\$4,000
Arncliffe Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	19-Jul2017	10:30 AM	20-Sep2017	11:00 AM	Arncliffe Library	Staff Hours
Bexley North Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	19-Jul2017	10:30 AM	20-Sep2017	11:00 AM	Bexley North Library	Staff Hours
English Class for adult beginners	Students learn listening, reading, speaking and writing skills in English language from the beginner level	19-Jul2017	10:00 AM	20-Sep2017	12:00 PM	Rockdale Library	TBC
Rockdale Readers Book Group	Every month the group discusses a set book.	19-Jul2017	5:30 PM	19-Jul2017	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
San Souci Library Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	19-Jul2017	10:30 AM	20-Sep2017	11:00 AM	San Souci Library	Staff Hours
Community Forum		19-Jul2017	TBC	19-Jul2017	TBC	Rowers on Cooks River	
English Class for post beginners	Students learn listening, reading, speaking and writing skills in English language from the post-beginner level	20-Jul2017	10:00 AM	21-Sep2017	12:00 PM	Rockdale Library	TBC
Living in Australia Group (Advanced Learners)	A conversation group for advanced learners who can join discussions on different topics	20-Jul2017	6:30 PM	21-Sep2017	7:30 PM	Rockdale Library	TBC
Mascot Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Thursdays during school term.	20-Jul2017	11:00 AM	21-Sep2017	11:45 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Mascot Library Rhyme Time	Ideal for babies and toddlers. Thursdays during school term.	20-Jul2017	10:00 AM	21-Sep2017	10:30 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Rockdale Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	20-Jul2017	10:30 AM	21-Sep2017	11:00 AM	Rockdale Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	21-Jul2017	10:30 AM	21-Jul2017	1:30 PM	Eastgardens Library	Staff Hours
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	22-Jul2017	9:00 AM	22-Jul2017	12:00 AM	Stotts Reserve	Salary
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	22-Jul2017	12:00 PM	22-Jul2017	4:45 PM	Rockdale Library	Staff Hours
Arncliffe Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	24-Jul2017	10:30 AM	18-Sep2017	11:00 AM	Arncliffe Library	Staff Hours
Bexley Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	24-Jul2017	10:30 AM	18-Sep2017	11:00 AM	Bexley Library	Staff Hours
Bexley North Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	24-Jul2017	10:30 AM	18-Sep2017	11:00 AM	Bexley North Library	Staff Hours
Rockdale Library Baby Rhymetime	Ideal for babies under 24 months. Mondays during school term.	24-Jul2017	10:30 AM	18-Sep2017	11:00 AM	Rockdale Library	Staff Hours
San Souci Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	24-Jul2017	10:30 AM	18-Sep2017	11:00 AM	San Souci Library	Staff Hours
Living in Australia -- English Conversation Group	A volunteer facilitated English conversation group to help people from non-English background to improve their listening and speaking skills in English language. Topics cover areas of our daily life.	25-Jul2017	4:45 PM	19-Sep2017	5:45 PM	Arncliffe Library	TBC
National Tree Day - Schools	The Friday prior to the National Tree Day, is the associated Schools Tree Day to provide all Australians School Children with an opportunity to do something positive for the environment and reconnect with nature.	28-Jul2017	TBC	28-Jul2017	TBC	Rockdale LGA	\$1,500
Rockdale Library First Anniversary Celebration		29-Jul2017	10:00 AM	29-Jul2017	3:30 PM	Rockdale Library	Approximately \$650 in total
National Tree Day	National Tree Day aims to inspire, educate and recruit Australians to actively care for our unique land and create future generations of committed environmental custodians. This year Council will be inviting local residents to plant a tree in the Scott's Park, San Souci to be followed by a BBQ.	30-Jul2017	9:30 AM	30-Jul2017	12:20 PM	Scott Park	EPO TIL, salary for City Operations staff
1st Wednesday Book Group	Every month the group discusses a set book.	02-Aug2017	10:30 AM	02-Aug2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	02-Aug2017	5:00 PM	02-Aug2017	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	04-Aug2017	10:30 AM	04-Aug2017	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Lambert Rd Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	05-Aug2017	9:00 AM	05-Aug2017	12:00 AM	Lambert Road Reserve	Salary
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	07-Aug2017	11:30 AM	07-Aug2017	2:30 PM	San Souci Library	Staff Hours
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	10-Aug2017	10:30 AM	10-Aug2017	1:30 PM	San Souci Library	Staff Hours
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	12-Aug2017	12:00 PM	12-Aug2017	4:45 PM	Rockdale Library	Staff Hours
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	12-Aug2017	9:00 AM	12-Aug2017	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	Staff Hours
Helping Learner Drivers Workshop	2 hour free workshop for parents and supervisors of learner drivers. 2 workshops held per year as part of Local Government Road Safety Program	14-Aug2017	6:30 PM	14-Aug2017	8:30 PM	Pindari Room, Town Hall, Rockdale	\$1000 per workshop (includes St George Leader advertisement, workshop facilitator fee and catering costs).
Citizenship Ceremony	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide Council with an opportunity to officially welcome our new citizens to our community.	15-Aug2017	6:30 PM	15-Aug2017	9:30 PM	Rockdale Town Hall	\$4,000
Free Child Restraint Check & Fitting Day	Free Inspection and Fitting Day for parents/carers of children aged 0-7 to have their child car seats inspected and/or fitted by RMS authorised fitter as part of Council's Road Safety Program. 4 held each year.	15-Aug2017	10:00 AM	15-Aug2017	3:00 PM	Council Car park above old Target building Rockdale	\$850 per fitting day to pay fitter for 5 hours of inspections/fitting s
Rockdale Readers Book Group	Every month the group discusses a set book.	16-Aug2017	5:30 PM	16-Aug2017	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Family Day Care - 40th Birthday		17-Aug2017	6:30 PM	24-Aug2017	8:30 PM	TBA	\$10,000.00
Children Book Week Activity Program	Program of activities for childcare centres and primary schools. Approx.: 2,000 children visit the libraries to participate in the program which features shortlisted Australian children's books	18-Aug2017	TBC	25-Aug2017	TBC	Branch Libraries	\$500
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	18-Aug2017	10:30 AM	18-Aug2017	1:30 PM	Eastgardens Library	Staff Hours
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	19-Aug2017	9:00 AM	19-Aug2017	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
UFO Craft Group	A social craft group at Rockdale Library. All skill levels and interests welcome.	20-Aug2017	1:30 PM	20-Aug2017	3:45 PM	Rockdale Library	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	21-Aug2017	10:00 AM	21-Aug2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	26-Aug2017	9:00 AM	26-Aug2017	12:00 AM	Stotts Reserve	Salary
Fathers Day Program	Activities for families at our Branch Libraries including Saturday Storytime	29-Aug2017	TBC	03-Sep2017	TBC	Branch Libraries	\$100
Book Week Competition Ceremony	Prize-giving ceremony for the Library's Book Week Art Competition. The Mayor hands out certificates and prizes.	30-Aug2017	TBC	30-Aug2017	TBC	Town Hall - Which town hall??	\$1,400
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	01-Sep2017	10:30 AM	01-Sep2017	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Lambert Rd Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	02-Sep2017	9:00 AM	02-Sep2017	12:00 AM	Lambert Road Reserve	Salary
Grandparents Mornings	Grandparents Mornings are held as part of our Early Literacy Program "Storytime" to celebrate Grandparents Day (10/9)	04-Sep2017	TBA	08-Sep2017	TBA	Branch Libraries	\$1,200
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	04-Sep2017	11:30 AM	04-Sep2017	2:30 PM	San Souci Library	Staff Hours
Computer Basics		05-Sep2017	10:00 AM	05-Sep2017	12:00 PM	Rockdale Library	No cost
1st Wednesday Book Group	Every month the group discusses a set book.	06-Sep2017	10:30 AM	06-Sep2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	06-Sep2017	10:30 AM	06-Sep2017	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	06-Sep2017	5:00 PM	06-Sep2017	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Council Meeting		08-Sep2017	7:00 PM	08-Sep2017	9:00 PM	Rockdale Town Hall	N/A
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	09-Sep2017	9:00 AM	09-Sep2017	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	Staff Hours
Macedonian Orthodox Community NSW Independence Day Folkloric Festival	The event was in response to a special day in the Macedonian Calendar (26th Anniversary of Independence of the Republic of Macedonia)	10-Sep2017	9:00 AM	10-Sep2017	3:00 PM	King Street Place (Mall)	TBC
Computer Basics		12-Sep2017	10:00 AM	12-Sep2017	12:00 AM	Rockdale Library	No cost
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	14-Sep2017	10:30 AM	14-Sep2017	1:30 PM	San Souci Library	Staff Hours
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	15-Sep2017	10:30 AM	15-Sep2017	1:30 PM	Eastgardens Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Spring Fair (Formerly Multicultural Fair)	Fetuearing over 90 stalls and activities, cultural performances. N. B. Elections	16-Sep2017	11.00AM	16-Sep2017	3.00PM	L'Estrange Reserve	\$60,000
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	16-Sep2017	12:00 PM	16-Sep2017	4:45 PM	Rockdale Library	Staff Hours
UFO Craft Group	A social craft group at Rockdale Library. All skill levels and interests welcome.	17-Sep2017	1:30 PM	17-Sep2017	3:45 PM	Rockdale Library	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	18-Sep2017	10:00 AM	18-Sep2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Computer Basics		19-Sep2017	10:00 AM	14-Sep2017	12:00 AM	Rockdale Library	No Cost
Wetland Tour for ESL	Local environmentalist Dr Arthur White conducts this annual tour to various wetland sites throughout the City of Rockdale. The tour will take in the Eve St Wetland, home of the endangered Green and Golden Bell frog, the Landing Lights Wetland which is important to various migrating birds and the intertidal wetland at Ramsgate located within the Hawthorne Street Natural Area which is listed by the State Government as an Endangered Ecological Community.	19-Sep2017	TBA	19-Sep2017	TBA	Landing Lights Wetlands	\$700
Rockdale Readers Book Group	Every month the group discusses a set book.	20-Sep2017	5:30 PM	20-Sep2017	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Save Your Photos		22-Sep2017	10:30 AM	22-Sep2017	12:00 PM	Rockdale Library	\$100 - presenter fee
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	23-Sep2017	9:00 AM	23-Sep2017	12:00 AM	Stotts Reserve	Salary
School Holiday Program	Workshops and Activities	23-Sep2017	TBC	08-Oct2017	TBC	Branch Libraries	\$600
Computer Basics		26-Sep2017	10:00 AM	26-Sep2017	12:00 AM	Rockdale Library	No Cost
Community Day at the Park	Features rides and activities for children & youth; information stalls on youth and community services and a sausage sizzle, coffee and icecream van.	30-Sep2017	11:00 AM	30-Sep2017	3:00 PM	Booralee Park, Botany	\$25,000
Citizenship Ceremony	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide Council with an opportunity to officially welcome our new citizens to our community.	03-Oct2017	6:30 PM	03-Oct2017	8:00 PM	Rockdale Town Hall	
1st Wednesday Book Group	Every month the group discusses a set book.	04-Oct2017	10:30 AM	04-Oct2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	04-Oct2017	5:00 PM	04-Oct2017	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Ron Rathbone Local History Prize Award Ceremony	The announcement of the winners of Council's Ron Rathbone Local History Prize. Part of Council's History Week celebrations. The ceremony will be followed by afternoon tea.	07-Oct2017	10:00 AM	07-Oct2017	12:00 PM	Rockdale Library	\$10,000
Ron Rathbone Local History Prize Award Ceremony	The announcement of the winners of Council's Ron Rathbone Local History Prize. Part of Council's History Week celebrations. The ceremony will be followed by afternoon tea.	07-Oct2017	10:00 AM	07-Oct2017	12:00 PM	Rockdale Library	\$10,000

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Arncliffe Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	09-Oct2017	10:30 AM	11-Dec2017	11:00 AM	Arncliffe Library	Staff Hours
Bexley Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	09-Oct2017	10:30 AM	11-Dec2017	11:00 AM	Bexley Library	Staff Hours
Bexley North Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	09-Oct2017	10:30 AM	11-Dec2017	11:00 AM	Bexley North Library	Staff Hours
Rockdale Library Baby Rhymetime	Ideal for babies under 24 months. Mondays during school term.	09-Oct2017	10:30 AM	11-Dec2017	11:00 AM	Rockdale Library	Staff Hours
San Souci Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	09-Oct2017	10:30 AM	11-Dec2017	11:00 AM	San Souci Library	Staff Hours
Learning Life Skills & English Language (for Arabic speaking newly arrived migrants)	Life Skill program for Arabic speaking newly arrived migrants in partnership with ADS. Learn how to call a service and using TIS Interpreting	10-Oct2017	10:00 AM	10-Oct2017	12:00 PM	Rockdale Library	
Discovery Point Grandparents Group	A session of stories, rhymes and songs for Chinese grandparents and their pre-school aged grandchildren. Every Tuesday during school term.	10-Oct2017	10:30 AM	12-Dec2017	11:30 AM	Discovery Point, Wolli Creek	Staff Hours
Living in Australia -- English Conversation Group	A volunteer facilitated English conversation group to help people from non-English background to improve their listening and speaking skills in English language. Topics cover areas of our daily life.	10-Oct2017	5:00 PM	12-Dec2017	6:00 PM	Arncliffe Library	TBC
Language Information Session		11-Oct2017	6:00 PM	11-Oct2017	7:30 PM	Mascot Child Care Centre	Light Refreshments - \$20 Marketing/ advertising IT equipment Cost of Venue
Arncliffe Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	11-Oct2017	10:30 AM	13-Dec2017	11:00 AM	Arncliffe Library	Staff Hours
Bexley North Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	11-Oct2017	10:30 AM	13-Dec2017	11:00 AM	Bexley North Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
English Class for adult beginners	Students learn listening, reading, speaking and writing skills in English language from the beginner level	11-Oct2017	10:00 AM	13-Dec2017	12:00 PM	Rockdale Library	TBC
English Class for post beginners	Students learn listening, reading, speaking and writing skills in English language from the post-beginner level	12-Oct2017	10:00 AM	14-Dec2017	12:00 PM	Rockdale Library	TBC
Living in Australia Group (Advanced Learners)	A conversation group for advanced learners who can join discussions on different topics	12-Oct2017	6:30 PM	14-Dec2017	7:30 PM	Rockdale Library	TBC
Mascot Library Preschool Storytime	Ideal for pre-schoolers, Story Time involves stories, songs and craft. Thursdays during school term.	12-Oct2017	11:00 AM	14-Dec2017	11:45 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Mascot Library Rhyme Time	Ideal for babies and toddlers. Thursdays during school term.	12-Oct2017	10:00 AM	14-Dec2017	10:30 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Rockdale Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	12-Oct2017	10:30 AM	14-Dec2017	11:00 AM	Rockdale Library	Staff Hours
Eastgardens Library Rhyme Time	Ideal for babies and toddlers. Fridays during school term.	13-Oct2017	10:30 AM	14-Dec2017	11:00 AM	Eastgardens Library	Staff Hours
UFO Craft Group	A social craft group at Rockdale Library. All skill levels and interests welcome.	15-Oct2017	1:30 PM	15-Oct2017	3:45 PM	Rockdale Library	Staff Hours
Language Information Session		16-Oct2017	6:00 PM	16-Oct2017	7:30 AM	TBA	Staff time and Refreshments
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	16-Oct2017	10:00 AM	16-Oct2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Learning Life Skills & English Language (for Arabic speaking newly arrived migrants)	Life Skill program for Arabic speaking newly arrived migrants in partnership with ADS. Visiting the Dr.	17-Oct2017	10:00 AM	17-Oct2017	12:00 PM	Rockdale Library	
National Ride to Work Day	National marketing event to encourage the community to ride to work and leave their car at home. A light breakfast for staff and commuters is provided by Council.	18-Oct2017	7:00 AM	18-Oct2017	9:00 AM	Rockdale	\$100
Rockdale Readers Book Group	Every month the group discusses a set book.	18-Oct2017	5:30 PM	18-Oct2017	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Eastgardens Library Opening - VIP	Opening of Eastgardens Library for VIPs only	19-Oct2017	6:00 PM	19-Oct2017	8:00 PM	Eastgardens Library	
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	20-Oct2017	10:30 AM	20-Oct2017	12:30 PM	Eastgardens Library	Staff Hours
Eastgardens Library Grand Opening	Official opening of Eastgardens Library to public	21-Oct2017	9:00:00 AM	21-Oct2017	4:00:00 AM	Eastgardens Library	\$3,000
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	21-Oct2017	12:00 PM	21-Oct2017	4:45 PM	Rockdale Library	Staff Hours
Grand Opening Eastgardens Library	Official opening of Eastgardens Library to public	21-Oct2017	TBA	21-Oct2017	TBA	Eastgardens Library	

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
A Taste of Mascot	A community event featuring local stalls, entertainment and activities held annually in the heart of Mascot	22-Oct2017	11:00 AM	22-Oct2017	4:00 PM	Mascot Oval	200,000
Learning Life Skills & English Language (for Arabic speaking newly arrived migrants)	Life Skill program for Arabic speaking newly arrived migrants in partnership with ADS. Social setting and cultures.	23-Oct2017	10:00 AM	23-Oct2017	12:00 PM	Rockdale Library	
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	28-Oct2017	9:00 AM	28-Oct2017	12:00 AM	Stotts Reserve	Salary
Migrant Information Day (International Migrants Day 18 December)	Promotion of information and services to support Migrants.	01-Nov2017	10:00 AM	01-Nov2017	2:00 PM	Rockdale Town Hall	\$2,000
1st Wednesday Book Group	Every month the group discusses a set book.	01-Nov2017	10:30 AM	01-Nov2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	01-Nov2017	5:00 PM	01-Nov2017	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
The Garden Competition	Awards ceremony for stunning horticulture.	02-Nov2017	6:30 PM	02-Nov2017	9:00 PM	Mercure Sydney International Airport	\$52,000
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	03-Nov2017	10:30 AM	03-Nov2017	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Lambert Rd Bushcare Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	04-Nov2017	9:00 AM	04-Nov2017	12:00 AM	Lambert Road Reserve	Salary
San Souci Knitting Group		06-Nov2017	11:30 AM	06-Nov2017	2:30 PM	San Souci Library	Staff Hours
Learning Life Skills & English Language (for Arabic speaking newly arrived migrants)	Life Skill program for Arabic speaking newly arrived migrants in partnership with ADS. Shopping.	07-Nov2017	10:00 AM	07-Nov2017	12:00 PM	Rockdale Library	
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	09-Nov2017	10:30 AM	09-Nov2017	12:30 PM	San Souci Library	Staff Hours
Rockdale Readers Book Group	Every month the group discusses a set book.	15-Nov2017	5:30 PM	15-Nov2017	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Helping Learner Drivers Workshop	2 hour free workshop for parents and supervisors of learner drivers. 2 workshops held per year as part of Local Government Road Safety Program	16-Nov2017	6:00 PM	16-Nov2017	8:00 PM	Eastgardens Library	\$1000 per workshop (includes St George Leader advertisement, workshop facilitator fee and catering costs).

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Wild Things: Presenting the Powerful Owl	Did you know that Australia's largest owl, the Powerful Owl lives right here in Sydney? The Powerful Owl is a threatened species but sightings are regularly reported across Sydney. Dr Chris Lloyd who is studying Powerful Owls in the Georges River Valley, will tell you all about these amazing birds and their current activities.	16-Nov2017	6:30 PM	16-Nov2017	7:45 PM	TBC	\$250
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	17-Nov2017	10:30 AM	17-Nov2017	12:30 PM	Eastgardens Library	Staff Hours
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	18-Nov2017	9:00 AM	18-Nov2017	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	18-Nov2017	12:00 PM	18-Nov2017	4:45 PM	Rockdale Library	Staff Hours
UFO Craft Group	A social craft group at Rockdale Library. All skill levels and interests welcome.	19-Nov2017	1:30 PM	19-Nov2017	3:45 PM	Rockdale Library	Staff Hours
Learning Life Skills & English Language (for Arabic speaking newly arrived migrants)	Life Skill program for Arabic speaking newly arrived migrants in partnership with ADS. Parenting and School System.	20-Nov2017	10:00 AM	20-Nov2017	12:00 PM	Rockdale Library	
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	20-Nov2017	10:00 AM	20-Nov2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Citizenship Ceremony	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide Council with an opportunity to officially welcome our new citizens to our community.	21-Nov2017	6:30pm	21-Nov2017	9:30 PM	Rockdale Town Hall	\$4,000
Lebanese Flag Raising	A flag raising hosted by Council at the request of the Lebanese Community	22-Nov2017	6:30 PM	22-Nov2018	9:30 PM	Rockdale Forecourt	\$500
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	25-Nov2017	9:00 AM	25-Nov2017	12:00 AM	Stotts Reserve	Salary
Housebound Christmas Party	This event is for people who cannot get out and about. They are bused to the community centre and given a Christmas Lunch, there is entertainment and the local preschool comes along and sings carols.	28-Nov2017	11.00am	28-Nov2017	2:00 PM	Eastlakes Community Hall	\$9,000
BHT Christmas/AGM Function	Christmas Celebrations & AGM for BHT	30-Nov2017	6:30 PM	30-Nov2017	9:00 PM	Bonnie Doon Golf Club	\$20,000
Launch of the 2017/2018 Summer Reading Club	National Summer Reading Program targeted at pre-school, primary and secondary school children.	01-Dec2017	TBA	01-Dec2017	TBA	Branch Libraries	
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	01-Dec2017	10:30 AM	01-Dec2017	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Carols by the Sea	A free community celebration at the end of the year with sing-a-longs and carols for all ages on the beach at Brighton Le Sands.	02-Dec2017	6:00 PM	02-Dec2017	9:00 PM	Lady Robinsons Beach	\$37,000
Lambert Rd Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	02-Dec2017	9:00 AM	02-Dec2017	12:00 AM	Lambert Road Reserve	Salary
Composting and Worm Farming	Composting and worm farming takes up very little space, is good for the environment, creates nutrients for your garden and is dead easy! Come and find out how easy at this free Council workshop. Afterwards you can purchase a compost and/or worm farm at 50% off.	02-Dec2017	TBC	02-Dec2017	TBC	Rockdale Community Nursery	\$0
Access All Areas Film & Official Launch of the International Day of People with a Disability Art Exhibition	Celebrate International Day of People with a Disability with a screening of Australian & International short films, featuring a mix of animations, documentaries and live action films. You can also enjoy a preview of the 2017 Art Exhibition which features works from local disability organisations, schools and artists celebrating the achievements and contributions of people living with a disability.	04-Dec2017	10:00 AM	04-Dec2017	12:00 PM	Alf Kay Community Centre, Eastlakes	TBC
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	04-Dec2017	11:30 AM	04-Dec2017	2:30 PM	San Souci Library	Staff Hours
Seniors Christmas Party	Celebration of Christmas for Seniors	05-Dec2017	5:00 PM	05-Dec2018	8:00 PM	Coronation Hall	\$25,000
the BIG Story Time Christmas Party	Attended by customers and their children who attend story time at the libraries throughout the year.	05-Dec2017	TBC	05-Dec2017	TBC	Town Hall - Which town hall?	
1st Wednesday Book Group	Every month the group discusses a set book.	06-Dec2017	10:30 AM	06-Dec2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	06-Dec2017	5:00 PM	06-Dec2017	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Mayor's Christmas Party	End of year celebration hosted by the Mayor.	07-Dec2017	TBC	07-Dec2017	TBC	The Grand Roxy [Tentatively Booked]	\$35,000
Access All Areas Film Festival - Encore Rockdale Screening	Celebrate International Day of People with a Disability with an encore screening of Australian & International short films, featuring a mix of animations, documentaries and live action films.	08-Dec2017	12:00 PM	08-Dec2017	1:30 PM	Rockdale Library, Lvl 3	TBC
Carols in the Park	This is a community event to celebrate the festive season. It is a combination of Carols in the Park (COBBC) and Christmas in King Street Place (RCC).	09-Dec2017	6:00 PM	09-Dec2017	8:00 PM	Mascot Memorial Park	\$60,000
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	09-Dec2017	9:00 AM	09-Dec2017	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	
Free Child Restraint Check & Fitting Day		12-Dec2017	10:00 AM	12-Dec2017	3:00 PM	Council Car park above o	\$850 per fitting day
Business and Community Christmas Party	TBA	14-Dec2017	6.00PM	14-Dec2017	9.00PM	Coronation Hall	

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	14-Dec2017	10:30 AM	14-Dec2017	1:30 PM	San Souci Library	Staff Hours
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	15-Dec2017	10:30 AM	15-Dec2017	1:30 PM	Eastgardens Library	Staff Hours
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	16-Dec2017	9:00 AM	16-Dec2017	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	Staff Hours
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	16-Dec2017	12:00 PM	16-Dec2017	4:45 PM	Rockdale Library	Staff Hours
School Holiday Program	A program of activities for school aged children across all library branches.	16-Dec2017	TBC	29-Jan2018	TBC	Across Rockdale City	TBC
Library's Multicultural Community Morning	TBC	18-Dec2017	10:00 AM	18-Dec2017	12:00 PM	Rockdale Library Meeting Room 3.2	
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	18-Dec2017	10:00 AM	18-Dec2017	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
New Year's Eve Family Fireworks	Thousands of friends and families descend onto Cook Park and around the Botany Bay Foreshore to enjoy a picnic and watch the fireworks.	31-Dec2017	9:00 PM	31-Dec2017	9:20 PM	Kyeemagh to Dolls Point	\$250,000
Lambert Rd Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	06-Jan2018	9:00 AM	06-Jan2018	12:00 AM	Lambert Road Reserve	Salary
Summerama Rockdale Wetlands Tour x 2 workshops	Local environmentalist Dr Arthur White conducts this annual tour to various wetland sites throughout the City of Rockdale. The tour will take in the Eve St Wetland, home of the endangered Green and Golden Bell frog, the Landing Lights Wetland which is important to various migrating birds and the intertidal wetland at Ramsgate located within the Hawthorne Street Natural Area which is listed by the State Government as an Endangered Ecological Community.	13-Jan2018	TBC	20-Jan2018	TBC	Throughout the City of Rockdale	\$700 + EPO TIL
Bird Watching Breakfast and Planting Event at Landing Lights Wetland	Bird expert Phil Straw will lead people around Landing Lights wetland to spot the many coastal birds that use this site for habitat and hopefully catch a glimpse of the Sharp tailed Sandpiper who have travelled from Siberia to feed at this wetland. Event will be followed up by a light breakfast and planting event.	16-Jan2018	TBC	16-Jan2018	TBC	Landing Lights Wetlands	\$700 + ES & ESC TIL
Rockdale Wetlands Tour	TBC	19-Jan2018	TBC	19-Jan2018	TBC	TBC	TBC
Australia Day Grants Program	As part of the Australia Day program, Council Offers Grants to local sporting organisations including SSROC regatta	26-Jan2018	N/A	26-Jan2018	N/A	N/A	\$2900 (\$1900 Regatta + \$500 x 2 Clubs)

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Citizen of the Year Awards	The Citizen of the Year Award is predominately run by local government across the states of Australia. Broadly, it is a program rewarding community service at a local level and is administered through a nomination program, which is assessed by a local selection committee and/or Councillors, and Awards in the form of certificates and prizes are awarded at official Australia Day functions. Award Categories Citizen of the Year, Sports Person of the Year, Young Citizen of the Year. Applications Open in September and close End October	26-Jan2018	8:15am (Ceremony is part of the Australia Day Celebrations)	26-Jan2018	11:00 AM	Depena Reserve, Dolls Point	\$200
Australia Day	Activities include Citizenship, flag raising, Welcome to Country by the Koomurri Aboriginal Dancers, live entertainment, make your own Lamington, face painting and a drumming workshop	26-Jan2018	8:15 AM	26-Jan2018	12:30 PM	Depena Reserve	\$45,000
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	27-Jan2018	9:00 AM	27-Jan2018	12:00 AM	Stotts Reserve	Salary
Arncliffe Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	29-Jan2018	10:30 AM	09-Apr2018	11:00 AM	Arncliffe Library	Staff Hours
Bexley Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Monday during the year, excluding the summer holidays.	29-Jan2018	11:00 AM	25-Jun2018	11:45 AM	Bexley Library	Staff Hours
Bexley Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	29-Jan2018	10:30 AM	09-Apr2018	11:00 AM	Bexley Library	Staff Hours
Bexley North Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	29-Jan2018	10:30 AM	09-Apr2018	11:00 AM	Bexley North Library	Staff Hours
Rockdale Library Baby Rhymetime	Ideal for babies under 24 months. Mondays during school term.	29-Jan2018	10:30 AM	09-Apr2018	11:00 AM	Rockdale Library	Staff Hours
San Souci Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	29-Jan2018	10:30 AM	09-Apr2018	11:00 AM	San Souci Library	Staff Hours
Discovery Point Grandparents Group	A session of stories, rhymes and songs for Chinese grandparents and their pre-school aged grandchildren. Every Tuesday during school term.	30-Jan2018	10:30 AM	11-Apr2018	11:30 AM	Discovery Point, Wolli Creek	Staff Hours
Living in Australia -- English Conversation Group	A volunteer facilitated English conversation group to help people from non-English background to improve their listening and speaking skills in English language. Topics cover areas of our daily life.	30-Jan2018	5:00 PM	11-Apr2018	6:00 PM	Arncliffe Library	TBC
Rockdale Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Tuesday excluding the summer holidays.	30-Jan2018	11:00 AM	26-Jun2018	11:45 AM	Rockdale Library	Staff Hours
Arncliffe Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	31-Jan2018	10:30 AM	11-Apr2018	11:00 AM	Arncliffe Library	Staff Hours
Bexley North Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	31-Jan2018	10:30 AM	11-Apr2018	11:00 AM	Bexley North Library	Staff Hours
English Class for adult beginners	Students learn listening, reading, speaking and writing skills in English language from the beginner level	31-Jan2018	10:00 AM	11-Apr2018	12:00 PM	Pindari Room Rockdale Town Hall	TBC
San Souci Library Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	31-Jan2018	10:30 AM	11-Apr2018	11:00 AM	San Souci Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Summer Reading Club	Close of the national summer reading club targeted at preschool, primary and secondary school children with prize-giving parties. Program aims to maintain reading skills over summer holidays and offer fun activities.	31-Jan2018	TBA	31-Jan2018	TBA	Branch Libraries	\$800
Citizenship Ceremony DATE not set	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide Council with an opportunity to officially welcome our new citizens to our community.	01-Feb2018	6:30 PM	01-Feb2018	9:30 PM	Rockdale Town Hall	\$4,000
Bexley North Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Tuesday excluding the summer holidays.	01-Feb2018	11:00 AM	28-Jun2018	11:45 AM	Bexley North Library	Staff Hours
English Class for post beginners	Students learn listening, reading, speaking and writing skills in English language from the post-beginner level	01-Feb2018	10:00 AM	12-Apr2018	12:00 PM	Rockdale Library	TBC
Living in Australia Group (Advanced Learners)	A conversation group for advanced learners who can join discussions on different topics	01-Feb2018	6:30 PM	12-Apr2018	7:30 PM	Rockdale Library	TBC
Mascot Library Preschool Storytime	Ideal for pre-schoolers, Story Time involves stories, songs and craft. Thursdays during school term.	01-Feb2018	11:00 AM	12-Apr2018	11:45 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Mascot Library Rhyme Time	Ideal for babies and toddlers. Thursdays during school term.	01-Feb2018	10:00 AM	12-Apr2018	10:30 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Rockdale Library Toddler time	Toddler time involves stories, rhyme and song. Thursdays during school term.	01-Feb2018	10:30 AM	12-Apr2018	11:00 AM	Rockdale Library	Staff Hours
Wild Things: Native Bee Book talk with Dr Tim Heard	Dr Tim Heard is an entomologist, ex-CSIRO research scientist, and long-term keeper and promoter of Australia's native bees. In addition to conducting research and publishing scientific research papers, Tim has been keeping Australian native stingless bees for over 30 years and has developed new hive designs and techniques that allow better splitting and extraction of sugarbag and wax. He has been giving seminars and workshops on native bees since 1995. This event will discuss native bees in general, their diversity and beauty, why they are so popular and appreciated by people, their role in the world and the risks they face. The second part will be more of an author's story of how the book came about, who contributed, the challenges that had to be overcome.	01-Feb2018	6:30 PM	01-Feb2018	7:45 PM		\$600
Arncliffe Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Thursday excluding the summer holidays.	02-Feb2018	11:00 AM	29-Jun2018	11:45 AM	Arncliffe Library	Staff Hours
Eastgardens Library Rhyme Time	Ideal for babies and toddlers. Fridays during school term.	02-Feb2018	10:30 AM	13-Apr2018	11:00 AM	Eastgardens Library	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	02-Feb2018	10:30 AM	02-Feb2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
San Souci Library Preschool Storytime	Ideal for pre-schoolers, Storytime involves stories, songs and craft. Every Fridays during the year, excluding the summer holidays.	02-Feb2018	11:00 AM	29-Jun2018	11:45 AM	San Souci Library	Staff Hours
Cahill Park Opening	To celebrate the opening of Cahill Park	03-Feb2018	11:30 AM	03-Feb2018	1:00 PM	Cahill Park	TBA

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Lambert Rd Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	03-Feb2018	9:00 AM	03-Feb2018	12:00 AM	Lambert Road Reserve	Salary
Native Plant Seed Propagation	TBC	03-Feb2018	TBC	03-Feb2018	TBC	TBC	TBC
Wild Things: Native Bee Workshop with Dr Tim Heard	<p>Did you know that you can keep hives of native stingless bees in warmer areas of NSW, including Sydney?</p> <p>In this workshop, entomologist Dr Tim Heard will teach you how. This workshop alternates between slide presentations and a practical session to build a strong foundation of knowledge and experience. His stunning slide presentation will cover the topics of bee nesting biology, bee foraging biology, diversity of wild bees, importance of bees in natural systems, traditional stingless beekeeping around the world, modern stingless beekeeping in Australia, using stingless bees for pollination of gardens and farms, sugarbag honey and its properties, rescuing bees threatened in the wild, and more.</p> <p>In the practical session of this workshop, we will open a hive and observe the amazing structures within. We will divide the hive into two halves showing the process of colony propagation.</p> <p>About the presenter: Dr Tim Heard is an entomologist, ex-CSIRO research scientist, and also a long term stingless bee keeper and promoter of native bees. He transferred his first hive from a cut down tree to a wooden box in 1985. Tim now keeps more than 300 hives of three species around south east Queensland, obtained by rescuing threatened wild hives and dividing existing hives. Tim completed his university doctoral studies on using these bees for crop pollination. He has developed new hive designs that allow for easy propagation and sustainable extraction of honey, without harming the colony. He has presented workshops and seminars for more than 20 years on bees in general and keeping stingless bees in particular.</p>	04-Feb2018	10:00 AM	04-Feb2018	4:00 PM		\$600
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	05-Feb2018	11:30 AM	05-Feb2018	2:30 PM	San Souci Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	07-Feb2018	10:30 AM	07-Feb2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	07-Feb2018	5:00 PM	07-Feb2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	08-Feb2018	10:30 AM	08-Feb2018	1:30 PM	San Souci Library	Staff Hours
Talking Frogs	TBC	10-Feb2018	TBC	10-Feb2018	TBC	TBC	TBC
Serbian Flag Raising	A flag raising hosted by Council at the request of the Serbian Community	12-Feb2018	TBC	12-Feb2018	TBC	Rockdale Administration Forecourt	\$500

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Lunar New Year - Workshops	A series of workshops to celebrate Lunar New Year: Palace Lantern making; Chinese calligraphy; Brush painting; Origami/Paper flowers	12-Feb2018	Extended Program	16-Feb2018	Extended Program	Rockdale City Library	\$800
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	16-Feb2018	10:30 AM	16-Feb2018	1:30 PM	Eastgardens Library	Staff Hours
Lunar New Year - Twilight Festival	Twilight Event: Brown Earth Dog Activities include Chinese themed stalls and dining, entertainment, Lion & Dragon Dance & Eye Dotting and Asian Food Stalls.	17-Feb2018	4:00 PM	17-Feb2018	9:00 PM	Daceyville Gardens	\$45,000
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	19-Feb2018	10:00 AM	19-Feb2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Embassy of Lebanon Reception	Civic Reception to welcome newly appointed Ambassador to the Embassy of Lebanon, ACT	23-Feb2018	6:30 PM	23-Feb2018	10:30 PM	Rockdale Town Hall	
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	24-Feb2018	9:00 AM	24-Feb2018	12:00 AM	Stotts Reserve	salary
Citizenship Ceremony	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide the Botany Bay City Council with an opportunity to officially welcome our new citizens to our community.	21-Feb2018	6:30 PM	01-Mar2018	9:30 PM	Rockdale Town Hall	\$4,000
Harmony Week: Arabic Tea Ceremony	Tea ceremony held during Harmony Week, March 2018.	02-Mar2018	10:00 AM	02-Mar2018	12:00 PM	Rockdale Library Meeting Room 3.2	TBC
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	02-Mar2018	10:30 AM	02-Mar2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Lambert Rd Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	03-Mar2018	9:00 AM	03-Mar2018	12:00 AM	Lambert Road Reserve	Salary
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	03-Mar2018	12:00 PM	03-Mar2018	4:45 PM	Rockdale Library	Staff Hours
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	05-Mar2018	11:30 AM	05-Mar2018	2:30 PM	San Souci Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	07-Mar2018	10:30 AM	07-Mar2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	07-Mar2018	5:00 PM	07-Mar2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
International Women's Day	TBC - Lunch/ Workshop for Council Staff? With a focus on Women?	08-Mar2018	TBC	08-Mar2018	TBC	Council Admin Building	\$350
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	08-Mar2018	10:30 AM	08-Mar2018	1:30 PM	San Souci Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
The Multicultural Fair	The Multicultural Fair 2018 celebrates the cultural diversity in the Bayside community with culinary delights, arts and crafts, live music as well as information stalls about local services and opportunities. Families can enjoy free rides, roving performers, free face painting and an immersive main stage program featuring local performers and entertainers.	10-Mar2018	11:00 AM	10-Mar2018	3:00 PM	Eastlakes Reserve	\$40,000
Harmony Week: Chinese Tea Ceremony	Tea ceremony held during Harmony Week, March 2018	10-Mar2018	10:00 AM	10-Mar2018	12:00 PM	Rockdale Library Meeting Room 3.2	
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	11-Mar2018	9:00 AM	11-Mar2018	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	TBC
Seniors Month Activities	Program of seniors events and activities	13-Mar2018	Extended Program	14-Apr2018	Extended Program	Various Locations	\$20,000
Language Infomation Session		14-Mar2018	6:00 PM	14-Mar2018	7:30 PM	TBA	Staff Time and refreshments
Harmony Week: Bengali & Nepalese Ceremonies	Tea ceremony held during Harmony Week, March 2018	16-Mar2018	10:00 AM	16-Mar2018	12:00 PM	Rockdale Library Meeting Room 3.2	
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	16-Mar2018	9:00 AM	16-Mar2018	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	TBC
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	16-Mar2018	10:30 AM	16-Mar2018	1:30 PM	Eastgardens Library	Staff Hours
The Botany Bay Gift	Botany Bay Gift, an event in the early stages of revival organised by NSW Athletics league	19-Mar2018	10:30 AM	19-Mar2018	12:30 PM	Hensley Athletics Field	\$5,000
Helping Learner Drivers Workshop	2 hour free workshop for parents and supervisors of learner drivers. 2 workshops held per year as part of Local Government Road Safety Program	19-Mar2018	6:30 PM	19-Mar2018	8:30 PM	Pindari Room Town Hall Rockdale	Approx. \$1000 per workshop (includes St George Leader advertisement, workshop facilitator fee and catering costs).
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	19-Mar2018	10:00 AM	19-Mar2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Free Child Restraint & Fitting Day	Free child restraint inspection and check service for parents/carers of children aged 0-7 to have seats inspected and/or fitted by authorised RMS fitter as part of Council's Road Safety Program. 4 fitting days held each year.	20-Mar2018	10:00 AM	20-Mar2018	3:00 PM	Council Car park above old Target building Rockdale	\$850 per fitting day for RMS authorized fitter for 5 hours of inspections/fitting s

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Harmony Day	What is the program?Harmony Day, 21 March, celebrates Australia's cultural diversity. It's about inclusiveness, respect and a sense of belonging for everyone. It is a day for our community to embrace cultural diversity and to share what we have in common. The central message for Harmony Day is that 'everyone belongs', reinforcing the importance of inclusiveness to all Australians.	21-Mar2018	All day	21-Mar2018	All day	Various Locations	\$500
Greek Flag Raising	A flag raising hosted by Council at the request of the Greek Community	23-Mar2018	6:30 PM	23-Mar2018	9:30 PM	Rockdale Forecourt	\$500
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	24-Mar2018	9:00 AM	24-Mar2018	12:00 AM	Stotts Reserve	Salary
Free Child Restraint Check & Fitting Day		27-Mar2018	10:00 AM	27-Mar2018	3:00 PM	Westfield Eastgardens Ground Level Carpark	\$850 per fitting day to pay fitter for 5 hours of inspections/fitting s
National Youth Week Event	What is the program?National Youth Week (NYW) is the largest celebration of young people in Australia. In partnership with the Youth Council and Youth Organisations we plan activities to celebrate the role young people play in our communities.	01-Apr2018	Extended Program	09-Apr2018	Extended Program	Various	\$5,500
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	02-Apr2018	11:30 AM	02-Apr2018	2:30 PM	San Souci Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	04-Apr2018	10:30 AM	04-Apr2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	04-Apr2018	5:00 PM	04-Apr2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Greek Easter	Community run event supported by council to celebrate Greek Orthodox Church	05-Apr2018	6:00 PM	06-Apr2018	3:00 AM	Greek Orthodox Church	\$12,000
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	06-Apr2018	10:30 AM	06-Apr2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Lambert Rd Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	07-Apr2018	9:00 AM	07-Apr2018	12:00 AM	Lambert Road Reserve	Salary
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	07-Apr2018	12:00 PM	07-Apr2018	4:45 PM	Rockdale Library	Staff Hours
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	07-Apr2018	9:00 AM	07-Apr2018	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	TBC

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Bayside Arts Festival	Series of arts and culturally focused events during a month long program. ROGAP: Sculptures By The Bay, CamerART, St George Arts & Cultural Forum, and individual workshops, including photography, song writing, and art therapy.	08-Apr2018	Extended Program	04-May2018	Extended Program	Various locations across LGA including Cook Park	\$30,000
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	12-Apr2018	10.30am	12-Apr2018	1:30 PM	San Souci Library	Staff Hours
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	14-Apr2018	9:00 AM	14-Apr2018	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	TBC
School Holiday Program	A program of activities for school aged children across all library branches.	14-Apr2018	TBC	30-Apr2018	TBC	Across Rockdale City	TBC
stART	The Bayside Arts Festival kicks off on Sunday 9 April when stART, a free community celebration of art, crafts and creativity sets to kick start your inner artist. stART is a family event celebrating the inner artist in all of us, where you can: build something great in the LEGO tent, make fun things from recycled materials with The Bower, perform and be entertained in the circus playground, make a calligraphy design, sketch drawing and paint on clay tiles in our workshops, get your imagination going at our pop up library living room and see wood turning in action	15-Apr2018	11:30 AM	15-Apr2018	3:30 PM	Cook Park, Kyeemagh	\$15,000
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	16-Apr2018	10:00 AM	16-Apr2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	20-Apr2018	10:30 AM	20-Apr2018	1:30 PM	Eastgardens Library	Staff Hours
ANZAC March	ANZAC Day March followed by Ceremony, hosted by Mascot RSL with support from Council	22-Apr2018	2:15 PM	22-Apr2018	4:00 PM	Mascot Library Carpark	\$10,000
ANZAC Day - Dawn Service	ANZAC Dawn Service followed by Community breakfast and VIP breakfast for Vetrans hosted by Council in conjunction with Botany RSL	25-Apr2018	6:00 AM	25-Apr2018	9:30 AM	Booralee Park	\$105,000
Yamatsuri - Sister City Visit	Yamatsuri is a Sister City of Council in Japan. Each year students from the school in Yamatsuri visit Rockdale and are involved in an exchange or meet and greet with local schools.	27-Apr2018	TBA	27-Apr2018	TBA	Various Local Schools	\$5,000
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	28-Apr2018	9:00 AM	28-Apr2018	12:00 AM	Stotts Reserve	Salary
Citizenship Ceremony DATE not set	Citizenship ceremonies are the final step in the journey to become an Australian citizen. They are special events and provide Council with an opportunity to officially welcome our new citizens to our community.	01-May2018	TBC	01-May2018	TBC	Rockdale Town Hall	\$4,000
1st Wednesday Book Group	Every month the group discusses a set book.	02-May2018	10:30 AM	02-May2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	02-May2018	5:00 PM	02-May2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Arncliffe Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	03-May2018	10:30 AM	04-Jul2018	11:00 AM	Arncliffe Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Bexley North Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	03-May2018	10:30 AM	04-Jul2018	11:00 AM	Bexley North Library	Staff Hours
English Class for adult beginners	Students learn listening, reading, speaking and writing skills in English language from the beginner level	03-May2018	10:00 AM	04-Jul2018	12:00 PM	Rockdale Library	TBC
English Class for post beginners	Students learn listening, reading, speaking and writing skills in English language from the post-beginner level	03-May2018	10:00 AM	05-Jul2018	12:00 PM	Rockdale Library	TBC
Living in Australia Group (Advanced Learners)	A conversation group for advanced learners who can join discussions on different topics	03-May2018	6:30 PM	05-Jul2018	7:30 PM	Rockdale Library	TBC
Mascot Library Preschool Storytime	Ideal for pre-schoolers, Story Time involves stories, songs and craft. Thursdays during school term.	03-May2018	11:00 AM	05-Jul2018	11:45 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Mascot Library Rhyme Time	Ideal for babies and toddlers. Thursdays during school term.	03-May2018	10:00 AM	05-Jul2018	10:30 AM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Rockdale Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	03-May2018	10:30 AM	05-Jul2018	11:00 AM	Rockdale Library	Staff Hours
San Souci Library Baby Rhymetime	Ideal for babies under 24 months. Wednesdays during school term.	03-May2018	10:30 AM	04-Jul2018	11:00 AM	San Souci Library	Staff Hours
Family Day Care Week		04-May2018	4:30 PM	04-May2018	6:30 PM	Family Day Care	Staff hours
Eastgardens Library Rhyme Time	Ideal for babies and toddlers. Fridays during school term.	04-May2018	10:30 AM	06-Jul2018	11:00 AM	Eastgardens Library	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	04-May2018	10:30 AM	04-May2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Lambert Rd Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	05-May2018	9:00 AM	05-May2018	12:00 AM	Lambert Road Reserve	Salary
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	05-May2018	12:00 PM	05-May2018	4:45 PM	Rockdale Library	Staff Hours
Garden Party for Seniors	A sit down meal and Entertainment for Seniors in Sir Joseph Banks Park	06-May2018	11:00 AM	06-May2018	2:00 PM	Sir Joseph Banks Park	\$300,000
Arncliffe Library Toddlertime	Toddlertime involves stories, rhyme and song. Thursdays during school term.	07-May2018	10:30 AM	02-Jul2018	11:00 AM	Arncliffe Library	Staff Hours
Bexley Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	07-May2018	10:30 AM	02-Jul2018	11:00 AM	Bexley Library	Staff Hours
Bexley North Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	07-May2018	10:30 AM	02-Jul2018	11:00 AM	Bexley North Library	Staff Hours
Rockdale Library Baby Rhymetime	Ideal for babies under 24 months. Mondays during school term.	07-May2018	10:30 AM	02-Jul2018	11:00 AM	Rockdale Library	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	07-May2018	11:30 AM	07-May2018	2:30 PM	San Souci Library	Staff Hours
San Souci Library Toddlertime	Toddlertime involves stories, rhyme and song. Mondays during school term.	07-May2018	10:30 AM	02-Jul2018	11:00 AM	San Souci Library	Staff Hours
Discovery Point Grandparents Group	A session of stories, rhymes and songs for Chinese grandparents and their pre-school aged grandchildren. Every Tuesday during school term.	08-May2018	10:30 AM	03-Jul2018	11:30 AM	Discovery Point, Wolli Creek	Staff Hours
Living in Australia -- English Conversation Group	A volunteer facilitated English conversation group to help people from non-English background to improve their listening and speaking skills in English language. Topics cover areas of our daily life.	08-May2018	5:00 PM	03-Jul2018	6:00 PM	Arncliffe Library	TBC
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	10-May2018	10:30 AM	10-May2018	1:30 PM	San Souci Library	Staff Hours
Volunteers Recognition/High Tea	A celebration to recognise the volunteers supporting Bayside Council services and initiatives	12-May2018	11:30 AM	12-May2018	1:30 PM	Graphic Arts Club	\$12,000
Trees for Mum (Mothers Day)	A community tree planting activity on Mother's Day. The location is determined by Manager of Parks and Gardens.	13-May2018	10:30 AM	13-May2018	1:30 PM	TBC	TBC
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	14-May2018	9:00 AM	14-May2018	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	TBC
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	18-May2018	10:30 AM	18-May2018	1:30 PM	Eastgardens Library	Staff Hours
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	19-May2018	9:00 AM	19-May2018	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	TBC
Albie Thomas Rockdale Fun Run	The Albie Thomas Rockdale Fun Run, named in honour of Albie's contribution to this event. The event consists of a 5km Fun Run/Walk along the Botany Bay foreshore. Funds raised from the Fun Run are donated to the Knights of St George Association for the St George Hospital Cardiac Surgery Unit.	20-May2018	11:45 AM	20-May2018	2:00 PM	Depena Reserve, Dolls Point	\$3,000
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	21-May2018	10:00 AM	21-May2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Free Child Restraint Check & Fitting Day		22-May2018	10:00 AM	22-May2018	3:00 PM	Council Car park above old Target building Rockdale	\$850 per fitting day to pay fitter for 5 hours of inspections/fitting s
Lionel Bowen Scholarship Program	The scholarship is offered annually, at the discretion of the Trustees to a student who lives within the Bayside City Council community to assist the recipient in the first years of his or her full time tertiary studies or special research. It is not tied to any particular discipline. Applications open December and close March. The recipient will be rewarded in \$3000 in assistance for books. The award presentation evening will take place prior to the Council meeting.	24-May2018	6:30 PM	24-May2018	8:30 PM	TBC	\$6,000 (\$3,000 scholarship +\$3,000 catering)

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	26-May2018	9:00 AM	26-May2018	12:00 AM	Stotts Reserve	Salary
IFTAR Dinner	A dinner hosted by Council to recognise the Muslim community participating in Eid Ramadan	31-May2018	5:00 PM	31-May2018	8:00 PM	Rockdale Town Hall	\$15,000
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	01-Jun2018	10:30 AM	01-Jun2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Lambert Road Reserve	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	02-Jun2018	9:00 AM	02-Jun2018	12:00 AM	Lambert Road Reserve	Salary
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	02-Jun2018	12:00 PM	02-Jun2018	4:45 PM	Rockdale Library	Staff Hours
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	04-Jun2018	11:30 AM	04-Jun2018	2:30 PM	San Souci Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	06-Jun2018	10:30 AM	06-Jun2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	06-Jun2018	5:00 PM	06-Jun2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Hawthorne Street Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	10-Jun2018	9:00 AM	10-Jun2018	12:30 PM	Hawthorne Street, Monterey (corner of tennis courts near walking track)	TBC
Free Child Restraint Fitting & Check Day	Free child restraint inspection and check service for parents/carers of children aged 0-7 to have seats inspected and/or fitted by authorised RMS fitter as part of Council's Road Safety Program. 4 fitting days held each year.	12-Jun2018	10:00 AM	12-Jun2018	3:00 PM	Council Car park above old Target building Rockdale	\$850 per fitting day for RMS authorized fitter for 5 hours of inspections/fittings
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	14-Jun2018	10:30 AM	14-Jun2018	1:30 PM	San Souci Library	Staff Hours
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month. (Group will meet at Mascot library during closure)	15-Jun2018	10:30 AM	15-Jun2018	1:30 PM	Eastgardens Library	Staff Hours
Binnamittalong Gardens Bushcare Group	Volunteer to help look after Rockdale's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	16-Jun2018	9:00 AM	16-Jun2018	12:30 PM	Binnamittalong Gardens (end of Veron Road), Bardwell Valley	TBC
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	18-Jun2018	10:00 AM	18-Jun2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE START	FROM	EVENT DATE FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Stotts Reserve Bushcare Group	Volunteer to help look after Bayside's natural areas and meet like-minded people. Morning tea provided. Wear your gardening clothes and bring a bottle of water	23-Jun2018	9:00 AM	23-Jun2018	12:00 AM	Stotts Reserve	Salary
Dungeons & Dragons	Dungeons and Dragons is a fantasy roleplaying game in which players are characters in an ongoing fantasy story. You and your friends may tell a story together, guiding your heroes through quests for treasure, battles with deadly foes, daring rescues, courtly intrigue and much more.	30-Jun2018	12:00 PM	30-Jun2018	4:45 PM	Rockdale Library	Staff Hours
RSL in NSW 100 Years Commemorative Morning Tea	Commemorative Morning Tea for Returned Services Men and Women	01-Nov2018	TBC	01-Nov2018	TBC	Mascot Library	\$20,000
Mayoral Christmas Party	Mayor hosts a christmas celebration dinner.	07-Dec2018	6:00 PM	07-Dec2018	10:00 PM	The Grand Roxy	\$35,000
Business and Community Christmas Party	Celebrate Christmas for the Businesses and Community Groups in the Bayside LGA	14-Dec2018	6:00 PM	14-Dec2018	9:00 PM	Coronation Hall	\$30,000
Bayside 1st Birthday Bash	Bayside Council is turning 1! An internal event celebrating the achievements and accomplishments of the new organisation. Includes an awards presentation, BBQ and staff photo.	07-Sept2017	12:00 PM	07-Sept2017	3:30 PM	Cahill Park	TBC
Enviornmental Workshop - TBA	Information workshop for residents.	August TBA	TBA	August TBA	TBA	TBA	\$650 + EPO TIL
Enviornmental Workshop - TBA	Information workshop for residents.	July TBA	TBA	TBA	TBA	TBA	\$650 + EPO TIL

EVENT NAME	EVENT DESCRIPTION	EVENT DATE: START	FROM	EVENT DATE: FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	02-Jul2018	11:30 AM	02-Jul2018	1:30 PM	San Souci Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	04-Jul2018	10:30 AM	04-Jul2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale Library. All skill levels welcome, participants create blanket squares for charity.	04-Jul2018	5:00 PM	04-Jul2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	06-Jul2018	10:30 AM	06-Jul2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
School Holiday Program	Marketing of a school holiday program. The program is a collation of information on what Council and community organisations are providing to Children and Young people during the school holidays.	09-Jul2018	TBC	20-Jul2018	TBC	Bayside LGA	TBC
School Holiday Program	A program of activities for school aged children across all library branches.	09-Jul2018	TBC	20-Jul2018	TBC	Bayside LGA Libraries	TBC
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	12-Jul2018	10:30 AM	12-Jul2018	12:30 PM	San Souci Library	Staff Hours
Crafternoon	A social craft group at Rockdale Library. All skill levels and interests welcome.	15-Jul2018	1:30 PM	15-Jul2018	3:45 PM	Rockdale Library	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	16-Jul2018	10:00 AM	16-Jul2018	12:00 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Rockdale Readers Book Group	Every month the group discusses a set book.	18-Jul2018	5:30 PM	18-Jul2018	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month.	20-Jul2018	10:30 AM	20-Jul2018	1:30 PM	Eastgardens Library	Staff Hours
Early Literacy Programs	Weekly programs during school term featuring stories, rhymes songs and activities for children 0-5 -Baby Rhymetime for 0-18 months old children, Toddlertime for 18months-3 year-olds and Storytime for preschoolers 3-5 years of age	22-Jul2018		28-Sep2018	various	Bayside LGA Libraries	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	01-Aug2018	10:30 AM	01-Aug2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	01-Aug2018	5:00 PM	01-Aug2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	03-Aug2018	10:30 AM	03-Aug2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	06-Aug2018	11:30 AM	06-Aug2018	1:30 PM	San Souci Library	Staff Hours
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	09-Aug2018	10:30 AM	09-Aug2018	1:30 PM	San Souci Library	Staff Hours
Rockdale Readers Book Group	Every month the group discusses a set book.	15-Aug2018	5:30 PM	15-Aug2018	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours

EVENT NAME	EVENT DESCRIPTION	EVENT DATE: START	FROM	EVENT DATE: FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month.	17-Aug2018	10:30 AM	17-Aug2018	1:30 PM	Eastgardens Library	Staff Hours
Crafternoon	A social craft group at Rockdale Library. All skill levels and interests welcome. Meets on third Sunday of the month	19-Aug2018	1:30 PM	19-Aug2018	3:45 PM	Rockdale Library	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	20-Aug2018	10:00 AM	20-Aug2018	12:00 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Children Book Week	Activities for local children in celebration of Children's Book Week, a national program	20-Aug2018	TBC	27-Aug2018	TBC	Branch Libraries	TBC
San Souci Knitting Group	Free knitting and crochet social group held at San Souci Library. All skill levels welcome, participants create blanket squares for charity.	03-Sep2018	11:30 AM	03-Sep2018	1:30 PM	San Souci Library	Staff Hours
1st Wednesday Book Group	Every month the group discusses a set book.	05-Sep2018	10:30 AM	05-Sep2018	12:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	05-Sep2018	5:00 PM	05-Sep2018	7:00 PM	Rockdale Library Meeting Room 3.1	Staff Hours
Mascot Library Book Group	Meets first Friday of every month. Participants discuss a different book each month.	07-Sep2018	10:30 AM	07-Sep2018	12:00 PM	Mascot Library & Museum, Hatfield Street, Mascot	Staff Hours
Book Week Competition Ceremony	Prize-giving ceremony for the Library's Book Week Art Competition. The Mayor hands out certificates and prizes.	11 Sept 2018	TBC	11 sept 18	TBC	Rockdale Town Hall	\$1,400
San Souci Book Group	The San Souci Book Group meets on the second Thursday of each month. The group discusses a set book.	13-Sep2018	10:30 AM	13-Sep2018	1:30 PM	San Souci Library	Staff Hours
Rock & Wool Knitting Group	Free knitting and crochet social group held at Rockdale. All skill levels welcome, participants create blanket squares for charity.	16-Sep2018	10:00 AM	16-Sep2018	12:00 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Crafternoon	A social craft group at Rockdale Library. All skill levels and interests welcome. Meets on third Sunday of the month	16-Sep2018	1:30 PM	16-Sep2018	3:45 PM	Rockdale Library	Staff Hours
Rockdale Readers Book Group	Every month the group discusses a set book.	19-Sep2018	5:30 PM	19-Sep2018	6:30 PM	Rockdale Library Meeting Room 3.2	Staff Hours
Eastgardens Library Book Group	Meets third Friday of every month. Participants discuss a different book each month.	21-Sep2018	10:30 AM	21-Sep2018	1:30 PM	Eastgardens Library	Staff Hours
School Holiday Program		01-Oct2018	TBC	12-Oct2018	TBC	Bayside LGA	TBC
School Holiday Program	A program of activities for school aged children across all library branches.	01-Oct2018	TBC	12-Oct2018	TBC	Bayside LGA	TBC
Early Literacy Programs	Weekly programs during school term featuring stories, rhymes songs and activities for children 0-5 -Baby Rhymetime for 0-18 months old children, Toddlertime for 18months-3 year-olds and Storytime for preschoolers 3-5 years of age	14-Oct2018	TBC	13-Dec2018	various	Bayside LGA Libraries	Staff Hours
Taste of Mascot	Families can enjoy free rides, roving performers, free face painting and an immersive main stage program featuring local performers and entertainers.	21-Oct2018	TBC	21-Oct2018	TBC	Mascot Oval	\$160,000

EVENT NAME	EVENT DESCRIPTION	EVENT DATE: START	FROM	EVENT DATE: FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
Migrant Information Day (International Migrants Day 18 December)	Promotion of information and services to support Migrants.	24-Oct2018	10:00 AM	24-Oct2018	2:00 PM	Rockdale Town Hall	\$2,000
Garden Comp Awards	Awards ceremony for the Bayside Garden Competition.	01-Nov2018	TBC	01-Nov2018	TBC	TBA	
RSL in NSW 100 Years Commemorative Morning Tea	Commemorative Morning Tea for Returned Services Men and Women	01-Nov2018	TBC	01-Nov2018	TBC	Mascot Library	\$20,000
Citizenship Ceremony	Citizenship Ceremony	21-Nov2018	TBC	21-Nov2018	TBC	Rockdale Town Hall	
Housebound Christmas	Christmas party specifically for members of the community who are housebound or have limited access. Features live music and a visit from Santa.	27-Nov2018	TBC	27-Nov2018	TBC	Eastlakes Community Hall	
BHT Christmas	Christmas Party for the Botany Historic Trust.	29-Nov2018	TBC	29-Nov2018	TBC	Bonnie Doon TBC	
Carols in the Park	Free Christmas Carols provided by the community featuring a variety of community choirs and professional entertainers	01-Dec2018	TBC	01-Dec2018	TBC	Mascot Memorial Park	
Business and Community Christmas Party	Celebrate Christmas for the Businesses and Community Groups in the Bayside LGA	04-Dec2018	6:00 PM	04-Dec2018	9:00 PM	The Lakes TBC	\$30,000
Mayoral Christmas Party	Mayor hosts a Christmas celebration dinner.	06-Dec2018	6:00 PM	06-Dec2018	10:00 PM	The Grand Roxy	\$35,000
Carols by the Sea	Christmas Carols by local churches on the shores of Botany Bay.	08-Dec2018	TBC	08-Dec2018	TBC	Lady Robinsons Beach	
the BIG Story Time Christmas Party	Attended by customers and their children who attend story time at the libraries throughout the year.	13-Dec2018	TBC	13-Dec2018	11:00 AM	Rockdale Town Hall	
Seniors Christmas Party	Christmas Party for senior members of the community	12-Dec2018	TBC	12-Dec2018	TBC	Rockdale Town Hall	
New Year's Family Fireworks	Welcome in the New Years with a 9pm Family Friendly firework display.	31-Dec2018	TBC	31-Dec2018	TBC	Brighton Le Sands	
School Holiday Program	A program of activities for school aged children across all library branches.	07-Jan2019	TBC	19-Jan2019	TBC	Bayside LGA	TBC
Australia Day	Official ceremony, Awards, Citizenship Ceremony, entertainment	26-Jan2019	TBC	26-Jan2019	TBC	Depena Reserve TBC	
Early Literacy Programs	Weekly programs during school term featuring stories, rhymes songs and activities for children 0-5 -Baby Rhymetime for 0-18 months old children, Toddlertime for 18months-3 year-olds and Storytime for preschoolers 3-5 years of age	04-Feb2019		12-Apr2019	various	Bayside LGA Libraries	Staff Hours
International Women's Day	TBC - Lunch/ Workshop for Council Staff? With a focus on Women?	08-Mar2019	TBC	08-Mar2019	TBC	TBC	\$350
Harmony Day	To celebrate our communities cultural diversity and to share what we have in common, event held during Harmony Week 2019	21-Mar2019	TBC	21-Mar2019	TBC	TBC	
School Holiday Program	A program of activities for school aged children across all library branches.	15-Apr2019	TBC	28-Apr2019	TBC	Bayside LGA	TBC
Early Literacy Programs	Weekly programs during school term featuring stories, rhymes songs and activities for children 0-5 -Baby Rhymetime for 0-18 months old children, Toddlertime for 18months-3 year-olds and Storytime for preschoolers 3-5 years of age	29-Apr2019		5-Jul2019	various	Bayside LGA Libraries	Staff Hours
School Holiday Program	Marketing of a school holiday program. The program is a collation of information on what Council and community organisations are providing to Children and Young people during the school holidays.	April 2019 TBC	TBC	April 2019 TBC	TBC	Bayside LGA	TBC

EVENT NAME	EVENT DESCRIPTION	EVENT DATE: START	FROM	EVENT DATE: FINISH	TIL	VENUE	PROJECTED COST TO STAGE THE EVENT
National Youth Week Event	National Youth Week (NYW) is the largest celebration of young people in Australia. In partnership with the Youth Council and Youth Organisations we plan activities to celebrate the role young people play in our communities.	April 2019 TBC	Extended Program	April 2019 TBC	Extended Program	Various	\$5,500
Citizenship Ceremony	Citizenship ceremony	Aug TBC	TBC	Aug TBC	TBC	Rockdale Town Hall	
International Day of People with a Disability Event	Celebrating the achievements and contributions of people living with a disability.	Dec 2018 TBC	TBC	Dec 2018 TBC	TBC	TBC	TBC
School Holiday Program	Marketing of a school holiday program. The program is a collation of information on what Council and community organisations are providing to Children and Young people during the school holidays.	Jan2019 TBC	TBC	Jan2019 TBC	TBC	Bayside LGA	TBC
NAIDOC WEEK 2018 - Flag Raising Ceremony	Flag raising Ceremony in Councils Forecourt in recognition of NAIDOC week NAIDOC Week celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC is celebrated not only in Indigenous communities, but by Australians from all walks of life. The week is a great opportunity to participate in a range of activities and to support your local Aboriginal and Torres Strait Islander community.	July 2018 TBC	TBC	July 2018 TBC	TBC	Forecourt and Town Hall	Nil
Citizenship Ceremony	Citizenship ceremony	July TBC	TBC	July TBC	TBC	Rockdale Town Hall	
Refugee Week	Refugee week is an annual week long celebration of the positive contributions of refugees to Australian society.	June 2019 TBC	Extended Program	05-May2019	Extended Program	TBC	\$52,500
Citizenship Ceremony	Citizenship ceremony	March 2018 TBC	TBC	March 2018 TBC	TBC	Rockdale Town hall	
Building Better Business Workshops	Provide support to local businesses	March 2019 TBC	TBC	March 2019 TBC	TBC	TBC	
Seniors Month Activities	Program of seniors events and activities	March 2019 TBC	Extended Program	March 2019 TBC	Extended Program	Various Locations	\$20,000
Citizenship Ceremony	Citizenship ceremony	May 2018 TBC	TBC	May 2018 TBC	TBC	Rockdale Town hall	
Citizenship Ceremony	Citizenship ceremony	Oct TBC	TBC	Oct TBC	TBC	Rockdale Town Hall	
Building Better Business Workshops		Oct2018 TBC	TBC	Oct2018 TBC	TBC	TBC	
Mental Health Month Event	Bayside Council are now accepting Expressions of Interest from community groups, choirs, dance troupes, entertainers, musicians, magicians and all round entertainers to perform at the upcoming Multicultural Fair 2018.	Oct2018 TBC	TBC	Oct2018 TBC	TBC	TBC	
Citizenship Ceremony	Citizenship ceremony	Sept TBC	TBC	Sept TBC	TBC	Rockdale Town Hall	

Community Relations Committee

21/02/2018

Item No	5.3
Subject	Key Focus Areas and Name Change
Report by	Fausto Sut, Manager Governance & Risk
File	F17/1273

Summary

It has been suggested that the name of the Committee be changed to Communication and Events.

The Committee is asked to consider the key focus areas it wishes to pursue as a priority during the term of the Committee in order to fulfil its Charter responsibilities.

Officer Recommendation

- 1 That the Committee recommends to Council that it change the name of the Committee to "Communication and Events" Advisory Committte and its objective as detailed in the report.
 - 2 That the Committee adopts the key focus areas outlined in this report.
-

Background

The objectives of the Committee currently adopted by Council is as follows:

There has been some discussion about the Committee focus and that the name "Communications and Events" best reflects the purpose of the Committee. On this basis the objectives may be:

"Provides advice on Council's communications strategies and processes for a broad range of events and functions, and appropriate strategies to ensure events and functions to be delivered are inclusive and assessible and aligned to Council's community outcomes."

In order to ensure the Committee works effectively within the allocated meeting time, consideration should be given to the key focus areas that the Committee meeting may wish to allocate as a priority. As a starting point some key focus for discussions have been identified as follows:

- Community Newsletters.
- Social Media.
- Events Program.
- Branding and Style Guide, including the planned roll out for prioritised branding activities.

The Committee should consider its focus areas to guide future meetings.

Attachments

Nil