

MEETING NOTICE

A meeting of the
Finance & Asset Management Committee
will be held in the Level 2 Conference Room
Bayside Administration Building, Rockdale
on **Monday 29 October 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

- 4.1 Minutes of the Finance & Asset Management Committee Meeting - 30
July 20182

5 REPORTS

- 5.1 Bayside Advisory Committees' Terms of Reference5
5.2 September Quarterly Review of 2018/19 Budget (Quarter 1).....6
5.3 Annual Budget 2019/20 Financial Parameters7
5.4 Building Structure Repairs at Botany Works Depot9

6 GENERAL BUSINESS

7 NEXT MEETING

Meredith Wallace
General Manager

Finance & Asset Management Committee

29/10/2018

| | |
|-----------|---|
| Item No | 4.1 |
| Subject | Minutes of the Finance & Asset Management Committee Meeting - 30 July 2018 |
| Report by | Michael Mamo, Director City Performance |
| File | SC18/135 |

Officer Recommendation

That the Minutes of the Finance & Asset Management Committee meeting held on 30 July 2018 be confirmed as a true record of proceedings.

Present

Councillor Scott Morrissey (Chair)
Councillor Michael Nagi
Councillor Liz Barlow

Also present

Councillor Dorothy Rapisardi
Councillor Andrew Tsounis
Meredith Wallace, General Manager
Michael Mamo, Director City Performance
Matthew Walker, Manager Finance
Fausto Sut, Manager Governance & Risk
Jeremy Morgan, Manager City Infrastructure

The Chairperson opened the meeting in the Botany Town Hall at 6.30 pm.

1 Acknowledgement of Traditional Owners

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

2 Apologies

The following apologies were received:

Councillor Christina Curry
Councillor James Macdonald

3 Disclosures of Interest

There were no disclosures of interest.

4 Minutes of Previous Meetings

4.1 Minutes of the Finance & Asset Management Committee Meeting - 16 May 2018

Committee recommendation

That the Minutes of the Finance & Asset Management Committee meeting held on 16 May 2018 be confirmed as a true record of proceedings.

5 Reports

5.1 Draft Bayside Council Resourcing Strategy 2018-2030

Committee recommendation

- 1 That the Finance & Asset Management Committee receive and note this report.
- 2 That the Finance & Asset Management Committee recommend to Council the adoption of the draft Resourcing Strategy incorporating the draft Long Term Financial Plan (2018-2030), draft Bayside Asset Management Strategy (2018-2030) and draft Strategic Workforce Plan.

5.2 CONFIDENTIAL - Recovery Action - Progress Report

Committee recommendation

That the report be received and noted.

6 General Business

6.1 Tantallon Avenue Walkway - Update

Committee recommendation

That Councillors be provided with an update on the proposed walkway for Tantallon Avenue, Arncliffe.

7 Next Meeting

The next meeting will be held in the Meeting Room, Botany Town Hall at 6.30pm on Monday, 29 October 2018.

The Chairperson closed the meeting at 8.13pm

Attachments

Nil

Finance & Asset Management Committee

29/10/2018

| | |
|-----------|--|
| Item No | 5.1 |
| Subject | Bayside Advisory Committees' Terms of Reference |
| Report by | Michael Mamo, Director City Performance |
| File | F17/1273 |

Summary

This report informs the Committee about changes to the Terms of Reference, and proposes a minor name change.

Officer Recommendation

- 1 That the amendments to the Bayside Advisory Committees' Terms of Reference, as adopted at the Council Meeting of 10 October 2018, be noted.
 - 2 That the Committee be known as a Working Party.
-

Background

Committee members will recall that Council, at its meeting of 10 October 2018, resolved the following in relation to Bayside Advisory Committees:

- 1 That Council receives and notes the report.
- 2 That General Manager's Briefing Sessions continue to be held as they support Councillor professional development and sound decision making.
- 3 That the Bayside Advisory Committees be retained and the Terms of Reference be amended so that the membership of each committee includes the General Manager, who may appoint an alternate when unable to attend, as further detailed in the body of this report and the Terms of Reference should also include the wording "the Chair has the casting vote" to clarify what happens if there is a split vote.
- 4 That the terms of reference otherwise (than as specified by point 3 above) remain unchanged.

The Terms of Reference have been amended to reflect these changes.

With further consideration, it is also proposed that each of the Bayside advisory committees be known as a Working Party. It will however, be governed as an advisory committee in terms of the Code of Meeting Practice.

Attachments

Nil

Finance & Asset Management Committee

29/10/2018

| | |
|-----------|---|
| Item No | 5.2 |
| Subject | September Quarterly Review of 2018/19 Budget (Quarter 1) |
| Report by | Michael Mamo, Director City Performance |
| File | F09/744 |

Summary

A presentation will be made to the Committee on the quarterly budget review statements for the first quarter ended 30 September 2018.

Officer Recommendation

That the Finance & Asset Management Committee notes the presentation on the quarterly budget review for the first quarter ending 30 September 2018.

Background

Council is required to report quarterly to Council on its budget progress. All councils are required to follow the Office of Local Government's guidelines titled 'Quarterly Budget Review Statement for NSW Local Government', which sets out the reporting format that needs to be used for quarterly financial progress reports to Council.

The Quarterly Budget Review Statement (QBRs) provides information on how the Council is tracking against its originally adopted budget in the Operational Plan 2018/19. It shows the revised estimated income and expenditure for the year against the original estimate of annual income and expenditure as shown in the Plan and includes recommendations regarding changes to budget to give a projected year end result.

The Committee will be provided with a presentation on the key areas of the Quarterly Budget Review to 30 September 2018.

Attachments

Nil

Finance & Asset Management Committee

29/10/2018

| | |
|-----------|---|
| Item No | 5.3 |
| Subject | Annual Budget 2019/20 Financial Parameters |
| Report by | Michael Mamo, Director City Performance |
| File | F09/744 |

Summary

As part of the Integrated Planning and Reporting framework, Council is required to adopt an Operational Plan including budget for 2019/20 by 30 June 2019. To assist in preparing the draft budget for consideration by Council, a set of budget parameters and guiding principles are adopted. The Committee will receive a presentation of those proposed for use in the preparation of the 2019/20 budget.

Officer Recommendation

That the budget parameters used for preparing the 2019/20 operational budget and fees and charges be adopted.

Background

NSW Councils operate within an Integrated Planning and Reporting (IP&R) framework, which requires all councils to have long term community, financial, and asset planning. The IP&R framework consists of a hierarchy of documents including a Community Strategic Plan covering at least ten years, a four year Delivery Program, an annual Operational Plan and a long term Resourcing Strategy (which includes a long-term financial plan, a workforce management plan and an asset management plan).

Supporting the Delivery Program is the annual Operational Plan, which details the individual service activities that will be undertaken each year to achieve the commitments made in Council's Delivery Program in response to the Community Strategic Plan.

The annual budget is a critical element of the Operational Plan. In developing the annual budget, Council is required to comply with the Local Government Act 1993 and the Local Government (General) Regulation 2005, which sets some parameters in the development of the budget including having a Statement of Revenue Policy and the setting of the fees and charges for the financial year.

In preparing the Council's annual budget, Council has regard to existing operations and obligations as well as what is planned for the year to meet the Delivery Program. Each year a set of budget parameters and guiding principles are adopted to guide the administration in developing a draft budget for consideration and adoption by the Council.

The Committee will receive a presentation of the proposed budget parameters to be used in developing the 2019/20 Operational Budget and fees and charges.

Attachments

Nil

Finance & Asset Management Committee

29/10/2018

| | |
|-----------|---|
| Item No | 5.4 |
| Subject | Building Structure Repairs at Botany Works Depot |
| Report by | Michael Mamo, Director City Performance |
| File | SF18/1428 |

Summary

Investigations and works planning have been underway for buildings and structures at Botany Works Depot following the completion of structural engineering assessments to depot buildings.

Officer Recommendation

That the Finance and Asset Management Advisory Committee receives and notes the report on building structure repairs at Botany Works Depot.

Background

A program of building condition inspections has been ongoing across the Bayside Council area for Council owned buildings and structures. During the course of the programmed inspection for buildings at Botany Works Depot, Council officers observed a number of building structure issues, requiring further investigations by structural engineers.

A structural engineering consultant inspected and reported on the various buildings and structures, identifying a range of structural building defects at the depot, requiring Council to consider implementing urgent, short and medium term works.

An internal working group was established to develop an asset renewal plan for the works depot to identify scope of works to be undertaken for asset renewal and rehabilitation, and where applicable, asset demolition.

The working group identified urgent works to be completed in the 2018/2019 year, using existing building rehabilitation program funds from the City Projects Program. These works included:

- 1 Demolition of the shed (Building ID BLD020). Building BLD020 light steel framed structure, with steel truss roof frame, corrugated sheet roof and side cladding, and block work rear wall. The structure is used for storage of building materials. The steel frame structure is extensively corroded and beyond repair under maintenance. The shed is planned for demolition.
- 2 Rehabilitation of the office (BLD025) and amenities block (BLD018). Buildings BLD018 and BLD025 comprise mixed construction of steel, brick and pre-stressed concrete elements. The steel columns are subject to extensive corrosion in isolated sections, and are required to be repaired by removal of corrosion, strengthening and painting. Pre-stressed concrete sections are to be patch repaired.

- 3 Further planning for future stage works. Further stage works are required for the truck/plant shed, wash bay, store, workshop and trade shop. Future stage concepts are under development and the identification of works scope, program and costs will be completed under the City Projects Program development for 2019/2020.
-

Attachments

Site Plan of buildings within Botany Works Depot [↓](#)

