

# Ordinary Council Meeting

Tuesday 28 February 2023

# Seating Plan for Council meetings





# Statement of ethical obligations

Obligations	
<b>Oath [Affirmation] of Office by Councillors</b>	I swear [solemnly and sincerely declare and affirm] that I will undertake the duties of the office of councillor in the best interests of the people of Randwick City and the Randwick City Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.
Code of Conduct conflict of interests	
<b>Pecuniary interests</b>	<p>A Councillor who has a <b>pecuniary interest</b> in any matter with which the council is concerned, and who is present at a meeting of the council at which the matter is being considered, must disclose the nature of the interest to the meeting.</p> <p>The Councillor must not be present at, or in sight of, the meeting:</p> <ul style="list-style-type: none"><li>a) at any time during which the matter is being considered or discussed, or</li><li>b) at any time during which the council is voting on any question in relation to the matter.</li></ul>
<b>Non-pecuniary conflict of interests</b>	A Councillor who has a <b>non-pecuniary conflict of interest</b> in a matter, must disclose the relevant private interest in relation to the matter fully and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.
<b>Significant non-pecuniary interests</b>	A Councillor who has a <b>significant</b> non-pecuniary conflict of interest in relation to a matter under consideration at a council meeting, must manage the conflict of interest as if they had a pecuniary interest in the matter.
<b>Non-significant non-pecuniary interests</b>	A Councillor who determines that they have a non-pecuniary conflict of interest in a matter that is <b>not significant</b> and does not require further action, when disclosing the interest must also explain why conflict of interest is not significant and does not require further action in the circumstances.



Notice is hereby given that an Ordinary Council meeting of Randwick City Council will be held in the Council Chamber, 1st Floor, Randwick Town Hall, 90 Avoca St, Randwick on Tuesday, 28 February 2023 at 7pm

## **Acknowledgement of the Local Indigenous People & Prayer**

### **Acknowledgement of Country**

*"I would like to acknowledge that we are meeting on the land of the Bidjigal and the Gadigal peoples who occupied the Sydney Coast, being the traditional owners. On behalf of Randwick City Council, I acknowledge and pay my respects to the Elders past and present, and to Aboriginal people in attendance today."*

### **Prayer**

*"Almighty God,*

*We humbly beseech you to bestow your blessings upon this Council and to direct and prosper our deliberations to the advancement of your glory and the true welfare of the people of Randwick and Australia. Amen"*

## **Apologies/Granting of Leave of Absences**

### **Requests to attend meeting by audio-visual link**

### **Confirmation of the Minutes**

Ordinary Council - 13 December 2022

Extraordinary Council - 8 February 2023

## **Declarations of Pecuniary and Non-Pecuniary Interests**

### **Address of Council by Members of the Public**

*Privacy warning;*

*In respect to Privacy & Personal Information Protection Act, members of the public are advised that the proceedings of this meeting will be recorded for the purposes of clause 5.20-5.23 of Council's Code of Meeting Practice.*

*Audio/video recording of meetings prohibited without permission;*

*A person may be expelled from a meeting for using, or having used, an audio/video recorder without the express authority of the Council.*

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**Closed Session (record of voting required)**

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T2022-09

*This matter is considered to be confidential under Section 10A(2) (d) Of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret.*

**Notice of Rescission Motions**

Nil

Kerry Kyriacou  
**ACTING GENERAL MANAGER**

## Mayoral Minute No. MM2/23

**Subject: Financial Assistance and Donations - January to February 2023**

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### Motion:

That Council:

- a) contribute \$2,500, to be funded from the 2022-23 Contingency Fund, to assist with the organising of the Asia Pacific Swimming Championships being held at the Des Renford Leisure Centre from 12-18 March 2023;
- b) donate plants from Council's Nursery, to the value of \$300 to be funded from the 2022-23 Contingency Fund, to St John's Anglican Church, Maroubra to upgrade and beautify the Church grounds;
- c) note the waiving of fees, totalling \$1,160 to be funded from the 2022-23 Contingency Fund, for the Coogee United Football Club charity event held on 22 January 2023 at the Heffron Synthetic Field;
- d) approve the purchase tickets for a table of 10 at the Windgap Gala Ball being held on 20 May 2023, at a total cost of \$2,400 to be funded from the 2022-23 Contingency Fund, for interested Councillors to attend in support of the cause;
- e) contribute \$750, to be funded from the 2022-23 Contingency Fund, to the Malabar Boat Owners & Sea Rescue Club Inc to go towards the proposed monument and plaque celebrating their service to the community for over 70 years;
- f) donate plants from Council's Nursery, to the value of \$500 to be funded from the 2022-23 Contingency Fund, to Sydney Children's Hospital, Randwick to revamp and beautify their small outdoor area;
- g) contribute \$7,500, to be funded from the 2022-23 Contingency Fund, to Surfing NSW for sponsorship of the Maroubra Pro surfing event being held at Maroubra Beach from 3-5 March 2023;
- h) donate \$400, to be funded from the 2022-23 Contingency Fund, towards the fundraising art exhibition being held on 3 March 2023 in support of the Soroptimist Randwick and Eastern Suburbs projects and causes; and
- i) note the contribution of \$350, funded from the 2022-2023 Contingency Fund, towards the single one-off Community Event Public Liability Insurance for the Yarra Bay Family Fun Day being held on 4 March 2023.

### Background:

#### Asia Pacific Swimming Championship – 13-17 March 2023

After winning the last edition in Singapore, the Lycee Condorcet Sydney International French School has been given the opportunity to organise the upcoming Asia-Pacific Swimming Championship. The Asia-Pacific Swimming Championship will take place over 6 days from 12 to 18 March 2023 at the Des Renford Leisure Centre.

13 different teams from other Agency for French Education Abroad (AEFE) schools will be participating with approximately 350 students and 30 coaches. It is anticipated that students from Bangkok, Hanoi, HCMC, Hong Kong, Jakarta, Mumbai, Phnom Penh, Seoul, Singapore and Sydney will participate on this occasion.

This is a great competition that promotes team spirit, sportsmanship, fair play and encourages swimmers to do their best. This event was previously supported by Council to be held in March 2020 but was unfortunately cancelled at the time due to the COVID-19 pandemic.

The school have requested a contribution to assist with the fees associated with hosting the event. The fees associated with the use of the Des Renford Leisure Centre on this occasion come to a total of \$11,088.75.

Given the scarcity of funds available in the 2022-23 Contingency Fund and noting Council's previous support, I propose contributing \$2,500 to assist with the organising of the Asia Pacific Swimming Championships at the Des Renford Leisure Centre from 12-18 March 2023.

### **St John's Anglican Church, Maroubra – Donation of plants**

St John's Anglican Church in Maroubra has requested a donation of plants as it is their aim to continue upgrading and beautifying the Church grounds through new plants for environment health and for the community.

Council has supported the request from the Church for a donation of plants from Council's Nursery in previous years and it is recommended that the same support is provided again for the benefit of the community.

### **Coogee United Football Club charity event – 22 January 2023**

The Coogee United Football Club held a charity event on 22 January 2023 at the Heffron Synthetic Field.

Coogee United Football Club organised a one day social charity 6-a-side competition for their members and wider Eastern Suburbs football community with the aim of raising much needed funds for the Mark Hughes Foundation (brain cancer research, awareness and support), Beyond Blue (mental health support services for those affected by cancer), and to increase brain cancer awareness in the local community.

The motivation for running the event came about after the brain cancer diagnosis of one of the Coogee United family in 2022, who continues his fight with positivity and great strength. The team want to support him by supporting others that have or may encounter a similar situation.

Ground hire was the largest cost for the event so the team requested that Council waive the fees associated with holding the event at the Heffron Synthetic field, to ensure as much of the funds as possible are directed to the fundraising aspect of the day.

As the event was held before the first Council meeting of the year, I made the decision as Mayor to waive the fees in support of this worthy cause.

### **Windgap Gala Ball – 20 May 2023**

The Windgap Foundation has been providing a range of much needed programs and services to more than 300 families in the Randwick Council area for over 60 years. These programs and services include supported employment, accommodation, learning and life skill programs, advocacy, leisure and community participation opportunities to empower adults with intellectual disabilities.

The Windgap Foundation has requested Council's support for its biggest fundraising event of the year, the Windgap Gala Ball, being held on Friday, 20 May 2023 at the Australian Turf Club, Royal Randwick Racecourse.

Each year, the event raises funds which go back into the purchase of a new transport vehicle, hoists in the Windgap facilities, art programs and computers and smart boards for continued learning. This year's fundraising goal is to raise much needed funds for the continual

improvement and expansion of the Windgap Foundation's programs and services, and is a very worthy cause for Council to support.

Council has purchased tickets in support of this worthy cause for a number of years. I propose purchasing a table of 10 tickets, at a total cost of \$2,400, to this year's Windgap Foundation Gala Ball for interested Councillors to attend in support.

### **Celebrating over 70 years of Malabar Boat Owners & Sea Rescue Club Inc.**

The Malabar Boat Owners and Sea Rescue Club is a long serving established club, serving the community since 1949. The club is affiliated with the Australian National Sportsfishing Association (ANSA) and shares its facility with the NSW Lifesaving Rescue Boats which utilise the ramp to launch its rescue craft along the Eastern Sea Board.

The Malabar Boat Owners & Sea Rescue Club Inc. are celebrating over 70 years by arranging the installation of a plaque on a granite monument to mark the occasion. It is planned to install the monument and plaque at an approved location, with the Club proposing a location within the grounds of 2R Bay Parade, Malabar.

The club have requested Council's approval and support in marking this milestone. I propose contributing \$750 towards the plaque and monument on this occasion. In recognition of Council's support, Council's logo will be included on the plaque.

### **The Sydney Children's Hospital, Randwick – donation of plants**

The Mental Health Ward of the Sydney Children's Hospital, Randwick has requested a donation of plants from Council's Nursery to assist with revamping the small outdoor area located outside the ward. I propose supporting this request by donating plants to the value of \$500 on this occasion to beautify the garden for the enjoyment and benefit of the hospital patients and visitors.

### **Surfing NSW 2023 Maroubra Pro – Sponsorship**

At Council's Ordinary meeting of 13 December 2022, it resolved to waive the fees associated with holding the Maroubra Pro surfing event at Maroubra Beach from 3-5 March 2023, totalling \$8,325 to be funded from the 2022-23 Contingency Fund.

Surfing NSW has requested further support for the 2023 event by way of sponsorship, in line with support provided by Council in previous years.

An additional contribution of \$7,500 would go towards the live event webcast, digital and onsite marketing including Council's logo as a sponsor, inclusion in social media distribution and media releases, and event equipment.

The sponsorship objectives are as follows:

- Drive tourism;
- Reinstate a major event to the Maroubra Region for another consecutive year;
- Establish Maroubra as a Surfing destination in NSW;
- Facilitate local community involvement to drive event engagement and economic impact; and
- Highlight local talent through event promotion to raise the profile of up-and-coming athletes.

The Maroubra Pro is one of Surfing NSW's four key event as part of the annual Pro Surf Series. The event attracts the region's best professional surfers who travel to compete in an effort to qualify for the world tour.

Historically this event has seen the likes of Olympian Sally Fitzgibbon, Julian Wilson and Owen Wright all compete to access the points that granted them their spot on the World Championship Tour and subsequently in the Olympic team.

The event is a drawcard for competitors and visitors to our area and helps to cement Maroubra's reputation as one of Australia's iconic surfing beaches.

### **Fundraising Art Exhibition hosted by Soroptimist Randwick and Eastern Suburbs – 3 March 2023**

The Soroptimist Randwick and Eastern Suburbs are hosting a fundraising art exhibition on 3 March 2023 at the Paddington Uniting Church Hall. Councillors have been invited to attend.

The fundraiser is being held in support of the Soroptimist Randwick and Eastern Suburbs initiatives including a midwifery scholarship, book boxes at schools, women in refuges, women recovering from addiction, vulnerable mothers giving birth with no support, newborn baby bundles and a winter appeal for vulnerable young people. These initiatives are designed to provide women and girls with the resources and support they need to safely lead fulfilling lives and reach their full potential.

The funds raised for these initiatives at the art exhibition event will enable the Soroptimist Randwick and Eastern Suburbs to continue to provide vital services and support to women and girls in need.

The Soroptimist Randwick and Eastern Suburbs has requested Council's support in raising awareness about the important work they do and to consider a donation towards the fundraising event. As such, I propose donating \$400 in support of this worthy cause.

### **Yarra Bay Family Fun Day - 4 March 2023**

Council is organising a Yarra Bay Family Fun Day on 4 March 2023. The Save the Bay Coalition will be hosting an information stand at the event and a one-off Public Liability Insurance will be required by the group. The Save the Bay Coalition has requested Council cover the cost of the one-off Community Event Public Liability Insurance on this occasion, totalling \$350. Due to the timeframe, I approved this request as Mayor in support of the information stall that is relevant to Council's event.

### **Source of funding:**

The financial implication to Council will be \$15,860 to be funded from the 2022-23 Contingency Fund.

### **Attachment/s:**

Nil

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**Responsible officer:** The Mayor, Cr Dylan Parker

**File Reference:** F2022/06574



## Mayoral Minute No. MM3/23

### Subject: Greek Epiphany Festival 2023 - Waiving of fees

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#### Motion:

That Council:

- a) note the waiving of fees, totalling \$17,588.49 to be funded from the 2022-23 Contingency Fund, associated with the Greek Epiphany Festival held on Sunday, 8 January 2023; and
- b) approve an additional allocation in the 2023-24 and future years Community donations budget to allow the waiving of fees associated with the holding of the Greek Epiphany Festival at Bicentennial Park, Yarra Bay on an annual and ongoing basis.

#### Background:

The annual Epiphany service and festival is one of the most important events on the Greek Orthodox calendar. A religious service is conducted followed by a day of traditional Greek festivities.

The fees associated with the 2023 event are as follows:

Application Fee:	\$202.00
Park Hire Fee:	\$478.00
Lifeguard Fee:	\$4,192.00
Traffic Control:	\$6,647.10
Extra Staff Cleaning Fee:	\$4,530.00
Supply and Remove 12 bins:	\$1,212.00
Materials used on the day:	\$327.49
<b>Total:</b>	<b>\$17,588.49</b>

Council was again contacted by the Greek Orthodox Archdiocese of Australia seeking the waiving of fees associated with the celebration of the annual Epiphany Festival at Bicentennial Park, Yarra Bay on Sunday, 8 January 2023. Due to the timing and given Council's previous support, I made the decision as Mayor to waive the fees as requested.

Council has supported this event for many years. Financially, this year's event is in line with previous year's contributions. Given that this festival has become a very high profile and popular annual community event, it is recommended that Council support the waiving of associated fees on an annual and ongoing basis.

#### Source of funding:

The financial implication to Council is \$17,588.49 to be funded from the 2022-23 Contingency Fund and an additional allocation in the Community donations budget from 2023-24 for the waiving of fees associated with the event in future years on an annual and ongoing basis.

#### Attachment/s:

Nil

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**Responsible officer:** The Mayor, Cr Dylan Parker

**File Reference:** F2023/06574

## Mayoral Minute No. MM4/23

### Subject: Funding for Trove, Australian National Database

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#### Motion:

That Council:

- a) make representation to the local Federal Member, the Hon Matt Thistlethwaite MP, in relation to the need for a sustainable federal funding model for the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove;
- b) write to the Federal Minister for the Arts, the Hon Tony Burke and the Shadow Minister for the Arts, the Hon Paul Fletcher calling for sustainable funding to ensure the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove; and
- c) endorse the actions of the NSW Public Libraries Association in lobbying for additional sustainable funds for the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove.

#### Background:

Trove, the National Library of Australia's expansive public digital archive is used by local historians, family historians, researchers, library staff and the general public. Trove provides access to the National Library of Australia (NLA) collections and the collections of other cultural institutions, ensuring they are available to all Australians free of charge, regardless of where they live and who they are, receiving over 20 million visits per year.

In 2022, Trove Collaborative Services (TCS) introduced a new pricing model which raised serious concerns regarding the affordability and ongoing viability of participation in resource sharing for New South Wales public libraries.

Hundreds of organisations, including libraries across NSW, contribute to Trove, to ensure it remains the single national database within Australia. The change in subscription model has seen approximately 13% of libraries across NSW withdraw their contributions due to the significant fee increases, resulting in implications for the integrity of Trove. Further funding cuts, due in July 2023, will magnify this situation.

In addition, TCS has indicated that they will no longer support the national Document Delivery system (LADD) for resource sharing, raising concerns for library staff about the longer-term impact on inter-library loans (ILLs). ILLs are a vital and core service of public libraries, allowing open, democratic access to quality information for all community members, resulting in an inclusive, informed and connected communities.

Without additional funding the NLA will be unable to maintain Trove and therefore the people of NSW (and Australia) will no longer have access to Trove and the ability to search the 6 billion records on the national treasure trove of artefacts, curiosities, and stories from Australia's cultural, community and research institutions.

In July 2022 NSW Public Libraries Association (NSWPLA) wrote to the Minister for the Arts, Hon. Tony Burke expressing concern regarding the national database being under threat due to the lack of funding with the last tranche of funding expiring in July 2023. NSWPLA also expressed the association's concern regarding the affect this would have on the community and stated what a travesty it would be if a database of more than 6 billion digital items is no longer fully maintained and kept up to date, or worst-case scenario, unavailable. NSWPLA has not been successful in gaining a meeting with Minister Burke or his representative.

Trove is essential in providing equity of access to information across not only New South Wales, but the whole of Australia and further afield. It is a world-leading resource, free and available for

anyone anywhere to use. Trove's impact on research at all levels is immeasurable and its value to all Australians cannot be underestimated.

Accordingly, it is recommended that Randwick City Council supports the NSW Public Libraries Association by formally endorsing the actions of the NSW Public Libraries Association in lobbying for additional sustainable funds for the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove.

**Source of funding:**

N/A.

**Attachment/s:**

Nil

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**Responsible officer:** The Mayor, Cr Dylan Parker

**File Reference:** F2023/06574

## Mayoral Minute No. MM5/23

### Subject: Recognising Greek Independence Day 2023

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#### Motion:

That Council celebrate 202 years of Greek Independence on 25 March 2023 by:

- a) flying the Greek flag at Randwick Town Hall and other appropriate locations across Randwick City;
- b) producing content for Council's social media channels and e-news to mark the occasion;
- c) writing to prominent leaders in the Greek community including the Archbishop and local clergy, and the Consul General of Greece acknowledging the contribution made by the large Greek community in Randwick City;
- d) waiving the fees associated with the Greek Festival of Sydney event being held at the Prince Henry Centre on 5 March 2023, totalling \$1,680 to be funded from the 2022-23 Contingency Fund; and
- e) Adding the flying of the Greek flag and production of content for Council's social media channels and e-news to annual programming to mark the occasion in future years on an ongoing basis.

#### Background:

Greek Independence Day is celebrated on 25 March every year and marks the Greek Revolution of 1821. It is a public holiday in Greece and Cyprus and is celebrated by Greek diaspora centres around the world.

In 2021, Randwick City Council resolved to acknowledge and celebrate the 200<sup>th</sup> anniversary of Greek Independence. The occasion was marked by raising the Greek flag at Randwick Town Hall for a week from 25 March 2021, flying the Greek flag throughout Randwick City and hosting a civic reception with prominent leaders from the local Greek community in recognition of the significant anniversary.

Given Randwick City's long association with Greece and its people, and our Sister City relationship with Castellorizo, Greece, it would be a fitting gesture to celebrate 202 years of Greek Independence on 25 March 2023.

I propose flying the Greek flag at Randwick Town Hall and other appropriate locations across Randwick City, producing content for Council's social media channels and e-news to mark the occasion, and writing to prominent leaders in the Greek Community acknowledging the contribution made by the large Greek community in Randwick City. This is in line with the way that Council marked the occasion in 2022.

Additionally, I propose waiving the fees associated with the Greek Festival of Sydney event being held at the Prince Henry Centre on Sunday, 5 March 2023. This is in line with support provided by Council in previous years. The event called "A Bridge between Cultures: Tales of Hodja Nasreddin" involves readings in Greek, Turkish and Arabic with background music on an instrument shared by many of these cultures.

Further, the flying of the Greek flag and production of content for Council's social media channels and e-news should be added to Council's annual programming to mark the occasion in future years on an ongoing basis.

**Source of funding:**

There is no financial implication to Council in relation to this matter at this stage.

**Attachment/s:**

Nil

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**Responsible officer:** The Mayor, Cr Dylan Parker

**File Reference:** F2023/06574

## Mayoral Minute No. MM6/23

**Subject: Renewed concerns regarding Meriton's proposal for Little Bay Cove development**

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### Motion:

That Council:

- a) note Meriton's application for the Little Bay Cove site under the NSW State Government's fast-track Rezoning Program to be considered against eligibility and assessment criteria;
- b) note the inappropriate confidentiality requirements for Council to be provided details about the application or be able to provide technical comments, including comments on the merits of fast-tracking the proposal;
- c) resolve to oppose the Rezoning Pathways Program that further strips Councils of planning powers and community involvement; and
- d) oppose Meriton's application for the Little Bay Cove site being included in the NSW State Government's fast-track Rezoning Program.

### Background:

In mid-December 2022, the Department of Planning and Environment announced the Rezoning Pathways Program aimed at creating 70,000 new homes across the State by 2024.

Under the program, proponents can nominate sites that meet eligibility criteria and if successful, proposals are lodged with the Department and will proceed under a State assessed pathway and determined by the Department. To be considered for the program, applications must create over 1,000 new dwellings.

Council was recently notified that an application had been received for a site in Randwick City but that staff had to sign a legally binding confidentiality agreement before they would be provided details or be able to provide technical comments. Meriton has since confirmed the application is theirs. This is Meriton's third attempt to build on the site.

Meriton purchased the beachside site known as Little Bay Cove in March 2018 which came with completed public infrastructure including roads, footpaths, a playground and an approved shovel-ready masterplan for around 450 dwellings in buildings 2-5 storeys high.

Council rejected a planning proposal for 22 storeys and 1,909 new dwellings in 2020. A rezoning review lodged with the Department of Planning was also refused unanimously by the Sydney Eastern Planning Panel in 2021.

The Department of Planning will determine if Meriton's application is eligible for assessment under this new program by February 2023. If eligible, a Planning Proposal must be submitted to the Department in May 2023 and assessment under the program to be finalised by June 2024.

There continues to be serious concerns about high density for the Little Bay Cove site. Any plan of over 1,000 dwellings by Meriton would cause significant amenity impacts, view loss, overshadowing and transport issues.

### Source of funding:

N/A.

**Attachment/s:**

Nil

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**Responsible officer:** The Mayor, Cr Dylan Parker

**File Reference:** F2022/06574





MM6/23

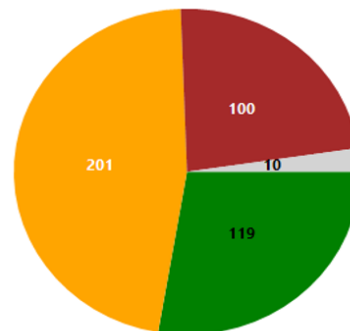
## General Manager's Report No. GM1/23





### Subject: Quarterly Progress Report - October to December 2022

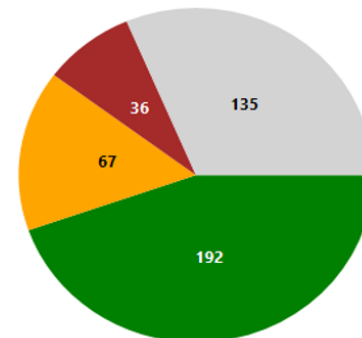
#### Executive Summary

- The attached Quarterly Progress Report tracks progress against the 2022-23 Operational Plan activities for the October - December 2022 quarter.
- Each scheduled activity has at least one indicator with a clear target to track performance. Performance is measured against the target value and target trend for the indicator.
- A summary of performance tracking for the quarter is provided below:

Performance tracking against target value		Number	%
	Target value achieved	119	28%
	In progress <sup>1</sup>	201	47%
	Target value not achieved	100	23%
	Not applicable	10	2%



Performance tracking against target trend		Number	%
	Target trend achieved	192	45%
	No change in value	67	16%
	Target trend not achieved	36	8%
	Not applicable	135	31%



#### Recommendation

That the information contained in the attached December 2022 Quarterly Progress Report for the 2022-23 Operational Plan be received and noted.

#### Attachment/s:

- Quarterly Progress Report - October to December 2022



## Purpose

The purpose of this report is to update Councillors and the community on the implementation of our 2022-23 Operational Plan.

## Discussion

In June 2022, our 2022-26 Delivery Program and 2022-23 Operational Plan was adopted.

The Delivery Program outlines how Council will work towards delivering the outcomes of the 2022-2032 Community Strategic Plan (CSP), whilst still providing the ongoing services required by our community and complying with regulatory functions.

The Operational Plan details the individual projects and actions that will be undertaken in the financial year to achieve the commitments made in the Delivery Program. Each Operational Plan activity has at least one indicator to track performance against identified targets.

This progress report provides an update on Council's performance against each indicator in the second quarter of financial year 2022-23.

## How we measure progress

The attached progress report is split into two tables:

*Table A:* Tracks progress in delivering the outcomes of the 2022-2032 Community Strategic Plan

*Table B:* Tracks performance in providing the ongoing services required by our community and our compliance with regulatory obligations.

Performance is measured against the target value and target trend for each indicator.

*Note: Table B also includes contextual numbers. These are used to understand demand and resourcing requirements; and/or to calculate indicators. Contextual numbers are not performance indicators as they do not have target values or target trends.*

## Summary of results for 1 October 2022 – 31 December 2022

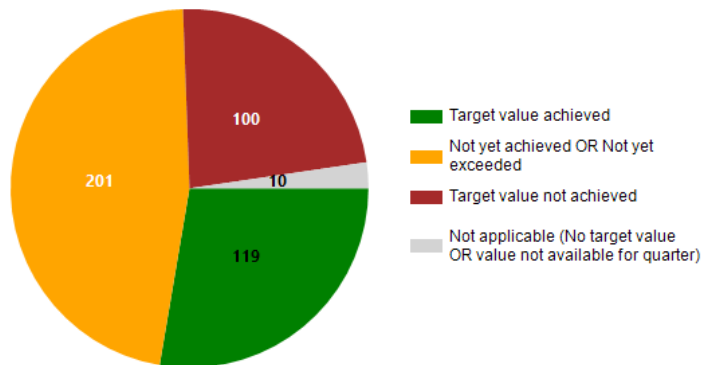
In the October - December 2022 quarter there were 430 indicators tracking progress of the operational plan activities scheduled in the quarter:

- 197 indicators measured progress in delivering the outcomes of the 2022-2032 Community Strategic Plan (Table A)
- 233 indicators measured progress in providing the ongoing services required by our community and complying with regulatory obligations (Table B)

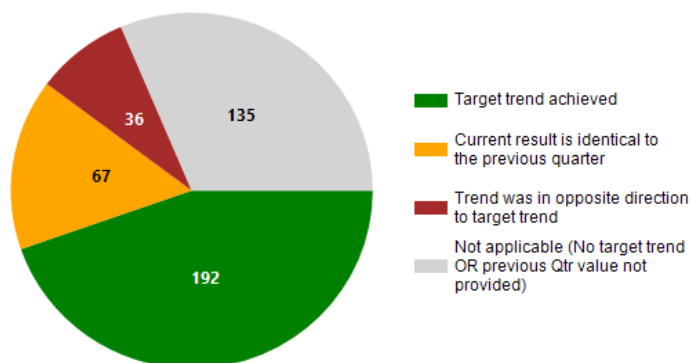
A summary of performance tracking for the October - December 2022 quarter is provided below (Note: contextual number are not included):

## Overall performance tracking (Table A and B)

Target Value Tracking Summary (TABLE A & TABLE B)



Target Trend Tracking Summary (TABLE A & TABLE B)

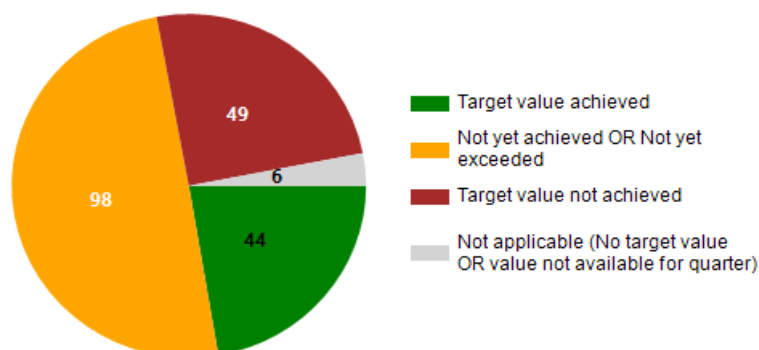


Given that this is the second quarter for delivery of the 2022-23 Operational Plan actions, the results are generally as expected with approximately half of the indicators still showing orange and displaying 'Not yet achieved' against the target value.

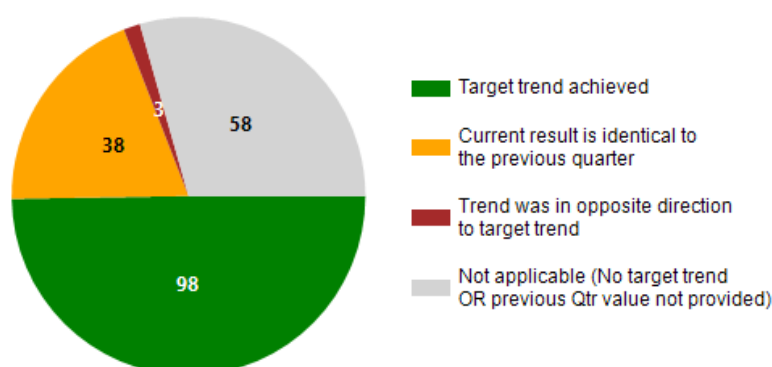
When a target value has not been achieved and the trend is in the opposite direction to the target, a comment has been provided in the progress report detailing why and/or what action is being taken to address performance.

## Progress in delivering the outcomes of the 2022-2032 Community Strategic Plan (Table A)

Target Value Tracking Summary (TABLE A)



Target Trend Tracking Summary (TABLE A)



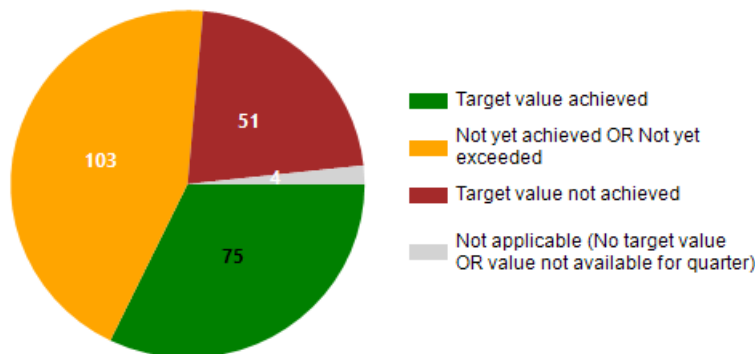
### Key activities

Some of the key achievements in delivering the outcomes of the Community Strategic Plan over the December quarter are highlighted below:

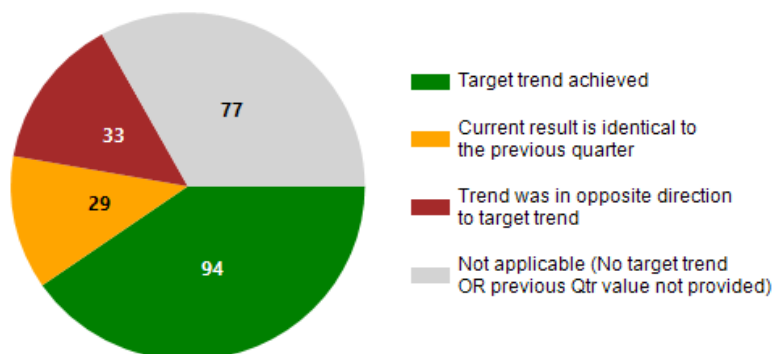
- 5,403 native and indigenous plantings were undertaken.
- A trial of the 'Artist Audit' to identify cultural practitioners in Randwick City was completed. Council is now preparing to go live with the audit and artist database.
- The Draft Stage 1 Development Control Plan was placed on public exhibition.
- Three new traffic facilities were constructed to increase safety for pedestrians (*St Marks/Chapel in Randwick, Clovelly at Knox and Byron at Dudley*)
- A communications campaign was implemented to increase awareness and participation in existing community gardens, Bushcare and Parkcare volunteering opportunities.
- Council's new Community Engagement Strategy was adopted.
- Council's new Disability Inclusion Action Plan was adopted.
- A range of targeted events were held to address the identified needs of isolated communities. These included free school holiday events in South Coogee and Matraville/Maroubra partnering with Cricket NSW and Bowls Australia, a Christmas lunch event for residents at The Hub @ Lexo, and free Parenting/Carer workshops.
- Four domestic violence awareness activities/campaigns were delivered, including the Step Out Speak Out Walk against violence.
- Approximately 1,539 meals were provided to communities in need through the weekly food security program from The Hub @ Lexo and the Christmas food security program.
- A temporary street activation project in McKeon St was implemented over the quarter and included an outdoor cinema in December to encourage night-time visitation.

## Progress in delivering ongoing services and regulatory obligations (Table B)

Target Value Tracking Summary (TABLE B)



Target Trend Tracking Summary (TABLE B)



### Key activities

Some of the key achievements in delivering ongoing services are highlighted below:

- 4,621 customer service requests were received per month on average, with 91% responded to with SLA timeframes.
- 956 planning certificates were issued in the quarter with 100% of urgent certificates issued in less than 24 hours.
- 126 Development Applications were determined with a net median assessment time of 49 days.
- 285 local approval applications (*skip bins, hoardings, concrete pumps, cranes & A frames*) were determined with 100% within 5 calendar days.
- 394 applications for activities on Council's beaches and parks were processed, with 98% within 15 working days.
- 1,413 visits were made to the community hub in Lexington Place.
- 307 home maintenance and modifications jobs were completed.
- Two additional transitional housing dwellings were sourced from the private rental market and tenanted by women with dependent children.
- Coogee Carols returned for the first time since 2019 with approximately 7,500 in attendance.
- Approximately 25,000 people attended Coogee Sparkles on NYE.
- There were 5,285 visitors to the La Perouse Museum.
- 291 programs, events and activities were provided through the library.
- Des Renford Leisure Centre received an average of 14,251 Visits/week.
- 3,898 Tonnes of FOGO was collected.
- A 55% recovery rate was achieved for waste collected through the residential bin service.

- 14 community consultation programs were implemented.

### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Change and Performance Service
Function	Performance Management
Delivery program commitment	Identify, measure and develop the performance of Council.

### Resourcing Strategy implications

There are no direct financial implications for this report. The 2022-23 annual budget has been developed to ensure that we maintain financial sustainability, adequate liquidity and sound asset performance.

### Policy and legislative requirements

In accordance with Section 404(5) of the Local Government Act 1993, Council is required to make at least two progress reports with respect to the principal activities detailed in its delivery program each year. Randwick Council currently provides these reports on a quarterly basis.

### Conclusion

The purpose of the attached Quarterly Progress Report is to inform and update Council and the community on the progress of all activities as set out in the adopted 2022-23 Operational Plan.

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**Responsible officer:** Emma Fitzroy, Business Strategist

**File Reference:** F2022/03001

## General Manager's Report No. GM2/23

**Subject: Outcome of public exhibition of Street Banner Policy**

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### Executive Summary



- Randwick Council resolved on 22 November 2022 to place the draft Street Banner Policy on public exhibition for community feedback.
- The policy was publicly exhibited from 5 December 2022 to 23 January 2023.
- There was general community support for the overall street banner program including a new proposal to provide grants for local community, cultural and artistic groups using street banners.
- The policy is recommended for adoption with no changes.

### Recommendation

That Council:

- a) adopt the Street Banner Policy.
- b) authorise the General Manager to make any changes that involve updating the banner map and banner size specifications should they need to change over time.

### Attachment/s:

1.  Community Consultation Outcome Report - Street Banners Policy 2023
2.  draft Street Banners Policy 2022

## Purpose

Council has had a Street Banner Policy in place since 2012 to provide for a street banner program as well as the framework for deciding content and hiring space to external organisations.

In 2022, Council reviewed the policy and made various minor revisions including updating the banner sizes and location maps as well as introducing a new provision enabling community, artistic and not-for profit groups to seek grants to use street banners.

The revised policy was placed on public exhibition and this report provides a summary of the outcomes of the community consultation.

## Background

Council operates 103 street banners across Randwick City with an additional 10 banners proposed:

Zone	Location	No.	Type
1	Alison Park, Randwick	7	A
2	Clovelly Beach	4	A
3	Coogee Bay Road and Coogee Oval car park	12	C
4	Coogee Beach, Arden St	12	A
5	Kensington (Anzac Pde and Todman Ave intersection)	3	A
6	Maroubra Junction	12	A
7	Maroubra Beach, Marine Pde	20	A
8	Matraville town centre	21	A
9	Little Bay town centre	12	B
<i>proposed</i>	<i>Kingsford, Meeks Street Plaza</i>	7	<i>B</i>
<i>proposed</i>	<i>Kingsford, car park</i>	3	<i>B</i>

Council's Street Banner Policy prescribes the overall objectives of the street banner program and governs how Council manages them and who can hire them.

The street banner program is designed to:

- a) visually enhance Randwick City's town centres and streetscapes
- b) promote events and activities of public interest in Randwick City
- c) promote Randwick City Council events, festivals and activities
- d) enhance our strong sense of community and sense of place
- e) support local businesses through beautifying our town centres
- f) support local community, cultural and artistic groups

Council allocates an annual budget each year for the printing, installation and ongoing management of the banner poles.

The budget for 2022-23 is \$120,000.

The main content featured on Council's street banners relates to Council's own events, festivals, projects and campaigns.

The policy permits the hiring of Council's banner poles by third party organisations provided their event or activity is consistent with the following:

- a) primarily relates to an activity taking place in Randwick City or affecting Randwick City;
- b) furthers Randwick City's sense of community;
- c) increases visitation to Randwick City;
- d) provides a direct economic benefit to the local economy; and
- e) complies with the overall intention and objectives of this Street Banner Policy.

Only a few external organisations have taken up the opportunity to hire street banners.

Recent campaigns include NSW Health hepatitis C initiative and the Australian Turf Club have historically hired street banners for The Everest horse race.

There are a number of ongoing Council resolutions waiving banner hire fees and in some cases also funding the printing and installation costs for street banners. This includes South Sydney Rabbitohs and Sydney Roosters, Randwick Rugby and for one off events like the Irish Cricket team visit in 2022.

The current banner hire fee is \$90 (no GST chargeable) per banner pole per week and installation and dismantling charges are on top of this based upon our contracted rate with Council's installer. Costs to print banners are in addition and paid by the hirer.

### **Amendment to policy to support local artists and community groups**

A change proposed to the Street Banner Policy is designed to encourage the banner poles to be hired by local community, cultural and creative groups or individuals to promote community messages or to use the banners themselves as a canvas for art.

It is proposed that organisations seeking to use the banners for this purpose make application for grant funding through Council's Community Investment Program.

Should their application meet the criteria for both the Community Investment Program Policy and Street Banner Policy, they may be awarded a grant covering hiring, production and installation costs.

The change is designed to support local artists, cultural and community groups activate and express themselves and foster a stronger sense of community by using Council's street banner program as a public canvas.

### **Outcome of public exhibition of street banner policy**

Randwick City Council conducted a community engagement program from 5 December 2022 to 23 January 2023 with the objective of obtaining feedback on a revised draft Street Banner Policy.

High level consultation findings:

- General overall satisfaction with the program with 64% of respondents saying the program is either good or great;
- Most respondents feel the program is meeting its objectives with the two most effective objectives being enhancing our strong sense of community and place, and supporting local businesses through beautifying town centres;
- The most memorable street banner campaigns were for Anzac Day, Christmas and Mardi Gras. These banners flew across the whole City for at least four weeks and featured



bright, bold colours.

- 70% of respondents are at least somewhat supportive of a change to the policy to enable local community, cultural and arts groups to apply for grants to use street banner space;
- 58% of respondents were not supportive of permitting external organisations to hire street banners, while 40% were at least somewhat supportive.
- People thought that more street banners poles could be installed along Anzac Parade in Kensington, Kingsford and Maroubra; at Randwick Town Centre and The Spot Town Centre. Although it should be noted some people thought we have enough banner poles already.

The full consultation results can be read in the attached Outcomes Report.

### Discussion on community feedback

The two main areas where Council sought feedback was on providing grants for community, artistic and cultural groups to hire street banners and the second was on external hiring in general by third party organisations.

#### Community, artistic and cultural groups grants for street banner hire

This is a new inclusion in the policy which provides the ability for applicants seeking to use street banners to promote local artistic, cultural or community activities to be able to apply for a grant under Council's Community Investment program to cover street banner costs including hiring, production and installation.

The intention is that the banner space could become a gallery space for locally relevant artistic exhibitions and community messages.

**Recommendation:** Based on the general community support for this initiative, it is recommended to continue with the policy change as per the attached wording of the Street Banner Policy.

#### External hiring

There was some concern from respondents about Council hiring out street banners to external organisations and the commercialisation this may have on our public spaces.

Some people may not have been aware of the strict rules around hiring external banners already in place in the policy, or the fact that this is not a policy change, but a continuation of a practice that has been in place for over a decade.

Under the current policy, banners can only be hired by external organisations for events and activities where there is a public interest and link with Randwick City. This may include festivals, concerts, sporting events, premieres, public safety and community messages.

Applicants need to demonstrate their event or activity is located in Randwick City or primarily affects Randwick City, furthers our sense of community, increases visitation, provides local economic benefit and complies with the objectives of the street banner policy.

Banners can't be used to promote products or services or for personal messages.

Council also reserves the right to not accept an application for hire at our discretion.

In addition, Council will always prioritise Council activities and events and community initiatives over external applications.

In practice, very few external applications for hire have been received by Council. The only two in recent years include a NSW Health Hepatitis C campaign and for The Everest at Royal Randwick Racecourse.

The community concern about commercialism of public space is noted, however it is considered that there are enough safeguards contained within the current policy to mitigate this concern.

**Recommendation:** Maintain the current wording of the policy which provides for the hire of street banner poles by external organisations with strict safeguards in place.

### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering the Outcomes of the Community Strategic Plan:	
Strategy	Arts and Culture
Outcome	A creative and culturally rich city that is innovative, inclusive and recognised nationally
Objective	Establish a strong cultural identity for the Randwick LGA by 2031 that is inclusive and founded on the contribution of First Nations people by 2031
Delivery program commitment	Identify appropriate venues and platforms for experimental artists and musicians to be creative by 2027.
Strategy	Inclusive Randwick
Outcome	A resilient city where people are engaged, informed, connected and feel a sense of community and belonging
Objective	Increase the percentage of residents who are satisfied* with the information they receive and community consultation conducted by Council by 2031 from a 2021 baseline
Delivery program commitment	Research and evaluate all of Council's communication and marketing channels, and update approaches as required by 2023.
Objective	The percentage of residents who feel a part of their community will remain above the metro benchmark through to 2031
Delivery program commitment	Increase the promotion of annual grant funding which invests in community ideas, initiatives and events.

### Resourcing Strategy implications

N/A.

### Policy and legislative requirements

N/A.

### Conclusion

The update to the Street Banner Policy helps to strengthen the current policy and provides a new policy addition to encourage creative sectors to make use of Council's street banner program as a creative arts initiative.

**Responsible officer:** Joshua Hay, Communications Manager

**File Reference:** F2019/00660

COMMUNICATIONS

# Community Consultation Report Street Banners Policy review

03 February 2023

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## 1. Executive Summary

Randwick City Council conducted a community engagement program from 5 December 2022 to 23 January 2023 with the objective of obtaining feedback on a revised draft Street Banner Policy.

Council has had a Street Banner Policy since 2012 which provides the policy objectives for Council's Street Banner program as well as the framework for deciding content and hiring space to external organisations.

In 2022, Council reviewed the policy and made various revisions including updating the banner sizes and location maps as well as introducing a new provision enabling community, artistic and not-for profit groups to seek grants to use street banners.

High level consultation findings:

- General overall satisfaction with the program with 64% of respondents saying the program is either good or great;
- Most respondents feel the program is meeting its objectives with the two most effective objectives being enhancing our strong sense of community and place, and supporting local businesses through beautifying town centres;
- The most memorable street banner campaigns were for Anzac Day, Christmas and Mardi Gras. These banners flew across the whole City for at least four weeks and featured bright, bold colours.
- 70% of respondents are at least somewhat supportive of a change to the policy to enable local community, cultural and arts groups to apply for grants to use street banner space;
- 58% of respondents were not supportive of permitting external organisations to hire street banners, while 40% were at least somewhat supportive.
- People thought that more street banners poles could be installed along Anzac Parade in Kensington, Kingsford and Maroubra; at Randwick Town Centre and The Spot Town Centre. Although it should be noted some people thought we have enough banner poles already.

### Community, artistic and cultural groups grants for street banner hire

This is a new inclusion in the policy which provides the ability for applicants seeking to use street banners to promote local artistic, cultural or community activities to be able to apply for a grant under Council's Community Investment program to cover street banner costs including hiring, production and installation.

The intention is that the banner space could become a gallery space for locally relevant artistic exhibitions and community messages.

Based on the general community support for this initiative, it is recommended to continue with the policy change.

### External hiring

There was some concern from respondents about Council hiring out street banners to external organisations and the commercialisation this may have on our public spaces.

Some people may not have been aware of the strict rules around hiring external banners or the fact that this is not a policy change, but a continuation of a practice that has been in place for over a decade.

Under the policy, banners can only be hired by external organisations for events and activities where there is a public interest and link with Randwick City.

This may include festivals, concerts, sporting events, premieres, public safety and community messages.

Applicants need to demonstrate their event or activity is located in Randwick City or primarily affects Randwick City, furthers our sense of community, increases visitation, provides local economic benefit and complies with the objectives of the street banner policy.

Banners can't be used to promote products or services or for personal messages.

Council also reserves the right to not accept an application for hire at our discretion.

In addition, Council will always prioritise Council activities and events and community initiatives over external applications.

In practice, very few external applications for hire have been received by Council. The only two in recent years include a NSW Health Hepatitis C campaign and for The Everest at Royal Randwick Racecourse.

The community concern about commercialism of public space is noted, however it is considered that there are enough safeguards contained within the current policy to mitigate this concern.

## 2. Community engagement strategy

### 2.1. Background

Randwick City Council flies more than 100 street banners across our City at Coogee, Clovelly, Randwick, Kensington, Maroubra, Little Bay and Matraville.

The purpose of the banner program is to visually enhance our town centres, promote events and activities, enhance our sense of community and place, support local business and our local community including cultural and artistic groups.

The banners are mostly used to promote Council events and festivals, to commemorate seasons and to mark community celebrations.

The banners change regularly and are mostly designed inhouse by Council staff and printed and installed by Council contractors.

The program is governed by the Street Banner Policy.

The Street Banner Policy was last reviewed in 2012.

On 22 November 2022, Council resolved to publicly exhibit a revised and updated version of the policy for community feedback.

### 2.2. Objectives

The objectives of the community consultation program were to:

- seek overall feedback on Council's street banner policy;
- determine community support for a proposed change to the policy to permit community, cultural and artistic groups to apply for grants to use the street banners;
- seek feedback on the effectiveness of Council's banners in meeting the objectives of the policy; and to
- understand community attitudes towards external organisations and businesses hiring Council's street banners

### 2.3. Consultation period

The project was assessed as having a lower level City-wide impact.

Council's adopted Community Engagement Strategy (CES) requires lower level matters to be exhibited for a minimum of 28 days.

The Street Banners Policy was exhibited for a total of 50 calendar days from 5 December 2022 to 23 January 2023. In accordance with the CES, the period from 20 December to 10 January (22 days) cannot be included in the calculation of an exhibition period.

Removing the Christmas holiday exclusion period from the calculation, the policy was exhibited for the required 28 calendar days.

### 2.4. Consultation activities

Community engagement activities undertaken:

- Dedicated Your Say Randwick web page with a survey/submission and Q&A
- Physical exhibition of the draft policy at Council's Customer Service Centre and libraries
- Email to all Your Say Randwick subscribers (9,000+ subscribers)
- Inclusion in Council's Randwick eNews sent weekly to approximately 50,000 subscribers
- Promotion on Council's Facebook, Twitter and Instagram channels
- Notification to Council's Precincts

## 3. Consultation outcomes

### 3.1. Your Say Randwick website and survey

A dedicated Your Say Randwick website ([yoursay.randwick.nsw.gov.au/streetbanners](https://yoursay.randwick.nsw.gov.au/streetbanners)) was created to exhibit the draft policy and to collect feedback.

The website was launched on 5 December 2022 and closed on 23 January 2023 – meeting the minimum 28 day exhibition period required under Council's Community Engagement Policy.

During this time, the site experienced the following:

- 713 visits to the Your Say Randwick webpage
- 119 submissions / survey responses
- 130 downloads of the draft Street Banner Policy PDF
- 38 views of the project FAQs

### 3.2. Survey results

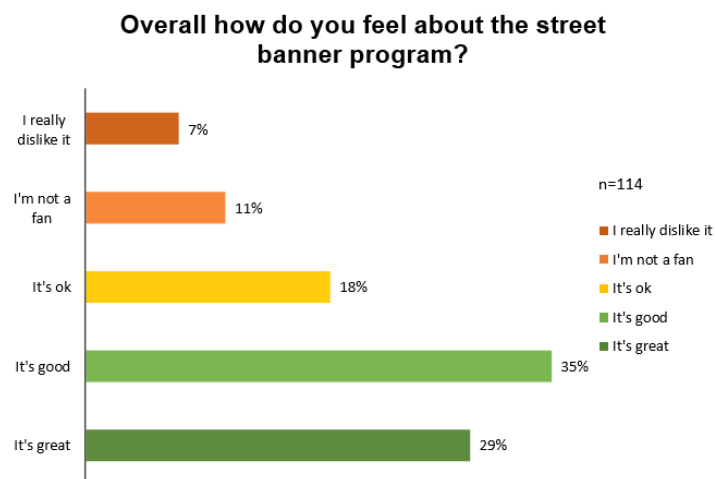
#### 3.2.1. Demographics

The survey attracted a good level of response with 119 respondents.

Of the respondents, 59% lived in Randwick City, 26% were ratepayers and 10% worked in Randwick City. Respondents tended to be older with 83% of respondents aged 43 or older. Over half were aged 53 or older.

There was a broad response from most suburbs of Randwick City with 27 responses from Coogee or South Coogee, 20 from Maroubra, 12 from Randwick, 7 from Little Bay, 6 from Matraville, 4 from Kingsford and 3 from Kensington. Twenty-nine respondents did not indicate a suburb.

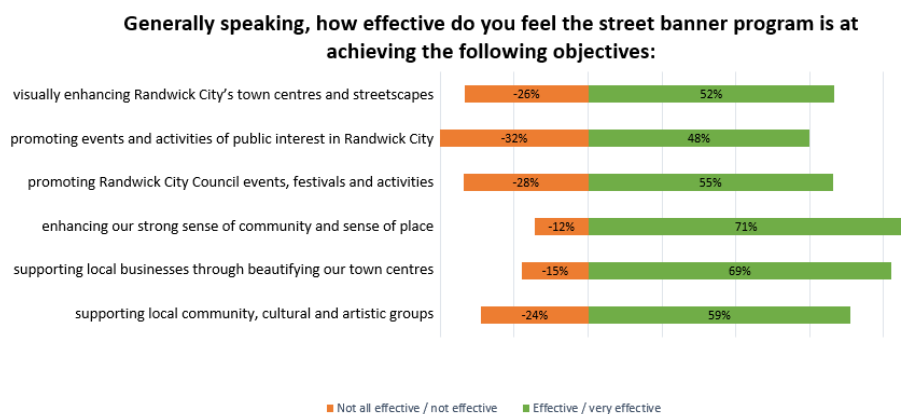
#### 3.2.2. Level of support



Overall there was general satisfaction with Council's street banner program with 64% of respondents rating it as good or great. Eighteen per cent of respondents don't like the program.



### 3.2.3. Effectiveness of achieving policy objectives



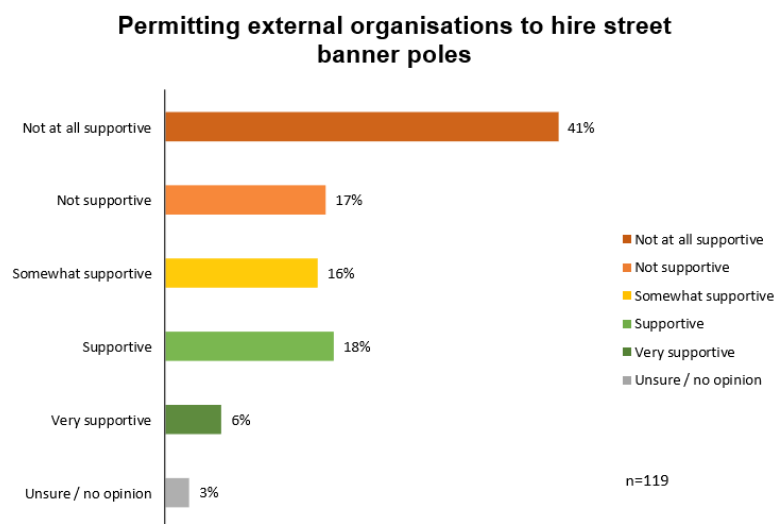
Respondents were asked how effective they thought the street banner program was at achieving the policy's objectives.

Overall, the policy objectives were generally thought to be at least somewhat effective.

The areas where people thought street banners were most effective was in enhancing Randwick City's sense of community and sense of place (74%), supporting business and beautifying town centres (69%), and supporting community, cultural and artistic groups (59%).

The areas where people felt the street banner program was slightly less effective, was in promoting events and activities of public interest in Randwick City (32% said it was not effective). This is not surprising given that Council does typically fly street banners about events of general public interest unless they are paid by the organiser or Council is a sponsor.

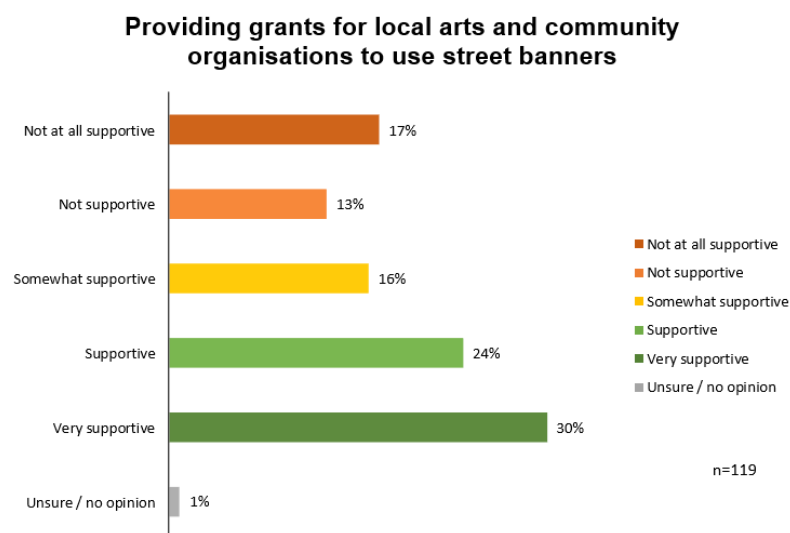
### 3.2.4. Attitudes towards external hiring



Council's policy enables external organisations to hire street banner poles for a fee, provided the purpose is consistent with the objectives of the policy.

Respondents were asked their view and there was a fairly strong view against hiring street banner poles to external organisations with 58% of respondents not supportive or not at all supportive. In contrast, only 24% of respondents were supportive.

### 3.2.5. Attitudes towards community hire

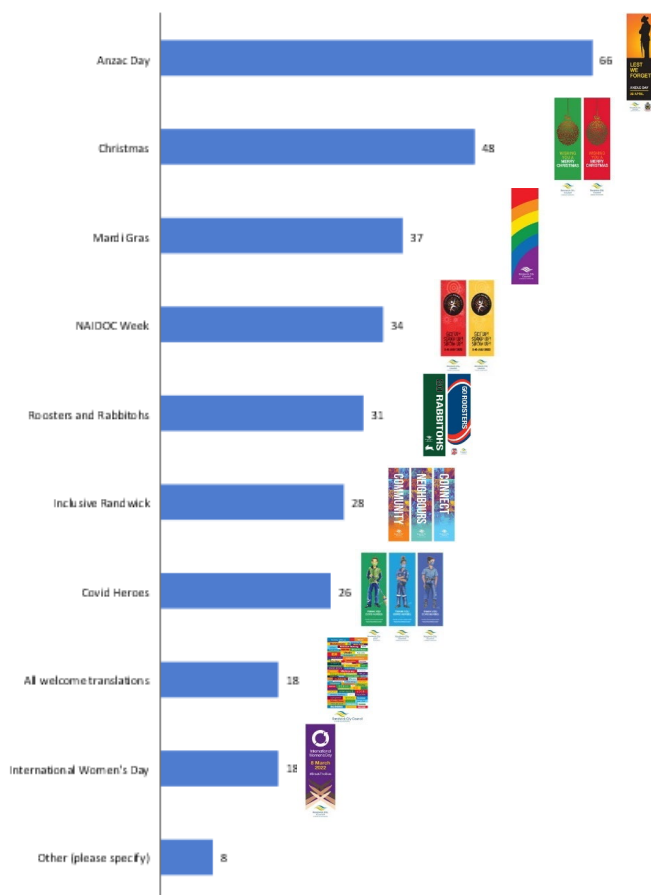


Respondents were asked their view on a new proposed inclusion in the policy to permit local community, cultural and arts groups to apply for grants under Council's Community Investment Program to hire street banner poles. There was general support for the initiative with 70% of respondents at least somewhat supportive.

### 3.2.6. Banners recalled

People were asked to pick up to three recent street banners that they recalled seeing. The most recalled street banner campaigns were for Anzac Day, Christmas and Mardi Gras.

The following are examples of recent street banner campaigns you may have seen. Which do you like the most? (pick up to 3)



Those who selected 'other' either opposed banners in general or couldn't recall any banners and one respondent said they liked the No Matraville Incinerator banners.

People were then asked a free text question about what they liked about the banners they could recall.

#### What people liked about the banners they recalled seeing:

*Sense of occasion and community. Built up to an event.*

*Colours, community focused. Simple and not too busy looking (not distracting if driving)*

*I like the ones where you get behind a local community campaign, the Rabbits, Save Yarra Bay, Stop the Incinerator, all great*

*They are community based*

*They have a clear, short message or symbolism that is easily recognisable; nice colours that will enhance the environment in which they are placed*

*I chose none. Even if the cause is a noble one, a banner is empty virtue-signalling, nothing more. Use our rates to buy bedding for a*

*Not commercial. Inclusive. Support minorities and encourage diversity and inclusion.*

*They represent Australian values*

*Community and purpose.*

*They represented community events, attitudes and were colourful and effective.*

*They are specific for an upcoming events and not permanent.*

*A sense of local community*

*They are inclusive of everyone in the Community.*

*Hate them all. An eyesore!*

*Builds a sense of community by promoting things that we can all get behind*

*The colours and events promoted.*

*That they are not advertisements*

*Clear link to the occasion + the messaging, visually good*

*women's refuge, rather than fly flags for supporting women!*

*It can enhance the experience of the season or event*

*If we have to have banners, then Anzac day is the most worthy of that promotion*

*I like all of them, lots of colour and distinctive and important messages.*

*They are apolitical. Woke banners are becoming platitudinous.*

*Bright colours, good design and issues I support*

*Anzac Day must always be remembered, Covid Heroes come next, and I support Women's Day*

*Signify important events and raise awareness*

*The majority of people can relate to them*

*they convey messages of respect, inclusion and sense of community*

*They are simple. Easy to see, so get the message across.*

*Bright, colourful. Highlighting important events coming up.*

*Promote diversity*

### 3.2.7. New suggested locations

Survey respondents were given the opportunity to suggest new areas where street banners could be installed. Anzac Parade (Kingsford/Kensington) was mentioned 11 times, followed by Randwick Town Centre (6 mentions), Maroubra Junction (4 mentions), The Spot (4 mentions) and Matraville (2 mentions).

Some people were unsupportive of street banners in general while others thought there were enough already.

In regards to the new locations suggested, Council is working to install more banners in Kingsford as part of the Meeks Street upgrade and also in The Spot as part of a planned town centre upgrade. Maroubra Junction and Matraville already have street banners, but consideration will be given to whether these areas can be extended.

### 3.2.8. Free text comments

Survey participants were given the opportunity to provide free text feedback on Council's Street Banner Policy. The responses are provided verbatim below.

A Council comment is provided where additional information from Council is considered useful in providing more context to the original comment. Where a person is expressing their opinion, this is noted without recording an individual comment below.

Free text survey comment	Council comment
More Roosters banners	Council currently flies Roosters banners in the two banner zones north of Alison Road which is their NRL declared territory.
Done well, done lightly they are a get communication and uplifting thing: not done well they simply marginalise and annoy community members.	
If you refuse a banner campaign to an activist group please expect a media backlash. For example if you refuse a banner promoting castrating paedophiles social media will call you child abuser apologists and the mainstream media will report on what is said on social media. Please don't be naïve about this as they will set traps for you - if it can happen at Buckingham Palace it can happen to you.	
I would be mindful of which paid banners we would have. need to be community based and supportive, just just paid banners for the sake of it to earn revenue	
Yet another (of many such cases) waste of ratepayers' money. Many elderly pensioners struggle with council rates which are skyrocketing. If you want to beautify and promote the council area, fix all the potholes and broken footpaths. To support local community groups, spend money on more/better facilities for them instead of cosmetic promotions	
More about supporting the arts rather than business please.	
I think this is a great program, and should remain, not sure about selling off poles and changing responsibilities.	Council has provided the ability for third parties to hire street banner poles for at least 13 years. This may include festivals, concerts, sporting events, premieres, public safety and community messages.
Please be very wary of allowing commercial advertising on them. Any rentals for businesses should be to locally owned non-franchise organisations.  I like the idea of them also being used for local art.	
They are distracting when you are driving. I expect a banner to mean something is happening under it.	

Free text survey comment	Council comment
If you can generate some money by hiring them, go for it. But please invite the expertise of other established media agencies or government media outlets on setting strict standards around the advertising message's appropriateness. It will be on the street and seen by children; ads need to be censored prior. Eg. The scary movie imagery on buses is beyond belief - I'm an adult, I don't care, but what about the children... So please be mindful of that. Thank you. :)	Council's Street Banner Policy requires external hirers to demonstrate their event or activity:  a) primarily relates to an activity taking place in Randwick City or affecting Randwick City; b) furthers Randwick City's sense of community; c) increases visitation to Randwick City; d) provides a direct economic benefit to the local economy; and e) complies with the overall intention and objectives of this Street Banner Policy
I am very supportive of using them to advertise community events, but not for their use by commercial organisations to advertise products or businesses	
I am more into trees than commercials.	
Concerns re noise especially at night during windy times, of flapping material and clanging of fittings, for nearby residences, such as Marine Parade, Maroubra	Council tries to minimise banner noise as much as possible. For example the banners do not have clips or eyelets to reduce noise that can occur from the banner flapping against the pole.
I believe funds could be better spent elsewhere in council programs	
If someone is willing to pay ratepayers to use the polls, by all means! Other wise I don't think they are worth the effort.	
Keep going.	
Sometimes you cannot read them, for the wind.	
Try and avoid too much repeating of the same banner as one year goes and another comes the following year.	
The banners seem often to be serving a political objective rather than serving the community... might as well put up banners saying Vote Green or Vote Labor.	Council does not install banners of a political nature or from a political party.
It should not add to visual pollution	
I think it is much better to spend money on actual programs than banners. And more things like indigenous education in parks and beach promenade etc and celebrating women and aboriginal people - we have enough about male life savers and Anzacs-- please[lease do something for women and other cultures. The TV' on Coogee Beach park is a disgrace! Never ever seen anyone using it!!	
Only for events and special occasions and not permanent	

Free text survey comment	Council comment
I would love to see more used to promote charity groups - for example Sydney Children's Hospitals Foundation.	
More funding for community groups	This is proposed as part of this new policy.
Banners don't enhance our landscape - we already have beautiful landscapes and they clutter it. Banners are for marketing purposes only. They are environmentally bad no matter how much RCC spends on trying to recycle and reuse them. Which acts counter to RCC's main principles of sustainability. Going without are now the kinds of deeds we now have to consider to truly care for the environment. That could be our new policy - to go without such unnecessary things. It would help to buy them from recycled polyester if possible and if we have to have them. Would help to reduce banner sites and availability - make them for Council activities only - not even associated activities.	
There's already too much advertising on streets. Need less not more of it.	
Allow premium banners. We need to make randwick look nicer to help improve local business and property values and this is a way to do it. On top of that, it is an effective communication channel	
Please do not outsource this to companies. The banners are visual pollution if not used appropriately and seeing corporate companies logos would be visual pollution for me. Imagine having sports bet companies advertising or something equivalent. Keep it for the appropriate social and cultural events only. There are plenty of other spaces for companies to advertise.	
I do not favour external organisations hiring banners especially where they are seeking to promote their products. I believe the banners ought be totally in the public interest and of genuine cultural, social and community value. I don't want to see them used as advertising for business, commercial or political interests.	<p>Council's Street Banner Policy requires external hirers to demonstrate their event or activity:</p> <p><i>a) primarily relates to an activity taking place in Randwick City or affecting Randwick City;</i>  <i>b) furthers Randwick City's sense of community;</i>  <i>c) increases visitation to Randwick City;</i>  <i>d) provides a direct economic benefit to the local economy; and</i>  <i>e) complies with the overall intention and objectives of this Street Banner Policy</i></p>
Advertise local community groups. I have a bag made from old street banners and given away to residents. Great use of recycling.	
Creatively sometimes they are boring and too copy heavy. Be brave and have fun.	

Free text survey comment	Council comment
It should absolutely never be used for commercial benefit, it should only ever be used to promote community activities	
all good	
I find the initiatives taken on by Randwick council disappointing. You have increased rates YOY and continue to ask for more whilst misspending money. The rainbow, digital boards that don't work, electronic garbage cans - all terrible use of our money. It's not why we pay rates, or shouldn't be. Really think there needs to be an inquiry into council spending as the roads are terrible, vegetation out of control and parts of Randwick are completely ignored.	
I have gay friends, but don't support having Mardi Gras flags. I would like to see some Nativity scenes in banners	
It's great for the local community, I have concerns about opening it up to external business for hire. An extreme example, but look at the backlash when a horse race was advertised on the Opera House.	
I am definitely not in support of using the banners to advertise businesses and products. There is enough of that on bus stops. Nor do I want private groups, like weddings, for example, or social clubs, to advertise or "celebrate". The banners are fine if they are kept community centered. I don't particularly like the sports team ones, but, I'm likely in the minority.	<p>Council's Street Banner Policy requires external hirers to demonstrate their event or activity:</p> <p>a) primarily relates to an activity taking place in Randwick City or affecting Randwick City;  b) furthers Randwick City's sense of community;  c) increases visitation to Randwick City;  d) provides a direct economic benefit to the local economy; and  e) complies with the overall intention and objectives of this Street Banner Policy</p>
Should definitely NOT be used to promote commercial enterprises, local or not. Community only!	
I do not like banners that lecture to others how they should think.	
I strongly oppose any additional banners. The most beautiful cities in the world, for example, Amsterdam, Nice, Vienna and Paris have all scaled back banners to use only in conference centres, not along the streets. Street banners were very prevalent in overseas cities in the 80s and 90s, but are now, rightly, considered as tacky visual pollution.	
Hiring could lead to banners becoming just another billboard and more visual clutter	
Also useful for judging wind speed and direction..... :)	



Free text survey comment	Council comment
Please do not use street banners and Council money to promote Political ideologies and group movements	Council would not support banners being used for political purposes.
Concerned that businesses are able to use them for profit - needs to focus on community events and building unity	
It would be dreadful if any type of commercial advertising was allowed on the banners.	
Maroubra more wind resistant if possible... They tear	
A standard logo frame would help unify everything and give Council ongoing recognition/attribution	
Maroubra Rd near Bunnerong Rd. Generally near road entry to Randwick City e.g. Bunnerong Rd near/facing Wentworth Ave etc. Malabar near the beach	
What happens to the used banners?	Banners are reused as many times as possible. When they can't be reused, we give them away and sometimes turn them into banner bags. We are also currently exploring a partnership with textile recycling firm.
Concerned about commercialisation, particularly use promoting gambling and possibly alcohol. Links with sporting organisations (racing, league etc) to be scrutinised as often "sportswashing"	
What dreadful visual pollution of Randwick PLEASE plant more native flowering trees such as Brachychiton sp. instead of planting ugly poles. That would create a selfie opportunity for tourists and cover up the ugly concrete.	
I feel NRL banners promote gambling and put too much focus on a sport that receives hundreds of millions of taxpayer dollars in handouts from the state government when hospitals , schools and TAFE deserve the money more.	
Stop wasting the local rates on something so unnecessary. Money I pay every quarter could be spent on much better things	
Please use the money for other projects instead. For example the McKeon St Plaza is a great community initiative, let's do things like this rather than mess with the beauty of our natural landscapes by adding these banners (esp along the beaches).	
They should be used to promote things that bring the whole of the community together	

Free text survey comment	Council comment
I think Randwick Council does a great job with the street banners and I would like to see their continued use for non-commercial, community messaging. I would like to see more indigenous promotion, as we approach the referendum for an indigenous voice to parliament.	
I think they are great	
If they can be designed so that they can be recycled or composted that would be good.	
I do have one comment. The International women's day hashtag is #BreakTheBias. But on the banner that I saw, this was not very clear with the banner flapping in the wind. The terminal "s" was clear enough, but the letters between the B and the S were not. So, as we saw it, it looked like #BreakTheB?!?s. We stared at it for a while but could not make it out. My buddy me asked whether it looked like it was #BreakTheBalls, and I agreed that it did. I had to later visit the website to see that the hashtag is actually the much more male-friendly #BreakTheBias. So, the lesson is to take care how text or images will be perceived when the banner is flapping in the wind	
Use to showcase less 'obvious' things (like Christmas) but instead more unique or special parts of our area (like place names, history, people past and present)	
My granddaughter loves to see the flags and comments when they have changed.	
I would like the banners/flags to be kept for community and local events, no commercial uses. Celebrate special occasions, be vibrant, change often.	
Make sure they are all in good working order, and promptly removed the day after the event.	
Don't expand it or allow corporate advertising	
Excellent idea adds color to the centers, promoting versus events..	
I wish I could own previous ones. It would be good if we could go into a ballot to win them.	Council regularly gives away old street banners. Just let us know which ones you'd like.
Don't use money to promote NRL football teams. Wasteful	
Considerations to be given to "electronic" scrolling banners instead of banners made of physical materials, some of which do not appear to be environmentally friendly e.g. polyester. Electronic banners may be designed in 3-D format making them look like real "flying" banners; and where appropriate may emit a sound/music to draw attention.	
Love it.	


Free text survey comment	Council comment
Could there be a flag pole noise policy - Coogee surf club and Coogee Public have noisy flag pole chains that constantly bang in the wind, could these be replaced to remove the steel ball that causes the banging for local residents.	
this survey looks very much like Randwick Council preparing to sell off the street banners to any / all organisations to advertise themselves and their wares. we are a community, not a television station selling advertisements.	Council has permitted third parties to hire street banners for many years. There are strict conditions and purposes for which they can be hired.
It'd be nice to have an occasional set of banners that are designed by local artists around a particular theme. Nice to get the community involved in it perhaps.	We've recently worked with a Coogee artist on two campaigns – Covid Heroes and Randwick Pride.
What happens to the banners after they are taken down? Are they re-used? Re-purposed?	Banners are reused as many times as possible. When they can't be reused, we give them away and sometimes turn them into banner bags. We are also currently exploring a partnership with textile recycling firm.
Perhaps more poles for the banners could be installed in parks streets etc. And bunting erected across main cbds of local suburbs which could be secured up high from street light poles across the roads. Don't forget Matraville and the south ward area, as it often misses out on lots of funding continually.	
Keep doing them brighten up area	
If there is nothing special coming up, eg Mardi gras or Anzac Day, put in a basic suburb one. Never leave the poles empty	

## 4. Submissions

Council also received eight email submissions on the Street Banner Policy outside of the Your Say Randwick platform.

The submissions are listed below.

Submission	Council Response
IF YOU ARE GOING TO ERECT SOUTH SYDNEY RABBITOHS BANNERS THEN THERE SHOULD BE AN EQUAL AMOUNT OF SYDNEY ROOSTERS BANNERS!!!	Council flies both Rabbitohs and Roosters banners as part of our community support programs with both clubs. We use the official NRL boundaries to determine locations for flying the banners. As the majority of Randwick City is Rabbitohs territory, there are more banner poles in Rabbitohs territory and consequently more banners.

	 <p>This map shows the official NRL boundary between Rabbitohs and Roosters in Randwick City which generally follows Alison Road.</p>
I think the Merry. Christmas banners are great	Your feedback is noted.
Clean our street , fix our roads and than do all the rest ...The worst council that I came accross.....Dirty rubbish everywhere not safe at night ...I wonder where the money goes ....to friends subcontractors....	Your feedback is noted.
Needless at this time of ECONOMIC DEMANDS	Your feedback is noted.
Seems a good initiative	Your feedback is noted.
<p>I feel you need to prioritise the needs of your citizens better.</p> <p>A much better idea would be to maintain the grassy nature strips as you never mow these lawns and they , without the residents intervention, ie constantly maintaining them, look unkempt.</p> <p>Having resided at my current address for 48 years,I can count on 3 fingers how many times you have mowed the lawn at the front of my house, so I say NO to banners and YES to more regular maintenance.</p>	<p>Council generally relies on homeowners to maintain the grass nature strip in front of their home. It would be very costly for Council to mow every nature strip in Randwick City. Many homeowners happily do this and take pride in maintaining their street frontage. Council offers programs to assist the aged and disabled who may require assistance with home maintenance and modifications.</p>
Thank you for the opportunity to express my view regarding banners in Randwick. I wish to see the Australian National flag flown proudly at all council events as a sign of unity and our heritage.	Thank you for your feedback. Council permanently flies the National flag at Randwick Town Hall and Administration Building and other Council buildings.
On the banners, I find them ugly and pushing one theme over another. There are so many worthwhile things about the LGA, RCC and all its staff (yep I'm a fan 99% of the time). So it is hard to see how one item favours another. For NRL fans for example, it's always the bunnies and never the Roosters, why?	Your feedback is noted. (See NRL comment above)

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## COMMUNICATIONS

GM2/23

# Street Banners Policy

Adoption Date:  
**Click or tap to enter a date.**

Review Date:  
**Click or tap to enter a date.**

Version:  
**<Insert version number>**

Responsible Department:  
**Communications**

TRIM Document Number:  
**D04653536**

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## 1. Policy statement

1.1 Randwick City Council operates a public place street banner program at key town centres and beachside locations.

1.2 Our street banner program is designed to:

- a) visually enhance Randwick City's town centres and streetscapes
- b) promote events and activities of public interest in Randwick City
- c) promote Randwick City Council events, festivals and activities
- d) enhance our strong sense of community and sense of place
- e) support local businesses through beautifying our town centres
- f) support local community, cultural and artistic groups

## 2. Banner locations

### 2.1. Locations

2.1.1 Our street banner network is located at our busy town centres and beachside locations where they are viewed by thousands of people each day and millions of people throughout the year.

2.1.2 Banner locations and banner sizes and types may change. This policy may be updated as details change without requiring the re-approval of the Council.

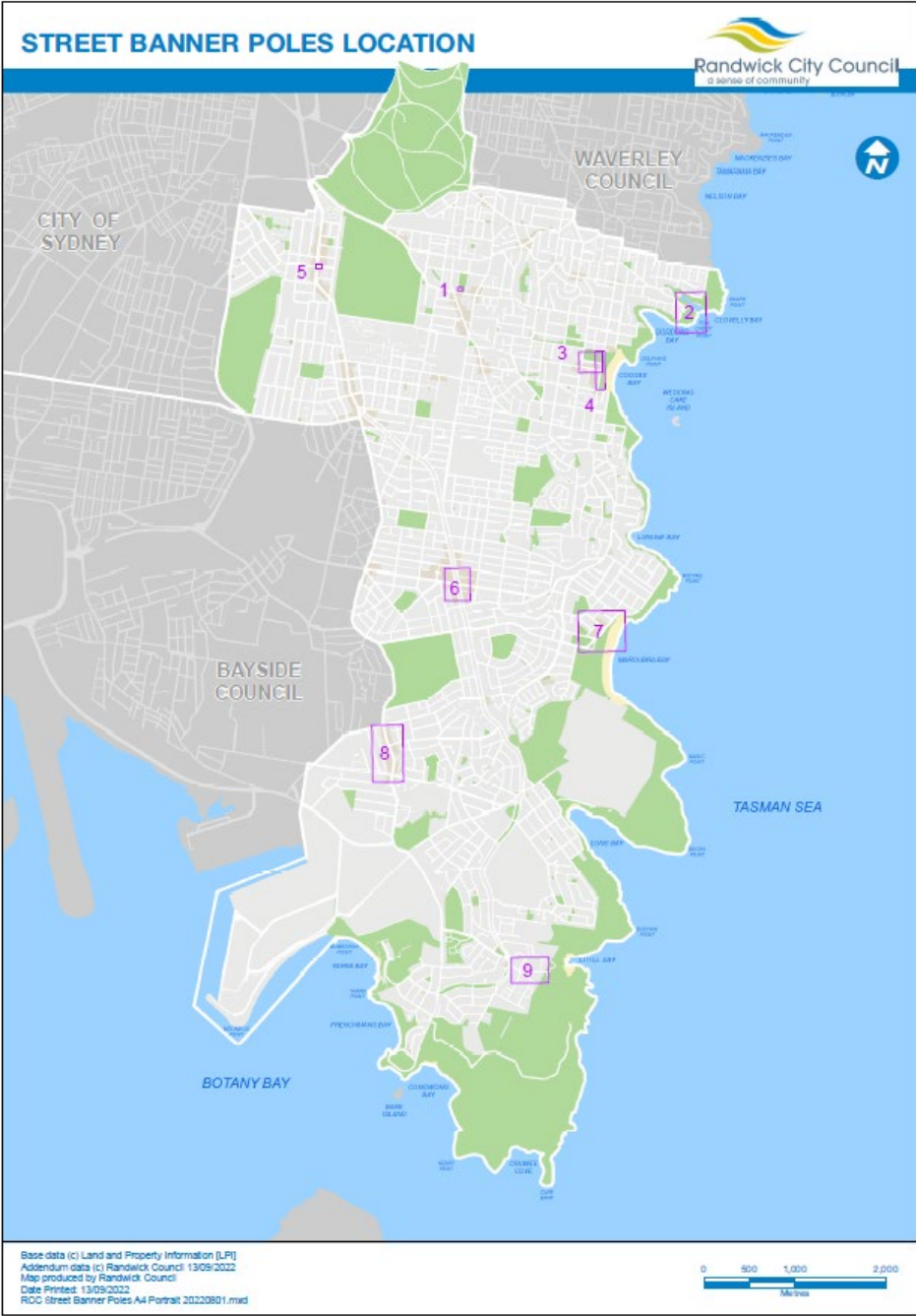
2.1.3 Randwick Council currently operates 103 street banners as follows:

Zone	Location	No.	Type
1	Alison Park, Randwick	7	A
2	Clovelly Beach	4	A
3	Coogee Bay Road and Coogee Oval car park	12	C
4	Coogee Beach, Arden St	12	A
5	Kensington (Anzac Pde and Todman Ave intersection)	3	A
6	Maroubra Junction	12	A
7	Maroubra Beach, Marine Pde	20	A
8	Matraville town centre	21	A
9	Little Bay town centre	12	B



2.2. Map of locations

For exact details of street banner locations see appendix.



## 3. Hiring street banners

### 3.1. External hiring guidelines

- 3.1.1 Randwick Council's street banner program is primarily for use to promote Council's events festivals and activities.
- 3.1.2 Banner poles may also be hired by external organisations including businesses, government organisations and not for profit and community organisations to promote a range of events and activities where there is public interest and a link with Randwick City. This may include festivals, concerts, sporting events, premieres, public safety and community messages.
- 3.1.3 The banner poles may also be hired by individuals or community groups with a community, creative or cultural focus. See section 3.3.
- 3.1.4 To be eligible to hire Council's street banners, applicants must demonstrate their event or activity is consistent with the following:
  - a) primarily relates to an activity taking place in Randwick City or affecting Randwick City;
  - b) furthers Randwick City's sense of community;
  - c) increases visitation to Randwick City;
  - d) provides a direct economic benefit to the local economy; and
  - e) complies with the overall intention and objectives of this Street Banner Policy.
- 3.1.5 Notwithstanding point 3.1.2, Council reserves the right to not accept an application at our discretion.

### 3.2. Charges

- 3.2.1 Applicants hiring street banner sites must pay the hire fees and charges outlined in Council's adopted fees and charges policy.
- 3.2.2 Hirers must also pay all costs involved in designing, manufacturing, installing, removing and disposal or recycling of the banner.

### 3.3. Community, artistic and not-for-profit banner hire

- 3.3.1 Applicants seeking to use street banners to promote local artistic, cultural or community activities may apply under Council's Community Investment grants program for funding to cover street banner costs including production and installation. This may include applications to use street banners as a gallery space for locally relevant artistic exhibitions and community messages.
- 3.3.2 Applications need to be lodged via Council's website and will be assessed according to the Community Investment Program guidelines and also need to be consistent with this Street Banner Policy.
- 3.3.3 Council will waive the banner hire fees for successful applicants under Council's Community Investment Program.

### 3.4. Hiring requirements

- 3.4.1 Applications to hire banners must be made via Council's Communications Department by completing an online form.
- 3.4.2 Banners are hired by zone. Applicants must book all banners within one or more zones.
- 3.4.3 The minimum recommended hiring period is two weeks.
- 3.4.4 Artwork developed by third party hirers must be approved by Council's Communication Department prior to printing.
- 3.4.5 External hirers are required to produce banners in accordance with Council's banner specifications outlined in this policy.
- 3.4.6 Banner installation is conducted by Council's approved installation contractor.
- 3.4.7 The date of installation may vary depending on weather and the availability of Council's installation contractor.
- 3.4.8 External hirers are responsible for sending their approved and printed banners directly to Council's installation contractor.
- 3.4.9 Used banners are to be collected by the external hirer for disposal or recycling.

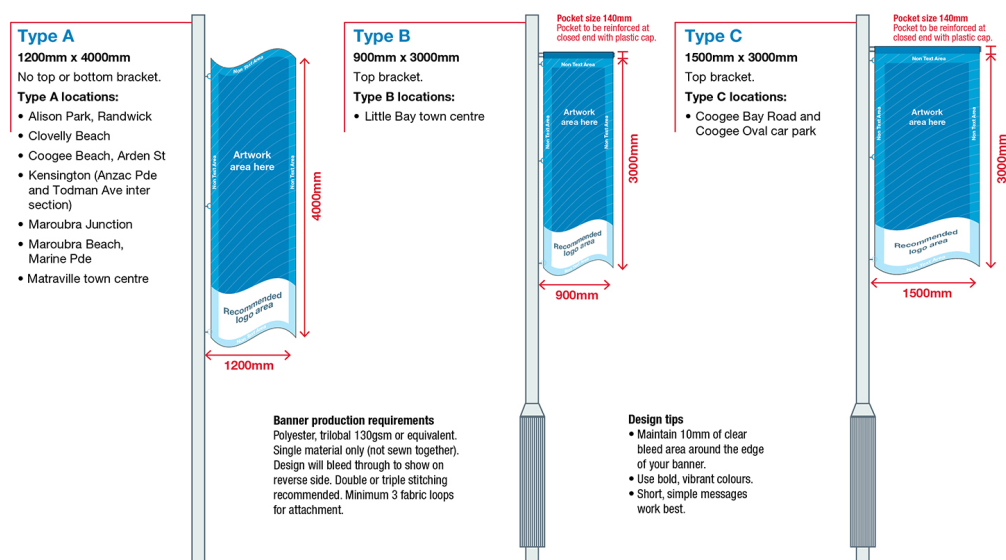
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## 4. Banner specifications

### 4.1. Banner material

- 4.1.1 Randwick Council operates a number of differently sized banners across the City based on the banner pole types at each location.
- 4.1.2 Street banners are printed on polyester, trilobal 130GSM material or similar to ensure maximum longevity for flying in an outdoor environment.

## 4.2. Banner sizes

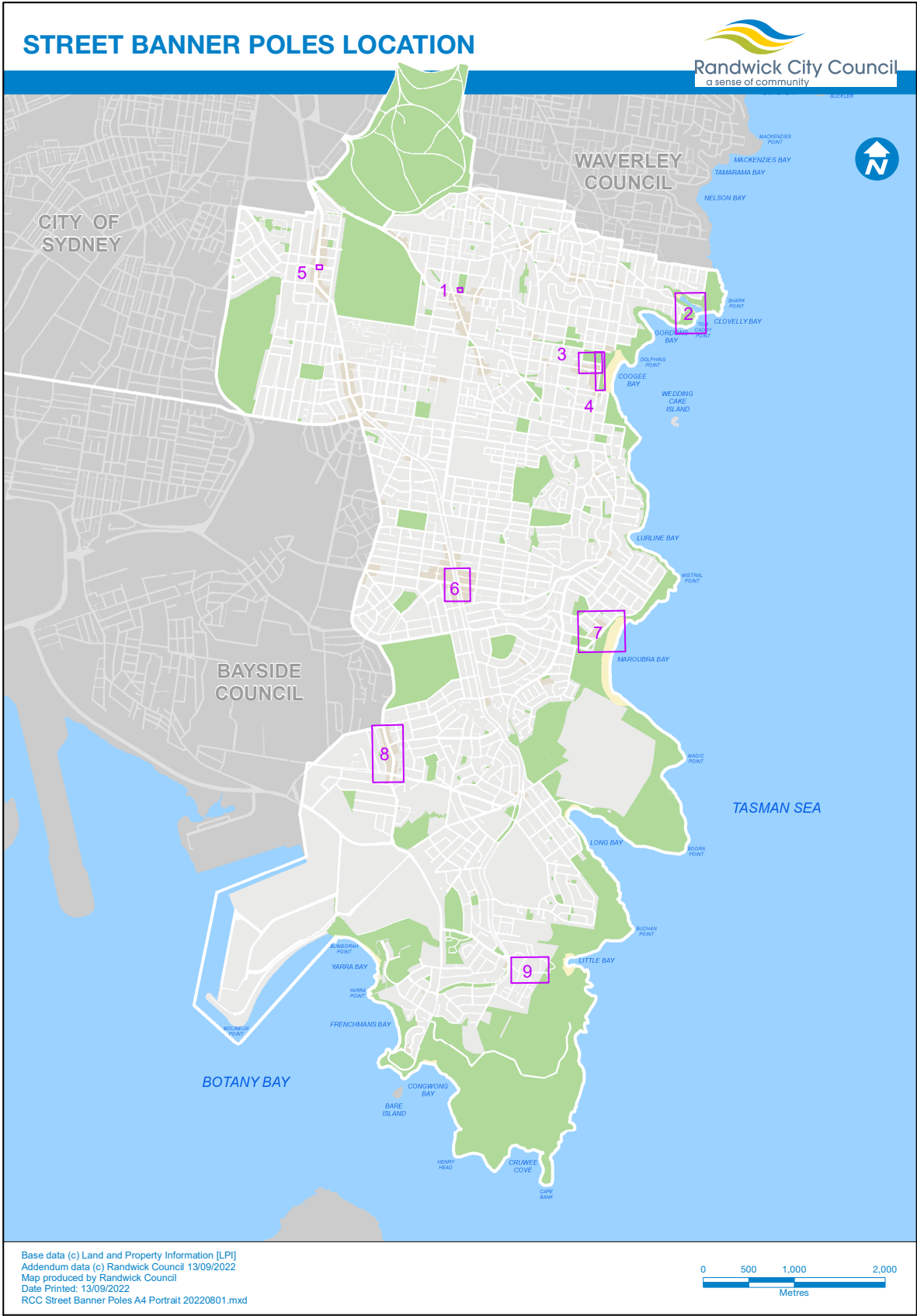


## 4.3. Banner recycling and reuse

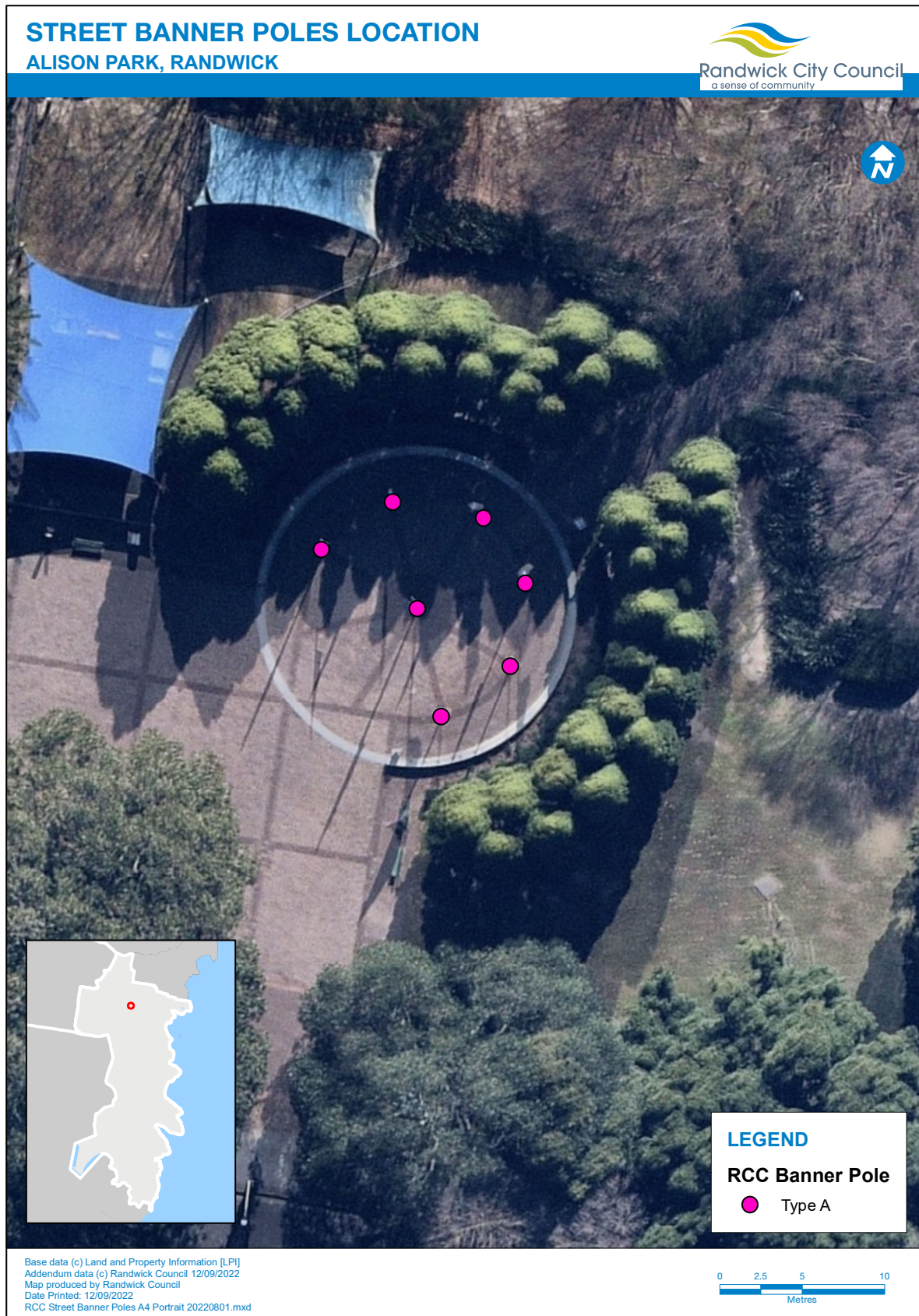
- 4.3.1 Council will make efforts to reuse and/or recycle used street banners where possible.
- 4.3.2 Banners will be stored for reused wherever possible and dated or worn banners will be considered for reuse as other items such as a banner bags or given away to individuals or charities where possible.

## A. Maps of street banner locations

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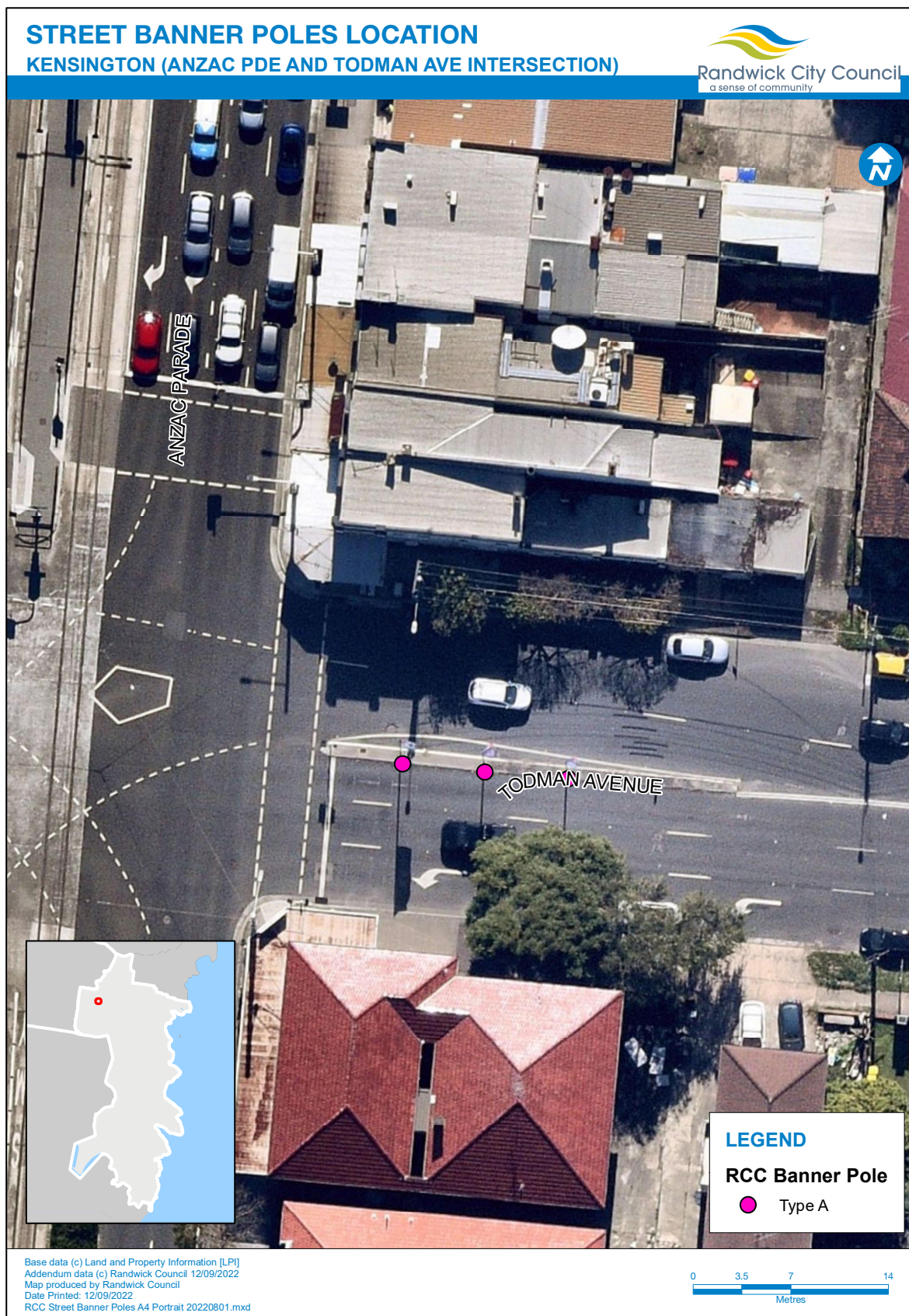
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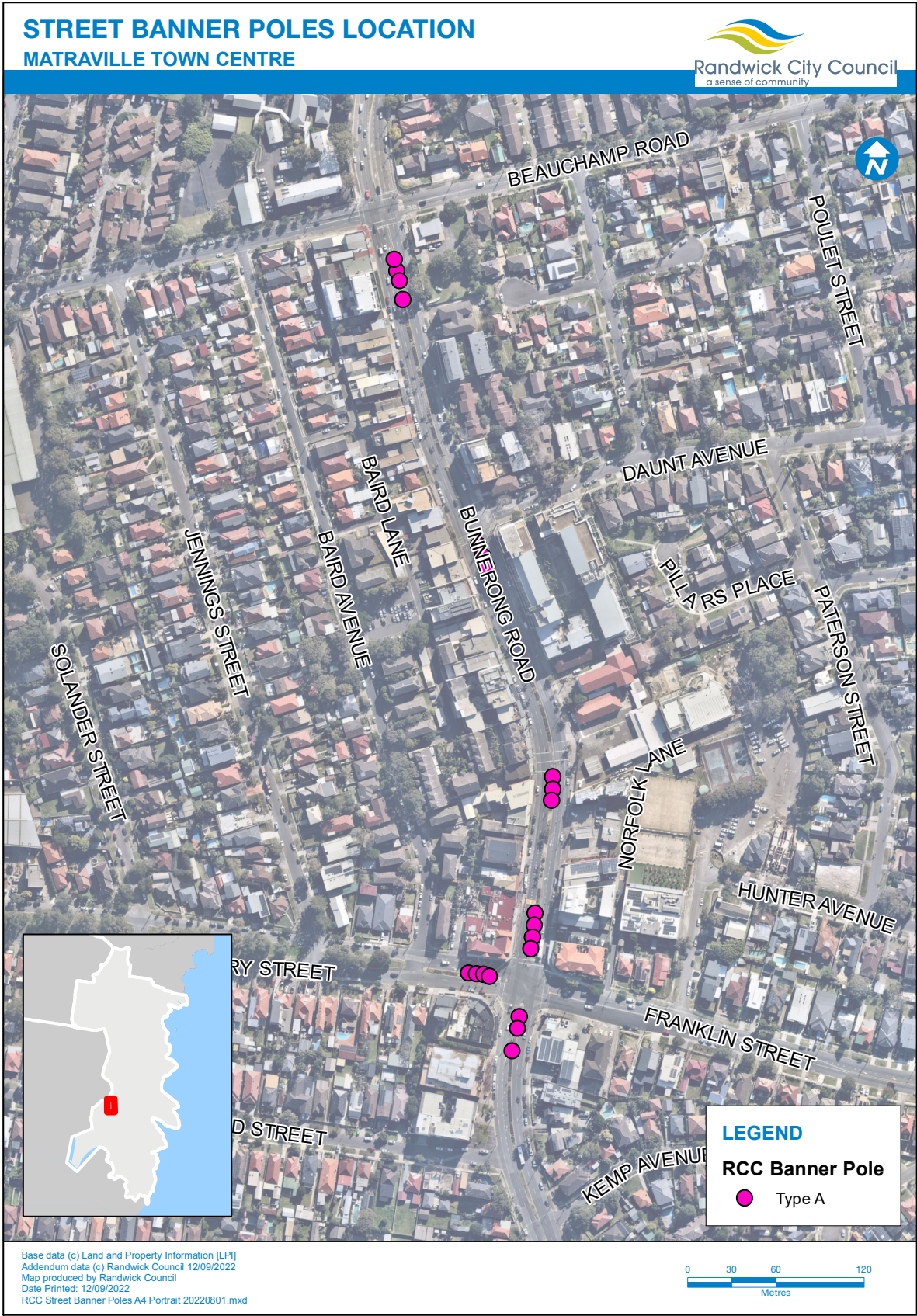




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**Randwick City Council**  
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## General Manager's Report No. GM3/23

**Subject: Sydney Film Festival Sponsorship 2023 - 2025**

---

### Executive Summary

- Sydney Film Festival has approached Council for sponsorship of the festival at the Randwick Ritz for three years from 2023 to 2025 to the value of \$10,000 cash contribution each year.
- Sponsorship of the Sydney Film Festival in Randwick will help promote Randwick City's cultural, artistic and creative endeavors as well as help to stimulate economic activity via increased visitation to Randwick and awareness.
- Aligning with the Sydney Film Festival also supports Council's objectives within the Arts & Cultural Strategy and Economic Development Strategy.
- Dates for the 2023 season are 7-18 June.

### Recommendation

That Council enter into a sponsorship agreement with the Sydney Film Festival for the 2023, 2024 and 2025 seasons as outlined in the Sponsorship Proposal to the value of \$10,000 each year.

### Attachment/s:

1.  Sydney Film Festival Sponsorship Proposal 2023 - 2025



## Purpose

Sydney Film Festival has been screening a select program of feature films and documentaries at the Ritz Cinema for the past six years to increase the opportunity for audiences to participate in the festival.

They have approached Council to continue sponsoring the festival.

## Discussion

In June 2017, the Sydney Film Festival expanded their program to include screenings at the Randwick Ritz for the first time.

The Sydney Film Festival screens at multiple locations across Sydney and includes more than 200 films that you won't usually find in cinemas.

The festival is a major event on the NSW cultural calendar and is one of the world's longest running film festivals.

It is supported by the NSW Government through Screen NSW and Destination NSW, the Federal Government through Screen Australia and the City of Sydney.

In November 2017 Council entered into a sponsorship agreement with the Sydney Film Festival for the 2018 event to the value of \$5,000. It was agreed that the General Manager be delegated to enter into partnerships of the same value and benefit for the 2019 and 2020 seasons.

Council resolved in June 2021 to again support Sydney Film Festival for the 2021 and 2022 seasons.

The Sydney Film Festival is seeking a renewed partnership with Council to enable them to continue presenting the festival at Randwick Ritz.

## 2022 Film Festival wrap-up

In 2022, the Film Festival returned for its 69<sup>th</sup> year once again hosting international filmmaker guests, in-person talks and parties in celebration of cinema.

Despite two dramatically disrupted years in film production and distribution, and a shorter turnaround between 2021 and 2022 Festivals; the breadth of this year's film program showcased the greatest, most daring and diverse work global cinema has to offer.

### FILMS



**206**  
films



**67**  
countries  
represented



**62**  
Australian  
productions



**99**  
features



**37**  
documentaries



**40**  
shorts



**23**  
retrospective titles

### ATTENDANCE



**100,000+**  
in-cinema  
attendances



**72**  
Events



**394**  
sessions



**9**  
venues



**165+**  
filmmaker

The 2022 Festival screened at:

- State Theatre
- Art Gallery of NSW
- Casula Powerhouse Arts Centre
- Dendy Newtown
- Events Cinemas George Street
- Hayden Orpheum Cremorne
- The Ritz Cinema Randwick
- Palace Norton Street
- Palace Central

There were 37 documentaries screened, including 9 Australian finalists competing for the Documentary Australia Award for Australian Documentary.

### **Randwick Council support for the 2022 Festival**

2022 marked the 5th year Randwick City Council has been supporting the Sydney Film Festival.

As a local Government Partner of Sydney Film Festival's 69th Edition, Randwick City Council's logo and brand was prominently positioned.

Council's logo was prominent throughout the Festival, and adorned signage across all of SFF's 9 venues, as well as the SFF Hub, Lower Town Hall.

Council's onscreen advertising was screened across all screenings at Randwick Ritz Cinema over the 12 days of the festival. Across these 45 occasions, our onscreen advertisement reached an audience of 19,282 people.

Randwick Mayor Dylan Parker was invited to make a welcome speech prior to the filmmaker introduction to the film, cementing Randwick Council's committed support to the local community's arts and cultural sector.

Randwick Council further amplified its branding with logo acknowledgement on the printed Festival Program mini guides which had a distribution of 3,500. This was in addition to the Festival's Official Program Guide which had a wide distribution of approx. 70,000 dispersed to all of SFF's partner venues.

GM3/23



*Clockwise from top left: Michael Wren (Producer), Dylan Parker (Randwick Mayor), Macario De Souza (Director 6 FESTIVALS) and Debbie Lee (SFF Board Member); Opening Night After-Party at Centennial Town Hall; SFF patrons in Randwick Ritz foyer with branded banners on display; Randwick Mayor, Dylan Parker's speech prior to 6 FESTIVALS screening*

Pictured L-R: Randwick Cllr Michael Olive, Randwick Cllr Christie Hamilton, 6 Festivals Producer Michael Wren, Randwick Mayor Dylan Parker, 6 Festivals Director Macario DeSouza, SFF Board Member Debbie Lee, Randwick Cllr Danny Said.



## 2023 - 2025 sponsorship proposal

The Sydney Film Festival is inviting Council to enter into a sponsorship and contra support partnership to help ensure the Festival is able to return to the The Ritz Cinema in 2023 and beyond.

They are seeking an increase in cash contribution from \$5,000 to \$10,000 to cover increases in festival costs and also venue hire fees.

**Sponsorship proposal:**

	<b>RANDWICK COUNCIL'S SUPPORT TO SFF</b>	<b>SFF'S SUPPORT TO RANDWICK COUNCIL</b>
<b>DIGITAL MARKETING</b>	<ul style="list-style-type: none"> <li>▪ Promotion of the Sydney Film Festival on Randwick City Council's social media</li> <li>▪ Inclusion in Randwick City Council's weekly EDM, plus inclusions in other eNews where appropriate</li> <li>▪ Promotion of the Sydney Film Festival on Randwick City Council website</li> </ul>	<ul style="list-style-type: none"> <li>• 1 x targeted eNews to Randwick Ritz festival screening attendees only • 2 x social media posts (split between FB &amp; Twitter)</li> </ul>
<b>BRANDING</b>	<ul style="list-style-type: none"> <li>▪ Sydney Film Festival advertising on Randwick City Council's JCDecaux placements pre-Festival</li> <li>▪ Advertisement and editorial on the Sydney Film Festival in Randwick City Council magazine, Scene (if timing permits)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Randwick Council's TVC shown prior to all SFF screenings at the Ritz</li> <li>▪ A Council banner displayed at the Ritz for the entirety of the Festival</li> <li>▪ Acknowledgement as local Government Partner on all marketing collateral including Festival program guide, sponsor signages, SFF website, credit reel on Opening and Closing Night screenings, Randwick Ritz mini program guide (5,000 copies)</li> <li>▪ Where press or media opportunities arise in relation to SFF activities at the Ritz, Randwick Mayor may be invited to speak</li> </ul>
<b>COUNCIL GALA EVENT</b>		<ul style="list-style-type: none"> <li>▪ Invitation for Randwick Council Mayor to speak before film screening as part of Randwick Council Gala event</li> <li>▪ 15 x invitations to Councillors to attend the Randwick Council Gala event at Sydney Film Festival</li> <li>▪ F&amp;B costs covered by SFF in hosting Council guests, red carpet photos</li> </ul>
<b>TICKETS</b>		<ul style="list-style-type: none"> <li>▪ Randwick Council invited to a variety of Festival events during and outside of the Festival</li> <li>▪ 20 x admit 1 voucher that be redeemed for ticket to general sessions, to be used for ticket giveaways</li> <li>▪ Discounted tickets offered to staff at \$18.50/ticket – capped at 40 tickets</li> </ul>

**Strategic alignment**

The relationship with our 2022-26 Delivery Program is as follows:

**Delivering the Outcomes of the Community Strategic Plan:**

Strategy	Arts and Culture
Outcome	A creative and culturally rich city that is innovative, inclusive and recognised nationally
Objective	Establish a strong cultural identity for the Randwick LGA by 2031 that is inclusive and founded on the contribution of First Nations people by 2031
Delivery program commitment	Identify appropriate venues and platforms for experimental artists and musicians to be creative by 2027.
Outcome	A city where everyone can develop, express and enjoy creativity throughout their life
Objective	Increase attendance at Council's arts and cultural programmes, events and venues by 10% by 2031, from a 2018-19 baseline
Delivery program commitment	Expand and distribute Council's program of cultural activities and events to allow for a minimum of 1 cultural activity in each suburb (13) from 2025 onwards.
Strategy	Economic Development
Outcome	A city with a 24-hour economy including diverse night time activities and experiences
Objective	Increase night time spending by 7% by 2032 Note: night time is defined as 6pm - 6am
Delivery program commitment	Create partnerships and marketing opportunities for local businesses through events or activations that the City produces particularly night-time dining and entertainment events by 2025.
Outcome	A city that attracts people from around Australia and the world to do business, work and visit
Objective	Increase Randwick City's visitor spend to 2.5% of NSW total visitor spend by 2032
Delivery program commitment	Explore partnerships with event venues or organisers to connect people attending major events; for example, at Randwick Racecourse, Centennial Park, Mardi Gras, with local businesses by 2024.

**Resourcing Strategy implications**

The cost to Council would be \$10,000 pa which would be funded from the Communications Department budget.

**Policy and legislative requirements**

N/A.

**Conclusion**

Sponsorship of the Sydney Film Festival in Randwick will help promote the Randwick City area's cultural, artistic and creative endeavors as well as help to stimulate economic activity via increased visitation and awareness. Association of Randwick City Council with the Sydney Film Festival also provides strong branding opportunities to help show Council's support for the arts.

**Responsible officer:** Joshua Hay, Communications Manager

**File Reference:** F2021/00308



# SYDNEY FILM FESTIVAL

RANDWICK CITY COUNCIL PROPOSAL:  
70<sup>TH</sup> SYDNEY FILM FESTIVAL  
7-18 JUNE 2023

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## ABOUT SYDNEY FILM FESTIVAL

Sydney Film Festival (SFF) is an internationally renowned public film festival which supports Sydney's position as a leading creative global city and UNESCO City of Film. Celebrating its 70<sup>th</sup> year in 2023, SFF's annual program of over 200 films, awards, talks, panels and industry events offers a vital platform for local and international filmmakers, highlights diverse and underrepresented voices and prompts dialogue on pressing issues. SFF is the way we explore the world and our times, offering new discoveries, provoking the exchange of ideas and strengthening community through the collective experience of film. Since 1974, SFF has also enriched the cultural life of regional communities through the Travelling Film Festival.

## 70<sup>TH</sup> SFF AT THE RITZ

SFF is planning to return to Ritz Cinemas Randwick (the Ritz) and venues across the city for its historic 70th edition, 7-18 June 2023. The Ritz has been a key Festival venue since 2017, drawing significant audiences of Randwick residents and visitors (2022: 8,699; 2021: 10,454; 2019: 11,252).

## NEED FOR SUPPORT IN 2023

### BACKGROUND

After the 2022 Festival, SFF was advised by Randwick Council (Council) that support would no longer be available through a sponsorship fund, and that SFF should instead seek support through its Community Creative investment program. However, SFF's application for an increased level of cash support, in response to exponential increases in costs, was unsuccessful. SFF has been advised by Council representatives to put forward a proposal directly through the Council's marketing team.

### RATIONALE

SFF is facing cost increases across all aspects of its operations, but of particular concern are the significant increases to venue hire fees at the Ritz. Since entering a multi-year agreement in 2020, the Ritz's fees have increased by 60%. Depending on the scale of SFF's 2023 program, the increase in fees from 2022 to 2023 alone could be as much as \$10,000.

These substantial and unsustainable increases have thrown the viability of the Ritz as a Festival venue into serious doubt. Without additional support, SFF will need to either reduce the scale of the 2023 program at the Ritz or withdraw entirely.

SFF is eager to sustain the scale and import of its program at the Ritz in 2023 and beyond: the venue is fitting for an internationally recognised film festival; the program attracts significant audiences of residents and visitors; and the presence of a world-class film event in Randwick supports Council's goal for Randwick to be known and celebrated as a home for Australian film culture. As such, SFF is seeking Council's support to alleviate the pressures of price hikes and maintain Randwick as SFF's homebase in the Eastern Suburbs.

Appendix A outlines the impact of Council's support of SFF at Randwick Ritz to the local community and businesses.



RANDWICK CITY COUNCIL PROPOSAL:  
70<sup>TH</sup> SYDNEY FILM FESTIVAL, 7-18 JUNE 2023

### PROJECT DETAILS

TITLE: 70<sup>th</sup> Sydney Film Festival 2023: Randwick Program

DATES: 7-18 June 2023

REQUEST FOR SUPPORT: \$10,000 cash + contra marketing support (see below)

ANTICIPATED ATTENDANCE: 8,500+

CONTRA MARKETING SUPPORT:

	RANDWICK COUNCIL'S SUPPORT TO SFF	SFF'S SUPPORT TO RANDWICK COUNCIL
<b>DIGITAL MARKETING</b>	<ul style="list-style-type: none"> <li>Promotion of the Sydney Film Festival on Randwick City Council's social media</li> <li>Inclusion in Randwick City Council's weekly EDM, plus inclusions in other eNews where appropriate</li> <li>Promotion of the Sydney Film Festival on Randwick City Council website</li> </ul>	<ul style="list-style-type: none"> <li>1 x targeted eNews to Randwick Ritz festival screening attendees only</li> <li>2 x social media posts (split between FB &amp; Twitter)</li> </ul>
<b>BRANDING</b>	<ul style="list-style-type: none"> <li>Sydney Film Festival advertising on Randwick City Council's JCDecaux placements pre-Festival</li> <li>Advertisement and editorial on the Sydney Film Festival in Randwick City Council magazine, Scene (if timing permits)</li> </ul>	<ul style="list-style-type: none"> <li>Randwick Council's TVC shown prior to all SFF screenings at the Ritz</li> <li>A Council banner displayed at the Ritz for the entirety of the Festival</li> <li>Acknowledgement as local Government Partner on all marketing collateral including Festival program guide, sponsor signages, SFF website, credit reel on Opening and Closing Night screenings, Randwick Ritz mini program guide (5,000 copies)</li> <li>Where press or media opportunities arise in relation to SFF activities at the Ritz, Randwick Mayor may be invited to speak</li> </ul>
<b>COUNCIL GALA EVENT</b>		<ul style="list-style-type: none"> <li>Invitation for Randwick Council Mayor to speak before film screening as part of Randwick Council Gala event</li> <li>15 x invitations to Councillors to attend the Randwick Council Gala event at Sydney Film Festival</li> <li>F&amp;B costs covered by SFF in hosting Council guests, red carpet photos</li> </ul>
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RANDWICK CITY COUNCIL PROPOSAL:  
70<sup>TH</sup> SYDNEY FILM FESTIVAL, 7-18 JUNE 2023

## APPENDIX A

### IMPACTS OF SUPPORT

#### BENEFITS FOR AUDIENCES

Council's support will enable SFF to bring the vibrancy of contemporary cinema culture to the heart of Randwick. Audiences will enjoy ground-breaking films, encounter diverse voices and engage with filmmakers, delivering a range of concomitant benefits. As SFF's 2022 market research reveals:

- 84% agree SFF brings issues from around the world to our attention. In 2022, the Festival showcased films from 67 countries at the Festival
- 84% agree SFF represents the diversity in our society
- 80% agree SFF prompts dialogue about political, environmental and social issues
- 82% agree SFF encourages them to see kinds of films they don't usually seek out
- 82% agree SFF supports our local film industry.

Council's support will help sustain a proximate and relatively affordable world-class cultural event in Randwick, but also prompt dialogue, broaden horizons and strengthen connections through participation in the cultural conversation.

#### BENEFITS FOR AUSTRALIAN FILMMAKERS

SFF is a vital platform for local filmmakers and a meeting place for the Australian screen industry. Of the 206 films screened in 2022, over 60 are Australian productions. As well as programming Australian work of all kinds, the Festival raises the profile of Australian films and their creators through marketing campaigns and media opportunities. SFF's awards celebrate the achievements of local filmmakers and spotlights emerging voices, helping to drive support for new projects. Further, the Festival's international stature allows filmmakers to further amplify their profile and connect with international filmmakers and industry figures through talks, panels and networking opportunities.

As such, Council's support for SFF will flow on to local screen creatives who will benefit from opportunities to share their work with new audiences, participate in knowledge exchange and spark new collaborations. SFF also provides discounted tickets for students and industry to engage with the Festival, adding further opportunities for emerging creatives and established practitioners to participate in the Festival.

#### BENEFITS FOR RANDWICK BUSINESSES

By bringing the Festival to the Ritz, SFF will help generate flow-on benefits to surrounding businesses. SFF's market research shows that 67% of attendees socialise and visit restaurants and bars before and/or after attending their chosen Festival film. As such, enjoying the offerings of Randwick's restaurants and bars will form an important part of the Festival experience for the anticipated 8,500 attendees over the 12 days of the event.

### ACCESS AND INCLUSION

SFF has a comprehensive Disability Inclusion Action Plan outlining best practice measures to enhance accessibility. SFF's Accessibility Advisory Panel convenes annually and works closely with venues to advise on improvements. Accessibility information is readily available to audiences on the Festival website and in the program guide, and one volunteer at each Festival venue is assigned to assist patrons with accessibility needs.

Furthermore, SFF's programming has broad appeal to diverse audiences – not just cinephiles, but families, CALD, queer and First Nations audiences, horror fanatics, documentary tragics, music fans, etc. The program features dedicated program strands that spotlight works by practitioners from underrepresented communities, whilst

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**SYDNEY  
FILM  
FESTIVAL**

RANDWICK CITY COUNCIL PROPOSAL:  
70<sup>TH</sup> SYDNEY FILM FESTIVAL, 7-18 JUNE 2023

audiences are also drawn to see films that they may not be able to access elsewhere (e.g., foreign language, independent, niche interest titles).

Finally, SFF offers relatively low-cost tickets, increasing opportunities for residents to encounter art, discover ideas and participate in the cultural conversation.

**PROJECT EVALUATION**

SFF has a robust model for post-Festival evaluation. Each department produces detailed wrap reports that assess areas of achievement, challenges faced and opportunities for improvement. Likewise, SFF produces comprehensive acquittal reports for its main funding partners that account for grant expenditure in light of outcomes achieved. The Festival also measures performance in relation to its KPIs (updated annually) and its Strategic Business Plan.

Most significantly, SFF partners with Screen Audience Research Australia to undertake annual market research. Working with a substantial sample size, the survey captures demographic and geographic profiles of respondents, motivations for and barriers to attendance, qualities of the Festival experience, perceptions of enjoyment and intentions for future attendance.

Both the market research and reporting protocols above are instrumental in helping SFF to understand its audience, consolidate successful strategies and identify areas for improvement. These learnings go on to inform more effective and efficient approaches for future Festivals.

## Director City Planning Report No. CP1/23

**Subject: Service NSW Partnership Agreement for small businesses**

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### Executive Summary

- Service NSW have offered Council an opportunity to enter into a partnership agreement that would enable Council to better assist local business owners by ensuring they are aware of, and can access, the full range of business services offered by the State Government.
- Entering into this partnership agreement would also provide Council with access to a range of economic and business data which could be used to guide further local business initiatives and support the local economy.
- A number of Council's in NSW have signed up to the partnership agreement.

### Recommendation

That Council authorises the General Manager to enter into the Partnership Agreement with Service NSW, as attached to the report and to execute any related documentation.

### Attachment/s:

1.  ServiceNSW LG Partnership Agreement

## Purpose

This report outlines the benefits of Service NSW's Partnership Agreement for Randwick small business and seeks Council's support to enter into this agreement with Service NSW.

## Discussion

Service NSW for Business provides free, personalised support to small business owners, to help them understand industry regulations, to guide them through transactions, and to access support.

The services provided to business owners include:

- Business Concierges offering over-the-phone, email and face-to-face support and case management;
- an online Business Profile to make it faster and easier for business owners to transact with NSW Government;
- guidance and support for small business owners impacted by natural disasters or emerging issues to access a range of Government stimulus, support, and information;
- online business information hubs, including how-to guides to help business owners understand key tasks and the support available when starting and running a business in NSW.

A Partnership Agreement has been developed by Service NSW to provide consistency across all Councils, to reflect the broader focus of Service NSW for business and provide the opportunity for the Randwick City to engage with all services across Service NSW. It has no financial, legal or policy implications to Council but rather formalises connection between Council and Service NSW's business support unit.

The Agreement (Attachment 1) includes further detail and clarity about the roles and responsibilities of all agencies in relation to the collection, storage, and security of personal information.

A Service NSW representative presented the outline of the agreement to the November meeting of Council's Economic Development Portfolio Committee.

The intention of the Agreement is to build local business awareness of specialist advice services available, ensure Council staff can direct enquiries to these services, and provide local businesses with the skills to undertake research and be better informed prior to lodging any applications with Service NSW.

Entering into this Agreement will also allow Council access to Service NSW's Council Dashboard. The dashboard is currently being developed and will provide Council with the ability to forecast future economic development and growth opportunities by:

- providing access to, and oversight of, business activity within local government areas
- allowing key contacts in Council to access real-time statistics for business activity outcomes specific to each LGA and businesses supported by Service NSW for Business program in the area
- allowing reporting to be filtered by date range, industry type and Service NSW for Business events.

Council endorsement to enter into this agreement with Service NSW sought.

## Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

### Delivering the Outcomes of the Community Strategic Plan:

Strategy	Economic Development
Outcome	A city that empowers businesses to start, grow and thrive through a collaborative business culture
Objective	Increase by 20% the number of businesses that are members of a local network, chamber or association by 2032
Delivery program commitment	Facilitate a sustainable and active business network group/s e.g. Chamber/s which act as an advocate for business by 2023 to increase business engagement and provide networking, marketing and training opportunities.
Delivery program commitment	Work with NSW Small Business Commission to link local networks and businesses with relevant small business support programs by 2024.

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### Resourcing Strategy implications

There is no cost associated with entering into the agreement with Service NSW.

### Policy and legislative requirements

Relevant legislative considerations include:

- Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act)
- Privacy and Personal Information Protection Regulation 2014 (NSW) (PPIP Regulation)
- Privacy Codes of Practice made under PPIP Act (exemptions)
- Privacy Code of Practice (General) 2003 (NSW)
- Public Interest Directions made under PPIP Act (exemptions).

### Conclusion

A partnership with Service NSW is important to support the creation and ongoing engagement of businesses across Randwick. Entering into the proposed agreement will enable Council to better assist local businesses in applying for and accessing support offered by Service NSW. It will also give Council officers access to local business and economic data available through the Service NSW Council dashboard.

**Responsible officer:** Richard Old, Economic Development Specialist

**File Reference:** F2022/00367

## PARTNERSHIP AGREEMENT



Between **Service NSW** (ABN 37 552 837 401) and the Randwick City Council (the '**Council**)  
(the '**Parties**')

Last Updated: 27 July 2021

### 1. Purpose

1.1. The purpose of this Agreement is to:

- A. Provide the services of Service NSW for Business, which is a division of Service NSW with a mandate of being the one front door for businesses in NSW to access government information and services.
- B. Provide the framework within which Services will be delivered;
- C. Document the responsibilities of Service NSW and the Council on the provision of Services;
- D. Provide mechanisms to manage the relationship between the Parties;
- E. Promote a collaborative approach to working together in a timely and effective manner and to act in good faith.

This Agreement is not legally binding.

### 2. Background

- 1) Service NSW is a Division of the Government Service established under the Service Act. The functions of Service NSW include the exercise of customer service functions, within the meaning of the Service Act; other functions conferred by statute; and other functions relating to the delivery of Government services, as directed by the Minister responsible for Service NSW.
- 2) Section 7 of the Service Act makes provision for customer service functions to be delegated by other NSW Government agencies to the Chief Executive Officer ('CEO').
- 3) The functions of the CEO are exercised by the staff of Service NSW.
- 4) Section 8 of the Service Act enables the CEO to enter into Agreements with local government agencies for the exercise of a non-statutory customer service function of the agency; or with respect to the exercise of a customer service function delegated to the CEO.
- 5) Subsection 8(4) of the Service Act provides that an Agreement with a council, a county council or a joint organisation within the meaning of the *Local Government Act 1993* must be approved by a resolution of the council, county council or joint organisation, must be approved before it is entered into.
- 6) Service NSW partners with the Council to promote and deliver the services of Service NSW for Business to businesses across NSW.
- 7) the purpose of this collaboration is to ensure awareness and access to Government services to all businesses in NSW.
- 8) the Services of Service NSW for Business are free for the Council and for customers.

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9) The PPIP Act and the HRIP Act set out information handling principles that apply to public sector agencies (as defined in section 3 of the PPIP Act). As public sector agencies, the parties must not do anything, or engage in any practice, that contravenes a privacy principle that applies to them.

10) Section 14 of the Service Act makes provision for the disclosure and use of information, including personal information, for the purposes of the exercise of customer service functions by the CEO. Section 14 has effect despite the provisions of any other Act, including the PPIP Act and the HRIP Act.

11) Section 15 of the Service Act makes provision for the collection of personal information for the purposes of the PPIP Act and the HRIP Act, by Service NSW.

12) Section 16 of the Service Act enables an Agreement made under the Service Act, or a delegation of a customer service function by an agency to the CEO, to provide for the exercise by Service NSW of functions relating to access to information under the Government Information (Public Access) Act 2009 and functions relating to the State Records Act 1998, in connection with the functions of the council concerned. The responsibilities of Agencies under the *State Records Act 1998* include making and keeping full and accurate records of their office.

13) The Parties have agreed to enter into an Agreement under section 8 of the Service Act, incorporating the terms on this Agreement..

### 3. Guiding Principles

#### 3.1. The Parties will:

- A. Work collaboratively and in good faith in a timely and effective manner, with open communication to achieve shared objectives;
- B. Facilitate a partnership relationship that promotes and achieves continuous improvement and accountability;
- C. Ensure that each of its Personnel complies with this Agreement and all applicable laws and policies relating to the Services, including the *Work Health and Safety Act 2011*;
- D. Comply with the agreed timelines for meeting obligations to ensure efficient and effective delivery of Services;
- E. Work together to identify and manage shared risks;
- F. Work together to prioritise initiatives and enhancements, particularly where there are limitations on time and resources; and
- G. Work together to respond to the media, advise Ministers, and consult each other when developing communications that impact on Services.

### 4. Roles and Responsibilities

#### 4.1. Service NSW will:

- A. Provide the Services in accordance with the terms of this Agreement, subject to any Change request;
- B. Exercise the required standard of skill, care and diligence in its performance of the Services and ensure that its Personnel have appropriate qualifications and skills to provide the Services;
- C. Take responsibility for the management of records it creates or holds as a result of the exercise of a customer service function, where required; and
- D. Take responsibility for performing necessary maintenance of its systems and data managing the impact on customers from Service NSW system outages and working in conjunction with the Council.

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## 4.2. The Council will:

- A. Provide Service NSW with all information, inputs, resources and subject matter expertise in a timely manner as required to enable Service NSW to provide the Services as set out in the Agreement;
- B. Take responsibility for the management of records it receives or holds following the exercise of a customer service function by Service NSW.

## 4.3. The Parties undertake to maintain open channels of communication by:

- A. Making available Personnel, data, reports and computer systems for the purposes of resolving customer issues;
- B. Appointing a Relationship Manager with responsibility for managing the contractual and operational aspects of the Services. The Relationship Manager may be varied.

## 5. Services

## A. Service NSW will:

- (i) provide the relevant information and contacts to Council to ensure its local businesses are aware and can access the Service NSW for Business services
- (ii) provide a single point of contact for Council to ensure it can access Service NSW for Business services.

## B. the Council will:

- (i) refer eligible customers to the Program;
- (ii) provide guidance to Service NSW staff to assist in responding to inquiries;
- (iii) inform customers and Service NSW of the outcome of relevant applications in line with privacy requirements
- (iv) provide updates on changes to local government policies, guidelines or other matters which may affect the Program;
- (v) identify local opportunities to inform customers of the program;
- (vi) provide Service NSW with feedback on the effectiveness and performance of the Program.

## 6. Liability

- 6.1. To the full extent permitted by law, neither Council or Service NSW will be liable to the customer for the customer's actions or responsible for any liability, loss or cost suffered directly or indirectly by the business in connection with the Service NSW for Business service.

## 7. Data and Data Security

- 7.1. Each party retains ownership of its Data.

- 7.2. Except as required by law, neither party must, and must ensure that its Personnel will not:

- A. use the Data belonging to the other party for any purpose other than the performance of its obligations under this Agreement; or
- B. sell, commercially exploit, let for hire, assign rights in or otherwise dispose of any Data. or
- C. Make the other party's Data available to a third party including another government agency or body, other than an approved Subcontractor, and only to the extent required under this

Agreement.

- 7.3 Each party must establish and maintain safeguards against the destruction, loss or alteration of either party's Data in the possession or control of that party which are consistent with and no less rigorous than those maintained by either party to secure its own data; and comply with all applicable laws and policies.
- 7.4 In particular, the Parties will ensure the secure transmission and storage of data, at standards no less than those recommended by Cyber Security NSW.

## 8. Confidential Information

8.1. The Parties must, in respect of any Confidential Information:

- A. Keep the Confidential Information confidential and not disclose that information to any person without the prior written consent of the disclosing party, other than to its Personnel, professional advisors or contractors requiring access to the Confidential Information in connection with providing the Services;
- B. Use the Confidential Information solely for the purpose of carrying out its obligations;
- C. Not permit the Confidential Information to be reproduced except to the extent reasonably required to carry out its obligations;
- D. Not do anything that would cause the disclosing party or its Personnel to breach their obligations under Privacy Law; and
- E. Notify the other party as soon as possible upon becoming aware of any breach of this clause.

## 9. Privacy

9.1 Each party and its Personnel must:

- A. Comply with Privacy Laws; and
- B. Do all that is reasonably necessary to enable the other party to comply with Privacy Laws, including the development of documentation to demonstrate compliance with Privacy Laws, as agreed between the parties;

9.2. In particular, Service NSW acknowledges that:

- A. The collection of personal or health information will take place in compliance with the Privacy Laws, as modified by section 15 of the Service Act; and
- B. the use, disclosure, storage and retention of such information will be in accordance with the Privacy Laws, and in accordance with applicable policies.

Schedule 3 documents the respective responsibilities of Service NSW and the Council in relation to the collection, storage, use, retention and disclosure of personal information.

- 9.4 Personal and health Information collected, used, disclosed or retained between the parties will be managed and retained by the parties in accordance with the *State Records Act 1998* (NSW) and all other applicable laws, including Privacy Laws.
- 9.5 Once either of the Parties has reasonable grounds to believe there has been unauthorised access to, unauthorised disclosure of, or a loss of Personal or Health Information, dealt with in connection with this Agreement ('Data Incident'):



- A. The party must immediately (but in any event, no later than 72 hours of becoming aware of the Data Incident) notify the other party of that contravention together with all relevant information relating to the contravention;
  - B. Consult with the other party as to which party should have primary responsibility for investigating and dealing with the breach or possible breach;
  - C. Consider, having regard to the scope of the Data Incident and the nature of the personal or health information involved, together with any other relevant factors, whether the Data Incident is serious.
  - D. The party with primary responsibility for the breach must notify the Privacy Commissioner as soon as practicable that a serious Data Incident has occurred; and
  - E. The parties must co-operate and collaborate in relation to assessment and investigation of the Data Incident, and action required to prevent future Data Incidents.
- 9.6 If either of the Parties receives a complaint or request for an internal review of conduct in relation to a breach or alleged breach of a Privacy Law, including under section 53 of the PPIP Act, (a **'Complaint'**), the following will apply:
- A. It is the responsibility of the party that receives the Complaint to perform a preliminary investigation to determine the party responsible for the conduct;
  - B. If responsibility lies wholly with the party that received the Complaint, then that party is responsible for responding to the complaint or conducting the internal review of conduct;
  - C. If, after performing the investigation, the relevant party reasonably considers that the Complaint should be transferred to the other party, it will (after obtaining the consent of the customer) promptly transfer the Complaint and any further information obtained by the party from its preliminary investigation, to the other party, no later than 20 days after receipt of the original Complaint;
  - D. If the Complaint relates jointly to the conduct of both parties, then the party that received the Complaint will (after obtaining the consent of the Customer) notify the other party no later than 20 days after its receipt of the original Complaint and provide any further information obtained by that party from its preliminary investigation. The parties will then work together to coordinate a joint response from the parties within 60 days of receipt of the Complaint. This response may include an internal review of conduct.

## 10. Intellectual Property

- 10.1 Each party will retain the Intellectual Property Rights in its Existing Material.
- 10.2 Each party agrees to grant to the other party a non-exclusive and royalty free licence to use, sublicense, adapt, or reproduce:
- A. Their Existing Material; and
  - B. All methodologies, processes, techniques, ideas, concepts and know-how embodied in their Existing Material,
  - C. To the extent their Existing Material is required for use by the other party, solely in connection with provision of the Services.
- 10.3 Each party represents and warrants to the other party that it has all required rights and consents for its Existing Material to be used for the Services.
- 10.4 Intellectual Property Rights in all New Contract Material will vest in the Council.
- 10.5 The Council grants a perpetual, worldwide, irrevocable and royalty free licence to the Intellectual Property Rights in all New Contract Material to Service NSW for the purpose of performing the Services.
- 10.6 Subject to clauses 10.1 and 10.4, Service NSW will own all Intellectual Property Rights in the

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provision of the Services, including any solution and service design.

## 11. Performance Management and Continuous Improvement

- 11.1 Service NSW for Business does not require any provisions in relation to performance management
- 11.2 Service NSW for Business will work collaboratively with Council to ensure continuous improvement of its services to Council.
- 11.3 Any future extension of this Agreement by Service NSW with Council will specify the relevant performance management and continuous improvement provisions required.

## 12. Reporting

- 12.1 Service NSW for Business does not require any reporting arrangements
- 12.2 Any future arrangements that require reporting will be outlined in a Schedule to this Agreement.

## 13. Change Management

- 13.1 Each party will comply with the Change Management Process set out in Schedule 4.
- 13.2 The parties agree to complete a Change Request in the form set out in Schedule 4 to add to or vary the Services.

## 14. Governance

- 14.1 The parties agree to comply with the Governance Framework.

## 15. Business Continuity and Disaster Recovery

- 15.1 Each party will maintain Business Continuity and Disaster Recovery Plan arrangements to ensure that each party is able to continue to perform its obligations under this Agreement, or where performance is not possible, resume performance as soon as reasonably practicable in the event of a Disaster.

## 16. Dispute Resolution

- 16.1 In the event of a dispute between the parties, a party will:
  - Raise the dispute with the other party's Relationship Manager and use best efforts to resolve the dispute;
  - If the dispute is not resolved within a reasonable period, the Chief Executive of the Council or their delegate will meet with the Chief Executive Officer of Service NSW (or their delegate) with a view to resolving the dispute.
  - If the dispute is not resolved under clauses 16.1(b) within a reasonable period, attempt to resolve any dispute in accordance with the Premier's Memorandum M1997-26.
- 16.2 Despite the existence of a dispute, each party must continue to perform its obligations.

## 17. Termination

- 17.1 Either party may terminate this Agreement in whole or in part by giving the other party 90 days written notice or as otherwise agreed.
- 17.2 On notice of termination or where Service NSW is otherwise required to cease to perform some or

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all of the Program, the parties will work together in good faith to finalise and agree a transition out plan to facilitate smooth and orderly transition of the relevant Program to the Council or the Council's nominated third party. Where the parties cannot agree, the dispute resolution provisions in clause 16 will apply.

- 17.3 Upon termination, each party agrees to return all Data and property belonging to the other party within 30 days of the termination date and comply with the transition out plan agreed under clause 17.2.

## 18. Miscellaneous

### 18.1 Entire Agreement

This Agreement supersedes all previous Agreements, understandings, negotiations, representations and warranties and embodies the entire Agreement between the Parties about its subject matter.

### 18.2 Survival

The following clauses survive termination or expiry of the Agreement: Clauses 4, 6, 7, 8, 9, 10, 14, 15, 16, 17, 18, 19 and any other clause which by its nature is intended to survive termination or expiry of the Agreement.

### 18.3 Notices

A notice under this Agreement must be in writing and delivered to the address or email address of the recipient party.

### 18.4 Variation

All variations to this Agreement and all consents, approvals and waivers made under this Agreement must be evidenced in writing and variations signed by both parties.

### 18.5 Waiver

If a party does not exercise (or delays in exercising) any of its rights, that failure or delay does not operate as a waiver of those rights.

### 10.6. Applicable law

The Agreement is governed by, and is to be construed in accordance with, the laws in force in NSW.

### 18.7 Counterparts

The Agreement may consist of a number of counterparts and if so, the counterparts taken together constitute one and the same instrument.

## 19. Execution

Randwick City Council has reviewed and accepts this Agreement

Signed for and on behalf of <b>Randwick City Council</b> by its authorised signatory	Signed for and on behalf of <b>Service NSW</b> by its authorised signatory
Name:	Name:
Title:	Title:
Date:	Date:
Signature:	Signature:
Witness:	Witness:
Signature:	Signature:

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## Schedules

### Schedule 1 - Definitions

In these Partnership Agreement, except where a contrary intention appears:

**Business Continuity and Disaster Recovery Plan** means a business continuity and disaster recovery plan which documents the back-up and response actions each of the parties will take to continue its obligations if a Disaster occurs;

**Change Request** means the request for a change to the scope of Services in the form set out in Schedule 4;

**Commencement Date** means the date of start of this Agreement.

**Confidential Information** of a party means any written or oral information of a technical, business or financial nature disclosed to the other party, including its employees or agents, by the disclosing Party (whether orally or in writing) whether before or after the Commencement Date, that:

- A. is by its nature confidential; or
- B. is designated as confidential; or
- C. the other party knows or ought to know is confidential,
- D. but does not include information which:
  - a. is or becomes public knowledge other than by breach of this Agreement; or
  - b. is in the lawful possession of the Party without restriction in relation to disclosure before the date of receipt of the information; or
  - c. is required to be disclosed by Law, government policy or legal process.

**Contact Centre** has the meaning set out in Schedule 2;

**Continuous Improvement Principles** have the meaning set out in Schedule 2;

**Continuous Improvement Process** has the meaning set out in Schedule 2;

**Data** means the data of each party and all data and information relating to their operations, Personnel, assets, customers and systems in whatever form that may exist, including Confidential Information;

**Disaster** means an event that causes, or is likely to cause, a material adverse effect on the provision of the Services that cannot be managed within the context of normal operating procedures including interruption, destruction or other loss of operational capacity;

**Existing Material** means any material that is developed prior to entering into a Partnership Agreement, or developed independently of a Partnership Agreement, and includes any enhancements and modifications to its Existing Material created as part of a Partnership Agreement;

**HRIP Act** means the *Health Records and Information Privacy Act 2002* (NSW);

**Instrument of Delegation** means the instruments of delegation (including its terms and conditions) made by the Council in relation to the Delegated Functions.

**Intellectual Property Rights** includes patent, knowhow, copyright, moral right, design, semi-conductor, or circuit layout rights, trademark, trade, business or company names or other proprietary rights and any rights to registration of such rights, whether created before or after the Commencement Date, in Australia or elsewhere;

**Middle Office** has the meaning set out in Schedule 2;

**Moral Rights** means the right of integrity of authorship and the right not to have authorship falsely attributed, as confined by the *Copyright Act 1968* (Cth) and the rights of similar nature anywhere in the world, whether in existence before or after the Commencement Date;

**New Contract Material** means new data created, other than the solution or service design;

**Partnership Agreement** means these terms and conditions and includes Schedules 1, 2, 3 and 4.

**Personal Information** has the meaning given to it in the Privacy Laws, as amended from time to time;

**Personnel** means the person or persons employed or otherwise contracted by either party under this Agreement, as the context requires;

**PPIP Act** means the *Privacy and Personal Information Protection Act 1998* (NSW);

**Privacy Law** means any law that applies to either or both of the parties which affect privacy or any personal information or any health information (including its collection, storage, use or processing) including:

- A. the PPIP Act; and
- B. the HRIP Act.

**Program** means the Easy to do Business program;

**Quarterly Forecast** has the meaning set out in Schedule 2;

**Relationship Manager** means the nominated relationship managers of either party, as set out in the Service Agreement, or as otherwise nominated by a party from time to time;

**Service Act** means the *Service NSW (One-stop Access to Government Services) Act 2013* (NSW);

**Service Centre** has the meaning set out in Schedule 2;

**Service NSW Standard Operating Conditions** means the standard operating conditions met by Service NSW in the usual course of its performance of the Services set out in Schedule 2;

**Subcontractor** means a third party to which Service NSW has subcontracted the performance or supply of any Services;

## Schedule 2

### 1. Service NSW Standard Operating Conditions

In addition to the Partnership Agreement this section covers the standard omnichannel service inclusions.

#### 1.1. Service Centre

Similar services as those available at Service Centres may be offered through Mobile Service Centres. The Mobile Service Centre timetable is published regularly on the Service NSW website.

Inclusion	Description
Concierge and digital assisted services	A Service NSW Concierge will greet and direct customers to the appropriate channel and dispense a ticket where applicable. If the transaction can be completed online, a Digital Service Representative will assist the customer to complete the transaction
Customer sentiment surveys	Before leaving the centre, customers will be offered the option of leaving feedback via a digital terminal

#### 1.2. Contact Centre

Similar services (to that of phone-based) may be offered through a web chat feature accessible via the Service NSW website.

Inclusion	Description
Virtual hold call back system	During high volume periods, customers will be offered the option of leaving their details with an Interactive Voice Response (IVR) auto attendant. Customers can hang up while holding their place in the queue. Their call will be returned by the next available operator
Inbound number	Service NSW will answer all inbound enquiries on 13 77 88 as 'Service NSW'
Call coding	A Customer Service Representative will record the customer's reason for calls and the outcome
Customer sentiment surveys	Once the call is complete, customers will be offered the option of leaving feedback via an automated IVR system

#### 1.3. Middle Office

Inclusion	Description
Enquiry triage	Service NSW will triage enquiries received to <a href="mailto:info@service.nsw.gov.au">info@service.nsw.gov.au</a> or via Service NSW website 'Contact Us' page and - Resolve these enquiries or;



	- Refer it to the appropriate business area at the Council
Enquiry coding	A Customer Service Representative will record the customer's reason for enquiring and the outcome

#### 1.4. Service NSW Website and Mobile App

Inclusion	Description
Scheduled maintenance and planned outages	<p>Service NSW will conduct regularly scheduled maintenance of the website and mobile app. 10 business days of notice will be provided regarding outages from planned and scheduled maintenance</p> <p>Maintenance activities with negligible impact or outage, such as enhancements to optimise for cybersecurity or performance, may occur without notification to the Council</p>

#### 1.5. Service NSW for Business

Service NSW for Business provides a multi-channel service including digital, phone and face-to-face services for metro and regional businesses in NSW and develops relationships with councils and business associations to promote the offering to local businesses.

Inclusion	Description
Relationship management	Business Customer Service staff initiate and maintain relationships with councils and business associations to promote awareness and use of the service offering by such stakeholders and their local business community. It may include, but is not limited to, information sharing, regular liaison at events and stakeholder premises and issue of surveys.
Scheduled Maintenance and Planned Outages	Digital products controlled by Service NSW for Business will be regularly updated, upgraded and maintained without any outages.

#### 1.6. Training

Service NSW will provide appropriately trained Personnel to deliver the Services.

#### 1.7. Language

Service NSW will provide services in English and may arrange translation and interpreter services for customers from non-English speaking backgrounds if required.

#### 1.8. Branding

Unless otherwise set out in the Partnership Agreement, Service NSW channels are singularly branded. Marketing communication is limited to Service NSW led or co-led campaigns and programs.

#### 1.9. Contractors and Agents

Service NSW may use contractors and agents in connection with the delivery of Services. Such agents and contractors are approved persons under Part 2 Section 12 of the Service Act.

#### 1.10. Out of Scope Services

Any item, service or deliverable that is not specified in a Partnership Agreement is deemed to be out of scope for Service NSW.

### 2. Operational Framework

Service NSW operational framework outlines how operations are managed on a day-to-day basis.

Operational Support	Description
Knowledge Management	Service NSW creates and maintains support material (knowledge articles) for serving customers. These will be sent to the Council for endorsement of content accuracy bi-annually
Complaints Management	Service NSW will record complaints and its supporting information unless resolved at the outset. Service NSW will contact the Council where assistance is required
Issues Management	Issues relating to existing products and services should be raised via <a href="mailto:partnerships@service.nsw.gov.au">partnerships@service.nsw.gov.au</a> or directly with the Relationship Manager  The Relationship Manager will assess the issue and facilitate a resolution within Service NSW, providing regular updates
Quality control framework/ compliance	Service NSW has a quality control framework that governs transactional activities in line with risk assessment at the time of onboarding  The framework includes: <ul style="list-style-type: none"> <li>- Regular review of contact centre calls, including being assessed against procedure and process used by the agent during the call</li> <li>- Daily quality checks of transactions undertaken by the service centre</li> <li>- Quarterly compliance reviews and certifications provided by all service delivery channels</li> </ul>

#### 2.1. IT Operations & Support

Service NSW runs a 24/7, 365 days a year service desk. Unplanned interruptions or degradations in quality of service should be raised to the Service NSW Service Desk on 1300 697 679 (option 2) or [servicedesk@service.nsw.gov.au](mailto:servicedesk@service.nsw.gov.au)

Incident response times in our production environment are prioritised based upon urgency and impact, with associated response and resolution times.

Priority Code	Service Level Target Response/Resolution Time
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P1 - Critical	Response: Immediate response, action/update within 15 minutes Resolution: 2 hours
P2 - High	Response: Immediate response, action/update within 30 minutes Resolution: 4 hours
P3 - Medium	Response: 8 hours Target Resolution: 10 working days
P4 - Low	Response: Email notification of call being logged within 2 days. Response by email or phone within 2 working days Target Resolution: 20 working days

Where vendors or other government platforms are involved, Service NSW utilises a best practice vendor governance framework for service level Agreements and for priority 1 and 2 incidents.

## 2.2. System and Security Maintenance

Service NSW complies with the NSW Government Cyber Security Policy and operates an information security management system that is certified against ISO 27001. These engagement Terms do not extend the certification scope to the Council's specific activities.

## 3. Customer Payments

Service NSW will collect payments from customers for transactions set out in the Service Agreement. Cash, cheque, money order, credit or debit card may be accepted and merchant fees plus GST will be recovered.

Service NSW will provide remittances and reconciliation files to the Council which include:

- A. Credit T+2 value for cash, cheques\* and bank card payments
- B. Credit T+2 value for AMEX payments
- C. Debit any cheques dishonoured
- D. Debit any card payment chargebacks
- E. Debit any refunds processed on behalf of the Council

Cheque payments received over \$50,000 will be remitted back to the Council once the funds clear the Service NSW remitting bank account.

## 4. Business Continuity and Disaster Recovery

Service NSW will maintain an Enterprise Risk Management Framework focused on managing risks to Service NSW, including mitigation of the likelihood and impact of an adverse event occurring. As a function of risk management, business continuity management will enable Service NSW to minimise disruptive risks and restore and recover its business-critical services within acceptable predefined timeframes should an adverse event or other major business disruption occur.

Recovery and timeframes may be impacted when events or disruptions are related to dependencies on partner Agencies. The Parties will agree on Recovery Point Objectives and Recovery Time Objectives and associated charges prior to designing the system and will periodically review these objectives.

All systems and technology provided by Service NSW internally and through third-party vendors, operate through multiple data centres to achieve high availability. Service NSW systems are architected, where practicable and possible, to ensure continuity of service in the event of a data centre disruption or outage.

## Definitions

**Recovery Point Objectives** means the age of files that must be recovered from backup storage for normal operations to resume if a computer, system, or network goes down as a result of a hardware, program, or communications failure.

**Recovery Time Objectives** means the targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) in order to avoid unacceptable consequences associated with a break in business continuity.

## 5. Continuous Improvement

Service NSW regularly reviews improvement ideas from employees and customers. We will provide you with any ideas relevant to your agency for consideration.

‘Continuous Improvement’ refers to identifying a process, system or policy opportunities that will deliver a benefit for our people, our customers or the NSW government. These improvements may be delivered in house where possible or by engaging our partnering agencies where further input or decisions are required under policy or legislation. A Continuous Improvement:

- A. Puts the customer first
- B. Makes the customer service job easier
- C. Improves a step in a process
- D. Changes the way a task is completed so that it doesn't take as long
- E. Reduces handling time and is cost effective
- F. Allows others to benefit from best practices
- G. Allows us to do things better locally, regionally or organisation-wide
- H. Is a low-investment process change and not a policy change
- I. Improves accountability within the various stages of the process
- J. Removes steps that don't add any value to a process

Service NSW will consider several factors such as cost to implement, cost savings, customer experience, team member experience and operational efficiency in prioritising continuous improvements.

### 5.1. Continuous Improvement Process

The parties will identify new continuous improvement initiatives on an annual basis, with a 6-monthly check-in on ongoing continuous improvement initiatives.

When establishing a new continuous improvement initiative, the parties will classify the initiative based on whether it can be implemented as:

- A. part of the ongoing ‘business as usual’ services (cost and resourcing to be absorbed by Service NSW;  
or
- B. a new project initiative (cost and resourcing to be agreed by the parties).

A prioritisation process will be agreed upon between the parties to prioritise initiatives (for Service NSW, this will be performed by the Partnerships team).

The Council may be required to effect policy, system or regulatory changes to assist in delivering the service process improvement, as agreed with Service NSW. Where a review of Council policy, system or regulatory changes is requested by Service NSW from the Council, these should be conducted within timeframes agreed between the respective Relationship Managers.

## Schedule 3 – Privacy and Data Security

### (a) General

- (i) Service NSW may collect, use, disclose, store and retain personal information when exercising functions for the Council:
- (ii) Where Service NSW exercises functions for the Council, Service NSW can share information it obtains with the Council without separately requesting the customer's consent. Service NSW can also share the information it obtains with any person that the Council is authorised or required to disclose the information to in accordance with the Service Act.

### (b) Access to Agency Systems

- (i) The Parties agree that Service NSW will not have access to the Council's information system.

### (c) Collection of information

- (i) Service NSW may incidentally collect Personal Information via call recordings in the course of answering queries on behalf of Council or referring customers to Council. Personal Information collected may include: full name, address, contact number or email address.
- (ii) Service NSW will take reasonable steps to ensure that the Personal or Health Information it collects on behalf of the Council is, relevant, accurate, up-to-date and complete.
- (iii) Service NSW will provide a privacy collection notice to customers whenever it collects their information.
- (iv) If Service NSW collects personal information for its own internal purposes, when exercising functions for the Council, it will ensure that the privacy collection notice meets the requirements of section 10 of the *PPIP Act* in light of section 15(3) of the *Service Act*.
- (v) The notice will address each of the matters that a privacy collection notice is, by law, required to address. Service NSW will develop the content of the notice in consultation with Armidale Regional Council.

### (d) Internal records maintained by Service NSW

- (i) Under the *Service Act*, Service NSW is permitted to collect, maintain and use the following records for its internal administrative purposes, including for the purposes of its interactions with customers for whom functions are exercised:
  - Details of transactions between customers and Service NSW
  - The preferences of customers for transacting matters with Service NSW and Armidale Regional Council, and
  - Other information about customers.
- (ii) Service NSW collects, maintains and uses the following information for its internal administrative purposes:
  - Details of transactions between customers and Service NSW
  - The preferences of customers for transacting matters with Service NSW and Armidale Regional Council and
  - Other information about customers.

### (e) Use of information

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- (i) Service NSW can use information in accordance with the *Service Act*, PPIP Act and HRIP Act.
- (ii) Service NSW uses Personal Information for the purposes of assisting customers in directing queries to Council, training and quality purposes.

**(f) Disclosure**

- (i) Service NSW can disclose information in accordance with the *Service Act*, PPIP Act and HRIP Act.
- (ii) Where Service NSW performs a transaction for a customer, when exercising functions for the Council, it will ask the customer for consent before sharing that information with a different agency,

**(g) Retention**

- (i). Personal Information collected via call recordings is stored in Genesys. The length of data retention will be directly related to the purpose for which it was collected and retained. Data is maintained for the minimum period required. Call recordings are available for 3 months and subsequently archived. **(h)**

**(h) Data Security**

- (i). Personal Information stored in Genesys follows a comprehensive User Access Matrix controlled by Government Technology Platforms Virtual Contact Centre Team. Role based access to the system is granted to users at the minimum level required to perform their duties and to protect against unauthorised access, use, modification or disclosure. Access vi SSO with dfsi.okta.com. The Genesys PureCloud environment is whitelisted and only users on the corporate network or VPN can access the platform. The User Access Matrix is reviewed monthly and a detailed review is conducted every 6 months. The User Access Matrix is a comprehensive document that shows details such as the time of last login, date the account was disabled, date of termination, date of extension, date of role review, name of the reviewer.

**(i) Privacy Management plans**

The parties agree to update and periodically review their privacy management plans or other relevant policy documents so that any person can ascertain whether Service NSW or the Council holds personal information relating to that person and if so, the nature of the information, the main purposes for which it is used and the person's entitlement to access the information, in relation to the services covered by this Agreement.

**(j) Access to and amendment of Personal Information**

- (i) Service NSW agrees that it will provide any individual who requests it with access to their own personal information without excessive delay and without any expense, in relation to information it holds as a result of exercising functions for the Council.

**(k) Privacy Officer**

The parties have nominated a Privacy Officer who is the point of contact for dealing with complaints, applications for internal reviews, data breaches, employee education and other privacy matters.

Privacy Officers can be contacted as follows:

**Service NSW:**

Privacy Officer

Service NSW

2-24 Rawson Place, Sydney NSW 2000

Phone: 13 77 88

Email: [privacy@service.nsw.gov.au](mailto:privacy@service.nsw.gov.au)

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## Schedule 4- Change Management

### 1. Change Management Process

Change is defined as any alteration to services, process, technology or product. Changes may be initiated by Service NSW or the Council. Where a change to the Services is requested by a party, set out below is the following process:

- 1.1. The party requesting the change will notify the other party's Relationship Manager as soon as possible;
- 1.2. The Relationship Managers will meet within 5 days to discuss the requested change;
- 1.3. The Relationship Managers will work collaboratively to conduct a high-level change assessment of the change, and agree and draft a Change Request, considering the following factors:
  - A. Current state and desired future state outcomes;
  - B. Impacts on customers and both parties informed by end-to-end customer journey;
  - C. Additional resource effort; potential cost and timing of implementation;
  - D. Implementation and testing requirements;
  - E. Legislation/policy that may be required;
  - F. Whether variation to the Partnership Agreement will be required; and
  - G. Continuous Improvement Principles
- 1.4. The parties will sign the Change Request, which will be incorporated into this Agreement.

Where a change relates to Service NSW's IT systems, the Council will notify Service NSW within a reasonable period to outline the proposed change and requested timeframes. Service NSW will consider the change and advise whether an increased cost to implement the change is required.

Service NSW will assess the results and implement corrective action to ensure sustainability of the change to the Services. Changes to the Services will be reported on in the monthly management meeting between Relationship Managers.

### 2. Change Request Template

This Change Request is created in accordance with the Partnership Agreement	
Date of Change Request	
Originator of Change Request	
Proposed Implementation Date	
Cost	<Cost>
Summary and scope:	
Service NSW responsibilities:	
Council responsibilities:	



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Change plan:
Change impact (Including the effect on service levels):
Assumptions and exclusions:
List of documents forming part of this change request:
Clauses affected by this change request:

## Director City Services Report No. CS1/23

**Subject:      Randwick Petersham Cricket Request for Additional Funding**

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### Executive Summary

- Randwick City Council and Randwick Petersham Cricket Club (RPCC) currently have in place a Maintenance Agreement, for Kensington, Snape, and Coogee Ovals. These grounds are considered to be Council's premier sporting facilities.
- The 'maintenance arrangement' is managed by the club on behalf of Council. Through this agreement the club manages the contractors that maintain the fields and are subject to the specific conditions of the 'maintenance agreement.' This arrangement has been in place since 1998.
- The agreement is focused on maintaining and preparing the cricket wickets and oval outfield to ensure they are suitable for play during the cricket season. This agreement extends through the winter sporting season as well, to accommodate other sporting codes. Through the agreement, Council financially reimburses the RPCC according to the conditions in the contract.
- The club approached RCC recently to formally to seek financial assistance to cover the shortfall in funding, due to increases in operational and maintenance costs.

### Recommendation

That Council approves the allocation of an additional \$30,000 (total of \$110,000) per year for maintenance payments to Randwick Petersham Cricket Club in the 2023/24 operational plan and budget.

### Attachment/s:

1. [↓](#) Sports Committee- Randwick Council Maintenance Summary 14 Dec 2022 - 10/02/2023



2. [↓](#) Sports Committee - Randwick Council Maintenance Letter 14 Dec 2022 - Ryan Zammit -



10/02/2023

## Purpose

Council is in an existing 'Maintenance Agreement' for Kensington, Snape, and Coogee Ovals. This agreement is between Randwick City Council (RCC) and Randwick Petersham Cricket Club (RPCC). The aim of this report is to address the current financial impacts to this agreement being felt by RPCC. RPCC maintains the fields nominated above and are subject to the specific conditions in the 'maintenance agreement'. The agreement is focused on maintaining and preparing the cricket wickets and oval outfields to ensure they are suitable for play during the Summer and Winter sports seasons. Through the agreement RCC, financially reimburses RPCC according to the conditions in the contract.

## Discussion

The report is aimed at addressing the shortfall in funding being felt by RPCC between monies received and monies paid for the ongoing maintenance of the fields at Coogee, Kensington and Snape Ovals. There is a disparity in finances arising over time due to added funding requirements attributed to upholding the high standard of maintenance, increased cost of services and the difference in revenues received. There is also increased passive recreational use by the community and the damage caused by the illegal use of the grounds by other sporting groups, all of which is leading to increased damage to the playing surface requiring additional maintenance and servicing.

## Background

*When did the agreement start?*

There is a long-standing relationship between RCC and RPCC, with the maintenance agreement put in place to facilitate the care and maintenance of the sports fields utilised by the club, specifically Coogee Oval, Kensington Oval and Snape Oval. The maintenance arrangement has been successfully in place since 1998 and is collaborating extremely well with both parties supportive of the agreement, "...we write to thank Randwick Council for the wonderful relationship that we have and for their tremendous support over the years..." (Attachment 2, page 1)

*What is the scope of the agreement?*

The scope of the agreement is based upon the different sporting seasons, cricket season and non-cricket season or Summer and Winter. With different maintenance activities required for the differing seasons. During the cricket season the club maintains and prepares the cricket wickets at the Ovals to ensure that they are suitable for play. This includes mowing the grass in the outfields and maintaining the dressing sheds and associated toilets (but not the public toilets) located within the Ovals. During the non-cricket season, when other sporting codes are using the oval (Rugby League and Rugby Union), the Club mow the outfields of the Ovals and undertake any necessary works in the wicket areas to ensure the surface of play is sufficient.

## The Club's Request

The club approached RCC recently to formally discuss the identified issues and present the proposed solution, refer to Attachment 2, with the request originating from an increase in maintenance costs. The attachments provide the specific details regarding the increases in costs being felt by the club. In summary, the increases have averaged between 3-5% per year between 2012 to 2018, with 2019 increasing by approximately 7% and in 2020 increasing by 12%. When viewed against the maintenance payments received from RCC there is a disparity, with an increase on average of 1.25% per year between 2012 and 2020.

Whilst COVID-19 and shortened playing seasons have provided some respite related to the maintenance costs, the club is now faced with yearly increases in maintenance costs between 3-5% once again, with a limited increase in the maintenance payment received from RCC nor an increase in revenue received from grounds bookings.

The request is that an additional \$10,000 be provided per ground (Coogee, Snape, Kensington) to RPCC, to assist with the shortfall caused by increased costs over the last decade. Based upon the

increases in servicing costs of 3-5% per year, and upon the calculations provided, this would be in addition to the current maintenance amount received from RCC (\$80,000). With any subsequent yearly increases to the agreement, following a standard CPI increase.

RPCC occupies the grounds on most Saturdays, with the rest hired out to junior clubs on Sundays and schools during the week. Prior to the start of the season and over Christmas and New Year, the grounds require regular maintenance to hold their quality throughout the season. In these 6-8 weeks, they are unable to recoup any ground costs through hire.

Similarly, current hiring fees are balanced between recouping costs and being affordable for junior clubs and schools, so that young players can experience playing on turf before transitioning to adult cricket. Any increase would force local juniors to look for alternatives. RPCC ground maintenance looking to cover costs. Any surplus cost from ground maintenance will take away from other club initiatives, such as junior and girls development, providing coaching to players and purchase of training equipment.

Refer to attachments (1. Sports Committee – Randwick Council Maintenance Summary 14 Dec 2022 and 2. Sports Committee – Randwick Council Maintenance Letter 14 Dec 2022) for more details.

### **What is the benefit to the Community?**

The consequences of the pressure being felt by RPCC through the increased costs being experienced can lead to the club's inability to deliver the maintenance services required to meet conditions of the agreement, affecting the clubs using the fields and the community by poor field quality playing surfaces.

The standard of grounds being set, through the maintenance being undertaken leads to greater opportunity for sport within Randwick. Allowing RCC and RPCC to attract and subsequently host First Class and List A cricket particularly at Coogee (matches) and training (Snape) in the near future. This also provides the additional benefit of providing the Randwick community a premier sporting facility, as noted, *"...As a club, we pride ourselves in providing the players the best grounds to play on, while also being prudent with our finances to ensure that we meet the expectations of our members and the wider community..."* (Attachment 2, page 1)

The significance of these fields within Randwick has increased, particularly when considering there are limited quality cricket facilities available especially considering the demolition of the Sydney Cricket Ground. For example, Coogee Oval has proven its ability to host high level cricket with a recent match with Ireland and the Warner/Smith match held in 2018-19. In addition to this Cricket NSW has been training and using Snape Park Oval and facilities this past season.

Overall, this has led to an improvement in ground ratings of these fields, as recently recorded by Cricket NSW:

- Among First Grade grounds, Coogee was ranked fourth (4<sup>th</sup>) out of 20 in 2020/21, up from 13<sup>th</sup> in 2018/19
- Among Lower Grade grounds, Snape was ranked tenth (10<sup>th</sup>) out of 39 in 2020/21, up from between 31 to 38 in the previous four seasons, while Kensington was ranked 20<sup>th</sup> out of 39 in 2020/21

All of which increases the exposure of RCC, RPCC and community sports, by increasing community access to high level facilities, fields, and sporting athletes.

### **Service and Cost comparison**

When considering the request from a resourcing/servicing perspective under the current maintenance agreement, Council would be unable to duplicate in its current operational format. The service levels noted and expected under the 'maintenance agreement' are significantly higher when compared to current Council sports fields. Coogee, Snape and Kensington ovals, are currently classified as Grade "A" fields, and as such are booked at different rates for utilisation by sporting groups.

The level of service provided by the contractors under the 'maintenance agreement,' cannot be accommodated via Councils standard operational model. Under the agreement, a dedicated full-time green keeper is situated onsite at each of the ovals conducting all the necessary maintenance activities. This entails a full-time green keeper working all day, a minimum of twice a week and on weekends conducting the necessary maintenance activities noted. As an example, the fields in season are cut and maintained a minimum of twice a week.

Council sports field maintenance teams service multiple sporting ovals and facilities across the LGA daily, to meet the standards required by the 'maintenance agreement,' would entail additional dedicated resources, plant, and fleet, that Council do not currently have. Operating in a model that we do not utilise, that of a dedicated grounds keepers in lieu of remote, mobile teams.

### Community participation

All three sporting ovals provide the community with a high-level recreation and sporting space that are maintained and upkept to an extremely high-quality standard. These spaces are utilised throughout the year for many forms of passive recreation and activities by the community.

From a sporting perspective, under the 'maintenance agreement,' RPCC manage all the bookings during the summer Season (cricket season), from September through to March. During the winter season, community sports organisations, Randwick Rugby, and South Sydney District Junior Rugby Football League, utilise all three fields for training and competition.

In terms of community sports RPCC is currently implementing a plan to increase women's participation in cricket through the inclusion of a women's team in the NSW Premier Cricket competition. Through this initiative they are currently training approximately thirty girls in their cricket academy as well as providing several specialist coaches to Randwick Junior Cricket Club for the development of the sport of cricket.

### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering the Outcomes of the Community Strategic Plan:	
Strategy	Open Space and Recreation
Outcome	A community that is healthy and active
Objective	Maintain a community satisfaction* rating for coastal open spaces, coastal walkway, playgrounds and parks of 97%
Delivery program commitment	Optimise existing sports field layouts to increase number of fields provided and diversity of codes catered for.

### Resourcing Strategy implications

The request from RPCC, is that an additional \$10,000 per ground (Coogee, Snape, Kensington), be provided, this amount would be in addition to the current maintenance amount received from RCC of \$80,000. This request is to assist with the shortfall caused by increased costs incurred over the last decade.

Considering the increases in servicing costs of 3-5% per year, and upon the calculations provided, (refer to attachments) the average shortfall for the agreement is approximately \$35,000 per year. Based upon the current agreement, the request would be for funding of (\$80,000 (current amount)



+ \$30,000) = \$110,000. (\$10,000 per ground) With an increase of CPI per year to accommodate for increases due to inflation.

This is proposed to be included in the 2023/24 operational plan and budget

Refer to attachments (1. Sports Committee – Randwick Council Maintenance Summary 14 Dec 2022) for more details.

### **Policy and legislative requirements**

Local Government Act 1993

### **Conclusion**

The long-standing relationship between RCC and the RPCC is an example of collaboration between Council and sporting organisations for the betterment of community sports. The request from the club for assistance due to increases in service costs is a critical issue to address to ensure that the current level of field quality is maintained for community sports within Randwick.

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**Responsible officer:** Ryan Zammit, Manager Infrastructure Services

**File Reference:** F2005/00446

Randwick Petersham Cricket Club (RPCC) and Randwick Council have had a fantastic working relationship towards ensuring that Coogee, Kensington and Snape Ovals are among the best in Sydney to play cricket on. However, the cost of maintenance for upholding this high standard has grown disproportionately with the amount of revenue that we're able to receive to cover these costs. Below is a summary of our request to Randwick Council:

- It currently costs RPCC approximately \$170,000 per season to operate Coogee, Kensington and Snape over the summer, as well as the practice wickets at Snape Park.
- To ensure that the grounds are maintained at a modern standard, this cost has increased greatly over the last few seasons; there was an approximately \$27,000 increase over 2018 to 2020 alone – marking yearly increases of 7% and 12% over those years, respectively.
- COVID and shortened seasons provided some respite from increases in maintenance costs, but over this season and the next, we are facing cost increases between 3-5% per year.
- This increase in amounts spent on maintenance has led to an improvement in ground ratings, as recorded by Cricket NSW:
  - Among first grade grounds, Coogee was ranked 4<sup>th</sup> out of 20 in 2020/21, up from 13<sup>th</sup> in 2018/19.
  - Among lower grade grounds, Snape was ranked 10<sup>th</sup> out of 39 in 2020/21, up from between 31 to 38 in the previous 4 seasons, while Kensington was ranked 20<sup>th</sup> out of 39 in 2020/21.
  - While the constant rain over the last year has made it difficult to control the quality of the pitches, it has been often overlooked by rating metrics that the three Randwick Council grounds are among the most likely to have play take place, even as many other grounds struggle to allow play.
  - All three grounds continue to improve and will be even better in dryer season
- Currently we receive \$80,000 from Randwick Council, approximately \$31,000 from ground hire and there is an implied cost of hire of approximately \$24,000 across the three grounds.
- This leaves us with an approximate shortfall of \$35,000
- RPCC occupies the grounds on the majority of Saturdays, with the rest hired out to junior clubs on Sundays and schools during the week.
- Prior to the start of the season and over Christmas and New Year, the grounds require regular maintenance to hold their quality throughout the season. In these 6-8 weeks, we are unable to recoup any ground costs through hire.
- Similarly, current hiring fees are a balance between recouping costs and being affordable for junior clubs and schools, so that young players can experience playing on turf before starting adult cricket. Any increase would force local juniors to look for cheaper alternatives. Furthermore, any increase in playing fees would need to be substantial and may alienate some members that would be going through financial hardship or would otherwise choose against participation.
- RPCC ground maintenance is not about making a profit, only covering costs. Any surplus cost from ground maintenance will take away from other club initiatives, such as junior and girls development, providing coaching to players and purchase of training equipment.
- As such, we kindly request that Randwick Council consider a one-off increase to the current maintenance payment of \$10,000 for each of the three grounds. This payment will assist with covering the increases in costs from recent years, allow us to cover costs at times when we cannot recoup through hiring and ensure that shortfalls do not take away from other community-oriented initiatives such as junior and girls development. Furthermore, it would ensure that we don't increase playing fees to a point where they are unaffordable or disproportionate to other local clubs.



Dear Mayor Parker and Mr Clarke

On behalf Randwick Petersham Cricket Club (RPCC), we write to thank Randwick Council for the wonderful relationship that we have and for their tremendous support over the years. This relationship and support has allowed for us to maintain our three main cricket grounds in the East – Coogee, Kensington and Snape Ovals – to the highest standard and allow for generations of cricketers, young and old, to fulfil their potential week-in and week-out.

As a club, we pride ourselves in providing the players the best grounds to play on, while also being prudent with our finances to ensure that we meet the expectations of our members and the wider community. However, significant increases on maintenance and equipment costs have been putting upward pressure on our finances for a few years, and will most definitely continue to increase over the foreseeable future.

The maintenance payments that Randwick Council has provided to RPCC have increased on average 1.25% per year from the 8 years between 2012 and 2020. This is in contrast to the increases in maintenance cost which from 2012 to 2018 averaged between 3-5% per year. In 2019 it was decided that the grounds required further care and attention to ensure that their high standard was upheld, with the maintenance cost increasing 7%, while in 2020 the corresponding increase was 12%. While COVID-19 and shortened seasons provided some respite for maintenance costs over the last two seasons, we now face yearly increases in maintenance costs between 3-5% once again, while there has been no increase in the maintenance payment received from Randwick Council since 2019-20.

As per our most recent meeting with Mr Clarke and Ryan Zammit, to assist with bridging the gap in this shortfall, we would kindly request that the following be considered as per a revised contract/agreement:

- On top of the current maintenance amount (\$80,000) that an additional \$10,000 be provided per ground (Coogee, Snape, Kensington) to assist with the shortfall caused by increased costs over the last decade. Any subsequent yearly increases to the agreement would follow CPI increases (see page 2).
- This would substantially lessen the current financial burden on the club and allow us to put money towards other important aspects such as community engagement through junior and women's development.

This increase would also allow for us to cover times when we are unable to recoup costs through ground hire, such as during pre-season and the Christmas / New Year break. On the second page of this letter, we go into further detail on maintenance cost and yearly maintenance calculation. Our Financial Controller, Jeremy Jastrzab, will be able to provide any further information or clarification as required.

We thank you for your consideration in this matter and look forward to your response.

Michael Whitney AM  
RPCC President

CS1/23



### Summary of Increased Costs & Yearly Maintenance Calculation

Taking into account the total cost of maintenance on the three grounds - Coogee, Kensington and Snape - the amount that we would have expected to pay had we been hiring the grounds ourselves (assumptions based on similar hiring costs incurred by other clubs), the amount of hiring revenue on average and the current council maintenance, currently gives the following shortfall:

Cost of Ground Maintenance	\$170,000
Implied Cost of Ground Hire	
Coogee	\$10,000
Kensington	\$7,000
Snape	\$7,000
Average Hiring Revenue	
Premier Cricket	\$15,000
Junior Cricket	\$16,000
Current Council Maintenance	\$80,000
Total	\$135,000
<b>Total Shortfall</b>	<b>\$35,000</b>

- Randwick Council maintenance payment has increased at roughly 1.25% per year for the 8 years from 2012 to 2020. There had been no increases for the last two years.
- Maintenance costs have been increasing between 3-5% per year before 2018.
- From 2018-19, the increase in maintenance costs was around 7%.
- From 2019-20, we had an increase of around 12% (2approx. \$15,000) to ensure that ground maintenance was held up to modern standards – which is reflected in a continual improvement in ground ratings.
- While costs have been stable over the COVID years, they are now increasing between 3-5% at the very least.

Going forward, we'd also propose the following formula for calculating yearly maintenance (A):

$$A = [(CPI1 / CPI2) \times 1.015] \times B \text{ with a capped increase of 3 to 3.5\%}$$

- Where CPI1 = CPI (All Groups Sydney) for June of the agreement year
- Where CPI2 = CPI (All Groups Sydney) for June 12 months prior
- Where B = agreed amount paid the previous year
- Where 1.015 is an adjustment factor that will allow for the difference in CPI and historical maintenance cost increases to be reconciled
- This formula and cap also ensures that in years that CPI increases are low, that council is not locked into a higher rate if we were to specify a fixed rate of increase.
- Average CPI increases in the last 10 years are 2% and with our factor increase this is approx, 3 to 3.5%.
- This should allow maintenance payments to follow equivalent increases in costs that we have faced over time.

## Director City Services Report No. CS2/23

**Subject:      Assessment of potential airborne asbestos (asbestos issue)  
                         Heffron Park**

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### Executive Summary



- On 25 March 2008, Council resolved to carry out an annual sampling and testing program continued at Heffron Park.
- The purpose of sampling and testing is to investigate levels of potential asbestos airborne fibers across the park.
- Council conducted its annual airborne asbestos fibre monitoring at Heffron Park in conjunction with the asbestos removal undertaken on 11 and 14 November 2022 in accordance with attached Annual Asbestos Clearance Report, Heffron Park, 16 November 2022.
- Extensive remediation is currently being facilitated in the Heffron Centre Project due to be completed in 2023.
- Outside of this project, visual inspections and monitoring will continue with the site being retested in 2023.

### Recommendation

That Council:

- a) received and note this report.
- b) approve the annual air monitoring to be undertaken in 2023.

### Attachment/s:

1.  Visual clearance inspection and air monitoring report, 16 November 2022
2.  Heffron Park annual asbestos inspection survey, 30 October 2022

## Purpose

Council at its Ordinary Council Meeting held on the 25 March 2008, resolved:

*“(Matson/Woodsmith) that the sampling and testing program continue at Heffron Park once per year.”*

The purpose of sampling and testing is to investigate levels of potential asbestos airborne fibres across the park. Each year Council officers report the results of the investigation to Council for information only.

## Discussion

Council has conducted its annual airborne asbestos fibre monitoring at Heffron Park in conjunction with the asbestos removal undertaken on 11 and 14 November 2022 in accordance with attached Annual asbestos clearance report, Heffron Park, 16 November 2022.

The results of the asbestos fibre monitoring concluded less than 0.01 fibres per millilitre of air (<0.01 fibres/ml) which is below the lowest detectable level using the membrane filter method [NOHSC:3003(2005)]. See attached report 16/11/2022.

The National Occupational Health and Safety Commission recommended maximum exposure level for airborne asbestos fibres is 0.1 fibres per millilitre of air (as an 8-hour time weighted average).

As advised by the environmental Hygienist and based on the results of the visual inspections and airborne asbestos fibre monitoring, the removal of fragments of asbestos containing material from the ground surfaces at Heffron Park has been satisfactorily completed. A total of 60 kilograms was removed. In 2021, a total 40 kilograms was removed.

## Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Infrastructure Services
Function	Asset Maintenance
Delivery program commitment	Maintain public assets and infrastructure to meet operational requirements and agreed service levels.

## Policy and legislative requirements

- NSW Local Government Act 1993
- Contaminated Land Management Act 1997 (CLM Act).

## Resourcing Strategy implications

The cost to undertake an asbestos survey, air monitoring, and clearance inspection and asbestos removal was \$12,833.80 excluding GST which was approved in the 2022-23 operational budget.

## Conclusion

Air monitoring was conducted during annual asbestos removal in the park. The test results indicate that no measurable amounts of airborne fibres were present in air.

**Responsible officer:** Ryan Zammit, Manager Infrastructure Services

**File Reference:** F2008/00197



**Asbestos Clearance Report**

REPORT DETAILS	
Report Type	Asbestos Clearance Report
Report Number	643.05.ASCC
Report Date	16/11/2022
Version Number	1
CLIENT DETAILS	
Client	Randwick City Council
Client contact	Zaman Shamsuzzaman
Address	192 Storey Street, Maroubra NSW 2035
REMOVAL WORK DETAILS	
Removal date	11/11/2022, 14/11/2022
Removal address	Heffron Park 417-439 Bunnerong Road, Marouobra NSW 2035
Asbestos material removal work undertaken	Emu picking throughout the areas of concern
Removal contractor	RMA
INSPECTION DETAILS	
Method	An Asbestos Clearance Inspection was performed pursuant to clause 473 of the <i>NSW Work Health and Safety Regulation 2017</i> .  Following the completion of asbestos removal work, a Clearance Inspection was undertaken, which involved a visual inspection of all surfaces within the asbestos removal work area. The inspection was performed to verify that the asbestos containing material had been adequately removed/treated and that the area is safe for normal use.
Inspected by	Tehmoor Abbasi MsEnvSc <i>Licensed Asbestos Assessor - LAA002030</i>
Areas inspected	The following areas were inspected for asbestos containing materials: • Ground surfaces throughout the park
Exclusions	The following areas are excluded from the inspection: • Any asbestos containing material moved into the asbestos removal work area by wind, rain or mechanical disturbance, after the time of the inspection. • Any material below the immediate ground surface.
RESULTS	
Results	At the time of inspection, there was no visible asbestos debris present on the ground surfaces throughout the park.
REPORT SIGNATORY	
Reported by	Paul Paciullo BEnvSc <i>Licensed Asbestos Assessor - LAA000104</i>
Signature	Tehmoor Abbasi MsEnvSc <i>Licensed Asbestos Assessor - LAA002030</i>

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ID	Areas Inspected	Photo
1	Areas cleared	
2	Areas cleared	

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ID	Areas Inspected	Photo
3	<b>Areas cleared</b>  <b>Sand pit area</b>  A large number of fragments of different sizes were observed in this area. The visible ACM Fragments have been picked and bagged.	
4	<b>Areas cleared</b>  <b>Sand pit area</b>  A large number of fragments of different sizes were observed in this area. The visible ACM Fragments have been picked and bagged.	

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ID	Areas Inspected	Photo
5	<b>Areas cleared</b>  <b>Sand pit area</b>  A large number of fragments of different sizes were observed in this area. The visible ACM Fragments have been picked and bagged.	
6	<b>Areas cleared</b>  <b>Sand pit area</b>  A large number of fragments of different sizes were observed in this area. The visible ACM Fragments have been picked and bagged.	

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ID	Areas Inspected	Photo
7	Areas cleared	
8	Areas cleared	

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ID	Areas Inspected	Photo
9	Areas cleared	<p>BRG: 87°E (T) POS: 33°57'2"S, 151°14'5"E ±4m ALT: 22m</p> <p>Cleared 417-439 Bunnerong Road</p> <p>Heffron Park 11 Nov 2022 12:42:55 PM</p>
10	Areas cleared	<p>BRG: 214°SW (T) POS: 33°57'1"S, 151°14'5"E ±4m ALT: 23m</p> <p>Cleared 417-439 Bunnerong Road</p> <p>Heffron Park 11 Nov 2022 12:43:11 PM</p>

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ID	Areas Inspected	Photo
11	Areas cleared	
12	Areas cleared	

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ID	Areas Inspected	Photo
13	Areas cleared	
14	Areas cleared	

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ID	Areas Inspected	Photo
15	Areas cleared	
16	Areas cleared	

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ID	Areas Inspected	Photo
17	Areas cleared	
18	Areas cleared	

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ID	Areas Inspected	Photo
19	Areas cleared	
20	Areas cleared	

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ID	Areas Inspected	Photo
21	Areas cleared	
22	Areas cleared	

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ID	Areas Inspected	Photo
23	Areas cleared	
24	ACM collected on day one of emu-picking at the Heffron Park.	

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ID	Areas Inspected	Photo
25	Areas cleared	
26	Areas cleared	

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ID	Areas Inspected	Photo
27	Areas cleared	
28	Areas cleared	

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ID	Areas Inspected	Photo
29	Areas cleared	
30	Areas cleared	

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ID	Areas Inspected	Photo
31	Areas cleared	
32	Areas cleared	

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ID	Areas Inspected	Photo
33	Areas cleared	
34	Areas cleared	

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ID	Areas Inspected	Photo
35	Areas cleared	
36	Areas cleared	

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ID	Areas Inspected	Photo
38	Areas cleared	
39	Areas cleared	

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ID	Areas Inspected	Photo
42	Areas cleared	
43	Areas cleared	

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44	Areas cleared	
45	Areas cleared	

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ID	Areas Inspected	Photo
46	Areas cleared	
47	Areas cleared	

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48	Areas cleared	
49	Areas cleared	

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ID	Areas Inspected	Photo
50	Areas cleared	
51	Areas cleared	

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52	Areas cleared	
53	Areas cleared	

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ID	Areas Inspected	Photo
54	Areas cleared	
55	Areas cleared	

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ID	Areas Inspected	Photo
56	Areas cleared	
57	Areas cleared	

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Asbestos Clearance Report

Report Number

643.05.ASCC

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



ID	Areas Inspected	Photo
58	Areas cleared	
59	Areas cleared	

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Asbestos Clearance Report

Report Number

643.05.ASCC

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



CS2/23

ID	Areas Inspected	Photo
60	Areas cleared	
61	Areas cleared	

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Asbestos Clearance Report

Report Number

643.05.ASCC

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



ID	Areas Inspected	Photo
62	Areas cleared	
63	Areas cleared	

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Asbestos Clearance Report      Report Number      643.05.ASCC  
Heffron Park  
417-439 Bunnerong Road, Maroubra NSW 2035



CS2/23

ID	Areas Inspected	Photo
64	Areas cleared	A photograph showing a cleared asphalt area with a series of blue bollards separating it from a road. A survey data overlay at the top of the photo includes a compass rose with directions W (270), NW (300), N (0), and NE (30). The data text reads: BRG: 344°N (T) POS: 33°56'50"S, 151°14'1"E ±103m ALT: 22m. In the bottom left corner, green text says 'Cleared 16/11/2022'. In the bottom right corner, green text says 'Heffron Park 16 Nov 2022, 1:11:28 PM'.

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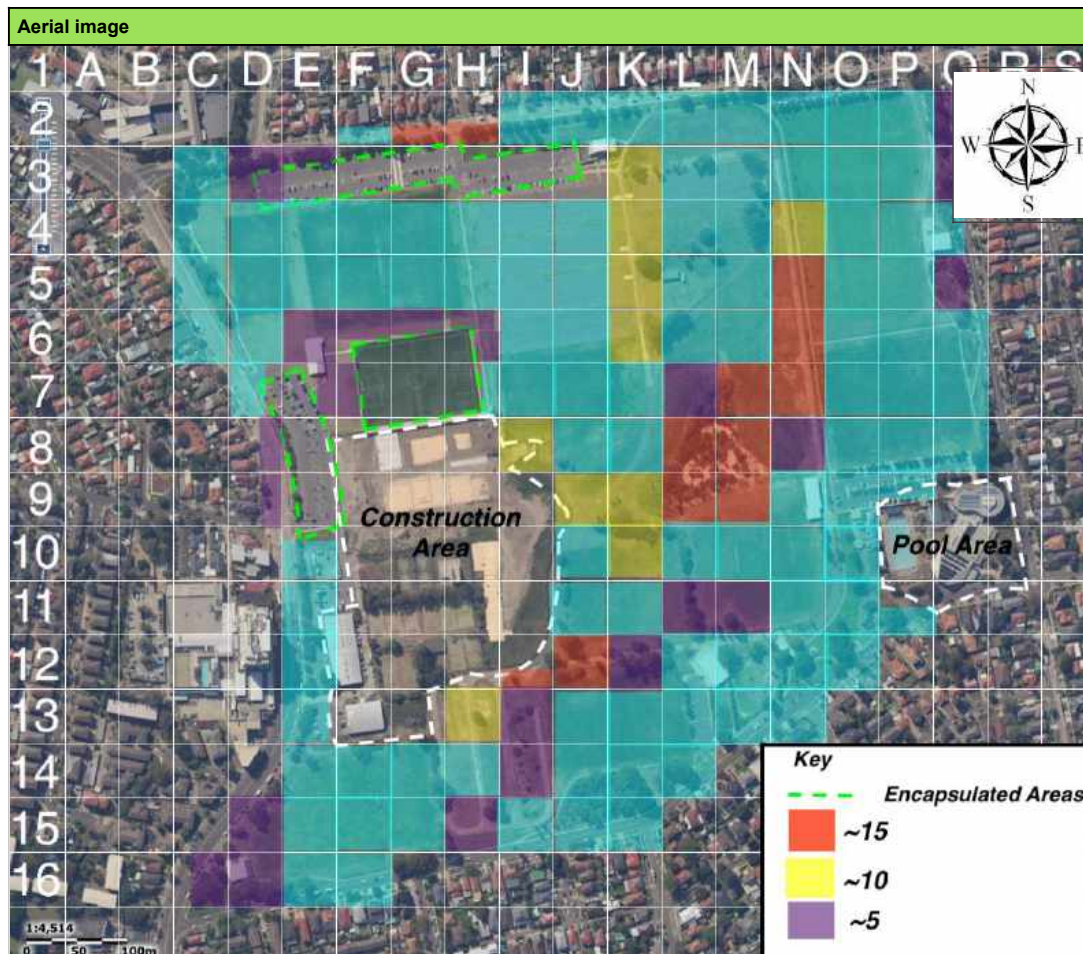
Asbestos Clearance Report

Report Number

643.05.ASCC

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



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## Asbestos Air Monitoring Report



CS2/23

REPORT DETAILS							
Report Type	Asbestos Air Monitoring Report						
Report Number	643.15.AMON						
Report Date	16/11/2022						
Version number	1						
CLIENT DETAILS							
Client	Randwick City Council						
Client contact	Zaman Shamsuzzaman						
Address	192 Storey Street, Maroubra NSW 2035						
MONITORING DETAILS							
Method	Air Monitoring was performed and filters examined in accordance with the <i>Guidance Notes on Membrane Filter Method on Estimating Airborne Asbestos Fibres</i> , Second Edition, NOHSC, 3003 (2005).						
Monitoring date	11/11/2022						
Monitoring address	Heffron Park 417-439 Bunnerong Road Maroubra NSW 2035						
Asbestos type removed	Emu picking throughout the areas of concern						
Asbestos removal contractor	RMA						
Monitoring conducted by	Tehmoor Abbasi MsEnvSc Licensed Asbestos Assessor - LAA002030						
ASBESTOS AIR MONITORING RESULTS							
Sample number	Monitoring location	Sample type	Time on	Time off	Average flow rate (L/min)	Results	
						fibres/fields	fibres/mL
2633	Personal (Bun)	Personal	8:30 am	2:30 pm	2.0	0.0/100	<0.01
2634	Personal (Krittisak)	Personal	8:30 am	2:30 pm	2.0	1.0/100	<0.01
The air monitoring results showed the airborne asbestos fibre level was less than 0.01 asbestos fibres/mL. Laboratory analysis results are attached.							
REPORT SIGNATORY							
Reported by	Paul Paciullo BEnvSc Licensed Asbestos Assessor - LAA000104				Tehmoor Abbasi MsEnvSc Licensed Asbestos Assessor - LAA002030		
Signature							

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# Certificate of Analysis

WSP Australia Pty Limited

WORLD RECOGNISED  
ACCREDITATION

Level 27, 680 George Street Sydney  
PO Box 20967, World Square  
Telephone +61 2 9272 1407  
Email ANZLab@wsp.com

ABN 80 078 004 798

Accredited for compliance with ISO/IEC:  
17025 - Testing (No. 17199)  
NCSI Certified Quality System ISO 9001

<b>LOCATION:</b>	<b>Heffron Park, 417-439 Bunnerong Road Maroubra NSW 2035</b>	<b>CERTIFICATE NO:</b>	<b>SYD-PS130011-0070-157272</b>
<b>CLIENT:</b>	Integrated Environmental	<b>DATE/S SAMPLED:</b>	11/11/2022
<b>CLIENT ADDRESS:</b>	351-357 Londonderry Road, Londonderry NSW 2753	<b>DATE RECEIVED:</b>	14/11/2022
<b>TELEPHONE:</b>	0433 945 155	<b>DATE ANALYSED:</b>	14/11/2022
<b>EMAIL:</b>	tehmoor@intev.com.au	<b>ORDER NUMBER:</b>	643 - Randwick-Heffron Park
<b>CONTACT:</b>	Tehmoor Abbasi	<b>SAMPLED BY:</b>	As Received
<b>TEST METHOD:</b>	Filters examined at WSP Corporate Laboratories in accordance with N.O.H.S.C (2005) Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres and WSP's Laboratory Procedure (LP4 - Counting of Asbestos and Synthetic Mineral Fibres).		

Lab No	Sample ID	Location	Results (Fibres/Field)
<b>Clearance:</b>			
001	2633	Removal Contractor (Bun)	0.0 / 100
002	2634	Removal Contractor (Krittisak)	1.0 / 100

NB: If the fibre count is less than 10 fibres per 100 fields then the count is not significantly above that of background. Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust. [N.O.H.S.C.:3003 (2005)]

Volume measurement not performed by a WSP approved sampler, therefore not covered by scope of accreditation. Sample analysed on an 'As Received' bases. WSP accepts no responsibility for the initial collection, packaging or transportation of samples submitted by external persons, or data supplied by external persons.

The results contained within this report relate only to the sample(s) submitted for testing. This document may not be reproduced except in full.

Approved Counter

Name: Grace Tuckwell

Approved Signatory

Name: Melanie Reed

AUTHORISATION DATE

Monday, 14 November 2022

CS2/23

## Asbestos Air Monitoring Report



CS2/23

REPORT DETAILS							
Report Type	Asbestos Air Monitoring Report						
Report Number	643.16.AMON						
Report Date	16/11/2022						
Version number	1						
CLIENT DETAILS							
Client	Randwick City Council						
Client contact	Zaman Shamsuzzaman						
Address	192 Storey Street, Maroubra NSW 2035						
MONITORING DETAILS							
Method	Air Monitoring was performed and filters examined in accordance with the <i>Guidance Notes on Membrane Filter Method on Estimating Airborne Asbestos Fibres</i> , Second Edition, NOHSC, 3003 (2005).						
Monitoring date	14/11/2022						
Monitoring address	Heffron Park 417-439 Bunnerong Road Maroubra NSW 2035						
Asbestos type removed	Emu picking throughout the areas of concern						
Asbestos removal contractor	RMA						
Monitoring conducted by	Tehmoor Abbasi MsEnvSc Licensed Asbestos Assessor - LAA002030						
ASBESTOS AIR MONITORING RESULTS							
Sample number	Monitoring location	Sample type	Time on	Time off	Average flow rate (L/min)	Results	
						fibres/fields	fibres/mL
2635	Personal (Bun)	Personal	8:30 am	2:30 pm	2.0	0/100	<0.01
2636	Personal (Krittisak)	Personal	8:30 am	2:30 pm	2.0	0/100	<0.01
The air monitoring results showed the airborne asbestos fibre level was less than 0.01 asbestos fibres/mL. Laboratory analysis results are attached.							
REPORT SIGNATORY							
Reported by	Paul Paciullo BEnvSc Licensed Asbestos Assessor - LAA000104				Tehmoor Abbasi MsEnvSc Licensed Asbestos Assessor - LAA002030		
Signature							

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## ANALYTICAL REPORT



Accreditation No. 2562

CS2/23

## CLIENT DETAILS

Contact PAUL PACIULLO  
 Client INTEGRATED ENVIRONMENTAL PTY LTD  
 Address 351 LONDONDERRY ROAD  
 NSW 2753

Telephone 0448 298 485  
 Facsimile (Not specified)  
 Email paul@intev.com.au  
 Project 643-Heffron Park  
 Order Number 643-Heffron Park  
 Samples 2

## LABORATORY DETAILS

Manager Huong Crawford  
 Laboratory SGS Alexandria Environmental  
 Address Unit 16, 33 Maddox St  
 Alexandria NSW 2015  
 Telephone +61 2 8594 0400  
 Facsimile +61 2 8594 0499  
 Email au.environmental.sydney@sgs.com  
 SGS Reference SE239094 R0  
 Date Received 15 Nov 2022  
 Date Reported 16/11/2022 12:59:31PM

## COMMENTS

Accredited for compliance with ISO/IEC 17025 - Testing. NATA accredited laboratory 2562(4354).

Graticule Area = 0.0077mm<sup>2</sup>  
 K Factor : 49473  
 Asbestos analysed by Approved Counter Ravee Sivasubramaniam.

## SIGNATORIES

Ravee SIVASUBRAMANIAM  
 Hygiene Team Leader

SGS Australia Pty Ltd  
 ABN 44 000 964 278

Environment, Health and Safety

Unit 16 33 Maddox St  
 PO Box 6432 Bourke Rd BC

Alexandria NSW 2015  
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Member of the SGS Group

16/11/2022

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ANALYTICAL REPORT

SE239094 R0

RESULTS			
Method    AN601		Airborne Fibre Monitoring	
Laboratory Reference	Client Reference and Description	Date Sampled	Fibres/Fields
SE239094.001	2635 Cowl	14 Nov 2022	<0.5 Fibres/100 fields
SE239094.002	2636 Cowl	14 Nov 2022	<0.5 Fibres/100 fields



## METHOD SUMMARY

SE239094 R0

CS2/23

## METHOD

AN601

## METHODOLOGY SUMMARY

Airborne asbestos, dust and synthetic mineral fibres (SMF) based on the NOHSC (April 2005) guidance note on the membrane filter method NOHSC:3003 (2005)/NOHSC 3006 (1989) inclusive of sampling. The sample is collected by drawing a volume of air through a membrane filter. The filter is then mounted on a glass slide and the fibres counted according to the specified criteria using phase contrast microscopy. Fibres counted per 100 fields are reported to 0.5 fibres/100 fields, with the detection limit for fibre concentration in fibres/ mL being calculated using the minimum practical detection limit for the count of 10 fibres/100 fields.

## FOOTNOTES

IS	Insufficient sample for analysis.	LOR	Limit of Reporting
LNR	Sample listed, but not received.	QFH	QC result is above the upper tolerance
*	NATA accreditation does not cover the performance of this service.	QFL	QC result is below the lower tolerance
**	Indicative data, theoretical holding time exceeded.	NA	The sample was not analysed for this analyte
***	Indicates that both * and ** apply.		

Limit of Reporting (LOR) for Fibre Counting by NOHSC:3003 is 0.01 Fibres per millilitre (Fibres/mL)  
Concentration Fibres/mL only covered by the scope of accreditation if sampling performed by SGS.

Unless it is reported that sampling has been performed by SGS, the samples have been analysed as received.

The QC and MU criteria are subject to internal review according to the SGS QAQC plan and may be provided on request or alternatively can be found here: [www.sgs.com.au/en-gb/environment-health-and-safety](http://www.sgs.com.au/en-gb/environment-health-and-safety).

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## Asbestos Site Inspection Report



REPORT DETAILS	
Report Type	Asbestos Site Inspection Report
Report Number	643.06.INSP
Report Date	30/10/2022
Version Number	1
CLIENT DETAILS	
Client	Randwick City Council
Client contact	Zaman Shamsuzzaman
Address	192 Storey Street, Maroubra NSW 2035
SITE DETAILS	
Site address	Heffron Park 417-439 Bunnerong Road, Marouobra NSW 2035
Site use	Public park
SITE INSPECTION DETAILS	
Scope	The scope of the project was to conduct a walk over inspection of the entire park. The inspection was to identify the presence of asbestos containing materials on ground surfaces. These locations were plotted on an aerial map and photos taken at select locations.
Exclusions	The following areas are excluded from the inspection: <ul style="list-style-type: none"> <li>Any material below the immediate ground surface.</li> <li>Any asbestos containing material moved to the ground surface by wind, rain or mechanical disturbance, after the time of the inspection.</li> <li>Areas that were fenced off and gates locked.</li> <li>Areas that were fenced off as part of construction areas.</li> <li>The pool complex located at the south eastern corner of the park.</li> <li>Remediated sections of the park.</li> </ul>
Methodology	The inspection was undertaken by walking in a systematic method across all areas of the park. All ground surfaces were visually inspected. Any suspect material was visually assessed to confirm whether it contained asbestos. Materials that could not be visually assessed were presumed to contain asbestos. Locations were plotted on an aerial map.
Dates of the inspection	25/10/22, 26/10/22, 27/10/22, 28/10/22
Inspected by	Tehmoor Abbasi and Suihok Eang
RESULTS	
Results	At the time of inspection, approximately 175-200 fragments of asbestos cement sheeting were noted on the ground surfaces within the park.  It is recommended that the exposed ground surfaces throughout the park be inspected regularly and after heavy rain. Consideration is to be given to capping these areas as soon as practical. Temporary control measures may also be considered in these areas. These may include: <ul style="list-style-type: none"> <li>Installation of coir blankets or similar ground cover</li> <li>Spray grass the area, and regular watering</li> <li>Installation of turf and turf underlay</li> <li>Restriction of mowing activities over heavily contaminated areas</li> </ul>
REPORT SIGNATORY	
Reported by	Paul Paciullo <i>BEnvSc</i> <i>Licensed Asbestos Assessor - LAA000104</i>
Signature	Tehmoor Abbasi <i>MsEnvSc</i> <i>Licensed Asbestos Assessor - LAA002030</i>

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Asbestos Site Inspection Report

Report Number

643.06.INSP

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



ID	Areas Inspected	Photo
1	Heffron Park No ACM observed	
2	Heffron Park ACM observed on garden bed	

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Asbestos Site Inspection Report

Report Number

643.06.INSP

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



CS2/23

ID	Areas Inspected	Photo
3	<b>Heffron Park</b>  <b>ACM observed on garden bed</b>  <b>~4x fragments</b>	
4	<b>Heffron Park</b>  <b>No ACM observed</b>	

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Asbestos Site Inspection Report

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Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



ID	Areas Inspected	Photo
5	Heffron Park No ACM observed	
6	Adjacent to the tennis centre ACM fragments	

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Asbestos Site Inspection Report

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Heffron Park

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CS2/23

ID	Areas Inspected	Photo
7	Heffron Park ACM observed on dirt track	
8	Heffron Park ACM observed on dirt track	

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Asbestos Site Inspection Report

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Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



ID	Areas Inspected	Photo
9	<b>Heffron Park</b>  <b>ACM observed on dirt track</b>  <b>Approximately 12 fragments were observed in this area</b>	
10	<b>Heffron Park</b>  <b>No ACM observed</b>	

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Asbestos Site Inspection Report

Report Number

643.06.INSP

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



CS2/23

ID	Areas Inspected	Photo
11	<b>Heffron Park</b>  <b>No ACM observed</b>	
12	<b>Heffron Park</b>  <b>No ACM observed</b>  <b>ACM was observed in this spot in the previous year inspection.</b>	

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Asbestos Site Inspection Report

Report Number

643.06.INSP

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



ID	Areas Inspected	Photo
13	Heffron Park No ACM observed	
14	Heffron Park No ACM observed	

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Asbestos Site Inspection Report

Report Number

643.06.INSP

Heffron Park

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CS2/23

ID	Areas Inspected	Photo
15	Heffron Park ACM observed	
16	Heffron Park ACM observed	

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Asbestos Site Inspection Report

Report Number

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Heffron Park

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ID	Areas Inspected	Photo
17	<b>Heffron Park</b>  <b>ACM observed</b>  <b>Approximately 4 fragments have been observed in this area</b>	
18	<b>Heffron Park</b>  <b>ACM observed</b>	

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Asbestos Site Inspection Report

Report Number

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Heffron Park

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CS2/23

ID	Areas Inspected	Photo
19	Heffron Park ACM observed	
20	Heffron Park No ACM observed	

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Asbestos Site Inspection Report

Report Number

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Heffron Park

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ID	Areas Inspected	Photo
21	Heffron Park ACM observed	
22	Heffron Park ACM observed	

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Asbestos Site Inspection Report

Report Number

643.06.INSP

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



CS2/23

ID	Areas Inspected	Photo
23	<b>Heffron Park</b>  <b>ACM observed</b>  <b>Approximately 3 fragments have been observed in this area</b>	
24	<b>Heffron Park</b>  <b>~6x fragments have been observed in this area</b>	

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Asbestos Site Inspection Report

Report Number

643.06.INSP

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



ID	Areas Inspected	Photo
25	<b>Heffron Park</b>  ~6x fragments have been observed in this area	
26	<b>Heffron Park</b>  ACM observed	

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Asbestos Site Inspection Report

Report Number

643.06.INSF

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



CS2/23

ID	Areas Inspected	Photo
27	<p>Heffron Park</p> <p>ACM observed</p>	
28	<p>Heffron Park</p> <p>There is thick grass around the corners of sand pit. This area was cleared and mowed during the previous years.</p> <p>It is presumed that the cement sheeting fragments will be exposed when the area is mowed.</p>	

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Asbestos Site Inspection Report

Report Number

643.06.INSF

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



ID	Areas Inspected	Photo
29	<p>Heffron Park</p> <p>There is thick grass around the corners of sand pit. This area was cleared and mowed during the previous years.</p> <p>It is presumed that the cement sheeting fragments will be exposed when the area is mowed.</p>	
30	<p>Heffron Park</p> <p>Sand pit area</p> <p>ACM observed</p>	

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Asbestos Site Inspection Report

Report Number

643.06.INSP

Heffron Park

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CS2/23

ID	Areas Inspected	Photo
31	Heffron Park Sand pit area ACM observed	
32	Heffron Park Sand pit area ACM observed	

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Asbestos Site Inspection Report

Report Number

643.06.INSF

Heffron Park

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ID	Areas Inspected	Photo
33	Heffron Park Sand pit area ACM observed	
34	Heffron Park Sand pit area ACM observed	

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Asbestos Site Inspection Report

Report Number

643.06.INSP

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



CS2/23

ID	Areas Inspected	Photo
35	Heffron Park Sand pit area ACM observed	<p>W NW N NE E 270 300 330 0 30 60 90 BRG: 2°N (T) POS: 33°56'59"S, 151°14'9"E ±13ft ALT: 76ft</p> <p>This photograph shows a ground surface covered with dry leaves, twigs, and small stones. A compass rose at the top indicates North is towards the top of the frame. A data bar below the compass shows a bearing of 2°N (T), coordinates 33°56'59"S, 151°14'9"E ±13ft, and an altitude of 76ft.</p>
36	Heffron Park Sand pit area ACM observed	<p>N NE E SE 330 0 30 60 90 120 150 BRG: 57°NE (T) POS: 33°56'58"S, 151°14'10"E ±13ft ALT: 75ft</p> <p>This photograph shows a sandy, uneven ground surface with some sparse vegetation. A compass rose at the top indicates North is towards the top of the frame. A data bar below the compass shows a bearing of 57°NE (T), coordinates 33°56'58"S, 151°14'10"E ±13ft, and an altitude of 75ft.</p>

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Asbestos Site Inspection Report

Report Number

643.06.INSP

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



ID	Areas Inspected	Photo
37	<b>Heffron Park</b>  <b>Sand pit area</b>  <b>A large number of fragments have been observed in this area</b>  <b>~35 fragments have been observed</b>	
38	<b>Heffron Park</b>  <b>ACM observed</b>	

Integrated Environmental Pty Ltd  
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Asbestos Site Inspection Report

Report Number

643.06.INSP

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



CS2/23

ID	Areas Inspected	Photo
39	Heffron Park ACM observed	
40	Heffron Park ACM observed	

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643.06.INSP

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



ID	Areas Inspected	Photo
41	<b>Heffron Park</b>  <b>ACM observed</b>	
42	<b>Heffron Park</b>  <b>ACM observed</b>  <b>Approximately 10 fragments have been observed in this area</b>	

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Asbestos Site Inspection Report

Report Number

643.06.INSF

Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



CS2/23

ID	Areas Inspected	Photo
43	<b>Heffron Park</b>  <b>ACM observed</b>  Approximately 8 fragments have been observed in this area	
44	<b>Heffron Park</b>  <b>ACM observed</b>	

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Asbestos Site Inspection Report

Report Number

643.06.INSF

Heffron Park

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ID	Areas Inspected	Photo
45	<b>Heffron Park</b>  <b>ACM observed</b>  <b>Approximately 10 fragments have been observed in this area</b>	
46	<b>Heffron Park</b>  <b>No ACM observed</b>	

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ID	Areas Inspected	Photo
47	<b>Heffron Park</b>  <b>ACM observed</b>  <b>Approximately 6 fragments have been observed in this area</b>	
48	<b>Heffron Park</b>  <b>ACM observed</b>  <b>Approximately 8 fragments have been observed in this area</b>	

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ID	Areas Inspected	Photo
49	Heffron Park ACM observed	
50	Heffron Park ACM observed	

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CS2/23

ID	Areas Inspected	Photo
51	Heffron Park ACM observed	
52	Heffron Park No ACM observed	

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ID	Areas Inspected	Photo
53	Heffron Park No ACM observed	
54	Heffron Park No ACM observed	

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CS2/23

ID	Areas Inspected	Photo
55	Heffron Park No ACM observed	
56	Heffron Park No ACM observed	

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ID	Areas Inspected	Photo
57	Heffron Park No ACM observed	
58	Heffron Park No ACM observed	

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CS2/23

ID	Areas Inspected	Photo
59	Heffron Park No ACM observed	
60	Heffron Park ~5x fragments have been observed in this area	

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ID	Areas Inspected	Photo
61	Heffron Park ACM observed	
62	Heffron Park ACM observed	

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Report Number

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Heffron Park

417-439 Bunnerong Road, Maroubra NSW 2035



CS2/23

ID	Areas Inspected	Photo
63	<b>Heffron Park</b>  <b>ACM observed</b>	
64	<b>Heffron Park</b>  <b>ACM observed</b>  <b>Approximately 6 fragments have been observed in this area</b>	

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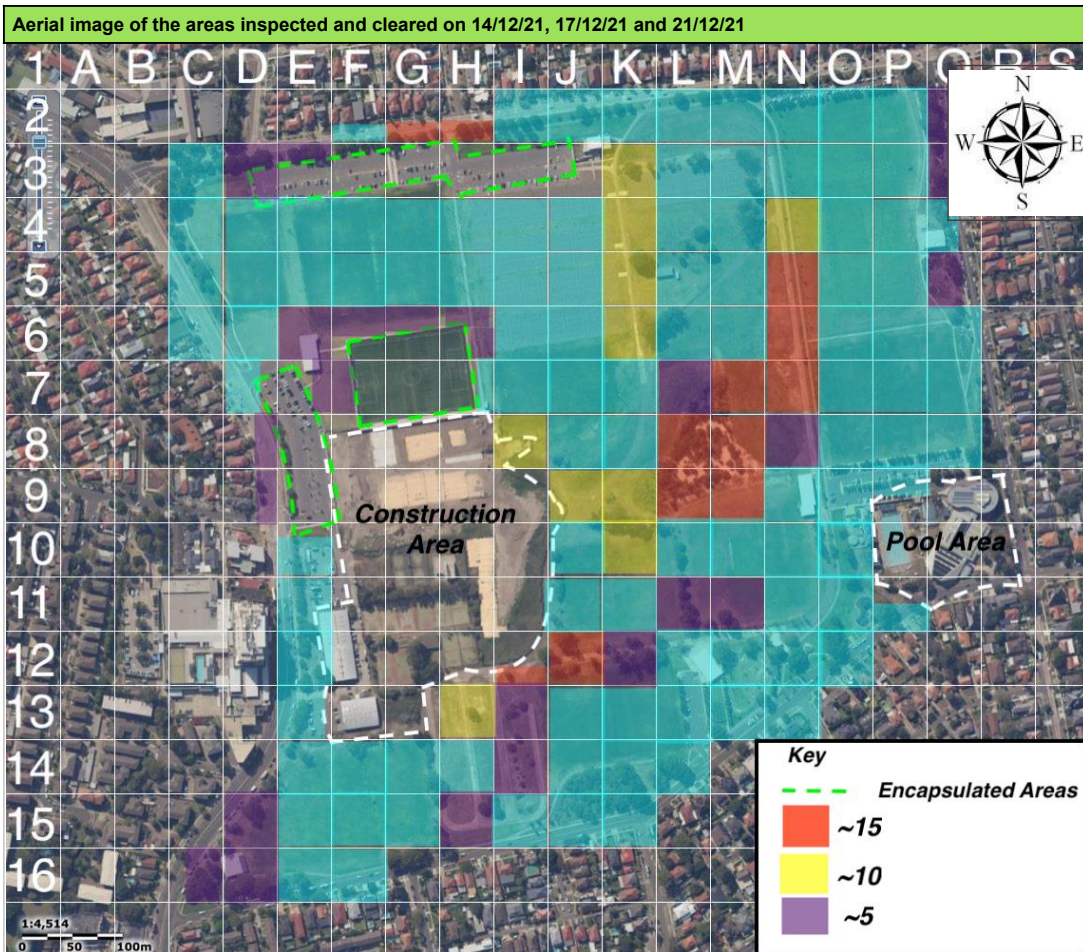
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Asbestos Site Inspection Report

Report Number 643.06.INSP

Heffron Park  
417-439 Bunnerong Road, Maroubra NSW 2035



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## Director City Services Report No. CS3/23

### Subject: Community Sporting Groups usage of Sports Fields

---

#### Executive Summary

- In the wake of COVID-19, community sports have re-emerged and flourished within our community. There have been increases in team sizes and numbers of participants in part due to increased government initiatives to promote sports equality and participation. The increasing community expectations is straining Council's resources and infrastructure in the attempt to meet the required service levels.
- Local schools have historically been provided access to Council's sporting facilities and grounds, free of charge within normal business hours. At present, some schools within the LGA are utilising our fields for much larger scale events causing an increase in usage and additional impact on the playing surfaces through wear and tear.
- Council processes seasonal applications from more than 100 local sporting clubs, associations, and local schools. Based upon current industry standards and benchmarks for natural turf fields, 20 hours a week is considered high usage on a natural grass turf field. Due to demand, Randwick Council currently books fields on average in a range from 22 to 38 hours weekly.
- The recommendation of this report seeks to confirm the required changeover period of 4 weeks to be a dedicated renovation period at the end of Winter/Summer seasons to allow the team to conduct the necessary maintenance activities.
- Council recently conducted a sports field booking audit and identified that 75% of bookings are being honoured and many of our fields are subject to unauthorised use (no bookings). It is recommended that our sports fields are regulated in the coming season to reduce the incidence of unauthorised use.
- The report aims to discuss several of the current issues and trends being felt in the community sporting space.

#### Recommendation

That:

1. the DRAFT 2023-24 Operational Plan and Budget – Fees and Charges is updated to include provision to charge non-local schools and school carnivals outside of standard school usage during core business hours ground hire charges including and
2. Council note the current sporting season time periods:
  - 2.1. Winter – March to August
  - 2.2. Summer – September to February
3. Council endorse the required renovation/changeover period of 4 weeks between each season as follows:
  - 3.1. Winter – 12 February to 12 March 2023 (exception for Cricket 26 February 2023 to 12 March 2023 (low impact sport))
  - 3.2. Summer - 28th August 2023 to 29th September 2023.
4. Council note the preliminary results of the sports field audit report.



**Attachment/s:**

1. [!\[\]\(38441ceaa711016e0bf2ad46ad394ff4\_img.jpg\) !\[\]\(6e027340d4263908f264926b1ad81c5e\_img.jpg\)](#) Randwick City Council Sportsfield-seasonal-application-form
2. [!\[\]\(781510d64f329bf3c880acf086e884d6\_img.jpg\) !\[\]\(93cdf5b84f2bfec404f7441e84b6ba5c\_img.jpg\)](#) Sports Committee - Field Audit - July and August 2022

**CS3/23**

## Purpose

This report discusses emerging issues in the usage and maintenance of Council's sports fields. Increasing community expectations are leading to increased interactions between sporting groups and the community. The changing expectations are increasing pressure upon staff and existing infrastructure to meet the required service levels and are inherently affecting the ability of staff to provide premium quality playing surfaces and high-quality customer service. It is important that as an organisation, Council adapt to meet the growing needs and expectations of our community and be proactive, ahead of these emerging issues.

## Discussion

### Background

In the wake of COVID-19, community sports have re-emerged and flourished within our community. There has been an increase in team sizes and numbers of participants in part due to increased government initiatives to promote sports equality and participation (for example, Her Sport Her Way initiative). Additionally, a general community awareness of the benefits of sport, has meant that sport within Randwick has reached a milestone where current community service expectations are causing a determinantal impact on the quality of infrastructure and service provided to the community due to overuse. Passive recreation use of our open spaces has increased drastically with increased numbers of informal and social games occurring, and large increases in dogs being walked in and around sporting grounds.

This external pressure from the community for increased servicing, maintenance, and customer relationship management (allocation of sports field bookings) means that Council cannot easily meet this growing demand without increased resources and operational efficiencies (maintenance).

Recently additional resources have been allocated to sports field's, through a dedicated maintenance team at Heffron Park, to coincide with the completion of the Heffron Centre and the maintenance requirements of the facility and surrounds. However, increased external pressure from the community for increased servicing, maintenance, and customer relationship management (allocation of sports field bookings) means that Council is under pressure to meet this growing demand. The additional servicing and maintenance generated from the activities identified in the report impact the team's operational ability and present issues for our community as well as our fee-paying sporting groups.

The report will focus upon the following discussion points:

1. Current School use of Council Fields
2. Sports Field Seasonal Changeover and Maintenance Requirements
3. Field usage audit results
4. Sports Committee Consultation

Council may also note that concurrently, Council Officers have commenced a service level review of the management of sports fields. An independent organisation has been engaged to conduct the review of Council's services in comparison with other local government organisations. The aim of this report is to benchmark Randwick, and further discuss some of these emerging issues and present several considerations on a way forward.

### 1. Current School use of Council Fields

Local schools have historically been provided access to Council's sporting facilities and grounds, free of charge within normal business hours. Local school usage is generally reserved for physical education, local games, and general usage, so as such due to the type of activity and the volume of children involved does not require Council's allocation of resources nor impact the playing surface detrimentally or other hirers of the fields.

At present, some schools within the LGA are utilising our fields for much larger scale events, that encompass multiple schools from other LGAs across Sydney. This increase in usage leads to additional strain on the fields playing surfaces through wear and tear, increasing maintenance costs as well as impacting the community sports bookings by rendering the field unsafe and less than optimal. For example, high schools have been utilising Heffron Park for a regular occurring carnival.

From Council Officer observations on occasion, the events have had multiple schools and children playing on our fields, free of charge, for the day on the northern part of Heffron Park.

The volume of usage the field has experienced has led to significant damage to the playing surface requiring a secondary maintenance period in preparation for the upcoming Winter season. This exercise alone cost Council approximately \$150,000 to conduct. Council has currently commenced conversations schools to investigate their requirements and understand within our current parameters what can be accommodated. It can be concluded however that the current practice (non-local school carnivals) cannot be wholly or routinely accommodated in the future as the wear and tear to the playing surface is extremely damaging and directly impacts local paying community sporting clubs as well as affects Council's ability to deliver quality playing fields.

Another consideration linked to the use of the fields by schools, is the additional requests coming through for increased servicing in excess to what has been historically provided. For example, line marking and goal post installation for their competitions. These additional considerations impact existing servicing requirements for our operational teams such as cleaning of the site after the carnival, collect additional waste onsite, and provide additional cleaning of the amenities and change rooms etc., in preparation for the community sporting groups use of the site.

See below for the current state of the Heffron Fields after limited use from schools, prior to the renovation being carried out.



As a comparison Heffron and Chifley were renovated at the same time and the only difference is the hours of usage by the schools.



Preliminary discussions between the school and Council Officers are being held with the sporting representative for the school, specifically regarding their 2023 expectations, and experiences in other LGA's.

It is recommended to Council that the 2023-24 Operational Plan and Budget – Fees and Charges is updated to include provision to charge non-local schools and school carnivals outside of standard school usage during core business hours ground hire charges including:

- Summer - \$16.36 per hour
- Winter - \$26.36 per hour

## **2. Sports Field Seasonal Changeover and Maintenance Requirements**

Council's Sports Field team currently maintains a large volume of sports grounds and facilities, specifically 38 full sized sports fields or playing surfaces. A significant difference when compared to our neighboring councils:

- Waverley City Council – 6 fields,
- Woollahra Municipal Council – 9 fields; and
- Bayside City Council – 24 fields.

Council processes seasonal applications from more than 100 local sporting clubs, associations, and local schools. Seasonal bookings are allocated to Clubs and associations within LGA based on historical use, location of club and size of organisation. All the above equates to a substantial amount of time spent on Councils playing fields and surfaces.

These dates are extremely important as many codes across Australia are now facilitating “out of season” competitions. I.e., winter sports now playing competitions in summer. It should be noted by Council that these dates have been in place in Randwick for more than the last decade. These dates are noted on Councils website and within the Council standard booking form.

- Summer season (September - February)
- Winter season (March - August)

Please see attached booking form for reference

Based upon current industry standards and benchmarks for natural turf fields, (refer to figure 1), 20 hours a week is considered high usage on a natural grass turf field. Due to demand, Randwick Council currently books fields on average in a range from 22 to 38 hours weekly (refer to figure 2).



## Sports Ground Usage Benchmarks (Allocated hours)

Low Usage	Moderate Usage	High Usage
< 10 hrs per week	10 – 20 hrs per week	> 20hrs per week

Figure 1 - Ave booking hours

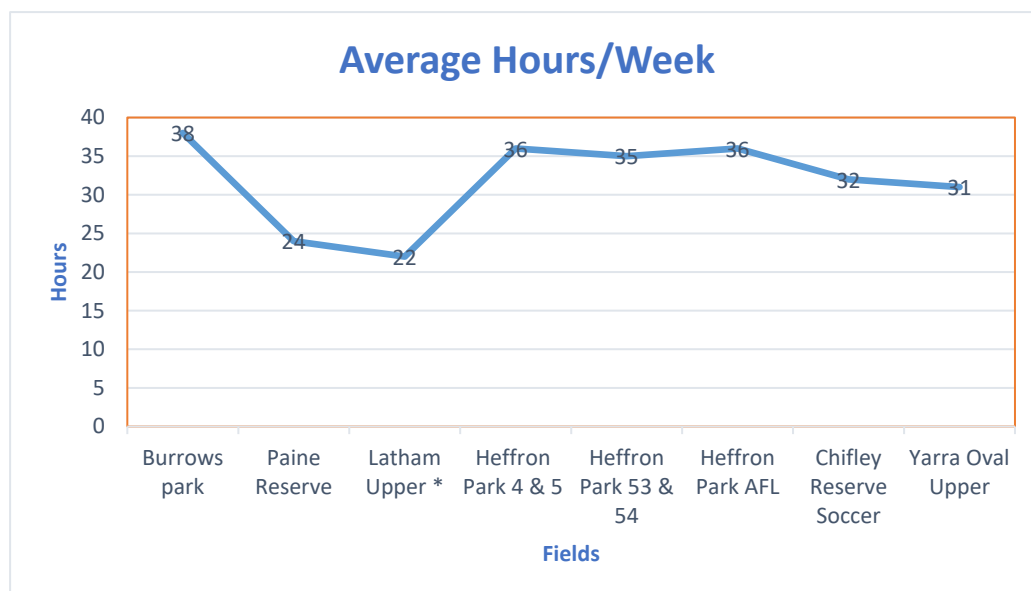


Figure 2 - RCC Average hours usage per week of Council fields

This supply/demand issue results in overuse and reduction of quality of the playing surface. The issue is exacerbated at seasonal changeover when the fields are changed from Winter to Summer sport and vice versa.

The current approach taken by Council is to allocate a portion of time at the end of each season to renovate the fields to ensure that grass health and coverage is optimal for the forthcoming season. With several renovation activities occurring in this time. Figures 3 and 4 below represent the activities undertaken in these periods to maintain the fields at optimal levels.

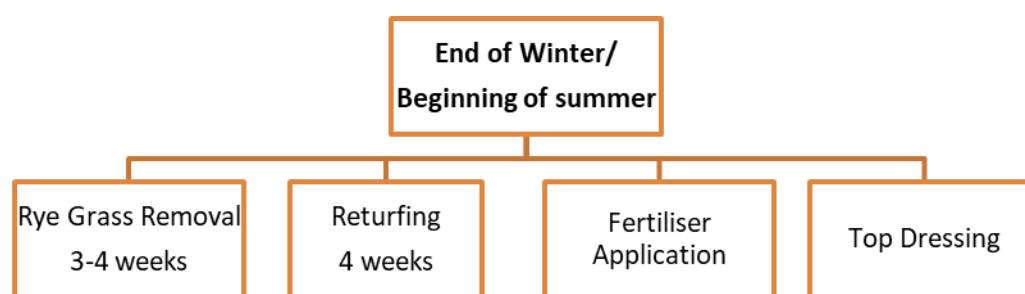


Figure 3 – Sportsfield Winter renovation activities



Figure 4 - Sportsfield Summer renovation

The ability to carry out the essential renovation activities on the fields is paramount to ensure the longevity of the playing surface. Without the renovation period we cannot maintain the high level of surface that the community expects. There is increasing pressure to reduce this period some sporting groups and increase the general season of play. The consequences of which are the playing surface does not get the full scope of works required for maintenance and it ultimately will lead to the deterioration of the playing surface for both sporting seasons.

The recommendation of this reports seeks to confirm the required the changeover period of **4 weeks** to be a dedicated renovation period at the end of Winter/Summer seasons to allow the team to conduct the necessary maintenance activities.

It may be noted by Council, that should a sporting season finish prior to the standard dates then every effort will be made to commence maintenance and renovations early to accommodate early use where possible. Council Officers will continue to maintain the strong relations with our clubs and sporting committees to accommodate extra-ordinary requests wherever possible.

### 3. Sports Field Usage Audit Results

In July/August 2022 an audit was conducted by Council Officers during the season on sports field usage, to determine whether bookings were being honoured and whether there was any unauthorised usage underway.

From the results of the survey, it can be demonstrated that of the 89 fields or sites inspected over the course of the audit, there was a recorded 76% honouring of bookings by sporting groups. Please note this audit was carried out at the end of season so some of the non-attendance would have been due to teams not making the semi-finals and the completion of their season. Council Officers deemed this result satisfactory as the 25% usage not honoured provided respite for the grass given the high demand circumstances. (refer to attached audit results for reference)

<b>Total Sites</b>	<b>89</b>
<b>No attendance</b>	<b>27</b>
<b>Yes Attendance</b>	<b>68</b>
<b>N/A</b>	<b>7</b>
<b>% Attendance</b>	<b>76</b>

Additionally, the audit identified several commercial organizations using the fields without a booking or in conflict with Council's summer/winter booking code. At the time of the audit Council officers were unable to identify and capture sufficient evidence to enact upon these clubs. This is a long-standing problem with social groups using Council fields that impacts upon actual bookings.

The audit is set to become a feature of our operations in the coming year, as the issues identified in the report are increasing and the audit provides Council with a snapshot of the bookings and field use. The aim of the audit is to open dialogue with all sporting groups and provide education on the use of our fields and the booking process. In collaboration with the Sports Committee, rangers, and community sporting groups we hope to address these issues in a collaborative manner to reduce the illegal activities occurring and ensure the fields are managed appropriately.

#### 4. Sports Committee Consultation

The Sports Committee, a committee formed of the peak sporting bodies operating within Randwick City Council has been informed of the issues addressed in the report on several occasions. These are not new issues, with the committee aware of these issues and they have been active in communication with many of the stakeholders and other committee members on occasions. The issues however become more pronounced with the illegal use of the fields and the impacts of the schools sporting activities directly impacting the club's season and ability to play.

#### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering the Outcomes of the Community Strategic Plan:	
Strategy	Open Space and Recreation
Outcome	A city with open space that grows and changes with the community
Objective	Every home in Randwick City will have open space of 1000m <sup>2</sup> within 800m by 2031
Delivery program commitment	Review Council owned land and road reserves to identify opportunities for new parks and open space, prioritising areas that have undersupply or limited walking access to open space.

#### Resourcing Strategy implications

It should be noted by Council that there are no adverse financial implications associated with the recommendations within this report. It is expected that through the provision of additional fees and charges on capturing both unauthorised use and non-local school sporting carnivals that income will be increased to offset maintenance costs.

At present the maintenance of the sports fields and surrounds is offset by the revenue generated from our bookings. Based upon our operational budget and the income generated from bookings, Council currently recoups approximately 54.31% (based upon our budget for 22/23) This is based upon the allocated budget for maintenance and the perspective income generated from fees.

The table below is the historical revenue streams generated from Sports Fields, from 2015 to 2021, including COVID forced disruption of sports, the growth rate of community sports has increased by 8% and the hours of use by 9%.

Year	Hours Booked	Revenue Raised	% Increased Revenue	% Increased Hours
2015	25917	\$487,250		
2016	31985	\$536,797	10%	23%
2017	37869	\$591,264	10%	18%
2018	45053	\$708,992	20%	19%
2019	43197	\$757,546	7%	-4%
2020	35971	\$675,952	-11%	-17%
2021	51651	\$804,723	14%	15%

Average Increase =	8%	9%
--------------------	----	----

When looking at this information and comparing this to operational budgets we can determine the cost recovery from the booking income generated and the cost for maintenance to our sporting fields. Based upon this data from 2015 to 2021, this ratio of income and expenditure has been consistent over this time periods between approximately 30 to 50% cost recovery.

Year	Operational Budget	Revenue Raised	Cost Recovery
2015	\$1,554,312.00	\$487,250	31.35%
2016	\$1,652,766.00	\$536,797	32.48%
2017	\$1,707,451.00	\$591,264	34.63%
2018	\$1,749,057.00	\$708,992	40.54%
2019	\$1,683,085.00	\$757,546	45.01%
2020	\$1,914,975.65	\$675,952	35.30%
2021	\$1,481,689.00	\$804,723	54.31%

Increased usage leads to increased maintenance costs and the reduction of the renovation period also leads to increased renovation costs etc. There is an impact from a variety of sources, and we need to be able to recoup costs where applicable as well as be able to provide the services in line with best industry practice and community expectations.

The additional sport field team for Heffron Park has been implemented to coincide with the completion of the Heffron Centre and the additional maintenance requirements of the site. The team has already been funded in the 22/23 Operational Plan and Budget. Recruitment and procurement of plant and fleet is currently underway in preparation for the completion of the works.

## Policy and legislative requirements

Local Government Act 1993.

## Conclusion

Community Sport and passive recreation activities are extremely popular in Randwick. Council's Open Spaces, Sportsfield teams work diligently to ensure that they match the expectations of the community and user groups by providing the best service possible. The issues discussed are directly impacting on this ability to service the community. The impacts are being felt operational and financially by Council by reducing the quality of the playing surface, increasing the cost and time required to maintain the surface and by creating disconnection between actual services delivered and perceived services delivered.



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**Responsible officer:** Ryan Zammit, Manager Infrastructure Services

**File Reference:** F2019/00686

CS3/23



**APPLICATION FOR THE USE OF SPORTSGROUNDS  
WINTER SEASONAL LICENCE AGREEMENT  
Winter 2023**

**Note: Winter application forms are to be completed,  
signed and returned prior to 10<sup>th</sup> January 2023**

CS3/23

SECTION 1 – HIRE DETAILS					
Club Name:					
Sport to be played:					
Affiliation Association:					
Existing Hirer:	Yes		No		Last Season of Hire:
SECTION 2 – CONTACT INFORMATION					
First Point of Contact – All correspondence will be sent to this contact					
Surname:		Given Name:		Title:	
Postal Address:					
Suburb:		Post Code:			
School Office Phone:		Direct Line:			
Mobile Phone:		Fax:			
Business E-mail:					
SECTION 3 – INSURANCE – PLEASE ATTACH COPY OF POLICY					
Insurance Company:					
Policy Number:		Expiry Date:			
Insurance Type:		Coverage Value:			
Does your Certificate of Currency state the following?					
Location: "Anywhere in Australia"	Yes		No		
Council is named as an interested party	Yes		No		
<b>NOTE: If your insurance expires during your booking period you must provide Council with valid insurance DETAILS NO LESS THAN 7 DAYS PRIOR to the insurance expiry date or your booking will be automatically Cancelled. No refunds will be issued by Council due to lack of insurance information.</b>					

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SECTION 4A – DETAILS OF HIRE <b>JUNIOR</b> (under 18)				
TO BE COMPLETED WHERE THE MAJORITY OF PLAYERS ARE UNDER THE AGE OF 18				
Park Name:			Field Number/s:	
Details:	Start Time	Finish Time	No of Users	No of Fields
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

SECTION 4A – DETAILS OF HIRE <b>SENIOR</b> (over 18)				
TO BE COMPLETED WHERE THE MAJORITY OF PLAYERS ARE OVER THE AGE OF 18				
<b>Park Name:</b>				<b>Field Number/s:</b>
<b>Details:</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>No of Users</b>	<b>No of Fields</b>
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<b>Sunday</b>				



CS3/23

**Section 4b - Please complete and Staple to Section 4a****WINTER SEASON 2023****March**

M	T	W	T	F	Sat	Sun
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**April**

M	T	W	T	F	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**May**

M	T	W	T	F	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**June**

M	T	W	T	F	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		


**July**

M	T	W	T	F	Sat	Sun
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30


**August**


M	T	W	T	F	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 NSW Government School Holidays

 Not available

 NSW Public Holidays

 Pre-season Training only (No Competition)

 Competition Start date/Finish Date

**Council asks you take your time and double check the dates you have requested as changes to dates will NOT be refunded unless made within 10 days after the date of the completion letter.**

SECTION 5 – ADDITIONAL REQUIREMENT				
Do you require keys for use of Canteen, Dressing Sheds, Gates etc (If yes, please complete the attached copy of the Key Application Form)	Yes		No	
Do you propose to display advertising boards/banners	Yes		No	
<b>Will alcohol be sold or consumed?</b> The provision of alcohol in conjunction with this Sports Field Booking is to be ONLY by way of an On-Licence granted by the Licensing Court of New South Wales. Notwithstanding any liquor licence condition, alcohol is only to be consumed, sold or supplied between the hours of 10.00am and 6.00pm. The Licensee must ensure the responsible service of alcohol to prevent intoxication in accordance with the harm minimisation principles contained in New South Wales Liquor laws at all times. The Licensee is to ensure that patrons at the park/reserve do not cause undue disturbance to the neighbourhood. The Licensee must comply with any directions given by Police or Council officers in respect to the provision of alcohol. The sale, supply and consumption of alcohol is not permitted at junior competition or training. The sale, supply and consumption of alcohol is to/by minors is prohibited and will result in Police action. Alcohol must <u>not</u> be sold in or consumed from glass containers. Alcohol must <u>not</u> be permitted to be taken away from the park/reserve.	Yes		No	
Will there be use of PA systems or loudspeakers?	Yes		No	
Do you propose to sell food? (Canteen) (If yes, you will be provided with a copy of Council's Information Package for Food handlers and Food Premises and a representative is required to attend a Food Safety training workshop.)	Yes		No	
If Yes, please state name and contact details of your representative.	Name:			
	Contact No:			
Will there be sale of items other than food?	Yes		No	
Do you propose to erect portable structures? (Temporary shade structures or the like)	Yes		No	
Do you propose to use any kind of gas bottle?	Yes		No	
SECTION 6 - AGREEMENT				
Publication/Distribution of Club Contact Information	Signature			
I agree for club contact details to be available on Council's website, Community Information Directory and to local residents.				
I agree to abide by Randwick City Council's Conditions of Use for Parks, Reserves and Playing Fields Policy, Practices and Procedures which I agree I have read, understood and accepted. <b>IMPORTANT:</b> Any personal information provided by you on this form will be used by Council or its agents to process this application. The provision of this information is voluntary, however if you do not provide the information Council will be unable to process your application. Once collected by Council, the information can be accessed by you and may also be available to 3 <sup>rd</sup> parties in accordance with Council's Access to Information Policy.				
Applicants Name:		Date:		
Applicants Signature:				



## RANDWICK CITY COUNCIL

Open Space and Recreation

### RANDWICK CITY COUNCIL'S INFORMATION SHEET

#### INTRODUCTION

Welcome to the Randwick City Council 2023 Winter Season Sportsground Information Sheet.

The 2023 Winter Season will commence Pre-season - Training only 13<sup>th</sup> March 2023 and the official Competition season will commence on 01<sup>st</sup> April 2023 – 27<sup>th</sup> August 2023

The purpose of this Information Sheet is to outline to clubs and association the procedures and conditions for the use of Council sportsgrounds. Additionally, it provides answers to many of the frequently asked questions raised throughout the season.

The information has been designed to be simple and clear with an easy reference index.

Council would welcome any comments on how this booklet can be improved to assist your club/Association.

Should you have any questions or problems throughout your season, please contact Council's Booking Officer via email at: [SportsFieldBookings@randwick.nsw.gov.au](mailto:SportsFieldBookings@randwick.nsw.gov.au) or via telephone on 1300 722 542.

Good luck for your upcoming season.

#### BOOKING PROCEDURES

- It is the responsibility of each Sports Association to make booking/s on behalf of its member Clubs. Council will not accept applications from individual Clubs unless no Sydney Association exists, or special arrangements have been made.
- It is the responsibility of the Association/Club to make alternative arrangements should the requested sportsground be unavailable. While Council will endeavour to meet all reasonable requests, there is no guarantee that sufficient sports grounds will be available to satisfy all user demands. In general, traditional ground users will be given preference for requested ground/s for each season.
- Prior to the start of each season, Council reserves the right to book sportsgrounds to other user groups for training, competitions, and carnivals.
- All seasonal bookings are to be made on Council's official Seasonal Application Forms.
- Any alterations made to the initial seasonal booking must be made in writing to Council by Association/Club within 10 business days of receipt of your Booking Confirmation Letter.

## PRE-SEASON TRAINING BOOKINGS

- No goal posts, cricket pitches or field marking can be guaranteed to be erected and/or prepared before the start of the Competition Season.
- Weekday Bookings made between 15<sup>th</sup> March 2023 and 01<sup>st</sup> April 2023 will be considered. No weekend use will be permitted between this time.
- Clubs must respect the rights of summer users of the grounds. **Summer Season Bookings and Ground Maintenance will take precedence over pre competition training bookings.**
- Clubs found to be causing damage to the oval will have their training activities cancelled by Council.
- Players must conduct training sessions on the perimeter of ovals, away from cricket pitches and inner grounds/high wear and tear areas of fields.

## WET WEATHER CLOSURES

- For all training, competition, and school sport from Monday to Friday inclusive, Council will determine whether sportsgrounds shall be closed due to the effects of wet weather and ground condition.
- Updated information on sportsground closures is available by telephoning Councils Wet Weather Information Line on 1800 990 760. This is a recorded message providing the most up-to-date status of sportsgrounds in Randwick City Council. The Hotline is updated regularly in accordance with weather conditions.
- This information is also available on Council's website under facilities and recreations section, Sports-field, field status.  
<http://www.randwick.nsw.gov.au/facilities-and-recreation/sports-fields/field-status>
- Any excessive damage caused to sportsgrounds from inappropriate use by Clubs is the responsibility of the relevant Association. Council will invoice the Association for damage caused to sportsgrounds, where such damage is considered to be excessive and greater than would be expected from normal wear and tear. Council's decision on whether excessive damage has been caused shall be made by experienced staff and shall be final.
- When a sportsground is closed due to wet weather, Council will **NOT** reimburse clubs fees.

## FIELD MARKINGS

- Council will mark the field once at the beginning of the season. Thereafter it is the responsibility of the Association/Club to maintain the line marking throughout the season.
- The use of diesel, sump oil, herbicides i.e. "Round Up" on Council sportsgrounds is **prohibited**.
- Sportsgrounds are not to be marked for the seasonal training period without Council's written approval.
- Alterations to line markings must not be made without Council's written approval.

## FLOODLIGHTS

- Should floodlight globes or fixtures fail to work, or require refocussing, please contact Council Booking Officer to arrange repairs.
- Floodlights are to be turned off after each booking, Clubs/Associations will be responsible to cover costs incurred by an officer turning off the lights if left on.



## SPORTSGROUND FEES AND CHARGES

- Associations/Clubs incur a hire fee for use of sportsgrounds for both training and competition.
- Fees and Charges are charged as per Councils Fees & Charges and cannot be altered.
- For all use outside school hours (8:00am-3:30pm) on School days fees applicable.
- When a sportsground is closed due to wet weather, Council will **NOT** reimburse clubs fees.

## KEYS

- The number of keys required by the Association/Club for each sportsground should be indicated on the Key or Swipe Card Request Form. Council will provide a reasonable number of keys for each sportsground. These keys are **NOT** to be duplicated.
- A refundable bond for keys is payable prior to the collect of the keys by each club for the season. This amount is refunded at the end of the season when all keys are returned.
- Keys must be returned within one week after the end of the season.
- Clubs will be responsible for the costs of replacing **ALL** padlocks should keys be lost/stolen.
- Council padlocks on Council facilities are not to be removed and replaced with user groups own padlocks. Should this occur, Council will replace all unauthorised padlocks with its own locks. If this continues to occur, this may result in cancellation of bookings.

## ACCOUNTS

- Council will invoice each Association for seasonal ground fees. Please do not make any payments until an invoice has been issued.
- It is the responsibility of the Association to invoice Clubs and make payment to Council.
- When a sportsground is closed due to wet weather, Council will **NOT** reimburse clubs fees.

## LIAISING WITH COUNCIL

- Only one designated person from each club should liaise with Council on issues associated with the use of Council sportsgrounds. Council's Booking Officer should be contacted via [sportsfieldbookings@randwick.nsw.gov.au](mailto:sportsfieldbookings@randwick.nsw.gov.au) or alternatively on 1300 722 542 in the first instance on all issues.
- In situations where urgent and immediate maintenance is required on Council sportsgrounds outside the hours of 7:00am-4:30pm weekdays or any time on weekends, Council's After Hours team should be contacted on 1300 722 542.



## RANDWICK CITY COUNCIL

Open Space and Recreation

CS3/23

### **RANDWICK CITY COUNCIL'S CONDITIONS OF USE FOR PARKS, RESERVES AND PLAYING FIELDS POLICY, PRACTICES AND PROCEDURES**

1. This agreement applies to the park/reserves(s) described in the schedule and only the sport/type of activity stated in the schedule must be permitted to be performed.
2. The licensee must pay all applicable fees, charges and/or any monies payable to the licensor (Council) in full as per due date indicated on the confirmation letter.
3. The licensee must not sublet the park/reserve(s) to any other body.
4. The licensee must use the park/reserve(s) only during the dates and times nominated in the schedule.
5. The licensee must not commence any activities prior to 8.00am on any day.
6. The licensee must cease all field activities prior to 9.30pm on any night.
7. The licensee must co-operate with other hirers and users of the park/reserve(s).
8. The licensee must ensure that the park/reserve(s) and the surrounds are kept clean, neat, and tidy at all times. The Licensee must leave sportsgrounds INCLUDING AMENITIES in a clean and tidy condition upon completion of activities immediately after each usage. Any costs incurred to clean or restore any damage to a sportsground or a facility as a result of activities is to be borne by the licensee.
9. The licensee is responsible for inspecting the playing surface, surrounds, car park, buildings, irrigation systems, fencing goal posts, structures, and associated amenities prior to each use of the park/reserve(s) to ensure that they are free from obstacles or hazards and to take all reasonable steps to satisfy itself that there is no reasonable risk of injury from the park/reserve(s) to any person participating in the licensees' activities.
10. The licensee must observe the closing of the park/reserve(s) (i.e. due to wet weather, maintenance etc.).
11. The licensee must phone Council's wet weather information line and/or check Council's website during periods of wet weather to confirm if Council has closed the park/reserve(s). Council reserves the right to charge a wet weather damage deposit in addition to any other fees and charges payable.

12. The licensee is responsible, during periods of wet weather where Council has determined that the park/reserve(s) are open, for determining whether park/reserve(s) are free from obstacles or hazards and to take all reasonable steps to satisfy itself that there is no reasonable risk of injury from the park/reserve(s) to any person participating in the licensees' activities.
13. The licensee is liable for the cost of rectify any damage to the park/reserve(s) during periods of hire.
14. The licensee must be responsible for insurance covers (minimum **\$20,000,000** (Twenty Million Dollars)) pertaining to public liability (in the case of functions or recreation organised by the licensee). The licensee must name the licensor (Council) as an interested party on the policy/certificate of currency.
15. The licensee must be responsible for property insurance covering all equipment and contents owned by the licensee within the facility.
16. The licensee is responsible for any equipment and/or goods stored in room/building(s).
17. The licensee must remove all equipment and/or goods stored in the room/building(s) during periods of inactivity. Use of the canteen is not exclusive. If the area is not cleaned out within 2 weeks of the last date of hire, Council will charge a cleaning fee, and anything left will be disposed of.
18. The licensee must ensure that the building, electrical board, and gates are locked and secured at all times when not in use.
19. The licensee must endeavour to take every possible steps/means to control the players, spectators, and visitors at the park/reserve(s).
20. The licensee must control parking and ensure that all vehicles are parked correctly within the areas provided and that no vehicle is parked on the grassed areas or in front of any driveways.
21. The licensee must notify the licensor (Council) of any events that might be out of normal activities and are expected to generate larger than usual crowds and any extra noise.
22. The licensee must maintain the canteen facilities, fixtures and fittings and meet all relevant health regulations to the satisfaction of the licensor (Council).
23. The licensee may only advertise in accordance with the licensor (Council) guidelines and must not promote any alcohol or tobacco products on the premises.
24. The licensee must obtain express permission from Council and the appropriate permit from the Licensing Court of NSW for the sale and/or consumption of alcohol. Sale and/or consumption of alcohol will not be considered at park/reserve(s) where minors are training or playing. Consumption of alcohol from glass bottles is strictly prohibited.
25. The licensee must not be permitted to charge entrance fees to persons or vehicles at any of Council's parks/reserve(s).
26. The licensee must not use amplified sound systems, amusement devices, fireworks without the prior consent of the licensor (Council).
27. The licensee must obtain Licensor (Council) consent prior to the erection of temporary buildings, shelters, tents, marquees, stalls.

28. The licensee must report to the licensor (Council) all maintenance and repairs required at the park/reserve(s).
29. The licensee must obtain the licensor (Council) consent prior to carrying out any works, alteration and improvements to grounds and facilities at the park/reserve(s).
30. Either part (Council or the licensee) may cancel the agreement in writing with notice of no less than one month. Council will not back date cancellations.
31. Condition 30 (above) does not apply if the licensee breaches any Term or Condition of the agreement. In such a case, Council reserves the right to terminate the agreement at any time, considering the nature of the breach.
32. The licensee must accept that this agreement is subject to the right of the licensor (Council) altering the charges and conditions at any time.
33. No refunds will be issued in the event of wet weather.
34. No padlocks are to be put on any council amenities. Any padlocks put on will be cut off, and a call out fee will be charged for the removal of such locks.
35. The hirer is required to inspect all playing surfaces prior to the commencement of play to ensure the surface is in a safe condition for use. This applies to each training and competition session. Playing surfaces deemed unsafe must not be used until repaired. Council's Booking Officer is to be notified via [sportsfieldbookings@randwick.nsw.gov.au](mailto:sportsfieldbookings@randwick.nsw.gov.au) or on 1300 722 542 on the next working day.
36. The hirer is required to report all problems and damage on sportsgrounds that require attention by Council to Council's Booking Officer via [sportsfieldbookings@randwick.nsw.gov.au](mailto:sportsfieldbookings@randwick.nsw.gov.au) or on 1300 722 542 on the next working day.
37. Noise levels are to meet Environment Protection Authority requirements.
38. Motor vehicles are not permitted on any fields or ovals unless specifically authorised by Council's Open Space Coordinator.
39. Gas bottles are not to be stored in Council's amenities buildings.

I \_\_\_\_\_ (Print Name) agree to abide by Randwick City Council's Conditions of Use for Parks, Reserves and Playing Fields Policy, Practices and Procedures which I agree I have read, understood and accepted.

\_\_\_\_\_  
Sign here



## Sports Field Audit Calculations

12/07/2022

Total	21
No	2
Yes	19
N/A	2
%	90.47619

19/07/2022

Total	22
No	15
Yes	6
N/A	2
%	27.272727

28/07/2022

Total	23
No	5
Yes	22
N/A	1
%	95.652174

4/08/2022

Total	23
No	5
Yes	21
N/A	2
%	91.30

### Total Audit Percentages

Total Sites	89
No attendance	27
Yes Attendance	68
N/A	7
% Attendance	76.40

Site	Bookings	As per Booking ? (Y/N)	Number of Player	Notes	Rating	Comments
Latham Lower/Upper	Randwick Rugby	Lower - Y, Upper - N	12 on Lower, 0 on Upper	Y - All Good	Y - Fine	5:40pm - Not many people using the synthetic field, there is the sprint trainer here doing 1 on 1 class. Upper lights are on and dog walkers on the field but no sports participation.
Coogee Oval	Unauthorised Users ?	N	N/A	N/A	N/A	N/A
Paine Reserve	Dunbar Jnr + Lokomotive	N	0	Y - All Good	N/A	5pm - No teams here using the field, only dog walkers on the field off leash. 8:10pm - Came back and Lokomotiv is not here
Snape Lower	Souths + Phoenix	N	0	Y - All Good	N/A	6:05pm - No user here at all, a few dog walkers who left once they saw me
Nagle Park	Randwick Rugby	N	0	Y - All Good	N/A	6:15pm - No one here from Randwick Rugby, only a dog walkers group of about 7 people and 10 dogs.
Heffron 1	Heffron Hawks	N	0	Y - All Good	N/A	8pm - No one is here
Heffron 4	Heffron Hawks	N	0	Y - All Good	N/A	6:20pm - no one is here, looks like some users from Synthetic were using the southern goal mouth for goal practise
Heffron 5	Coogee United FC	N	0	Y - All Good	N/A	6:20pm - no one is here, looks like some users from Synthetic were using the southern goal mouth for goal practise
Heffron 44-49	Glebe Wanderers FC	N	0	Y - All Good	N/A	6:25pm - no one is here
Heffron 53	South East Eagles	N	0	Y - All Good	N/A	6:30pm - no one is here
Heffron 54	South East Eagles	N	0	Y - All Good	N/A	6:30pm - no one is here
Heffron 58-59	Maroubra Saint + Young Ireland	N	0	Y - All Good	N/A	6:35pm - no one is here
Heffron 60-63	Maroubra Saint	N	0	Y - All Good	N/A	6:35pm - no one is here
Heffron 64-71	Souths	N	0	Y - All Good	N/A	6:45pm - no one is here
Coral Sea	Maroubra United	N	0	Y - All Good	N/A	6:55pm - No one is here
Pioneers Lower	Souths - South Eastern	N	0	Y - All Good	Y - Fine	7:10pm - Some people from the club are in and around the club house so looks like club called off training due to wet weather
Burrows	Clovelly Crocs	Y	60 (3 teams of 20)	Y - All Good	Y - Fine	5:25pm - All good, making little damage on the field due to the wet surface, not actively rotating their use
Kensington Oval	Souths - Coogee Dolphins	Y	30	Y - All Good	Y - Fine	4:30pm - All fine, teams just turning up now, at this time there are no other unauthorised field users. 8:10pm - No one here, no unauthorised users.
Snape Upper	Souths - Maroubra Lions	Y	25	Y - All Good	Y - Fine	6pm - not many field users here at this time, some members of the public using the mini field for goal kicking practise this is not organised sport.
Pioneers Upper	Maroubra + Randwick Saints	Y	20	Y - All Good	Y - Fine	7:10 - All good only the one team here and they are training in the high traffic problem area right in front of amenity building
Chifley Soccer	Dunbar Rovers	Y	35	Y - All Good	Y - Fine	7:30pm - users have rotated their use as they knew the goal mouths were bad due to wet weather, had their own goals set up, were parking in the disabled car spots in the playground car park
Yarra Upper	Souths	Y	15	Y - All Good	Y - Fine	7:50pm - not many people here just the one team training, using whole field but mostly in front of amenity in high traffic problem area
Chifley Baseball	ESJBL (No Booking Tonight)					

Total 22  
No 15  
Yes 6  
N/A 2

27.2727273

Due to late evening storm it was good to see most Clubs did the right thing and canceled the training according to wet weather email notification

CS3/23

Site	Bookings	As per Booking ? (Y/N)	Number of Player	lights	Parking	Comment
Chifley Baseball	ESJBL	N/A	Training Canceled			Received message from president to turn lights off - Lights OFF
Latham Lower/Upper	Randwick Rugby	Y	40-45 & 30 on Upper	1 globe out	1 Car parked 1 inside	Emmanuel School had booking earlier till 5:30pm for Game - Synthetic Field Surround was packed with Parents
Kensington Oval	Souths - Coogee Dolphins	Y	25-30	Few Globes Out	Y - Fine	Many Dog Walkers on mini field and A Grade Coach mentioned it's biggest concern is Dogs running through trainings and Dog poo.
Coogee Oval	Unauthorised Users ?	Y	N/A	N/A	N/A	No Unauthorised user
Burrows	Clovelly Crocs	Y	20-25	Y - All Good	Y - Fine	Dogs running through kids training. @8:15 no one was there
Paine Reserve	Lokomotive	Y	0	Y - All Good	N/A	No one there @7:15
Snake Upper	Souths - Maroubra Lions	Y	40	Y - All Good	Y - Fine	Poor Lighting - No one there @7:40pm
Snake Lower	Souths + Phoenix	Y	20	Y - All Good	N/A	No one from Souths using Lower field (Atleast 15-20 Dog Walkers on Field) - Phoenix FC was using field @ 7:40pm
Nagle Park	No Booking - Due to DA	Y		Y - All Good	N/A	
Heffron 1	Heffron Hawks + Coogee United	Y	22	Y - All Good	N/A	Game on for Junior team - <b>Food Truck in Carpark</b>
Heffron 4	Heffron Hawks	Y	20-25	Y - All Good	N/A	Junior Plares traing earlier. Later on no one was there
Heffron 5	ESFA + Coogee United FC	Y	20-25/ Later22	Y - All Good	N/A	All Girls training earlier and later on game CUFC Vs RCFC
Heffron 44-49	ESFA + Coogee United FC	Y	20	Y - All Good	N/A	Senior training on eastern half of the field
Heffron 53	Easts FC	Y	22	Y - All Good	N/A	Junior Game on East Vs MUFC
Heffron 54	Glebe Wanderers	Y	30/20	Y - All Good	N/A	Junior and Senior training
Heffron 58-59	Maroubra Saint + Young Ireland	Y	20	Y - All Good	N/A	Junior Training
Heffron 60-63	Maroubra Saint	Y	35	Y - All Good	N/A	All Girls training earlier
Heffron 64-71	Souths	Y	20	Y - All Good	N/A	Poor Lighting
Coral Sea	Maroubra United	Y	80-100	Y - All Good	N/A	Using every square meter in between the work zone - on one field girls training
Pioneers Upper	Maroubra + Randwick Saints	Y	30-35	Y - All Good	Y - Fine	<b>Food Truck in Carpark</b>
Pioneers Lower	Souths - South Eastern	Y	40 + 30	Y - All Good	Y - Fine	40 on Turf, 30 on Synthetic arpun 6:45 - No one there @ 7:20pm
Chifley Soccer	Dunbar Rovers	Y	25-30	Y - All Good	Y - Fine	Junior Players
Yarra Upper	Souths	Y	60	Y - All Good	Y - Fine	3 groups traing field was completely occupied - Souths Care representative might be there (car was in car park)

Total 23  
 No 5  
 Yes 22  
 N/A 1

95.65217391

CS3/23

Site	Bookings	As per Booking ? (Y/N)	Number of Player	Light	Parking	Comment
Paine Reserve	Lokomotive	N/A	0	Y - All Good		Booking is after 7pm
Chifley Baseball	ESJBL	N/A	N/A			
Latham Lower/Upper	Randwick Rugby	Y	60 & 40 on Upper	1 globe out	Y	5:15pm around 20 players & @6:50pm more players as listed - 1 car parked on driveway concrete and one parked on grass inside
Coogee Oval	Unauthorised Users ?	Y	N/A	N/A		No unauthorised user
Kensington Oval	Souths - Coogee Dolphins	Y	10	Poor		at 5pm players turning up few warmingup. On small field many dog walkers - Few Globes out which we are unable to replace due to fillings not aviable (Old)
Snape Upper	Souths - Maroubra Lions	Y	30	Poor		
Heffron 64-71	Souths	Y	20	Poor		
Burrows	Clovelly Crocs	Y	15-20	Y - All Good		4:30pm
Snape Lower	Souths + Phoenix	Y	0	Y - All Good		Was not being used by League last two weeks. Many dog walkers using the field and that is the reason we receive complaints from club regarding holes on the surface who uses field from 6:30pm onwards
Nagle Park	No Booking - Due to DA	Y		Y - All Good		
Heffron 1	Heffron Hawks + Coogee United	Y	20-25	Y - All Good		
Heffron 4	Heffron Hawks	Y	Oct-15	Y - All Good		
Heffron 5	ESFA + Coogee United FC	Y	20-25/ Later22	Y - All Good		
Heffron 44-49	ESFA + Coogee United FC	Y	20-30	Y - All Good		at 5:30pm game was being played between junior girls vs boys
Heffron 53	East FC	Y	0	Y - All Good		
Heffron 54	Glebe Wanderers	Y	20	Y - All Good		Junior players boys and girls
Heffron 58-59	Maroubra Saint + Young Ireland	Y	25-30	Y - All Good		
Heffron 60-63	Maroubra Saint	Y	30-35	Y - All Good		All Girls teams
Coral Sea	Maroubra United	Y	50-60	Y - All Good		
Pioneers Upper	Maroubra + Randwick Saints	Y	40	Y - All Good		Looked like game was being played.
Pioneers Lower	Souths - South Eastern	Y	30 + 30	Y - All Good		
Chifley Soccer	Dunbar Rovers	Y	20	Y - All Good		Junior's only using 1 field
Yarra Upper	Souths	Y	20-25	Y - All Good		

Audit 12/07/2022	
Total	23
No	5
Yes	21
N/A	2
	91.30



Site	Bookings	As per Booking ? (Y/N)	Number of Player	Lights	Parking	Comment
Kensington Oval	Souths - Coogee Dolphins	N	20-30	Y	Y	6:15pm- unauthorised soccer game on eastern side 15-20 players- poor lighting
Heffron 64-71	Souths	N	0	Y	Y	4pm- Fitness group on Oval, 7:40pm- no users on field and lights on
Latham Lower/Upper	Randwick Rugby	Y	30	Y	Y	5:45pm- no use on Upper Field
Coogee Oval	Unauthorised Users ?	Y	0			No users on field
Burrows	Clovelly Crocs	Y	45	Y	Y	6:50pm
Paine Reserve	Dunbar Jnr + Lokomotive	Y		Y		6:25pm- no users between booking and lights on
Snape Upper	Souths - Maroubra Lions	Y	15-20	Y	Y	7:20pm- poor lighting on field
Snape Lower	Souths + Phoenix	Y	25	Y	Y	7:20pm
Nagle Park	Randwick Rugby	Y	10	Y	Y	7:30pm- only small amount of users on 1 field
Heffron 4	Heffron Hawks	Y	25	Y	Y	7:40pm
Heffron 5	Coogee United FC	Y	20	Y	Y	7:40pm
Heffron 53	South East Eagles	Y	10	Y	Y	7:45pm
Heffron 54	South East Eagles	Y	20	Y	Y	7:45pm
Heffron 58-59	Maroubra Saint + Young Ireland	Y	20-25	Y	Y	7:42pm- Gaelic warming up and small soccer taking place
Heffron 60-63	Maroubra Saint	Y	8	Y	Y	7:42pm
Coral Sea	Maroubra United	Y	15	Y	Y	5:40pm
Pioneers Upper	Maroubra + Randwick Saints	Y	20-30	Y	Y	5:30pm - no users on field, 7:50pm had users
Pioneers Lower	Souths - South Eastern	Y	40-45	Y	Y	5:30pm
Chifley Baseball	ESJBL	Y		Y	Y	
Chifley Soccer	Dunbar Rovers	Y	20-30	Y	Y	7:55pm- users looked like older kids
Yarra Upper	Souths	Y	50-60	Y	Y	5:15pm
Heffron 1	Field Closed Tonight					
Heffron 44-49	Field Closed Tonight					

Total 21  
 No 2  
 Yes 19  
 N/A 2

90.47619048

Site	Bookings	As per Booking ? (Y/N)	Number of Player	Lights	Parking	Comment
Kensington Oval	Souths - Coogee Dolphins	N	20-30	Y	Y	6:15pm- unauthorised soccer game on eastern side 15-20 players- poor lighting
Heffron 64-71	Souths	N	0	Y	Y	4pm- Fitness group on Oval, 7:40pm- no users on field and lights on
Latham Lower/Upper	Randwick Rugby	Y	30	Y	Y	5:45pm- no use on Upper Field
Coogee Oval	Unauthorised Users ?	Y	0			No users on field
Burrows	Clovelly Crocs	Y	45	Y	Y	6:50pm
Paine Reserve	Dunbar Jnr + Lokomotive	Y		Y		6:25pm- no users between booking and lights on
Snape Upper	Souths - Maroubra Lions	Y	15-20	Y	Y	7:20pm- poor lighting on field
Snape Lower	Souths + Phoenix	Y	25	Y	Y	7:20pm
Nagle Park	Randwick Rugby	Y	10	Y	Y	7:30pm- only small amount of users on 1 field
Heffron 4	Heffron Hawks	Y	25	Y	Y	7:40pm
Heffron 5	Coogee United FC	Y	20	Y	Y	7:40pm
Heffron 53	South East Eagles	Y	10	Y	Y	7:45pm
Heffron 54	South East Eagles	Y	20	Y	Y	7:45pm
Heffron 58-59	Maroubra Saint + Young Ireland	Y	20-25	Y	Y	7:42pm- Gaelic warming up and small soccer taking place
Heffron 60-63	Maroubra Saint	Y	8	Y	Y	7:42pm
Coral Sea	Maroubra United	Y	15	Y	Y	5:40pm
Pioneers Upper	Maroubra + Randwick Saints	Y	20-30	Y	Y	5:30pm - no users on field, 7:50pm had users
Pioneers Lower	Souths - South Eastern	Y	40-45	Y	Y	5:30pm
Chifley Baseball	ESJBL	Y		Y	Y	
Chifley Soccer	Dunbar Rovers	Y	20-30	Y	Y	7:55pm- users looked like older kids
Yarra Upper	Souths	Y	50-60	Y	Y	5:15pm
Heffron 1	Field Closed Tonight					
Heffron 44-49	Field Closed Tonight					

Total 21  
 No 2  
 Yes 19  
 N/A 2

90.47619048

## Director City Services Report No. CS4/23

**Subject:      Cycleways & Bicycle Facilities Advisory Committee -  
November 2022**

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### Executive Summary

- The Council's Cycleways and Bicycle Facilities Advisory Committee meets quarterly to examine issues relating to bike riding and cycling facilities.
- The November 2022 meeting of the Advisory Committee was attended by Councillors, representatives of BIKEast, members of the community, and Council staff.

### Recommendation

That the minutes of the Cycleways and Bicycle Facilities Advisory Committee Meeting held on 16 November 2022, be received, and noted.

### Attachment/s:

1.  MINUTES - CABFAC November 2022 (Cycleways and Bicycle Facilities Advisory Committee)

## Purpose

The Advisory Committee considered numerous matters of importance to local bicycle riders and the Minutes from the Committee's meeting, held on 16 November 2022, are attached.

## Discussion

Refer to Minutes - Cycleways and Bicycle Advisory Committee Meeting – 16 November 2022, which is attached.

The following dates have been confirmed for future committee meetings:

- Wednesday 15 February 2023 at 6.30pm
- Wednesday 17 May 2023 at 7:30am.

## Strategic alignment

The relationship with our 2022-26 Delivery Program and the Strategic Approaches identified within Council's Integrated Transport Strategy (adopted 27/07/2021) are as follows:

- 1.1 Update the 2015 Bicycle Route Construction Priority List and develop an Active Transport Plan for the LGA by 2023.
- 1.2 Provide an additional 30km of safe cycling routes by 2031, prioritising fully separated bicycle lanes where possible, in locations informed by our Bicycle Route Construction Priority plan and the TfNSW Principal Bicycle Network plan.
- 1.5 Implement measures to increase safety for people riding bikes or walking in 5 locations each year until 2031, with priority given to identified crash sites.
- 1.8 Provide 200 new bicycle parking spaces across our beaches, local centres and key destinations across the LGA by 2027.

## Resourcing Strategy implications

Any proposals for expenditure arising from the Advisory Committee's recommendations are either covered by existing funding allocations or would be the subject of separate reports to the Council for funding.

## Policy and legislative requirements

The Cycleways and Bicycle Facilities Advisory Committee is set up to advise on bicycle infrastructure related matters. It was established from a Council Resolution on 10 October 2017.

## Conclusion

The Cycleways and Bicycle Facilities Advisory Committee is a positive forum for the consideration of matters important to bicycle riders. The Committee's recommendations are supported, and it is considered that they should be endorsed by the Council.

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**Responsible officer:** Jay Lee-Pieterse, Senior Sustainable Transport Officer

**File Reference:** F2018/00158



# Cycleways and Bicycle Facilities Advisory Committee

## Minutes

7:30am Wednesday 16 November 2022 (via MS Teams)

CS4/23

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## Terms of reference

The following information is provided so that you may be aware of the structure and operation of the Cycleways and Bicycle Facilities Advisory Committee.

### **Randwick Council resolved to establish a Cycleway and Bicycle Facilities Advisory Committee with the following terms of reference:**

1. Report to the Council;
2. Enhance consultation between Council and the bike riding community;
3. Advance implementation of the planned and funded cycle ways in the Randwick local government area;
4. Review and provide advice on proposed Council bike related capital works projects;
5. Participate in the yearly draft budget process by recommending appropriate bike related projects;
6. Be consulted by Council on cycle way and bike facility issues involving significant planning proposals and Development applications before Council;
7. Regularly review and propose updating of the Randwick Council bike plan in line with the strategic direction of priority cycleways as detailed within "Sydney's Cycling Future"; and
8. Help advance a Regional Cycle Strategy with neighbouring Councils.

(Council resolution references 172/17 & 87/18)

## 1. Acknowledgement of Country

The Chair asked for a volunteer to acknowledge the lands upon which this meeting is being held. Mr Reza Ahmed volunteered and stated the following:

*"I would like to acknowledge that we are meeting on the land of the Bidjigal and the Gadigal peoples; being the traditional owners who, for thousands of years, occupied and cared for vast areas along the Sydney Coast.*

*On behalf of the participants of this meeting I acknowledge and pay my respects to the Elders past, present and emerging, and also to those Aboriginal people participating today."*

## 2. Attendance and apologies

### **In attendance:**

Councillor Michael Olive	RCC	Ms Jay Lee-Pieterse	RCC
Councillor Philipa Veitch	RCC	Mr Sri Sritharan	RCC
Councillor Kathy Neilson	RCC	Mr Tony Lehmann	RCC
Councillor Rafaela Pandolfini	RCC	Mr Reza Ahmed	RCC
Mr Elliott Jones	BIKEast	Mr David Appleby	RCC
Mr Jim Hope	BIKEast	Ms Angela Greenlees	TfNSW
Ms Yvonne Poon	BIKEast	Ms Kate Lewis	TfNSW
Ms Kristina Warton	BIKEast	Mr Kumar Shanmugarajah	TfNSW
Mr Paul Chilcott	Resident		

### **Apologies:**

Mr Lee Roberts  
Mr Dick Van den Dool

### 3. Declarations of pecuniary or non-pecuniary interests

Nil

### 4. Matters arising from Minutes of previous meetings

Nil

### 5. Items for consideration

#### 5.1. Get NSW Active Program Funding / TfNSW Walking and Cycling Program

The status of Council's application for Get NSW Active Program Funding are as detailed in the table below.

Project	Award Status	Tranche	Contribution
Active Transport Strategy	Successful	1	100%
South Coogee to Kingsford walking and cycling streetscape (Bundock Street / Sturt Street) – Detailed design finalisation	Successful	2	100%
Randwick to Coogee – Detailed design	Successful	2	100%
Anzac Parade – Mid A – Fitzgerald Avenue to Sturt Street / APPP – Detailed design	Successful	2	50%
Todman Avenue – Implementation	Awaiting notification	N/A	0%
Fitzgerald Avenue - Hillsdale to Maroubra Beach – Construction	Awaiting notification	N/A	0%

As noted above, Council is awaiting notification from Transport for NSW (TfNSW) regarding Council's previous funding submissions regarding both the "Todman Avenue – Implementation" project and the "Fitzgerald Avenue – Hillsdale to Maroubra Beach – Construction" project - as part of the 2022 / 2023 Get NSW Active Program. Council will be seeking a formal update from TfNSW for those two projects.

Also, TfNSW has indicated that the 2023 / 2024 Get NSW Active Program funding application process is due to commence this month. Depending on the outcomes of the currently submitted funding applications, Council officers will assess and evaluate appropriate active transport projects for which future funding will be applied.

#### Recommendation:

That the information be received.

#### 5.2. Kingsford to Centennial Park Cycleway

*(Doncaster Avenue, Day Avenue, Houston Road, General Bridges Crescent, Sturt Street permanent cycleway)*

Council officers continue to work closely with TfNSW through the construction phase of this project. A number of major milestones have been delivered and some problematic design challenges have been addressed. As previously reported, TfNSW, is the project delivery agency, and it awarded the construction contract to Burton Contractors.

TfNSW officers have agreed to provide the CABFAC with a briefing and update on the current progress of the project.

*Mr Kumar Shanmugarajah, Project Manager of Transport for NSW (TfNSW) provided a verbal update of the Kingsford to Centennial Park cycleway project.*

*The latest construction activities for this project include works on Doncaster Avenue at Todman Avenue for the relocation of power poles as well as electrical connections, kerbs and footpath works in this section.*

*The stormwater works continue and TfNSW is also reviewing construction practices that could reduce the impact on trees. Day Avenue work is to begin in coming weeks. Houston Road at Barker Street closure for stormwater works will be discussed with Council officers for construction traffic management.*

*The project will be shut down from 22nd December to 9th January.*

*BIKEast brought forward concerns regarding a new power pole in the footpath along Doncaster Avenue at Abbotsford Street that is a hazard for pedestrians and cyclists. For the Barker Street road closure, it was requested that if full road closure is implemented, it should be ensured that an extensive TMP is in place with clear and proper detours to ensure safety for all road and path users.*

*Councillor Veitch requested an update on Ascot Street / Doncaster Avenue. Mr Lehmann advised that Council officers are reviewing the roundabout design with cyclist and pedestrians crossing further towards the east.*

**Recommendation:**

That the information be received.

### 5.3. Anzac Parade (Walking and Cycling) Paths Project (APPP)

Following the success of Council's "Get NSW Active Program" submission - for 50% funding of the detailed design documentation package of the Anzac Parade Walking and Cycling Paths Project - a primary consultant has been engaged. An initiation meeting has now been held with the consultant, to provide a project overview, current status and an understanding of the Council's expectations. The Consultant is currently undertaking Stage 1 of works (the Strategic Framework) for Anzac Parade in its entirety (from Kingsford Light Rail Terminus to Phillip Bay). Also, land surveys are currently well underway with detailed survey works.

*Council officers provided an update to the Anzac Parade Paths Project.*

*BIKEast queried the future plans of the Anzac Parade corridor and potential future extension of the Light Rail. Mr Lehmann advised that TfNSW has not made any decision on timing and proposed alignment of the Light Rail extension and there are uncertainties on the further Light Rail initiative. The Anzac Parade Paths Project will continue to be developed to provide the Randwick community better walking and cycling connections within the spine of Randwick LGA. Mr Lehmann acknowledged that there are many possible uses for the centre median space along Anzac Parade which will be investigated by the engaged consultant.*

**Recommendation:**

That the information be received.

### 5.4. South Coogee to Kingsford walking and cycling streetscape (Bundock Street/Sturt Street)

Following the success of Council's "Get NSW Active Program" submission for the 100% funding of the finalisation of the detail documentation package for the South Coogee to Kingsford Walking and Cycling Project (Bundock Street/Sturt Street), Council has re-engaged the primary consultant to complete the project. The detailed design is currently at the 80% stage.

Council have organised an upcoming initiation meeting with the engaged consultant to discuss project risk, program and emerging project requirements.

*Discussion on pedestrian refuge facility due to delay in construction of cycleway occurred. Mr Lehmann advised that there is development occurring in the Defence lands and Council will be working with the Defence to coordinate design approach and seek funding for improvements along the entire route, including the Avoca/Sturt/Bundock Streets intersection.*

*Further comments were made on the impact of existing trees and the loss of parking resulting from the proposed Bundock Street cycleway project. Mr Lehmann outlined the rigorous design and community consultation process undertaken as a part of the project. The initial proposal was revised following community feedback, to minimise the impact of tree and parking.*

**Recommendation:**

That the information be received.



### 5.5. Randwick to Coogee Cycleway

The Council has also been successful under the “Get NSW Active Program” in gaining 100% funding for the production of a detail documentation package for the Randwick to Coogee Cycleway project. With regard to this project, the Council is in the process of initiating procurement of primary consultant and Council officers have completed an early site assessment.

*Mr Lehmann described the potential routes for the Randwick to Coogee cycleway. He also discussed the challenges with gradients, potential impact on parking and trees. The specialist consultant, once engaged, will investigate options for potential routes and assess its merits. Once a preferred alignment is established, Council will undertake wider community consultation and detail design.*

#### Recommendation:

That the information be received.

### 5.6. Bike Bypass Links of the High Street LR Terminus

As detailed previously for the CABFAC, the Council has been consistent in its response to development applications / documentation for the Randwick Hospitals' Campus by recommending the installation of a shared path on the southern side of High Street between Botany Street and Randwick Junction. Following Council's submission and detailed recommendations on widening the footpath provision of a shared way on High Street, the Department's assessment concluded that the existing footpath is adequate for pedestrians and land dedication and amendments to enable the provision of a wider path or shared way cannot reasonably be required in this case.

However, conditions are recommended to ensure further improvements to connections through the hospital campus are given consideration by the applicant (NSW Health) in conjunction with Council. An Integrated Transport Working Group is to be established between NSW Health and Council to ensure the adequate transport planning for the overall masterplan of the Prince of Wales Hospitals' Campus, and in particular, integration of east-west and north-south bicycle and pedestrian routes.

Subsequently, Council officers have undertaken an initial Integrated Transport Working Group meeting with Health NSW to discuss bicycle and pedestrian options within the site. Council officers have highlighted the importance to establish the North/South and East/West as a key outcome for the proposed masterplan of Prince of Wales Hospital Campus with endorsement from Health NSW. Negotiations with Health NSW is ongoing through the established Integrated Transport Working Group. Council will seek a new meeting with Health NSW in the near future.

*Mr Lehmann provided a description of the intended route around the Randwick Hospitals' Campus. He also advised that there are discussions ongoing with NSW Health for the connection through the hospitals.*

#### Recommendation:

That the information be received.

### 5.7. Maroubra Road Corridor Study

Due to the significant design challenges in determining an appropriate Maroubra Road cycling facility, in the vicinity of Anzac Parade, additional cycling typology options are being examined. This examination will investigate all options for the delivery of a cycleway/s along Maroubra Road, to improve connectivity at Maroubra Junction. The principal consultant has been engaged and finalisation of each of the design options, as well as a preferred option concept plan are expected to be completed by mid-December. Additionally, an updated corridor study report would be produced. This would be followed by further community consultation in the first quarter of 2023. This consultation may be undertaken concurrent with the Maroubra Junction Masterplan consultation. Subsequently, the final report and design will be reported to the Council and the Local Traffic Committee, together with cost estimates for implementation of the preferred design option.

*Mr Lehmann outlined the current status of the Maroubra Road Corridor Study and the space constraints of the project, especially between Walsh Avenue and Garden Street. The challenge for the project is to provide a continuous cycleway along the corridor, while minimising impact on pedestrian movements, public transport, traffic and parking.*

*Land surveys are currently being completed to confirm exact widths, and that this information would give Council better guidance re the final design recommendations.*

**Recommendation:**

That the information be received.

## 5.8. Todman Avenue Cycleway Project

As noted in section 5.1, Council is still waiting notification from TfNSW regarding the status of the 2022 Get Active NSW Program funding for the construction of short-term cycleway design, shared at the May CABFAC meeting. Moving forward, it is planned that Council will again submit a 2023 Get NSW Active grant application for the permanent cycleway design.

In the interim, Council officers have developed a provisional (more cost effective) line marking plan that would follow the existing alignment of the on-road bicycle lanes but with improved line marking definition, to better guide drivers and bike riders. The concept design has been forwarded to BIKEast for review and feedback. Subsequently, the design will be tabled before a meeting of Randwick Traffic Committee with a likely recommendation that the plan be released for community consultation.

*Council officers advised that the updated Todman Avenue short term cycleway design, that was previously shared at the May CABFAC meeting, was not successful in securing the 2022 Get NSW Active grant. Therefore, Council officers are moving forward with an interim (low cost) line marking plan for Todman Avenue to improve the existing cycling condition for the bike riders. Council officers noted the draft line marking plan for Todman Avenue have been shared and endorsed by BIKEast. Mr Lehmann noted that community consultation will commence in February / March next year, followed by implementation proposed for mid 2023.*

**Recommendation:**

That the information be received.

## 5.9. Active Transport Strategy / Bicycle Route Construction Priority

As an outcome of the Randwick City Council Integrated Transport Strategy (adopted 2021), Council has committed to deliver the Active Transport Strategy, by year 2023. As mentioned in Section 5.1, the Council was successful with its grant application for the development of our Active Transport Strategy.

The validation of the Council's bicycle route construction priority list, with associated community consultation, will be incorporated within the 'Active Transport Strategy'. The study will undertake a detailed data assessment including existing cycle networks, pedestrian behaviour studies, gaps, trends and demands to assist in the formulation of the Active Transport Strategy. The strategy will validate existing and / or proposed bicycle routes to develop a clear action plan over the next 15 years.

Discussions have been held with Waverley Council officers and with Transport for NSW officers to better collaborate on this project's direction and scope of works. Council officers have finalised a draft scope of works and will shortly be undertaking procurement to engage a primary consultant.

*Council officers advised that the Active Transport Strategy is in its final stages of procurement. Council officers also clarified the Active Transport Strategy is in response to "Strategic Approach 1.1" of the council adopted 'Integrated Transport Strategy'. It was also noted, the core objective of the strategy is to provide a 15-year plan to deliver better cycling and walking infrastructure/ programs for the community.*

**Recommendation:**

That the information be received.

## 5.10. Alison Road bike path – Landscape maintenance

During the August CABFAC meeting it was noted that the planting adjacent to the shared path along the south side of Alison Road had become overgrown. Vegetation had grown over the path at ground and eye level, narrowing the effective width of the path, thus increasing risk of collision.

This issue has been raised with our maintenance team and the row are plants closest to the shared path are to be removed. The works have commenced and will take several weeks to be completed by the end of November.

Unfortunately, the landscape designers for the Light Rail Project chose and insisted on the existing species of plants. Despite Council's negative feedback regarding the proposed landscaping decisions, there was no change in species choice. For future cycleways Council officers will consult with our Open Space Team to ensure the introduction of appropriate vegetation to minimise overhang on to bike paths and shared paths.

**Recommendation:**

That the information be received.

### 5.11. Paine Reserve shared paths

Council officers have finalised the detailed design for the proposed east / west shared path connection within Paine Reserve. Recently, it was proposed to expand the scope of the proposed east / west shared path in Paine Reserve to also include an additional north/south connection to Fennelly Street – so as to better serve the local schools and local community. However, during the feasibility and design process for a proposed north / south path, it was identified that two parcels of land near the Scout Hall are Crown Land currently not under Council care and control, with one parcel possibly being subject to a Native Title claim. Council officers are investigating this matter with State Government officials in order to determine the restrictions and / or opportunities affecting this proposed north / south path proposal.

Given the existing time constraints to the implementation of a north / south shared path connection, it has been decided to proceed with construction of the east / west path, while options for the proposed north / south path are further explored. The community consultation regarding the east / west shared path will commence mid-November, with the aim of having construction completed prior to the start of the 2023 school year.

*Council officers informed the committee that the Council will now progress with Stage 1 construction (east-west connection). Stage 2 of the project (north-south shared path) is now on hold pending further clarification on land ownership of land parcels north of the reserve.*

**Recommendation:**

That the information be received.

### 5.12. Alison Road (between Darley Road and Doncaster Avenue)

In order to deliver a shared path along the southern side of Alison Road, between Darley Road and Doncaster Avenue some moderate design and construction works are necessary. Detailed plans and cost estimates are currently being developed for the widening of part of the path on the south side of Alison Road, between the tram shed access signals and Doncaster Avenue, Randwick. This will result in a minimum width 2.5m shared path.

Concurrent with the path widening, Council will also seek to provide a 'bypass path' around the back of the existing bus shelter (as discussed at the last CABFAC meeting). As per the previous advice to CABFAC, the shared path around the back of the bus shelter will require that the Council enter into a lease arrangement with TfNSW. This is because the land behind the Bus Shelter is not owned by the Council. Once finalised, the detailed plans will be forwarded to Transport for NSW, so as to commence the lease processes..

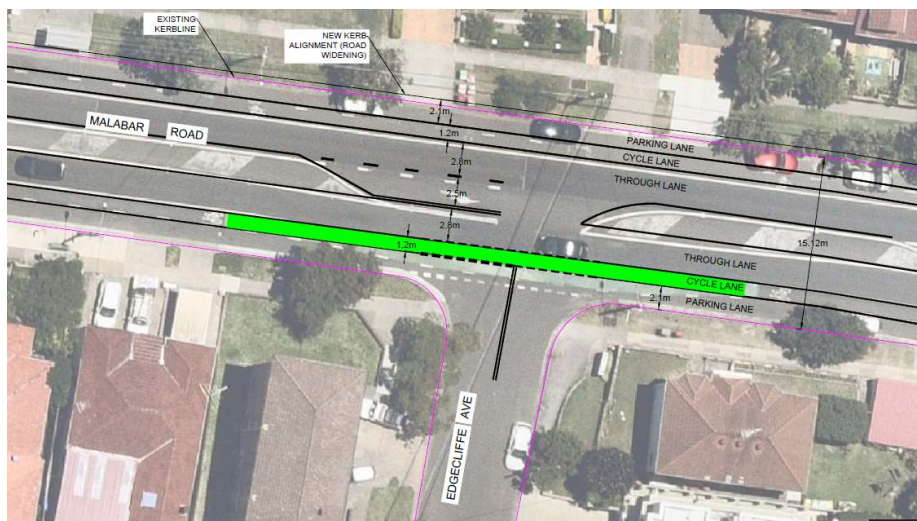
The primary stakeholder along this section of Alison Road is the Australian Turf Club (ATC). Once the plans of the proposed path widening and 'bus shelter bypass' are finalised the ATC will be consulted.

**Recommendation:**

That the information be received.

### 5.13. Malabar Road / Edgecliffe Avenue intersection – Cycle improvements

Councillor Olive has raised concerns over sightlines leading to vehicle / bike rider conflict within the Malabar Road and Edgecliffe Avenue intersection. An option has been investigated to realign the painted cycleway to allow more space for westbound Edgecliffe Ave motorist to prop at Malabar Road Intersection; thus, allowing better sightlines. A detail design of this proposal is shown below:



The proposed design will require a widening of Malabar Road by up to 450-500mm. This is to ensure that all existing widths (travel lanes, cycleway, parking bays) are maintained. This proposal would necessitate significant kerb realignment works and potential tree impacts. Due to the small property catchment (approximately 50 dwellings within a no through road), it is only low volumes of local traffic which emerge from Edgecliffe Avenue. Given these design constraints and the low volumes of local traffic emerging into this intersection, it is considered that no action be taken regarding this matter.

*The impacts of realigning the painted cycleway slightly to the north were discussed. It was noted that the resultant impact of the alignment would trigger kerb realignment works, requiring significant capital expenditure for the project. It was agreed the potential capital costs outweigh the benefits from the project.*

*Councillor Olive requested to further investigate an option with minimal changes to the painted cycleway alignment which will not trigger any kerb adjustments work. Mr Lehmann noted that the very sightline changes are likely to be quite insignificant and may not offer any improvement to the existing conditions.*

#### **Recommendation:**

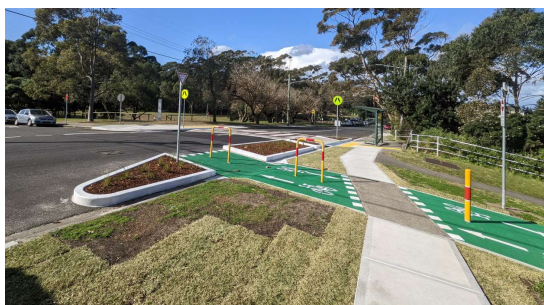
That the information be received.

### **5.14. Bream Street and Mount Street, Coogee – Raised Pedestrian Crossing**

Concerns had been raised in the community regarding pedestrian safety when crossing Bream Street, east of Mount Street, Coogee. To address these concerns a raised pedestrian crossing was endorsed for implementation, at the February 2022 meeting of Randwick Traffic Committee. This vertical displacement device ('speed hump like') has the additional benefit of reducing motorist's speeds as they travel east / west along Bream Street – to the benefit of north / south moving pedestrians and bike riders. It should be noted that, initially, a combined pedestrian crossing / bike path raised crossing was examined, however, it was considered that bike riders would need to deflect too much and would have to negotiate getting across Mount Street (north) in conflict with Mount Street motorists. Also, southbound (downhill) Mount Street bike riders might 'inadvertently', charge straight across the intersection, forcing Bream Street motorists (including bus drivers) to have to brake heavily. Less alert motorists may not even notice freewheeling downhill bike riders (especially at night) – likely resulting in an unsafe outcome. Accordingly, this now constructed device invites Mount Street bike riders to look left and right and negotiate the intersection with care – yielding to any approaching Bream Street vehicles.





**Recommendation:**

That the information be received.

### 5.15. CABFAC Maintenance Requests

Council officers are well advanced in exploring a more efficient way for CABFAC members to submit and track cycling-related maintenance requests or queries. Council officers will provide an update of this proposal at the CABFAC meeting.

**Recommendation:**

That the information be received.

### 5.16. Proposed committee dates 2022/23

The following dates have been confirmed for committee meetings in the next 12 months:

- Wednesday 15 February 2023 at 6.30pm
- Wednesday 17 May 2023 at 7:30am.

Based on currently scheduled Council meetings and briefings, it has been confirmed that there should be no conflict with the proposed CABFAC meeting dates.

At an earlier meeting of the CABFAC it was agreed that the regular attendees of CABFAC be surveyed to establish their preferences as to when future meetings of this advisory committee should be held. The survey results indicate that majority preference is for evening meetings (6 responses for evenings and 1 response for mornings).

*The consensus at the meeting was to continue the meeting times alternating from morning and evenings.*

**Recommendation:**

That the meeting times for this Advisory Committee continue to alternate between morning and evenings.

## 6. Urgent matters or matters for future investigation

### 6.1. Darley / Govett intersection

*Mr Chilcott queried the status of the Darley Road / Govett Street pedestrian refuge. Mr Lehmann explained that Council is still reviewing this intersection – in association with the adjacent Parkes Drive / Grand Drive intersection. Mr Lehmann had a meeting with Greater Sydney Parklands and will be catching up again in December 2022.*

**Recommendation:**

That the information be received.

## 6.2. Leaving members

*Ms Greenlees, Transport for NSW is moving on from Kingsford to Centennial Park Walking and Cycling Improvements project. Committee members thanked her for her communications with the committee regarding the project.*

*Mr Grazotis, Student at Randwick City Council, was thanked for his hard work throughout the past year.*

### **Recommendation:**

That the expressions of gratitude detailed above are endorsed.

Meeting concluded at 8:52pm.

CS4/23

## Director Corporate Services Report No. CO1/23

**Subject: Councillor and Staff Interaction and Access to Information Policy**

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### Executive Summary

- The Councillor and Staff Interaction and Access to Information Policy was last significantly updated in 2015, to bring it into line with the Model Code of Conduct for Local Councils in NSW.
- The Policy now requires updating to reflect the Office of Local Government's '*Model Councillor and Staff Interaction Policy – 2022*'
- No changes are proposed to the intent or practical application of the policy.

### Recommendation

That Councillor and Staff Interaction and Access to Information Policy (February 2023) be adopted.

### Attachment/s:

1.  Councillor & Staff interaction policy - DRAFT - February 2023
2.  Councillors Access to Information & Interaction between Councillors & Staff Policy - 2015



## Purpose

To bring the Councillor and Staff Interaction and Access to Information Policy into line with the Office of Local Government's 'Model Councillor and Staff Interaction Policy – 2022'.

## Discussion

At its core, this policy has three main goals:

- to establish a framework by which Councillors can access the information they need to perform their civic functions,
- to promote positive and respectful interactions between Councillors and staff, and
- to advise where concerns can be directed if there is a breakdown in the relationship between Councillors and staff.

While not mandatory, the Model Councillor and Staff Interaction Policy reflects best practice and the Office of Local Government has encouraged all councils to adopt it. In doing so, Councils are free to adapt the policy to suit their local circumstances and operating environments or to supplement it with their own provisions. In this regard, one minor amendment has been made to clause 7 of the policy to address a matter that Councillors requested be included in the 2015 version of the policy when it was adopted. The clause is as follows:

7.3 Councillors are not to leave members of the public unattended in Councillors' Rooms at any time. Visitors to the Councillors' Rooms are the responsibility of the Councillor(s) who organises the meeting in question.

The Draft February 2023 and the current (2015) version of the policy are both attached for comparison purposes. It should be noted that no changes are proposed to the intent or practical application of the policy.

The following table provides a comparison of the current and draft (new) policy:

Draft 2023 policy	2015 (current) policy
<b>Preface</b> (sets the tone of the policy); <ul style="list-style-type: none"> <li>- Positive working relationships between Councillors and staff: a Council's key asset</li> <li>- Access to Information: the key to the relationship</li> <li>- Official capacity versus private capacity.</li> </ul>	Not included.
<b>1. Introduction</b> <ul style="list-style-type: none"> <li>- Includes reference to Code of Conduct</li> <li>- Includes "aim" of the policy and focuses on positive working relationships.</li> </ul>	<b>1. Introduction and 2. Aims</b> Context all included in the "introduction" in the draft 2023 policy.
<b>2. Application</b> (clarifies who the policy applies to).	Not included.
<b>3. Goals and objectives</b>	<b>3. Objectives</b> Fundamentally the same as section 3 of the draft 2023 policy – worded slightly differently.
<b>5. Councillor Requests for information</b> Includes access to records and how Councillor requests are managed.	<b>4. Access to Council records by Councillors</b> Some of the wording in this section of the current policy is outdated (eg. Council procedures).
<b>4. Principles, roles and responsibilities</b> Includes statutory obligations.	<b>5. Interaction between Councillors and Council staff</b> Includes Council meeting obligations which are included in the Code of Meeting Practice.
<b>6. Access to Council staff</b> Far less detail than the current policy and focused on staff that are approved to provide advice to Councillors	

Draft 2023 policy	2015 (current) policy
	Obligations/responsibilities included in section 4 of the draft 2023 policy.
<b>7. Councillor access to Council buildings</b>	<b>7. Access to Council offices</b>
<b>8. Appropriate and inappropriate interactions</b> Contains details of appropriate <u>and</u> inappropriate interactions	<b>6. Inappropriate interactions</b>
<b>9. Complaints</b>	<b>8. Breaches</b>
<b>Appendix A – authorised staff contacts</b>	<b>Appendix A – authorised staff contacts</b>

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### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Customer Service & Governance Management
Function	Governance Management
Delivery program commitment	Manage Council's governance framework and controls to ensure accountability, transparency, integrity, equity and ethical Council decision making.

### Resourcing Strategy implications

N/A.

### Policy and legislative requirements

Office of Local Government 'Model Councillor and Staff Interaction Policy – 2022'  
Delegations of Authority (Councillor – staff contact list).

### Conclusion

The Councillor and Staff Interaction and Access to Information Policy requires updating to reflect best practice and to align it with the Office of Local Government's 'Model Councillor and Staff Interaction Policy – 2022'.

**Responsible officer:** Julie Hartshorn, Coordinator Administration

**File Reference:** F2004/06110

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CORPORATE SERVICES

# Councillor and Staff Interaction and Access to Information Policy

Adoption Date:  
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**7**

Responsible Department:  
**Customer & Compliance**

TRIM Document Number:  
**D02338805**



This policy is based on the Office of Local Government '*Model Councillor and Staff Interaction Policy – 2022*'

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## Preface

### Positive working relationships between Councillors and staff: a Council's key asset

Positive, professional working relationships between Councillors and staff are a key element of any Council's success. If relationships between Councillors and staff are functioning effectively, the Council is more likely to perform effectively. If these relationships break down, it can lead to dysfunction, create a potential corruption risk<sup>1</sup>, and ultimately the Council's performance will suffer.

A good relationship between Councillors and staff is based, in large part, on both having a mutual understanding and respect for each other's roles and responsibilities. These are defined in the *Local Government Act 1993* (the LGA) and the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

In broad terms, a Councillor's role is a strategic one. As members of the governing body, Councillors are responsible not only for representing the community, but also for setting the strategic direction of the Council and keeping its performance under review. A comprehensive outline of the role of a Councillor is provided in Part 4 of this Policy.

The role of Council staff, under the leadership of the General Manager, is to carry out the day-to-day operations of the Council and to implement the decisions, plans, programs and policies adopted by the governing body.

Above all, interactions between Councillors and staff should be positive, respectful and professional.

### Access to information: the key to the relationship

Councillors need access to information about the Council's strategic position and performance to perform their civic functions effectively. The General Manager and staff are responsible for providing Councillors with this information to facilitate the decision-making process.

Given the Councillors' role in setting the Council's strategic direction and keeping its performance under review, Councillors are entitled to request information about a range of issues. However, in requesting information, Councillors should not be seeking to interrogate the minutiae of the Council's operations or to direct or influence staff in the performance of their duties. Councillors should also recognise that a Council's resources are finite, and they need to be mindful of the impact of their requests.

### Official capacity versus private capacity

It is inevitable that Councillors and Council staff will engage with their Council in their private capacity. This can be for something as simple as borrowing a book from a Council library, to more complex matters, such as submitting a development application.

In these circumstances, it is vital that Councillors and Council staff do not seek to use, or appear to use, their position within Council to obtain a private benefit. To do so could be seen as an attempt to exert pressure on Councillors and/or Council staff with a view to obtaining preferential treatment. Such conduct has the potential to undermine both the integrity of a Council's decision-making processes, as well as the community's confidence in Council, and so must be avoided.

<sup>1</sup> As highlighted by the NSW Independent Commission Against Corruption's Operation Dasha  
<https://www.icac.nsw.gov.au>

## 1. Introduction

This policy provides a framework for Councillors when exercising their civic functions by specifically addressing their ability to interact with, and receive advice from, authorised staff.

The Policy complements and should be read in conjunction with Randwick City Council's *Code of Conduct for Councillors and Code of Conduct for Staff* (the Code of Conduct).

The aim of the Policy is to facilitate a positive working relationship between Councillors, as the community's elected representatives, and staff, who are employed to administer the operations of the Council. The Policy provides direction on interactions between Councillors and staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.

It is important to have an effective working relationship that recognises the important but differing contribution both parties bring to their complementary roles.

## 2. Application

This Policy applies:

- to all Councillors and Council staff.
- to all interactions between Councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing.
- whenever interactions between Councillors and staff occur, including inside or outside of work hours, and at both Council and non-Council venues and events.

This Policy does not confer any delegated authority upon any person. All delegations to staff are made by the General Manager.

The Code of Conduct provides that Council officials must not conduct themselves in a manner that is contrary to the Council's policies. A breach of this Policy will be a breach of the Code of Conduct.

## 3. Goals and Objectives

### 3.1 Goals

- To establish a framework by which Councillors can access the information they need to perform their civic functions;
- To promote positive and respectful interactions between Councillors and staff; and
- To advise where concerns can be directed if there is a breakdown in the relationship between Councillors and staff.

### 3.2 Objectives

- To establish positive, effective and professional working relationships between Councillors and staff defined by mutual respect and courtesy;
- To enable Councillors and staff to work together appropriately and effectively to support each other in their respective roles;
- To ensure that Councillors receive advice in an orderly, courteous and appropriate manner to assist them in the performance of their civic duties;
- To ensure Councillors have adequate access to information to exercise their statutory roles;
- To provide direction on, and guide Councillor interactions with, staff for both obtaining information and in general situations;

- To maintain transparent decision making and good governance arrangements;
- To ensure the reputation of Council is enhanced by Councillors and staff interacting consistently, professionally and positively in their day-to-day duties; and
- To provide a clear and consistent framework through which breaches of the Policy will be managed in accordance with the Code of Conduct.

## 4. Principles, roles and responsibilities

- 4.1 Several factors contribute to a good relationship between Councillors and staff. These include goodwill, understanding of roles, communication, protocols, and a good understanding of legislative requirements.
- 4.2 The Council's governing body and its administration (being staff within the organisation) must have a clear and sophisticated understanding of their different roles, and the fact that these operate within a hierarchy. The administration is accountable to the General Manager, who in turn, is accountable to the Council's governing body.
- 4.3 Section 232 of the LGA states that the role of a Councillor is as follows:
- to be an active and contributing member of the governing body
  - to make considered and well-informed decisions as a member of the governing body
  - to participate in the development of the integrated planning and reporting framework
  - to represent the collective interests of residents, ratepayers and the local community
  - to facilitate communication between the local community and the governing body
  - to uphold and represent accurately the policies and decisions of the governing body
  - to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.
- 4.4 The administration's role is to advise the governing body, implement Council's decisions and to oversee service delivery.
- 4.5 It is beneficial if the administration recognises the complex political environments in which elected members operate and acknowledge that they work within a system that is based on democratic governance. Councillors similarly need to understand that it is a highly complex task to prepare information and provide quality advice on the very wide range of issues that Council operations cover.
- 4.6 Council commits to the following principles to guide interactions between Councillors and staff:

Principle	Achieved by
<b>Equitable and consistent</b>	Ensuring appropriate, consistent and equitable access to information for all Councillors within established service levels
<b>Considerate and respectful</b>	Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions
<b>Ethical, open and transparent</b>	Ensuring that interactions between Councillors and staff are ethical, open, transparent, honest and display the highest standards of professional conduct
<b>Fit for purpose</b>	Ensuring that the provision of equipment and information to Councillors is done in a way that is suitable, practical and of an appropriate size, scale and cost for a client group of fifteen people
<b>Accountable and measurable</b>	Providing support to Councillors in the performance of their role in a way that can be measured, reviewed and improved based on qualitative and quantitative data

- 4.7 Councillors are members of the Council's governing body, which is responsible for directing and controlling the affairs of the Council in accordance with the LGA. Councillors need to accept that:
- responses to requests for information from Councillors may take time and consultation to prepare and be approved prior to responding

- b) staff are not accountable to them individually
  - c) they must not direct staff except by giving appropriate direction to the General Manager by way of a Council or committee resolution, or by the Mayor exercising their functions under section 226 of the LGA
  - d) they must not, in any public or private forum, direct or influence, or attempt to direct or influence, a member of staff in the exercise of their functions
  - e) they must not contact a member of staff on Council-related business unless in accordance with this Policy
  - f) they must not use their position to attempt to receive favourable treatment for themselves or others.
- 4.8 The General Manager is responsible for the efficient and effective day-to-day operation of the Council and for ensuring that the lawful decisions of the Council are implemented without undue delay. Council staff need to understand:
- a) they are not accountable to individual Councillors and do not take direction from them. They are accountable to the General Manager, who is in turn accountable to the Council's governing body
  - b) they should not provide advice to Councillors unless it has been approved by the General Manager or a staff member with a delegation to approve advice to Councillors
  - c) they must carry out reasonable and lawful directions given by any person having the authority to give such directions in an efficient and effective manner
  - d) they must ensure that participation in political activities outside the service of the Council does not interfere with the performance of their official duties
  - e) they must provide full and timely information to Councillors sufficient to enable them to exercise their civic functions in accordance with this Policy.

## 5. Councillor Requests for information

- 5.1 Councillors have a right to request information provided it is relevant to Councillors' exercise of their civic functions. This right does not extend to matters about which a Councillor is merely curious.
- 5.2 Councillors do not have a right to request information about matters that they are prevented from participating in decision-making on because of a conflict of interest, unless the information is otherwise publicly available.
- 5.3 The General Manager may identify Council support staff under this Policy for the management of requests from Councillors.
- 5.4 Councillors can:
  - a) request information or ask questions that relate to the strategic position, performance or operation of the Council
  - b) bring concerns that have been raised by members of the public to the attention of staff
  - c) request ICT or other support from the Council administration.
- 5.5 Councillors must, to the best of their knowledge, be specific about what information they are requesting, and make their requests respectfully. Where a Councillor's request lacks specificity, the General Manager or staff member authorised to manage the matter is entitled to ask the Councillor to clarify their request and the reason(s) why they are seeking the information.
- 5.6 Staff must make every reasonable effort to assist Councillors with their requests and do so in a respectful manner.
- 5.7 The General Manager or the relevant staff member (in accordance with the authorised staff contacts for Councillors) will provide an acknowledgement within 2 business days and a final response within 10 business days. Where a response cannot be provided within that timeframe, the Councillor will be advised, and the information will be provided as soon as practicable.
- 5.8 Councillors are required to treat all information provided by staff appropriately and to observe any confidentiality requirements.



- 5.9 Staff will inform Councillors of any confidentiality requirements for information they provide so Councillors can handle the information appropriately.
- 5.10 Where a Councillor is unsure of confidentiality requirements, they should contact the General Manager, or the staff member authorised to manage their request.
- 5.11 The General Manager may refuse access to information requested by a Councillor if:
- the information is not necessary for the performance of the Councillor's civic functions, or
  - if responding to the request would, in the General Manager's opinion, result in an unreasonable diversion of staff time and resources, or
  - the Councillor has previously declared a conflict of interest in the matter and removed themselves from decision-making on it, or
  - the General Manager is prevented by law from disclosing the information.
- 5.12 Where the General Manager refuses to provide information requested by a Councillor, they must act reasonably. The General Manager must advise a Councillor in writing of their reasons for refusing access to the information requested.
- 5.13 Where a Councillor's request for information is refused by the General Manager on the grounds referred to under clause 5.11 (a) or (b), the Councillor may instead request the information through a resolution of the Council by way of a notice of motion. This clause does not apply where the General Manager refuses a Councillor's request for information under clause 5.11 (c) or (d).
- 5.14 Nothing in clauses 5.11, 5.12, and 5.13 prevents a Councillor from requesting the information in accordance with the *Government Information (Public Access) Act 2009*.
- 5.15 Where a Councillor persistently makes requests for information which, in the General Manager's opinion, result in a significant and unreasonable diversion of staff time and resources the Council may, on the advice of the General Manager, resolve to limit the number of requests the Councillor may make.
- 5.16 Councillor requests are state records and must be managed in accordance with the *State Records Act 1998*.

## 6. Access to Council staff

- 6.1 Councillors may directly contact members of staff that are listed in **Appendix 1** of this Policy. The General Manager may amend this list at any time and will advise Councillors promptly of any changes.
- 6.2 Councillors can contact staff listed in Appendix 1 about matters that relate to the staff member's area of responsibility.
- 6.3 Councillors should as far as practicable, only contact staff during normal business hours.
- 6.4 If Councillors would like to contact a member of staff not listed in Appendix 1, they must receive permission from the General Manager.
- 6.5 If a Councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager or a member of the Council's executive leadership team who will provide advice about which authorised staff member to contact.
- 6.6 The General Manager or a member of the Council's executive leadership team may direct any staff member to contact Councillors to provide specific information or clarification relating to a specific matter.
- 6.7 A Councillor or member of staff must not take advantage of their official position to improperly influence other Councillors or members of staff in the performance of their civic or professional duties for the purposes of securing a private benefit for themselves or for another person. Such conduct should be immediately reported to the General Manager or Mayor in the first instance, or alternatively to the Office of Local Government, NSW Ombudsman, or the NSW Independent Commission Against Corruption.

## 7. Councillor access to Council buildings

- 7.1 Councillors are entitled to have access to the Council Chamber, Mayor's office (subject to availability), Councillors' rooms, and public areas of Council's buildings during normal business hours for meetings. Councillors needing access to these facilities at other times must obtain approval from the General Manager.
- 7.2 Councillors must not enter staff-only areas of Council buildings without the approval of the General Manager.
- 7.3 Councillors are not to leave members of the public unattended in Councillors' Rooms at any time. Visitors to the Councillors' Rooms are the responsibility of the Councillor(s) who organises the meeting in question.

## 8. Appropriate and inappropriate interactions

- 8.1 Examples of appropriate interactions between Councillors and staff include, but are not limited to, the following:
  - a) Councillors and Council staff are courteous and display a positive and professional attitude towards one another
  - b) Council staff ensure that information necessary for Councillors to exercise their civic functions is made equally available to all Councillors, in accordance with this Policy and any other relevant Council policies
  - c) Council staff record the advice they give to Councillors by registering it in Council's record management system, in the same way they would if it was provided to members of the public
  - d) Council staff, including Council's executive leadership team members, document Councillor requests in Council's record management system.
  - e) Council meetings and Councillor briefings are used to establish positive working relationships and help Councillors to gain an understanding of the complex issues related to their civic duties
  - f) Councillors and Council staff feel supported when seeking and providing clarification about council related business
  - g) Councillors forward requests through to the relevant email address or staff member (in accordance with the authorised staff contacts for Councillors) and staff respond in accordance with the timeframes stipulated in this Policy
- 8.2 Examples of inappropriate interactions between Councillors and staff include, but are not limited to, the following:
  - a) Councillors and Council staff conducting themselves in a manner which:
    - i) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
    - ii) constitutes harassment and/or bullying within the meaning of the Code of Conduct, or is unlawfully discriminatory
  - b) Councillors approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions) such as grievances, workplace investigations and disciplinary matters
  - c) staff approaching Councillors to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions) such as grievances, workplace investigations and disciplinary matters
  - d) subject to clause 5.11, staff refusing to give information that is available to other Councillors to a particular Councillor

- e) Councillors who have lodged an application with the Council, discussing the matter with staff in staff-only areas of the Council
  - f) Councillors being overbearing or threatening to staff
  - g) staff being overbearing or threatening to Councillors
  - h) Councillors making personal attacks on staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media
  - i) Councillors directing or pressuring staff in the performance of their work or recommendations they should make
  - j) staff providing ad hoc advice to Councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community
- 8.3 Where a Councillor engages in conduct that, in the opinion of the General Manager, puts the health, safety or welfare of staff at risk, the General Manager may restrict the Councillor's access to staff.
- 8.4 Any concerns relating to the conduct of staff under this Policy should be raised with the General Manager.

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## 9. Complaints

- 9.1 Complaints about a breach of this policy should be made to the General Manager (if the complaint is about a Councillor or member of Council staff), or the Mayor (if the complaint is about the General Manager).
- 9.2 Clause 9.1 does not operate to prevent matters being reported to the OLG, the NSW Ombudsman, the NSW Independent Commission Against Corruption or any other external agency.

## Appendix 1 – Authorised staff contacts for Councillors

Clause 6.1 of this Policy provides that Councillors may directly contact members of staff that are listed below. The General Manager may amend this list at any time.

Position	Title	Contact number(s)
<b>General Manager's Office</b>		
General Manager		
Executive Manager		
GM's Executive Assistant		
Mayor's Executive Assistant		
Manager Communications		
<b>Corporate Services</b>		
Director Corporate Services		
Director's Executive Assistant		
Manager Customer and Compliance		
Coordinator Administration		
Administrative & Web Support Officer		
Coordinator Customer Service		
Manager IM&T		
Leader Service Management		
Senior Technology Support Officer		
Chief Financial Officer		
Manager Human Resources		
<b>City Services</b>		
Director City Services		
Director's Executive Assistant		
Manager Infrastructure Services		
Manager Integrated Transport		
Manager Aquatic Services		
Manager Randwick City Library		
Manager Technical Services		
Manager Waste, Cleansing & Public Safety		
<b>City Planning</b>		
Director City Planning		
Director's Executive Assistant		
Manager Community Development		
Coordinator Community Connection		
Manager Development Assessment		
Coordinator Development Assessment Fast Tra		
Coordinator Major Assessment		



Position	Title	Contact number(s)
Coordinator Development Engineer		
Executive Planner		
Special Counsel		
Manager Economic Development & Placemaking		
Events Production Coordinator		
Producer Events		
Head La Perouse Museum		
Supervisor Venues		
Manager Health, Building & Regulatory Services		
Coordinator Compliance		
Coordinator Compliance		
Coordinator Environmental Health		
Coordinator Public Safety		
Coordinator Regulatory Projects		
Manager Strategic Planning		
Coordinator Strategic Planning		
Coordinator Strategic Planning		
Manager Sustainability		

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MAYOR AND COUNCILLORS

# Councillors' Access to Information & Interaction between Councillors and Staff policy

Effective Date:	23 June 2015
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Contact Officer:	Manager Administrative Services
TRIM Document Number:	D02338805

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## 1. Introduction

The *Local Government Act* provides distinctly different roles for Councillors and Council staff. The Council is responsible for strategic direction and for determining the policy framework of Council. The Council also has a statutory role as the consent authority, under both the *Environmental Planning and Assessment Act* and the *Local Government Act*, for applications for development consent and other approvals. The General Manager, with the senior officers of Council, is responsible for the effective management of the organisation and the carrying out of Council's policies and strategic objectives.

The distinction between these two roles, however, may be unclear. There often needs to be personal interaction between Councillors and Council officers, particularly regarding access to and provision of information to effectively integrate policy making and service delivery. This has created the need for guidelines that help Councillors and staff to understand fully their respective roles and how they should operate, in order to perform their job effectively.

The provision of sufficient, relevant and timely information is a critical aspect of the Councillor decision-making process. Councillors' access to information is vitally important to achieve informed decision making. In this regard, General Managers have an obligation to ensure that Councillors are provided with the necessary information to undertake their civic duties effectively.

## 2. Aims

This policy aims to:

- Provide clear communication channels between Councillors and staff;
- Ensure the speedy provision of accurate information to Councillors;
- Recognise the particular circumstances of the Council; and
- Provide appropriate sanctions for non-compliance.

## 3. Objectives

The policy objectives are:

- To provide a documented process on how Councillors can access Council records;
- To ensure Councillors have access to all documents reasonably necessary for them to exercise their statutory role as a member of the governing body of the Council;
- To ensure that Councillors receive advice from nominated staff to help them in the performance of their civic duty in a timely and regulated manner;
- To provide direction on Councillors' rights of access to Council buildings; and

- To provide a clear and consistent framework for the reporting of and appropriate application of sanctions for breaches of this policy.

## 4. Access to Council records by Councillors

The entitlement of a Councillor to information is expressly included in the Model Code of Conduct for local councils in NSW. Part 7 of the Model Code provides guidance on the requirements for staff to provide information to Councillors.

### "Councillor and administrator access to information"

The General Manager and public officer are responsible for ensuring that members of the public, Councillors and administrators can gain access to the documents available under the *Government Information (Public Access) Act 2009*.

The General Manager must provide Councillors and administrators with information sufficient to enable them to carry out their civic office functions.

Members of staff of council must provide full and timely information to Councillors and administrators sufficient to enable them to carry out their civic office functions and in accordance with council procedures (*being this policy*).

Members of staff of council who provide any information to a particular Councillor in the performance of their civic duties must also make it available to any other Councillor who requests it and in accordance with council procedures.

Councillors and administrators who have a private (as distinct from civic) interest in a document of council have the same rights of access as any member of the public.

### Councillors and administrators to properly examine and consider information

Councillors and administrators must properly examine and consider all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter in accordance with council's charter.

### Refusal of access to documents

Where the general manager and public officer determine to refuse access to a document sought by a councillor or administrator they must act reasonably. In reaching this decision they must take into account whether or not the document sought is required for the councillor or administrator to perform their civic duty. The general manager or public officer must state the reasons for the decision if access is refused.

### Use of certain council information

In regard to information obtained in your capacity as a council official, you must:

- only access council information needed for council business

- not use that council information for private purposes
- not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with council
- only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

### Use and security of confidential information

You must maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible.

In addition to your general obligations relating to the use of council information, you must:

- protect confidential information
- only release confidential information if you have authority to do so
- only use confidential information for the purpose it is intended to be used
- not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- not use confidential information with the intention to cause harm or detriment to your council or any other person or body
- not disclose any information discussed during a confidential session of a council meeting.

### Personal information

When dealing with personal information you must comply with:

- the *Privacy and Personal Information Protection Act 1998*
- the *Health Records and Information Privacy Act 2002*
- the Information Protection Principles and Health Privacy Principles
- council's privacy management plan
- the Privacy Code of Practice for Local Government.<sup>1</sup>

### Statutory Provisions

The Government Information (Public Access) Act (GIPA) 2009 promotes openness, accountability and transparency of government agencies. It is designed to make government agencies more proactive in providing information to the public. This includes being proactive in providing information to Councillors.

Council has an obligation under the *Government Information (Public Access) Act 2009* (GIPA) to publicise certain 'open access information' on its website, unless there is an overriding public interest against disclosure of the information or unless to do so would impose unreasonable additional costs to Council. In addition, a Council is

required to comply with the spirit and intent of the GIPA Act and applicable common law and the Model Code of Conduct, so as to provide open access to the Council's documents, other than where public interest considerations against disclosure outweigh the public interest considerations in favour of disclosure. For example, there may be occasions where the release of:

- personal information/ information identifying a person; or
- business information; or
- information concerning government affairs

would not be released under GIPA, due to public interest considerations.

### Council procedures

- Access to a Council files, records or other documents can only be provided according to this policy to ensure that access is obtained in ways that are legal and appropriate. This policy does not limit or restrict statutory or common law rights of access.
- Councillors can request the General Manager, the Director Governance & Financial Services or the Manager Administrative Services to provide access to a particular Council record. Access to such documents will be restricted to the Councillors' Rooms/Mayoral Office/ Administration Building and is to be undertaken in the company of a staff member nominated by the General Manager. It is expected that Councillors act reasonably in making a request for information.
- Councillors who have a personal (as distinct from civic) interest in a document of Council have the same rights of access as any other person.
- Councillors are entitled to access all files, records or other documents, where that document is identified as 'open access' information in the GIPA Act or where the document/information relates to a matter currently before the Council.
- The General Manager shall not unreasonably decide that a document is not relevant to the performance of the Councillor's civic duty and deny access to a Council document. The General Manager must state his/her reasons for the decision if access is refused.
- Councillors can request access to other documents of the Council either by a Notice of Motion to the Council or GIPA Act application.
- The General Manager, Director Governance & Financial Services and the Manager Administrative Services, shall keep a record of all requests by Councillors for access to information (other than those listed as 'open access' information under the GIPA Act or by a Notice of Motion at a Council meeting). The record of these requests will be made available to any other Councillor who requests it. Any information that is given to a particular Councillor in the pursuit of their civic duties will also be made available to any other Councillor who requests it.
- Confidential information must only be used for Council purposes. While this may create some difficulties for Councillors when assessing the

<sup>1</sup> Extract from Council's Code of Conduct (Part 7)

information, it is a necessary safeguard to protect Council's interests. It also helps to protect Councillors against allegations that they revealed information which damaged Council's interests.

- Councillors must not release information (including personal information about a third party) obtained or accessed in their role as a Councillor, to any other party. All requests for access to information by members of the public must be processed through Council's Access to Information Request system.
- If the General Manager refuses to allow a Councillor to inspect any record or document, the Councillor may:
  - at a meeting of the Council, move for the production of the document. However, the Councillor must give notice of intention to move the motion; or
  - lodge a formal request (to the appropriate Council officer) under the GIPA Act. The GIPA Act provides three options to have a decision reviewed:
    - an internal review by Council;
    - an external review by the Privacy and Information Commissioner; or
    - an external review by the NSW Civil and Administrative Tribunal.
- If Council passes a motion for the production of a Council record, the Council must ensure that the record:
  - Is produced immediately and laid on the table for inspection by the Councillors; and
  - Is made available for inspection by any Councillor on reasonable notice to the General Manager during the Council's ordinary office hours on any day that is within one month after the passing of the motion.

Where it is believed that significant resources will be required to respond to a request for information, the General Manager should advise the Councillor and provide details of the estimates of time and/or costs that are likely to be incurred in providing the information. An indication should also be given of what other matters will not be able to be attended to as a result of compiling the requested information.

In the event that a matter is unable to be resolved internally, or a Councillor remains dissatisfied with the outcome after following the procedures set out above, the matter is to be referred to the complaint handling branch of either the NSW Ombudsman's Office or the Office of Local Government (Department of Premier & Cabinet).

## 5. Interaction between Councillors and Council staff

### "Obligations of councillors and administrators"

Each council is a body politic. The councillors or administrator/s are the governing body of the council. The governing body has the responsibility of directing and controlling the affairs of the council in accordance with the Act and is responsible for policy determinations, for example, those relating to workforce policy.

Councillors or administrators must not:

- direct council staff other than by giving appropriate direction to the general manager in the performance of council's functions by way of council or committee resolution, or by the Mayor or administrator exercising their power under section 226 of the Act (*section 352*)
- in any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the member or delegate (*Schedule 6A of the Act*)
- contact a member of the staff of the council on council related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
- contact or issue instructions to any of council's contractors or tenderers, including council's legal advisers, unless by the Mayor or administrator exercising their power under section 226 of the Act. This does not apply to council's external auditors or the Chair of council's audit committee who may be provided with any information by individual councillors reasonably necessary for the external auditor or audit committee to effectively perform their functions.

### Obligations of staff

The general manager is responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation of the decisions of the council without delay.

Members of staff of council must:

- give their attention to the business of council while on duty
- ensure that their work is carried out efficiently, economically and effectively
- carry out lawful directions given by any person having authority to give such directions
- give effect to the lawful decisions, policies, and procedures of the council, whether or not the staff member agrees with or approves of them
- ensure that any participation in political activities outside the service of the council

does not conflict with the performance of their official duties.

### Obligations during meetings

You must act in accordance with council's Code of Meeting Practice, if council has adopted one, and the *Local Government (General) Regulation 2005* during council and committee meetings.

You must show respect to the chair, other council officials and any members of the public present during council and committee meetings or other formal proceedings of the council."<sup>2</sup>

The interaction between Councillors and staff at Council and Council Committee Meetings is regulated by:

- Section 360 of the Local Government Act;
- The Local Government (General) Regulation;
- Council's Code of Conduct and
- Council's Code of Meeting Practice.

Section 360 of the Local Government Act enables the Council to make regulations in regard to the conduct of meetings and to adopt a Code of Meeting Practice and states that meetings must be conducted in accordance with the Code of Meeting Practice. Randwick Council has adopted a Code of Meeting Practice.

The Local Government (General) Regulation details how, in Council meetings, Councillors can ask questions of other Councillors by going through the Chairperson. The regulation also details the process Councillors must follow if they wish to ask a question of Council staff, by going through the General Manager.

### Outside of Meetings

- The General Manager is responsible to the Council for performance and direction of all staff and day-to-day management of Council. Therefore, it is appropriate that all requests for information and approaches to staff outside the forum of a Council or Committee meetings be directed to the General Manager or persons nominated by the General Manager (see Appendix A).
- Only those officers nominated by the General Manager (refer to the "Councillor/Staff Liaison Listing") can provide advice to Councillors.
- For all but straightforward advice on administrative matters, Councillors should put their requests for information or advice in writing to be answered by the General Manager or the appropriate nominated Council officer. These written requests then form part of Council records and can be filed appropriately. The General Manager must indicate in writing the reasons for refusing a request.
- A Council officer has the discretion to refer any request (from a Councillor) for information to the General Manager. The Council officer

must indicate to the Councillor their reasons for the referral.

- If a Councillor is concerned about any refusal to provide information, they should firstly raise the matter with the General Manager (or the Mayor if it was the General Manager who refused to provide the advice). If the Councillor is still dissatisfied they should request the information by way of a Motion Pursuant to Notice to the Council.
- Councillors must not attempt to direct staff as to the performance of their work. Staff must report all such attempts immediately to their Director or the General Manager.
- Councillors must not request staff to undertake work for the Councillor or any other person.
- A Councillor, member of staff or delegate must not take advantage of their official position to improperly influence other Councillors, members of staff or delegates in the performance of their public or professional duties for the purpose of securing private benefit for themselves or for some other person.

## 6. Inappropriate interactions

"You must not engage in any of the following inappropriate interactions:

- Councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters other than broader workforce policy issues.
- Council staff approaching councillors and administrators to discuss individual or operational staff matters other than broader workforce policy issues.
- Council staff refusing to give information that is available to other councillors to a particular councillor.
- Councillors and administrators who have lodged a development application with council, discussing the matter with council staff in staff-only areas of the council.
- Councillors and administrators being overbearing or threatening to council staff.
- Councillors and administrators making personal attacks on council staff in a public forum.
- Councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make.
- Council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community.
- Council staff meeting with applicants or objectors alone AND outside office hours to discuss applications or proposals.
- Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by council associated with current or proposed legal proceedings unless permitted to do so by council's general manager or, in

<sup>2</sup> Extract from Council's Code of Conduct (Part 6)



the case of the Mayor or administrator, exercising their power under section 226 of the Act.”<sup>3</sup>

## 7. Access to Council offices

Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.

Councillors are not to leave members of the public unattended in Councillors' Rooms at any time. Visitors to the Councillors' Rooms are the responsibility of the Councillor(s) who organises the meeting in question.

Councillors and administrators must not enter staff-only areas of council buildings without the approval of the General Manager, a Director or Manager.

Councillors and administrators must ensure that when they are within a staff area they avoid giving rise to the appearance that they may improperly influence council staff decisions.

Councillors who are not in pursuit of their civic duties have the same rights of access to Council buildings and premises as any other member of the public.

## 8. Breaches of this policy

For this policy to be effective and meaningful, appropriate reporting of breaches and appropriate sanctions need to be established and consistently applied. All parties need to have confidence that the policy will be complied with and breaches will be dealt with appropriately. Any cases of clear breaches of the policy that are not dealt with appropriately will erode confidence in the ability of the Council to deal with complaints and reduce the efficiency of the Council.

Non compliance with this policy will be considered a breach of the Code of Conduct.

Breaches will be dealt with in accordance with the Code of Conduct and 'Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW - March 2013'.

<sup>3</sup> Extract from Council's Code of Conduct (Part 6.7)

## Appendix A – Councillor/Staff Liaison Listing

### COUNCILLOR/STAFF LIAISON LISTING

#### ONLY THESE STAFF TO BE CONTACTED BY COUNCILLORS

Please note the new phone number is 9093 then the extension

##### General Manager's Office

General Manager – [REDACTED]  
General Manager's Executive Assistant - [REDACTED]  
Mayor's Executive Assistant – [REDACTED]  
Communications Manager – [REDACTED]  
Manager Corporate Performance – [REDACTED]  
Precinct Coordinator – [REDACTED]  
Chief Information Officer – [REDACTED]  
Manager Business Systems – [REDACTED]  
Manager Spatial System – [REDACTED]  
Manager Technology Systems - [REDACTED]  
Senior IT Support Officer - [REDACTED]

##### Governance & Financial Services

Director Governance & Financial Services – [REDACTED]  
Director's Executive Assistant – [REDACTED]  
Manager Administrative Services – [REDACTED]  
Senior Administrative Coordinator – [REDACTED]  
Senior Administrative Support Officer – [REDACTED]  
Senior Administrative Support Officer – [REDACTED]  
Manager Financial Operations – [REDACTED]  
Manager Corporate and Financial Planning – [REDACTED]  
Coordinator Customer Service – [REDACTED]  
Economic Development Officer – [REDACTED]  
Acting Manager Organisational Staff Services – [REDACTED]

##### City Services

Director City Services – [REDACTED]  
Director's Executive Assistant – [REDACTED]  
Manager Infrastructure Services – [REDACTED]  
Manager Technical Services – [REDACTED]  
Manager Integrated Transport Management - [REDACTED]  
Manager Library Services - [REDACTED]  
Manager Aquatic Services – [REDACTED]  
Manager Waste & Cleaning – [REDACTED]

##### City Planning

Director City Planning – [REDACTED]  
Manager Strategic Planning – [REDACTED]  
Coordinator Strategic Planning – [REDACTED]  
Coordinator Strategic Planning – [REDACTED]  
Coordinator Strategic Planning – [REDACTED]  
Manager Development Assessment - [REDACTED]  
Executive Planner - [REDACTED]  
Coordinator Development Assessment - [REDACTED]  
Coordinator Fast Track - [REDACTED]  
Coordinator Development Engineer - [REDACTED]  
Manager Sustainability – [REDACTED]  
Manager Health, Building & Regulatory Services - [REDACTED]  
Acting Coordinator Building Regulation & Compliance – [REDACTED]  
Coordinator Building Certification & Fire Safety - [REDACTED]  
Coordinator Environmental Health - [REDACTED]  
Coordinator Regulatory Projects - [REDACTED]  
Coordinator Ranger Services - [REDACTED]  
Manager Community Development – [REDACTED]  
Coordinator Community Development – [REDACTED]  
Manager Cultural Events & Venues – [REDACTED]

## Director Corporate Services Report No. CO2/23

**Subject: Appointment of Electoral Commission to administer  
September 2024 Council elections**

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### Executive Summary

- Under section 296AA of the *Local Government Act 1993* (the Act), councils must make a decision on how their September 2024 ordinary elections are to be administered, no later than the 13 March 2023.
- If councils do not enter into an election arrangement with the NSW Electoral Commission (NSWEC), they must engage an electoral services provider to administer their elections.

### Recommendation

That Randwick City Council ("the Council") resolves:

- a) pursuant to s. 296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council;
- b) pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council; and
- c) pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

### Attachment/s:

Nil

CO2/23

## Purpose

To facilitate Council's decision on how the September 2024 ordinary elections are to be administered.

## Discussion

Randwick City Council has used the New South Wales Electoral Commission (NSWEC) to administer its elections since the turn of the century. To continue to engage the NSWEC to administer elections, Council is required to make a resolution to enter into a contract with the Electoral Commissioner to administer all elections, polls and referenda from the date of the 2024 ordinary election until 18 months prior to the following ordinary election of Councillors.

If a council fails to make a decision on the administration of its elections, polls and referenda by 13 March 2023, it will not be able to engage the NSWEC to administer its ordinary election and it will be required to engage an electoral services provider for the administration of its elections. A council that fails to make a decision on the administration of its elections by 13 March 2023 will also be required to publish a notice of that failure on the council's website.

If councils do not enter into an election arrangement with the NSWEC, they must engage an electoral services provider to administer their elections and there is only one service provider in the market (being the Australian Election Company).

The IPART in its 2019 "Review of Costs of Conducting Local Government Elections" found:

*"that significant efficiency savings can be achieved through price regulation and greater competition in the market for election services. Despite having the option available to them since 2011, very few councils have used an alternative provider to administer their elections. This may partly reflect impediments to competition, which we have sought to address in our recommendations, including how the NSWEC's efficient costs are allocated between the NSW Government and local councils.*

*Our recommended costing methodology allocates the full, efficient costs of the NSWEC's contestable services to councils. We have done this because cost-reflective bills:*

- *Ensure the NSWEC's costs are transparent and subject to appropriate scrutiny*
- *Promote efficient decisions over time by councils in relation to the provision of election services*
- *Ensure that the NSWEC is not unduly advantaged or disadvantaged in competing with private providers of election services (and thus help to facilitate competition in the provision of election services, and the innovation and cost savings over time associated with such competition).*

While a quote has not been sort from the only other service provider in the market (aside from the NSWEC) the implementation of the above finding is likely to result in any such quote being in the same realm as a quote from the NSWEC. Aside from costs, there are other advantages in using the NSWEC to run Council's elections, including experience and available resources. So, while the costs may be comparable, the risks in employing the commercial service provider may be far greater in terms of experience in running elections, reputation risks if procedures are challenged etc.

## Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Customer Service & Governance Management
Function	Governance Management

Delivery program commitment	Manage Council's governance framework and controls to ensure accountability, transparency, integrity, equity and ethical Council decision making.
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## Resourcing Strategy implications

Council has been accruing funds based on the cost of the December 2021 election and spreading the impact over the three-year term. On this basis, funding of approximately \$1million will be set aside for the conduct of the 2024 elections.

## Policy and legislative requirements

Section 296AA of the Local Government Act 1993 states:

- (1) At least 18 months before the next ordinary election of councillors for a council, the council must resolve:
  - (a) to enter into an arrangement with the Electoral Commissioner, by contract or otherwise, for the Electoral Commissioner to administer elections of the council (as provided by section 296), or
  - (b) that the elections of the council are to be administered by an electoral services provider engaged by the council.
- (2) A resolution referred to in subsection (1)(b) must include the following information:
  - (a) whether the general manager has identified an electoral services provider to be engaged for the next ordinary election of councillors and, if so, the name of that provider,
  - (b) any other information required by the regulations.
- (3) As soon as practicable after the making of a resolution referred to in subsection (1) (b), the general manager of the council must publish a copy of the resolution on the council's website.
- (4) If a council fails to comply with subsection (1), the general manager of the council must publish a notice of that failure on the council's website.

## Conclusion

Under the amendments to the Act, councils must make a decision on the administration of their September 2024 ordinary elections no later than 13 March 2023 and enter into an election arrangement with the NSWEC no later than 13 June 2023. If councils do not enter into an election arrangement with the NSWEC for the administration of their elections, they must engage an electoral services provider to administer their elections.

Where a council resolves to engage the NSWEC to administer its elections, polls and referenda, the election arrangement with the NSWEC will apply to the 2024 ordinary election and every election, poll and referendum including any by-election or countback election until the contract is automatically terminated 18 months before the following ordinary election of councillors.

**Responsible officer:** Julie Hartshorn, Coordinator Administration

**File Reference:** F2023/00124



## Director Corporate Services Report No. CO3/23

**Subject: 2023 National General Assembly of Local Government**

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### Executive Summary


- The 2023 National General Assembly (NGA) of Local Government will be held at the National Convention Centre in Canberra from 13-15 June 2023.
- The NGA is the principal conference of the Australian Local Government Association (ALGA) and the theme of this year's conference is 'Our Communities, Our Future'.
- Any motions for the NGA must be submitted to the March 2023 Council meeting, to allow for submission to the ALGA on Wednesday 29 March 2023.

### Recommendation

That:

- a) Council endorses the attendance of interested Councillors at the 2023 National General Assembly in Canberra;
- b) any Councillors interested in attending the 2023 National General Assembly of Local Government advise the General Manager as soon as possible for registration purposes;
- c) any motions for the 2023 National General Assembly be submitted to the March 2023 Council meeting for endorsement by Council and to enable submission to the ALGA on 29 March 2023.

### Attachment/s:

1.  2023 National General Assembly of Local Government - Call for Motions - Discussion Paper

## Purpose

This report seeks to endorse the attendance of interested Councillors at the 2023 National General Assembly (NGA) of Local Government and to advise Councillors of the deadline for the submission of motions to the NGA.

## Discussion

The 2023 NGA will be held at the National Convention Centre in Canberra from 13-15 June 2023.

Each year the ALGA holds a National General Assembly (NGA) in Canberra where councils from around Australia discuss current and emerging challenges and opportunities. Motions passed at the NGA inform the ALGA's strategic direction and national advocacy objectives. The NGA is the principal conference of the Australian Local Government Association (ALGA) and the theme of this year's conference is 'Our Communities, Our Future', which will focus on ideas for new federal programs and policies to support councils to build stronger communities into the future.

This conference provides Councillors with a unique opportunity to hear from the leaders in our sector and across government and provides unparalleled one on one access to the most influential decision makers in the nation.

## Motions

Motions for the NGA require a clear national objective (refer to the **attached** Discussion Paper for further details), a summary of the key arguments in support of the motion and the endorsement of Council. Any motions must be submitted to the 28 March 2023 Council meeting, at the latest, to allow for submission to the ALGA on Wednesday 29 March 2023. The deadline for submission of motions is Friday 24 March 2023, but the ALGA has confirmed that it will accept any motions that Council may have on Wednesday 29 March 2023.

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. Motion should commence as follows: "This National General Assembly calls on the Australian Government to .....".

This year's call for motions focusses on eight priority areas:

- Productivity;
- Local Government infrastructure;
- Community wellbeing;
- Local Government workforce;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Natural disasters; and
- Housing.

Motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

If Council does submit a motion(s), the ALGA has indicated that there is an expectation that a Council representative will be present at the NGA to move and speak to that motion if required.

### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Customer Service & Governance Management
Function	Governance Management
Delivery program commitment	Manage Council's governance framework and controls to ensure accountability, transparency, integrity, equity and ethical Council decision making.

### Resourcing Strategy implications

Councillors' attendance at conferences (including this conference) has been allowed for in the 2022-23 Budget.

### Policy and legislative requirements

Councillor Expenses and Facilities Policy.

### Conclusion

This is an important conference for Local Government throughout Australia as it is the only conference where the States come together to discuss Local Government specific issues.

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**Responsible officer:** Julie Hartshorn, Coordinator Administration

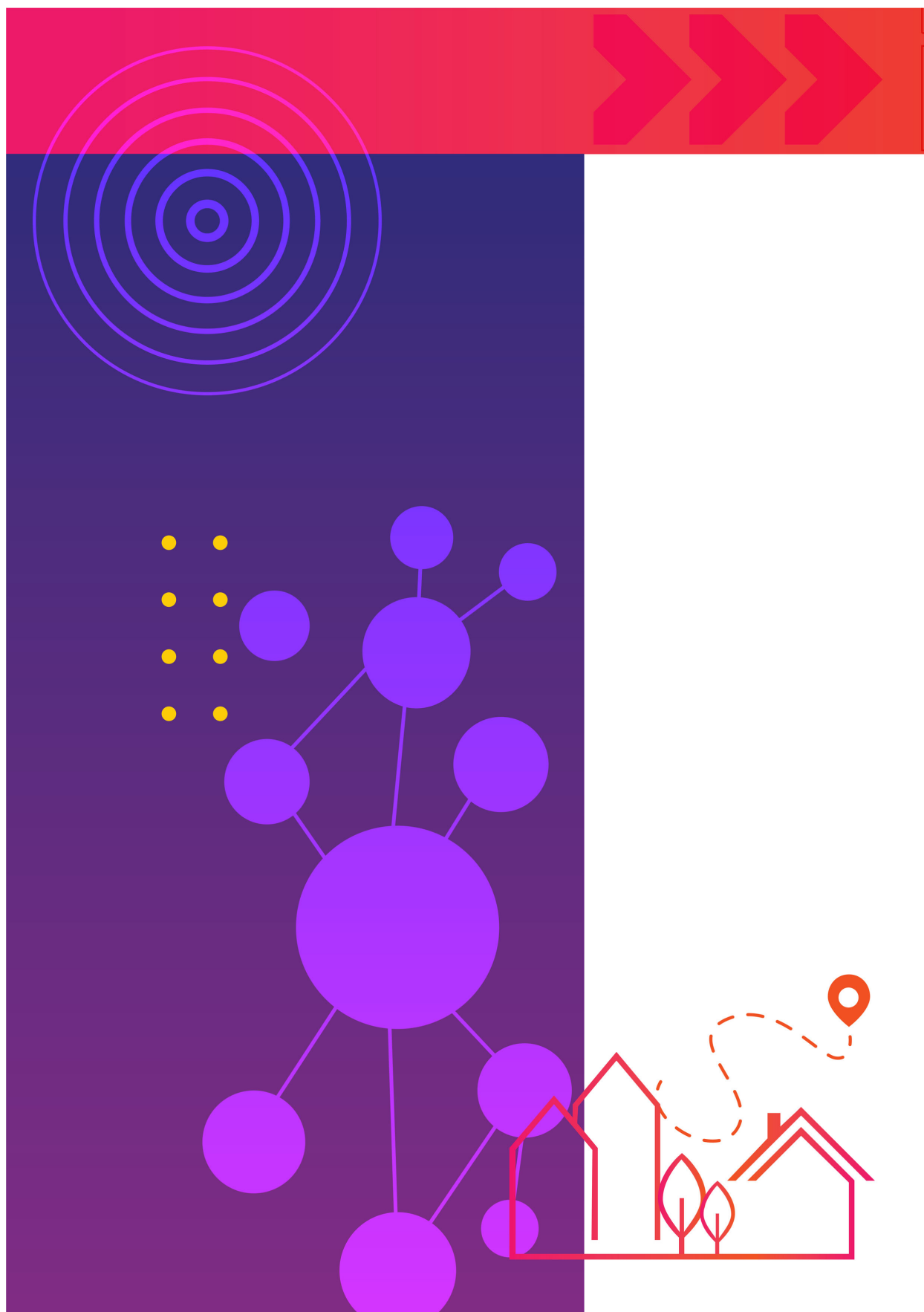
**File Reference:** F2014/00272

C03/23

AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION2023  
NGAOUR COMMUNITIES  
OUR FUTURE ▶▶▶DISCUSSION PAPER  
Call for Motions

JUNE 2023

NATIONAL CONVENTION CENTRE  
CANBERRA



CO3/23





The Australian Local Government Association (ALGA) is pleased to convene the 29<sup>th</sup> National General Assembly of Local Government (NGA), to be held in Canberra mid June 2023.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2023 NGA.

It is recommended that all councils and delegates intending to attend this event familiarise themselves with the guidelines for motions contained in this paper.

## Key Dates

December 2022	24 March 2023	June 2023 *	June 2023 *
Opening of Call for Motions	Acceptance of Motions	Regional Cooperation & Development Forum	National General Assembly

\* Dates are subject to change depending on timing of Australian Council of Local Government

To submit your motion,  
visit: [alga.com.au](https://alga.com.au)

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## Background to ALGA and the NGA

ALGA was established in 1947, and its structure is a federation of member state and territory local government associations.

Its mission is to champion and strengthen Australian councils by representing the agreed position of ALGA members, the seven local government associations from around Australia, who represent 537 Australian councils.

In 1994, the ALGA Board, in consultation with its member associations, established the NGA as a unique forum to engage with councils directly at the national level.

The purpose of the NGA was to build the profile of local government on the national stage and demonstrate to the Australian Government the strength and value of working with local government nationally.

As part of the NGA, debate on motions was introduced as a vehicle for councils from across the nation to canvas ideas, and solutions to the challenges facing Australia's councils and communities.

Outcomes of debate on motions (NGA Resolutions) could then be used by participating councils to inform their own policies and priorities, as well as their own advocacy to the Federal Government and Federal MPs.

At the same time, they assist ALGA, and its member state and territory associations to gain valuable insight into council priorities, emerging national issues, and gauge the level of need and support for emerging policy and program initiatives and advocacy.

## Changes for 2023

The ALGA Board has undertaken a comprehensive review of the motions process.

As a result, ALGA has allocated additional time for debate on motions at the 2023 NGA and amended the criteria with a view to improving the quality and relevance of motions included in the Business Papers.

The updated criteria for motions is listed on page 6.

ALGA's policies and priorities will continue to be informed by motions and determined by the ALGA Board and based on the positions of its member associations.

ALGA's Board thanks all councils for attending the NGA, and those that will take the time to submit motions for debate at this event.





## Submitting Motions

### The theme of the 2023 NGA: Our Communities, Our Future.

This theme conveys the critical importance of our communities, how they are the focus of our attention, and how they are at the centre of all our work.

Our communities are the reason that local governments exist, and it is the health and wellbeing of our communities that will shape Australia's future.

This discussion paper is a call for councils to submit motions for debate at the 2023 NGA, to be held in Canberra mid June 2023.

A notice of motion to this year's NGA should either:

- Focus on practical and deliverable programs and policies that the Australian Government can support and work directly with the local government sector to build our communities; or
- New program ideas that would help the local government sector to deliver national objectives.

Motions should be concise, practical and able to be implemented.

They must also meet the guidelines for motions outlined in this paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s should address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available at [www.alga.com.au](http://www.alga.com.au) and be received no later than 11:59pm on Friday 24 March 2023.

All notices of motions will be reviewed by the NGA Subcommittee to ensure that they meet the criteria included in this paper.

The Subcommittee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on [www.nationalgeneralassembly.com.au](http://www.nationalgeneralassembly.com.au).

As the convenor of the NGA, the ALGA Board will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

If your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 NGA.





## Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

*This National General Assembly calls on the Australian Government to ...*





## Other things to consider

Please note that it is important to complete the background section on the form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal.

The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

Motions should not be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed, relatively simple and capable of being implemented to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Multi-point motions that require cross portfolio coordination have not historically received meaningful responses from the Government.

All motions submitted will be reviewed by the NGA Subcommittee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Subcommittee will consider the motions criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate where there are numerous motions on a similar issue, the Subcommittee will group motions together under an overarching strategic motion.

The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate on motions published in the Business Papers and will focus on the strategic motions.

Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.com.au](http://www.alga.com.au).

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council.

> **Motions should be received no later than 11:59pm on Friday 24 March 2023.**



## Setting the scene

*'Through a devastating pandemic, through a succession of dangerous and damaging natural disasters, through global uncertainty and painful price rises – The Australian people have demonstrated the best of our national character. Resolute and resilient in hard times. Practical and pragmatic about the challenges we confront. Optimistic and confident in a better future. And ready to work together to build it.'*

*The Hon Jim Chalmer MP, Federal Treasurer Budget Speech 2022-23*

The opening statement of the Federal Treasurer's first Budget Speech describes the backdrop against which the 2023 NGA will be held.

The 2022 NGA was held just weeks after the change in the Federal Government on 21 May 2022. On 25 October 2022, the new Government handed down its first Budget which updated the economic outlook, realigned priorities and outlined how the Government was to meet its election promises.

The Budget update foreshadows deteriorating economic conditions, citing global challenges, slowing growth, high inflation and higher interest rates, and acknowledges the mounting cost of living pressures on individuals, families and communities.

Key updates include:

- The economy is expected to grow solidly this financial year, by 3 ¼ percent – before slowing to 1 ½ percent growth for 2023/24, a full percentage point lower than what was forecast in March;
- That slowing growth will have an effect on employment, but jobs will continue to be created, and unemployment is expected to stay low by historical standards – at 4 ½ percent in 2023/24 and 2024/25;
- Inflation is expected to peak at 7 ¾ percent late in 2022, before moderating over time to 3 ½ percent through 2023/24, and returning to the Reserve Bank's target range in 2024/25; and that
- When that inflation moderates, real wages are expected to start growing again in 2024.



The Government is also committed to repairing the Budget in a 'measured and responsible' manner consistent with the objective of maintaining full employment and the delivery of essential services. It foreshadows that this will be achieved through spending restraint, with new spending focused on high-quality and targeted investments and building on the capability of the Australian people, expanding the productive capacity of the economy, and supporting action on climate change.

The Budget also included a focus on measuring and improving community wellbeing.

By the time of the 2023 NGA, the Government will have delivered its second Budget, which will provide further updates to the economic outlook and also refine its economic strategy going forward.

The 2023 NGA provides you – the elected representatives of Australia's local councils and communities – with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or extended programs and policy initiatives that could strengthen local governments' capacity to deliver services and infrastructure to communities across the nation.

This year's call for motions focusses on eight priority areas:

- Productivity;
- Local Government Infrastructure;
- Community Wellbeing;
- Local Government Workforce;
- Data, Digital Technology and Cyber Security;
- Climate Change and Renewable Energy;
- Natural Disasters; and
- Housing.



# 1. Productivity

In February 2022, the then Federal Treasurer asked the Productivity Commission to undertake an inquiry into Australia's productivity performance and provide recommendations on productivity enhancing reform.

This inquiry was the second of a regular series, undertaken at five-yearly intervals, and recognises that productivity growth is vital for Australia's future. Drawing on the Intergenerational Report the Treasurer notes that '... future growth in income and living standards will be driven from productivity growth as the participation effects of young migration are offset by an ageing population.'

ALGA engaged SGS Economics and Planning to undertake research to support its submissions to this inquiry.

SGS Principal and Partner Dr Marcus Spiller presented on some of the findings of this research at the 2022 NGA. In his presentation he identified that local governments generate local economic activity through employment, payment of wages and expenditure on goods and services in the local economy. In addition, SGS identified nine ways local government supports the productive capacity of the broader economy.

**Figure 1 – Nine ways local governments contribute to the productive capacity of the broader economy:**



Sources: Adapted from SGS Research for ALGA's Submission to Productivity Commission (2022)

*Are there programs and initiatives that the Commonwealth Government could implement to improve local government's capacity to support productivity growth?*

*Are there programs that could support one, or all of the identified ways local government contributes to productivity in the broader economy?*



## 2. Local Government Infrastructure

The 2021 National State of the Assets Report (NSoA) shone a spotlight on local government infrastructure assets. While the technical report shows that local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater and airports and aerodromes are generally in good to very good condition, around 10 percent are not fit for purpose, and around 20 – 25 percent are only fair and over time will need attention.

Over the past 12 months this situation has further deteriorated as a result of natural disasters, and particularly flooding across the eastern seaboard.

The technical report shows that in 2019/20 non-financial infrastructure assets were valued at \$342 billion and were depreciating at \$7.7 billion per year. Replacement costs of these infrastructure assets were in the order of \$533 billion.

While 86 percent of councils have adopted long term financial plans, one third of councils do not have asset management plans for their major assets, or if they do, they are out-of-date. Of the councils that do have asset management plans only 66 percent included financial projections in their financial plan.

Asset management and long-term financial planning are essential tools for councils to manage community assets now and into the future.

*Are there programs or initiatives that the Commonwealth Government could adopt to improve the long-term sustainability of council's infrastructure?*

*Are there programs or initiatives that the Commonwealth Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?*





### 3. Community Wellbeing

While the NSoA focuses attention on physical assets, local governments also provide a wide range of important community services that improve local wellbeing. These services are provided at the discretion of councils based on local characteristics, needs, priorities and resources of the local community.

Australian Bureau of Statistics (ABS) data shows that local government annual expenditure in 2020/21 was \$43 billion. It is important to note that nationally local government is 83 percent self-sufficient. That is, the vast majority of local government services and infrastructure are funded at the local level either through rates, fees and charges, sale of goods and services, and interest, and only 17 percent comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, and often require matching funding which restricts the ability to address local priorities in the way the council and community might like.

Local government community services are broadly defined and may include but not limited to:

- environmental health including food safety;
- childcare, early childhood education;
- aged care, senior citizens;
- services to the disabled;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, program and festivals;
- tourism and economic development activities; and
- library services.

Councils also play a key role making places that are attractive and liveable for current and future workers, and closing the gap between Indigenous and non-Indigenous Australians.

ALGA's research shows that almost one in four councils are heavily reliant on federal Financial Assistance Grants, which make up at least 20 percent of their annual operating revenue. Financial sustainability of local governments remains an ongoing issue which threatens local service provision and community wellbeing.

*Noting the funding arrangements for the provision of local government community services in your area and across the country, are there programs and initiatives that the Commonwealth Government could implement to improve the delivery of these services?*

*Are there changes to existing programs, including to administrative arrangements, that would significantly improve local government human service planning and provision of services and infrastructure across Australia?*

*Are there new programs the Australian Government could develop that would support councils to close the gap between Indigenous and non-Indigenous Australians?*

*What are the actions the Australian Government could take to support councils to improve their ongoing financial sustainability, and their capacity to deliver the services their communities need?*





## 4. Local Government Workforce

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations. In many communities, the council is one of the largest employers.

There are 537 local councils in Australia. Importantly, they are geographically dispersed and provide essential public administration to every corner of the nation.

According to the 2022 National Local Government Workforce Skills and Capability Survey, more than 90 percent of local governments are experiencing skills shortages, resulting in around two thirds of councils having their projects impacted or delayed.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation. The attrition rate (or rate of turnover) of local government staff is estimated to be between 15 – 20 percent per annum.

The most cited skills shortages include engineers, urban planners, building surveyors, environmental officers and human resources professionals.

ALGA's submission to the Productivity Commission's Productivity Inquiry called on all levels of government to work together to improve training pathways and address skills and labour shortages for the benefit of councils, communities, and businesses right across Australia.

While local government must face its immediate workforce challenges, it must also anticipate the changing nature of work, and future skills needed to meet the changing needs of our communities.

*Are there programs or initiatives that the Commonwealth Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?*

*Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?*

*Are there other initiatives that the Commonwealth Government could provide to improve the sector's ability to plan and develop skills fit for the future?*



## 5. Data, Digital Technology and Cyber Security

Provision of information technology to all Australians is vital for innovation, economic growth and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social.

Innovative technology is becoming more broadly available and has the ability to boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, many councils lack basic technological infrastructure and have a shortage of necessary skills and resources.

In October 2022, cyber-attacks on major Australian corporate organisations including Optus and Medibank Private highlighted the critical importance of cyber security. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attack and address cyber security. At a national level, there is a poor understanding of local government's vulnerability to cyber-attacks and a lack or inadequacy of risk management strategies and business continuity planning within the sector. While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

*Drawing upon your own council experience, and your knowledge of other councils within your state, or territory, are there programs and initiatives that the Commonwealth Government could implement to help local government develop its digital technology services and infrastructure and/or to improve cyber security within the sector?*



## 6. Climate Change and Renewable Energy

Local governments are playing an important leadership role in addressing climate change, supporting a wide range of programs to lower the carbon footprint of their own business operations and in their local communities.

As a sector, local government is leading the debate for lowering carbon emissions, sourcing renewable energy, responding creatively to reduce greenhouse gas emissions from landfills, and facilitating the construction of green buildings and water sensitive design of cities and towns.

Councils also have a role to play supporting communities in transition, moving away from fossil fuels to new industries.

Pragmatically, local government has been at the forefront of addressing the impacts of climate change and adapting to reduce its environmental footprint. These impacts include an increased number of days with high temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, stronger cyclones, and sea level rise. These changes will increase stress on Australia's infrastructure and physical assets and natural ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management.

At the 2022 NGA, there were five Strategic Motions and 15 associated motions debated concerning this issue. Councils are encouraged to review these motions on ALGA's website prior to developing new motions for debate at the 2023 NGA.

*Noting the Government's commitment to reducing emissions, are there programs and initiatives that the Commonwealth Government could develop to assist councils in their work to address climate change and reduce emissions?*





## 7. Natural Disasters

Over the past five years, Australian communities have experienced unprecedented natural disasters. At the time of writing, almost every community in Australia, particularly those on the East Coast, had been adversely affected by wet weather conditions associated with the La Nina weather pattern.

Councils in Western Australia are still recovering from a cyclone in 2021, and the Black Summer bushfires in 2019/20 burned approximately 250,000 square kilometres across the country.

The impacts of heavy rainfall, record breaking floods and associated social disruption and damage to infrastructure have exposed weaknesses as well as the strength of current emergency management systems.

There have been numerous NGA motions in the past regarding natural disasters. This year, councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note, however, that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Commonwealth Government could assist.

*What new programs could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?*







## 8. Housing

A lack of affordable housing remains one of the biggest issues for Australian councils and communities.

There is less social and affordable housing stock available than there was a decade ago, and more low-income Australians are experiencing housing stress.

The shortage and rising costs of rental properties and affordable home ownership are having significant social and economic impacts in cities and towns across Australia, including rural and regional communities.

This is due to a range of factors including changes to recent migration patterns, cheap finance and labour and material shortages in the construction sector.

While the provision of affordable housing is not a local government responsibility, councils often facilitate affordable housing within their communities, operating within state/territory planning, financial and other legislation requirements.

Some councils are going further, addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Local government also plays an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

*What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?*

*How can the Australian Government work with councils to address the causes and impacts of homelessness?*







## Conclusion

Thank you for taking the time to read this discussion paper and your support for the 2023 National General Assembly of Local Government.

### A FINAL REMINDER:

- » Motions should be lodged electronically at [www.alga.com.au](http://www.alga.com.au) and received no later than 11.59pm on Friday 24 March 2023.
- » Motions must meet the criteria published in this paper.
- » Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- » Motions should not be prescriptive in directing how the matter should be pursued
- » Motions should be practical, focussed and relatively simple.
- » It is important to complete the background section on the form.
- » Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- » When your council submits a motion there is an expectation that a council representative will be present at the 2023 National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2023 National General Assembly in Canberra.



CO3/23



C03/23



AUSTRALIAN  
**LOCAL GOVERNMENT**  
ASSOCIATION

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## Director Corporate Services Report No. CO4/23

**Subject: Audit, Risk & Improvement Committee - Annual Performance Report 2022**

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### Executive Summary

- At the meeting held 8 December 2022, Council's Audit, Risk & Improvement Committee (ARIC) resolved that the attached Annual Performance Report be tabled at the next ordinary Council meeting, including the updated capability levels.
- A summary of future ARIC annual performance reports will be included in Council's Annual Report in accordance with the latest ARIC Charter adopted by ARIC in December 2022.

### Recommendation

That the Audit, Risk & Improvement Committees' annual performance report be received and noted.

### Attachment/s:

1.  ARIC Annual Performance Report 2022

CO4/23

## Purpose

The purpose of this report is to present Council's Audit, Risk & Improvement Committees' annual performance report to Council.

## Discussion

In accordance with the AROC Charter adopted in December 2022:

*Once a year, the Chairperson will provide a performance report to the ARIC. The report should include but not limited to the following matters:*

- a) *A summary of the work the ARIC performed to discharge its functions and responsibilities during the preceding year.*
- b) *A summary of the ARIC's assessment of the entity's: Financial Management; Risk Management (including fraud control); Governance Management (including compliance); Implementation of Strategic Plan, Delivery Programme and Operational plan; Service Review; and Collection of Performance Measurement Data by the Council.*
- c) *A summary of key issues the ARIC dealt with during the year, including a summary of the status of outstanding audit recommendations.*
- d) *Details of meetings held during the year.*

*A summary of the annual performance report should be included in Council's annual report, including membership details and main issues addressed by the ARIC in the reporting year.*

Under the above terms of the Charter, Council's ARIC Chairman tabled an annual performance report to the ARIC Meeting held on 8<sup>th</sup> December 2022. Whilst the above Charter does not require this report to be tabled at Council, ARIC resolved at that meeting to "endorse the attached Annual Performance Report for tabling at the next ordinary Council meeting, including the updated capability levels."

The 2022 ARIC annual performance report is hereby attached in accordance with the above ARIC resolution. A summary of future ARIC annual performance reports will be included in Council's Annual Report in accordance with the latest ARIC Charter adopted by ARIC in December 2022.

In summary, the ARIC Chair concludes that, "during the 2021-22 period, ARIC has achieved its objective to provide independent assurance and assistance to the Council on key aspects of its operations by fulfilling all its responsibilities under the Charter. The 2023 annual work plan, aligned with the strategic internal audit plan, has been prepared and will ensure that ARIC continues to meet its obligations and provide independent support to Council."

## Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Customer Service & Governance Management
Function	Governance Management
Delivery program commitment	Manage Council's governance framework and controls to ensure accountability, transparency, integrity, equity and ethical Council decision making.



## Resourcing Strategy implications

ARIC will continue to meet four times per year in accordance with its Charter. The Mayor, Cr Olive, Council's ELT, Internal Auditor and Corporate Services' managers are required to attend. The standard fees for our three independent ARIC members are allowed for in the General Manager's consultancy budget.

## Policy and legislative requirements

Local Government Act 1993  
Guidelines for Risk Management and Internal Audit for Local Government in NSW

## Conclusion

The attached ARIC Annual Performance Report is tabled for Council's information in accordance with the ARIC resolution of 8 December 2022.

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**Responsible officer:** David Kelly, Manager Customer and Compliance

**File Reference:** F2020/00105

CO4/23



Randwick City Council

Audit, Risk & Improvement Committee

Annual Report 2022



## About this report

This annual report documents the operation and activities of the Randwick City Council Audit, Risk & Improvement Committee (ARIC) for 2022, and has been prepared in accordance with Clause 5 of the ARIC Charter.

## Randwick City Council Audit, Risk & Improvement Committee

### Objective of ARIC

The Committee was formed in 2020 in response to the new *Local Government (Planning and Governance) Amendment Act 2016 Section 428A*, and replaced the existing Internal Audit Committee that had been operating since 2010.

A revised Charter, based on the guidelines issued by the NSW Office of Local Government, was adopted by Council and the Committee, and set out the primary role of the Audit, Risk & Improvement Committee:

*"The objective of ARIC is to enhance the Council's existing strategy, performance environment, governance and risk frameworks and controls by providing independent assurance and assistance to the Council on key aspects of its operations."*

### Authority

In addition to being mandated by legislation, the Committee is authorised by Council to operate within the scope of the role and responsibilities outlined in the Charter. As an advisory committee of Council, ARIC has no executive powers, and recognises that the primary responsibility for management of Council rests with the Council and the General Manager.

### Role and responsibility of ARIC

ARIC's roles and responsibilities are contained in the Charter and are consistent with the requirements of the relevant legislation. These include reviewing and monitoring key aspects of Council's operations:

- Council's various management frameworks (financial, governance, risk, performance, and control)
- Integrated planning and reporting
- Legislative compliance
- Internal audit and external audit.



To ensure that all areas of ARIC's responsibility are addressed, a forward meeting plan, which includes meeting dates and agenda items, is agreed by the Committee. Meeting agendas are prepared in accordance with the plan and address all of ARIC's areas of responsibility during each year.

### Composition of the Committee as at 9 December 2022

There are three independent members on the committee and two councillors who are nominated by Council. The members of the Committee, taken collectively, possess broad business, resource management, public sector, governance, risk, control, financial reporting and performance experience.






*Councillor representatives:*

	<p><b>Councillor Dylan Parker (Mayor)</b> Mayor of Randwick City Council, Councillor Dylan Parker was first elected to Council in 2017 and is a member of the Australian Labor Party.</p> <p><b>Key Objectives</b></p> <ul style="list-style-type: none"> <li>• Supporting our community sporting clubs.</li> <li>• Ensuring that only suitable and sustainable development is approved.</li> <li>• Preserving our green space and canopy cover as well as improving our world-class parks, sporting facilities and walking tracks.</li> <li>• Enriching Randwick City's arts, culture and nightlife.</li> <li>• Delivering affordable housing so that our next generation can afford to live in our community.</li> </ul> <p><b>The Mayor is current a member of the following Committees</b></p> <ul style="list-style-type: none"> <li>• Deputy Chairperson of the Arts &amp; Cultural Advisory Committee</li> <li>• Deputy Chairperson on the Economic Development Portfolio Advisory Committee</li> <li>• Delegate on the Integrated Transport Portfolio Advisory Committee</li> <li>• Chairperson of the Open Space &amp; Recreation Portfolio Advisory Committee</li> <li>• Delegate on the Audit, Risk &amp; Improvement Committee</li> <li>• Chairperson on the Coastal Advisory Committee</li> <li>• Delegate on the GM Performance Review Committee</li> <li>• Delegate on the Sports Committee</li> <li>• Delegate on the Youth Advisory Committee</li> <li>• Delegate on the La Perouse Museum &amp; Headland Trust</li> <li>• Delegate on the Memorial for Fallen Lifesavers Trust</li> <li>• Alternate Delegate on the SSROC Committee</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Political, Economic and Social Sciences (University of Sydney)</li> </ul>
	<p><b>Councillor Michael Olive</b> Cr Olive was first elected in 2021 and currently serves on the following Committees:</p> <ul style="list-style-type: none"> <li>• Delegate on the Economic Development Portfolio Advisory Committee</li> <li>• Delegate on the Environment Portfolio Advisory Committee</li> <li>• Deputy Chairperson of the Integrated Transport Portfolio Advisory Committee</li> <li>• Delegate on the Audit, Risk &amp; Improvement Committee</li> <li>• Chairperson of the Cycleway &amp; Bike Facilities Committee</li> <li>• Delegate on the Greening Randwick Committee</li> <li>• Delegate on the Road Safety Steering Committee</li> <li>• Delegate on the Coogee Bay Floodplain Management Committee</li> <li>• Delegate on Eastern Region LG Aboriginal and TSI Forum Committee</li> </ul>



	<ul style="list-style-type: none"> <li>• Delegate on the Randwick Traffic Committee</li> </ul> <p><b>Key Objectives</b></p> <ul style="list-style-type: none"> <li>• Ensuring Council is open, transparent and responsive to the needs of the community</li> <li>• Supporting Council to take a leadership role in tackling climate change</li> <li>• Promoting protection of our natural, cultural and urban heritage</li> <li>• To be an active voice for social inclusion</li> <li>• Advocate for more affordable housing</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• PhD (Economics), Curtin University, WA</li> <li>• Bachelor of Arts (Honours in Economics), University of NSW</li> <li>• General Nurse Certificate, Prince Henry/Prince of Wales Hospitals</li> <li>• Bachelor of Science, New England University</li> </ul>
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*Independent member profiles:*

	<p><b>Mr Carl Millington (Chair)</b></p> <p>Carl is a Chartered Accountant and registered company auditor with over 40 years' experience in providing business consulting, auditing and accounting advice to NSW Local Government, and is also currently an independent member of the Audit, Risk &amp; Improvement Committees of Central Coast Council, Woollahra Municipal Council and Penrith City Council.</p>
	<p><b>Mr Cliff Haynes</b></p> <p>Cliff held executive positions in government for 30 years in both local and state government. In retirement, Cliff has provided management consulting services to government and currently serves on disability and community housing boards. Cliff is also an independent member of the Audit, Risk and Improvement Committees of Sutherland and Georges River Councils.</p>
	<p><b>Mr John Rayner PSM</b></p> <p>John has over 50 years association with and experience in local government, including 33 years as General Manager to Sutherland Shire Council.</p> <p>In more recent times John has acted as General Manager in regional Councils and in 2021 was appointed under the Local Government Act as Financial Controller/Temporary Advisor to Armidale Regional Council and Temporary Advisor to Dubbo Regional Council.</p> <p>John has served as State President of his professional organisation.</p>





## Committee activity

### Committee members' participation at meetings

MEMBER'S NAME	ROLE	ELIGIBLE	ATTENDED
DYLAN PARKER	Councillor	5	5
LINDSAY SHUREY	Councillor	1	1
MICHAEL OLIVE	Councillor	4	4
CARL MILLINGTON	Independent (Chair)	5	5
CLIFF HAYNES	Independent	5	5
JOHN RAYNER	Independent	5	3

### Reports considered by ARIC during the year

#### FINANCIAL MANAGEMENT

FIN9/21	Investment Policy
FIN10/21	Adopted Financial Statements 2020/21
FIN11/21	Update on Council's Credit Card Management
FIN12/21	Quarterly Budget Review – September 2021
FIN1/22	Quarterly Budget Review – December 2021
FIN2/22	Audit Engagement Plan – Audit Office of NSW
FIN3/22	Financial Management – Budget Management Assessment
FIN4/22	Annual and July Monthly Financial Reporting Insights
FIN5/22	Previous Monthly Financial Report to Council
FIN6/22	Update Budget Management Practices
FIN9/21	Investment Policy

#### GOVERNANCE MANAGEMENT

GOV13/21	Methodology & Assumptions Used in Analysis and Classification of Casual Staff
GOV14/21	Status of ARIC Resolutions
GOV15/21	ARIC Meeting Plan 2022
GOV16/21	OLG Submission – Risk Management & Internal Audit in NSW Proposed Guidelines
GOV17/21	ARIC Chair Annual Performance Report
GOV1/22	Status of ARIC Resolutions
GOV3/22	Status of ARIC Resolutions
GOV4/22	Heffron Centre Update
GOV5/22	Status of ARIC Resolutions
GOV6/22	ARIC 360 Performance Review
GOV7/22	Capability Maturity Assessment Model
GOV8/22	Heffron Centre Update
GOV9/22	Discharge of ARIC Responsibilities – End of Year Summary
GOV10/22	Election of Chair
GOV11/22	ARIC Chair Annual Performance Report
GOV12/22	ARIC Meeting Plan 2023
GOV13/22	Status of ARIC Resolutions
GOV14/22	Consultation with Councillors for Directors' Positions
GOV15/22	Heffron Centre Update
GOV16/22	Review of ARIC Charter

**ENTERPRISE RISK MANAGEMENT FRAMEWORK**

ERM1/21	IT Cybersecurity – Internal Assessment of IT Controls (Business Email Compromise)
ERM2/21	Enterprise Risk Management Framework – Draft Milestones
ERM1/22	Business Continuity Plan Management Update
ERM2/22	Enterprise Risk Management Implementation Progress Status Report
ERM3/22	Enterprise Risk Management Implementation Progress
ERM4/22	Fraud Control – Risks & Mitigations
ERM5/22	Risk & Safety Section Achievements
ERM6/22	IT Cybersecurity – External Assessment of IT Controls (Penetration Testing)
ERM7/22	IT Cybersecurity – Internal Assessment Maturity of Staff to Identify Phishing & Ransomware
ERM8/22	Enterprise Risk Management Implementation Progress Status Report
ERM9/22	Development of Council's Risk Capacity, Appetite, Tolerance & Target (Including Identification & Mitigation of Top 5 Risks)

**LEGISLATIVE COMPLIANCE**

LC1/22	Summary of Legislative Changes and Compliance – 1 July to 31 December 2021
LC2/22	Summary of Legislative Changes and Compliance – 1 January to 30 June 2022

**CONTROL FRAMEWORK**

CF1/21	IT Security – External Assessment of IT Controls (Penetration Test)
CF1/22	Update on Cybersecurity Program of Work

**INTEGRATED PLANNING & REPORTING**

IPR1/22	Delivery Program 2022-26 and Operating Plan 2022-23 – Compliance, Improvements & Measurements
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**PERFORMANCE MANAGEMENT FRAMEWORK**

PM1/22	Service Level Review Program
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**INTERNAL AUDIT**

IA10/21	ICAC Report on Canterbury Bankstown Council
IA11/21	Internal Audit Charter
IA12/21	Outstanding Audit Recommendations
IA13/21	Strategic Internal Audit Plan Progress Status
IA14/21	Fleet Management Internal Audit
IA1/22	Internal Audit Overview
IA2/22	Internal Audit Strategic Plan Progress
IA3/22	Enterprise Risk Management Progress
IA4/22	Legislative Compliance Internal Audit Report
IA5/22	Asset Management Internal Audit Report
IA6/22	Outstanding Audit Recommendations
IA7/22	Maturity Capability Improvement Models
IA8/22	Outstanding Audit Recommendations
IA9/22	ARIC – Completed Internal Audit Reports
IA10/22	Strategic Internal Audit Plan Progress Status
IA11/22	Public Inquiries – Lessons Learned
IA12/22	Strategic Internal Audit Program



<b>IA13/22</b>	Outstanding Audit Recommendations
<b>IA14/22</b>	Completed Internal Audit Reports
<b>IA15/22</b>	Strategic Internal Audit Progress Report
<b>IA16/22</b>	Outstanding Audit Recommendations
<b>EXTERNAL AUDIT</b>	
<b>EA1/22</b>	Adopted Financial Statements
<b>EA2/22</b>	Audit Office of NSW – Final Management Letter

#### Committee report card as assessed against the ARIC Charter

ARIC Charter	Compliance
<b>Composition</b>	Three independent members and two councillors. During the year, Councillor Shurey retired from the committee and Councillor Olive was appointed. The independent committee members remained unchanged throughout the reporting period.
<b>Skills and experience</b>	A diverse Committee with strong local government and commercial experience.
<b>Roles and responsibilities outlined in ARIC's Charter and the number of reports considered by the Committee</b>	<ul style="list-style-type: none"> <li>Financial management – <i>10 reports</i></li> <li>Governance management – <i>20 reports</i></li> <li>Enterprise risk management – <i>11 reports</i></li> <li>Performance management framework – <i>1 report</i></li> <li>Control framework – <i>2 reports</i></li> <li>Integrated planning and reporting – <i>1 report</i></li> <li>Legislative compliance - <i>2 reports</i></li> <li>Internal audit – <i>21 reports</i></li> <li>External audit – <i>2 reports</i></li> </ul>
<b>Individual members</b>	Committee members demonstrated an appropriate understanding of relevant legislative and regulatory requirements and acted in an open and cooperative manner.
<b>Reporting</b>	ARIC report for 2022 prepared as required by Clause 5 of the ARIC Charter.
<b>Meetings</b>	Since November 2021, ARIC has met on five (5) occasions. The Charter requires ARIC to meet at least 4 times per year.
<b>Conflicts of interest</b>	No conflicts of interest were declared
<b>ARIC 360 performance review</b>	The review indicated a high level of performance by Council's ARIC, noting areas for improvement in conciseness of reports to ARIC and development of induction processes for new ARIC members.




## The Committee's assessment of Council's key responsibilities

The ARIC Charter requires that on an annual basis a performance report should be prepared and presented to ARIC. The report includes a summary of the ARIC's assessment of Council's performance in regard to its key responsibilities.

The model applied in the 2021 ARIC annual report consists of four process maturity levels, enabling ARIC to rate the state, or maturity, of the key areas of responsibility as Unsatisfactory, Developing, Satisfactory, or Mature. The ratings were applied to the key responsibilities of the council as outlined in the ARIC Charter on the basis of ARIC's activities throughout the year. In this case, and in line with ARIC's responsibilities, the assessment establishes a yardstick against which to determine and pursue improved performance over a period of time.

The process maturity levels adopted for this purpose are defined below:

 Capability Maturity	Capability Level	Capability Description
	<b>Mature</b>	Operations are aligned with strategy, disciplined, are adaptive and experiencing continual improvement.
	<b>Satisfactory</b>	Operational processes and systems are defined, there is appropriate structure, can be measured, regarded as being competent, more predictable.
	<b>Developing</b>	Operational processes are emerging, able to be managed, more standardised, and repeatable
	<b>Unsatisfactory</b>	Operations are ad hoc, chaotic, inconsistent, starting to be developed.

ARIC's 2022 assessment of Council's performance in regard to its key responsibilities and change from the previous year is detailed in the following table.

Key responsibility	Committee activity	Committee assessment
<b>Financial management</b>	Reviewed quarterly budget review statements; reviewed draft budget; updates on changes to financial reporting requirements; reviewed progress with the Heffron Centre and the financial impact of weather interruptions and increased cost of materials.	2022- Mature (2021 - Mature)
<b>Governance management</b>	Reviewed governance management framework; monitored Heffron Centre project; monitored implementation of ARIC resolutions; Reviewed internal reporting policy for Public Interest Disclosures.	2022 - Satisfactory (2021 – Satisfactory)
<b>Enterprise risk management</b>	Reviewed COVID-19 response plan; information technology security; reviewed enterprise risk management framework; reviewed status of the	2022 - Developing (2021- Developing)



	fraud prevention framework and ongoing focus on cyber security.	
<b>Performance management framework</b>	Reviewed overview of Council's Performance Management Framework; overview of the Business Planning Process; considered update on Council's Delivery Program	2022 - Developing (2021 – <i>Developing</i> )
<b>Integrated planning and reporting</b>	Reviewed delivery Program 2022-26 and Operating Plan 2022-23 – Compliance, Improvements & Measurements.	2022 - Satisfactory (2021 – <i>Satisfactory</i> )
<b>Legislative compliance</b>	Reviewed the summary of legislation changes and compliance	2022- Mature (2021 – <i>Satisfactory</i> )
<b>Internal audit</b>	Ongoing engagement with the Chief Internal Auditor; endorsed strategic internal audit plan; reviewed various internal audit reports; monitored implementation of internal audit recommendations, noted internal audit review of progress with enterprise risk management framework.	2022 – Satisfactory (2021 – <i>Developing</i> )
<b>External audit</b>	Reviewed external audit engagement plan; reviewed and endorsed draft financial statements; reviewed audit management letter and recommendations; discussed with external auditor.	2022 - Satisfactory (2021 – <i>Satisfactory</i> )





## Conclusion

During the 2021-22 period, ARIC has achieved its objective to provide independent assurance and assistance to the Council on key aspects of its operations by fulfilling all its responsibilities under the Charter.

The 2023 annual work plan, aligned with the strategic internal audit plan, has been prepared and will ensure that ARIC continues to meet its obligations and provide independent support to Council. The *“Guidelines for risk management and internal audit for local councils in NSW”*, will also need to be considered and addressed by ARIC once they are finalised.

Members of the committee have worked well together and with Council’s management team, and I thank them, and council’s internal and external auditors for their efforts, cooperation and recommendations throughout the 2021-22 year.

Carl Millington  
*Chair, Randwick City Council Audit, Risk and Improvement Committee*  
December 2022

CO4/23

## Director Corporate Services Report No. CO5/23

### Subject: Identity Management Policy

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#### Executive Summary

- The current Information Security Policy was adopted in October 2015 but has not been formally reviewed since. Over the last 7 years the security environment has evolved with the current policy no longer reflecting this evolution in both the wider society and specifically information management and technology.
- The recent pandemic has accelerated a societal cultural shift in both Council and the greater community, with the delivery of a new technological model that enables the workforce to work in a hybrid environment and the community to interact through multiple channels.
- The new Identity Management Policy (and supporting guidelines) will provide appropriate governance controls by establishing appropriate identity management principles and approaches.
- This governance change also supports the Delivery Program and Operational Plan deliverable (reference B38.1.2) to 'Increase security, protection, visibility and control over network security through the implementation of a UTM solution.'

#### Recommendation

That Council:

- a) repeal the current Information Security Policy (2015); and
- b) adopt the Identity Management Policy and User and Access Control Guideline and Security Management Guideline as attached.

#### Attachment/s:

1.  Identity Management Policy
2.  User and Access Control Guideline
3.  Security Management Guideline
4.  Information Security Policy

## Purpose

To provide guidance and direction to all staff, regarding the protection of all information assets from unauthorised access, use, disclosure, alteration, destruction, and other threats.

## Discussion

The current Information Security Policy was adopted in October 2015 but has not been formally reviewed since. Over the last 7 years the security environment has evolved with the current policy no longer reflecting this evolution in both the wider society and specifically information management and technology and now requires to be repealed.

The recent pandemic has accelerated a societal shift in both Council and the greater community, with the delivery of a new technological model that enables the workforce to work in a hybrid environment and the community to interact through multiple channels. This has meant Council's identity management requirements have also shifted, with the old policy no longer providing appropriate governance in this space. Where devices were kept on trusted networks in a secure building they are now used on untrusted networks at home or remote locations and where once the community would come into the building, they are expecting more and more services online.

The new Identity Management Policy will provide appropriate governance controls by establishing appropriate identity management principles and approaches, as an integral part of the Information Management and Technology Governance Framework.

The tactical direction driving this change is reflected in the current Delivery Program and Operation Plan:

<b>B38</b>	<b>Technology Management</b>	<b>B38.1</b>	<b>Develop, implement and maintain integration and technology management solutions that support Council's operations.</b>					
B38.1.2	Increase security, protection, visibility and control over network security, through the implementation of a Unified Threat Management (UTM) solution.		Progress in implementing a Unified Threat Management (UTM) solution	–	100%	30-Jun-23	–	–
B38.1.3	Conduct an externally commissioned simulated cyberattack on all Council systems and report the findings and recommendations to the Audit Risk and Improvement Committee by December 2022.		Number of risks identified in a simulated cyberattack on all Council systems	–	–	–	19	2020-21
			Progress in remediating risks identified in the simulated cyberattack	–	100%	30-Jun-23	–	–

The *Security Management Guideline* advises all employees of their obligations in relation to managing the security of all of council's information, software and hardware assets.

Randwick holds regular training for staff, with mandatory Phishing awareness training for any staff who fail the Phishing Simulations. This is covered in the *User and Access Control Guideline* which aims to advise all employees of their obligations in relation to user and access management for all information, software and hardware assets.

## Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Information Management and Technology Services
Function	Information Management
Delivery program commitment	Implement and maintain information management systems and processes to support Council's operations through the capture, management, storage, preservation and delivery of quality data and information.

## Resourcing Strategy implications

No resourcing implications and all changes are within existing budget

## Policy and legislative requirements

- Electronic Transactions (NSW) Act 2000
- Information Privacy Act 2009
- Local Government Act 2009
- Data Management Policy (including supporting guidelines)

## Conclusion

The Identity Management Policy provides an updated policy that is fit for purpose and continues to support Randwick City Council as it moves towards Software as a Service and Zero Trust.

---

**Responsible officer:** Bohdan Flower, Solution Architect

**File Reference:** F2020/00564

CO5/23

CORPORATE SERVICES

# Identity Management Policy

Adoption Date:  
**Click or tap to enter a date.**

Review Date:  
**15 February 2028**

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**1.0**

Responsible Department:  
**IMT**

TRIM Document Number:  
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CO5/23

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## 1. PURPOSE

- Establish Randwick City Council's (RCC) identity management principles and align these principles with the Information Management and Technology Governance Framework; and
- Foster and promote an awareness and adoption of Council's security approach of:
  - The importance of information security to the organization;
  - The need for information assets to be secured;
  - A description of how these assets will be managed; and
  - A risk management approach to mitigate perceived risks.
- Ensure an enterprise wide approach to identity management.

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## 2. APPLICATION

Deliver an enterprise wide solution and control access to all data, information, software and hardware - while protecting confidential personal and business data and information from unauthorised users

C05/23

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### 3. PRINCIPLES

- Contextualise relevant standards - Relevant identity management (IdM) industry standards will be identified, interpreted for the RCC business context and applied;
- Single unique identity - All actors and assets within RCC will have a single and unique identity;
- Need to know - Actor access to assets is granted on a need to know basis only;
- Role based ownership - Asset owners can be individuals, roles or groups. Asset owners are responsible for the authorization of access to the assets they have created. Asset Owners can delegate their authority to authorise access to an administrator;
- Accountability - All actions within RCC will be traceable to an actor;
- Trusted identity providers - Third party identity providers will only be used once a trusted relationship has been established and a mechanism for on-going validation has been agreed;
- Maintain privacy - During initial signup of identity, RCC will require only personal information relevant to the repeatable identification of an individual and protect all gathered personal information in accordance with the Privacy Act; and
- Transparent identity management - All processes and procedures associated with the RCC IdM will be made available to existing and potential individuals and third party ID providers in a clear and concise manner.

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## 4. RESPONSIBLE OFFICER

- Solution Architect - is the Responsible Officer for this policy and will perform in relation to the policy:
  - Ensuring maintenance of the Enterprise Architecture documentation;
  - Keeping the policy current;
  - Investigating breaches and enforcing compliance;
  - Implementing communications, education and monitoring strategies.
  - Providing a point of contact about the meaning and application of the determination

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## 5. RESPONSIBILITIES

- Manager IM&T– The Manager IM&T is responsible for ensuring the Information Management & Technology service provides and supports an Enterprise Architecture that enables the achievement of the Identity Management principles and capability.
- All Managers – Managers at all levels are responsible for promoting awareness of Identity Management principles and ensuring that all staff under their supervision with access to information assets understand and comply with these principles.
- All Council Staff– All staff that have access to information assets have a responsibility for understanding and complying with this policy and the supporting guidelines



## A. APPENDIX - DEFINITIONS

The following definitions are relevant to this policy:

Term	Definition
Enterprise Architecture	The construction of IT Infrastructure, Applications, Databases, Software as a Service (SaaS) and Infrastructure as a Service (IaaS) that effectively and efficiently enables the delivery of IM&T Services.
All Staff	Applies to all RCC permanent, temporary and casual staff, and staff employed under a RCC employment contract; including contractors, agency staff and/or consultants.
Identity	A set of attributes and/or data linked to an individual person.
Self-service	Delivering delegated identity and editing down to individual users.
System-of-record	Is an information storage system which is the authoritative data source for access changes and approvals.
Actor	Represent a user that interacts with one or more products (information, application or hardware)



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CORPORATE SERVICES

# User and Access Control Guideline

Adoption Date:  
**Click or tap to enter a date.**

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Responsible Department:  
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C05/23

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## 1. PURPOSE

The purpose of this Guideline is to advise all Randwick City Council (RCC) employees of their obligations in relation to user and access management for all information, software and hardware assets.

This is an internal document. Please do not distribute to customers or parties outside of Randwick City Council.

### 1.1. Management Directive

RCC seeks to implement identity rules and controls to improve and maintain access to information, software and hardware assets.

This will be achieved by:

- Ensuring all staff and assets in council systems are assigned a single unique identity and through this unique identity ensure accountability through the ability to trace all actions undertaken by this identity;
- Ensuring that all staff are granted access “on a need to know basis” to the information and systems they require to support the business requirements of their role; and
- Ensuring that all Third party identity providers and external customers are granted access to the information and systems that have been defined appropriate to their business needs.

Compliance with the provisions of this guideline is mandatory.

### 1.2. Scope

This guideline applies to all RCC staff, including permanent, temporary and casual staff and staff employed under a RCC employment contract; including contractors, agency staff and/or consultants.

This guideline applies to all data and information, software and hardware within RCC.



## 2. RESPONSIBLE OFFICERS

**Managers** are responsible for:

- Specifying how the information asset is to be used and protected, taking into account the business value of the information asset and the applicable legal requirements; and
- Reviewing protection standards have been implemented and that a need to know has been clearly demonstrated.

**All Council staff** are required to:

- Understand their responsibility and obligation to secure and protect their user credentials and the authorised business access to Information Resources this provides them, in any environment, shared or stand-alone. It is unacceptable and a serious security breach to circumvent Information Resources access control processes through the sharing of user credentials.
- Comply with Councils password policies;
- Report any inappropriate use of user credentials;
- Report any suspected unauthorised access or security breach by others to their Supervisor or to Information Management & Technology;
- Requests relating to changes to user credentials and access for information assets to be initiated by an IM&T Service Desk request from the supervisor of the staff member; and
- Not disclose any passwords or password generating devices to any other staff unless directed by the HR Services.
- 

**Information Management and Technology (IMT)** will be responsible for:

- Providing each user with a user credential that is unique;
- Provide identity and access management processes to assist staff accessing the relevant information for their role;
- Provide identity and access management processes to assist Third party identity providers and External Customers accessing the relevant information for their business requirement;
- Reporting of any misuse to HR that may result in restrictions on access to the information and/or disciplinary action up to and including dismissal, as appropriate in accordance with Council's Code of Conduct and Council policies and guidelines;
- Ensuring protective processes such as issuing unique user credentials and password control are in place and are monitored for attempted incursions;
- Provide the protective mechanisms to secure user access to information assets after a defined period of inactivity;
- Provide the protective mechanisms to disable user credentials and access after a defined number of invalid password attempts.
- 

**Human Resources (HR)** will be responsible for:

- Initiating an IM&T Service Desk request for new staff members to establish the user credentials and access for Information Resources; and
- Conducting investigations of misuse of information assets or inappropriate conduct of staff.

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## A. APPENDIX - RELATED POLICY/DETERMINATION DOCUMENT

- Identity Management Policy (D04769146);
- Enterprise Architecture Principles (D04797161);
- User and Access Control Guideline (D04769145).



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CORPORATE SERVICES

# Security Management Guideline

Adoption Date:  
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CO5/23



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## 1. PURPOSE

The purpose of this Guideline is to advise all Randwick City Council (RCC) employees of their obligations in relation to managing the security of all of council's information, software and hardware assets.

This is an internal document. Please do not distribute to customers or parties outside of Randwick City Council.

### 1.1. Management Directive

RCC seeks to adopt an enterprise wide approach to protect and maintain the integrity and confidentiality of all of council's information, software and hardware from theft, damage and unauthorised access or change.

This will be achieved by:

- Providing information to staff and external customers with integrity and in a secure and consistent manner with minimal disruption through internal systems and across the internet;
- Through the implementation of Security Management Guideline, this ensures all Council staff and external customers achieve the appropriate and secure levels of access to information; and
- Monitoring and auditing information and resources to maintain the integrity of the information resources provided to all Council staff or external customers, whilst protecting the rights and property of Council.

Compliance with the provisions of this guideline is mandatory.

### 1.2. Scope

This guideline applies to all RCC staff, including permanent, temporary and casual staff and staff employed under a RCC employment contract; including contractors, agency staff and/or consultants.

This guideline applies to all data and information, software and hardware within RCC.

## 2. RESPONSIBLE OFFICERS

**Managers** are responsible for:

- Supporting the Information Management and Technology Group to maintain a level of security the Council determines as appropriate; and
- Promoting awareness and supporting the enforcement of the Security Management Guideline.

**All Council Staff** are required to:

- Understand their responsibility and obligation to be informed and be responsible for protecting their own information assets in any environment, shared or stand-alone;
- Use information assets with care and protection in order to maintain and safeguard against unauthorised use, disclosure, alteration, copying or destruction;
- Report any inappropriate use of any information assets;
- Liaise and accept guidance and advice from Information Management and Technology on authentication standards when considering changes to existing information assets;
- Only attempt to login to systems that they are authorised to do so and report any suspected unauthorised access or security breach by others to their Supervisor or Information Management and Technology; and
- Understand their responsibility and obligation to secure and protect their user credentials and the authorised access to information assets. It is unacceptable and a serious security breach to circumvent information assets access control processes through the sharing of user credentials.

**Information Management and Technology (IMT)** will be responsible for:

- Intrusion Detection, Protection, Monitoring and Filtering Measures;
- Informing staff of their rights and responsibilities associated with the use of information assets;
- Undertaking cyclic security compliance testing as requested by Internal Audit or a business initiative / requirement;
- Protecting information assets from Denial of Service, attacks and outages;
- Provide identity and access management processes to assist staff accessing the relevant information for their role;
- Reporting of any misuse to HR that may result in restrictions on access to the information and/or disciplinary action up to and including dismissal, as appropriate in accordance with Council's Code of Conduct and Council policies and guidelines;
- Compliance with Council Policy, State and Federal Legislation and Regulation;
- Review, monitor and record utilisation of information assets.; and
- Providing Council with the capability to access, review, and copy and delete files stored on network storage devices and local drives. Council reserves the right to access, review, copy or delete all such files for any appropriate purpose and to disclose them inside or outside the Council as required under any law or in accordance with Council policy and guidelines.

**Human Resources** will be responsible for:

- Providing direction to staff when an exception to normal user credential managements is required; and
- Conducting investigations of misuse of information assets or inappropriate conduct of staff.

---

## A. APPENDIX - RELATED POLICY/DETERMINATION DOCUMENT

- Identity Management Policy (D04769146);
- Enterprise Architecture Principles (D04797161);
- User and Access Control Guideline (D04769145).



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CORPORATE SERVICES

# Information Security Policy

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CO5/23

## 1. Introduction

As a custodian of information that is politically, commercially or personally sensitive, Randwick City Council has a 'duty of care' responsibility to protect that information from unauthorised or accidental modification, loss, release, or impact on the safety and well-being of individuals. In addition, Council requires trustworthy information be available to undertake its day to day activities.

Council recognises that an Information Security Management System (ISMS) is an integral part of a good management practice to protect information assets. An ISMS must be embedded into Council activities and business processes to achieve the information security objectives defined within this document.

This policy will outline Council's expectations in the implementation of an Information Security Management System to safeguard its information assets. This policy will be supplemented by additional topic-specific policies, which further mandate the implementation of information security controls and are structured to address the needs of certain target groups within Council or to cover certain topics.

## 2. Referenced documents

- ISMS00002 ISMS Roles and Responsibilities.
- ISO 27001 Information technology - Security techniques - Information security management systems – Requirements
- ISO 31000 Risk management – Principles and guidelines

## 3. Terms and definitions

**Availability** – The property of being accessible and usable upon demand by an authorised entity.

**Confidentiality** – The property that information is not made available or disclosed to unauthorised individuals, entities, or processes.

**Information Security Management System (ISMS)** - That part of the overall management system, based on a business risk approach that establishes, implements, operates, monitors, reviews, maintains and improves information security.

**Integrity** – The property of safeguarding the accuracy and completeness of assets.

**Interested Parties** – Any individual or group of individuals that could be affected by or could affect the outcome of the ISMS.

**Risk** – The likelihood of a threat source exploiting a vulnerability and corresponding business impact.

**Risk Analysis** – Systemic use of information to identify sources of risk, and estimate the risk.

**Risk Evaluation** – Process of comparing the estimated risk against given risk criteria to determine the significance of the risk.

**Risk Treatment** – Process of selecting and implementing measures to modify risks.

## 4. Purpose, scope and users

The purpose of this high-level policy is to define the objectives and principles for the ISMS to protect Council's information assets regardless of its format, location, users, or its processing system.

The scope of this document applies to all information held by Council regardless of where the information is found. It is essential to ensure that all information security objectives in this policy are achieved and that there are effective information security controls in place to address these objectives. If any staff member suspects that any of these objectives are not achieved, they are required to report them immediately to the 'Responsible person' as defined in the Roles and Responsibilities document.

This policy applies to all Council staff, users of Council's information systems and resources, third parties who interact with information held by Council and the information systems used to store and process it, as well as any other entity (human-based or non-human-based) who need access to or use Council information or information systems.

## 5. Information security objectives

To define accurate and relevant information security objectives; Council executives represented by the MANEX Committee and senior management identified the following interested parties:

- Employees
- Volunteers
- Government Agencies
- Customers / Clients / Local Community
- Suppliers
- Councillors
- Council's Insurers

Considering these interested parties, the MANEX Committee and senior management identified the following to be the most important issues and expectations:

- Obligations to protect personal information
- Showcase management's commitment to information security to the public
- Address security within supplier agreements
- Protect information assets from undesired staff actions either intentionally or unintentionally
- Comply with legal and regulatory requirements
- Protect customer and employee information from disclosure and unauthorised access
- Secure online services

Finally, based on the identified interested parties and their issues and expectations; the MANEX Committee and senior management were able to identify the following as Information Security Objectives:

- Create a better community image.
- Reduce the damage caused by potential incidents
- Increase information security awareness across Council
- Increase customer, client, and community satisfaction and its assurance over Randwick Council's security capability
- Provide a cost effective, reliable, and secure online services
- Comply with legal, regulatory, and contractual requirements
- Manage security of the service(s) provided by a Supplier
- Protect Council's business and reputation
- Meet ethical obligations
- Mitigate financial risk to Council

These objectives have been set in line with Council's business objectives, strategy and business plans. It is the responsibility of the MANEX committee to review these information security objectives and set new ones – when needed – at least once a year.

The success of the ISMS will be appraised by its ability to meet these objectives. Council will measure the fulfillment of all of these objectives. The Chief Information Officer (CIO), on behalf of the Information Security Steering Committee (ISSC), is responsible for defining a method for measuring achievement against

objectives. The CIO will analyse and evaluate the measured results and report them to the ISSC and MANEX Committee for Management review.

---

## 6. Leadership and commitment

It is the intention of Council to ensure that Information will be protected from the loss of confidentiality, integrity, misuse, and availability. The commitment to information security extends to senior levels of Council and will be demonstrated through this policy, as well as the provision of appropriate resources to provide and develop the ISMS and associated controls.

Council is committed to an ISMS implementation and continuous improvement. Therefore, ISSC on behalf of the MANEX Committee will ensure that the ISMS implementation and continuous improvement will be supported with adequate resources in order to achieve all objectives set in this policy.

Ideas for improvements may be obtained from any source including employees, customers, suppliers, insurers, IT staff, risk assessments, and service reports. Once identified they will be added to the Continual Improvement Plan and evaluated by the staff member responsible for Continual Service Improvement.

As part of the evaluation of proposed improvements, the following criteria will be used:

- Cost
- Business Benefit
- Risk
- Implementation timescale
- Resource requirement

If accepted, the improvement proposal will be prioritised in order to allow for more effective planning.

---

## 7. Information security controls

Information security controls will be selected based on the identified information security risks and an agreed-on response strategy. An information security risks assessment and treatment methodology will be used to identify, analyse, evaluate and treat information security risk(s). Controls (Safeguards) will be selected and evaluated on a regular basis to make sure it works effectively.

The ISSC, on the behalf of the MANEX Committee, will be responsible for:

- reviewing risk assessments and treatment results
- approving the selection of controls, and
- reporting to the MANEX Committee about the effectiveness of the selected controls with a view to achieving the information security objectives.

---

## 8. Human resources

Council will ensure that all staff involved in information security are competent on the basis of appropriate education, training, skills and experience.

The skills required will be determined and reviewed on a regular basis together with an assessment of existing skill levels within Council. Training needs will be identified and a plan maintained to ensure that the necessary competencies are in place.

Training, education and other relevant records will be kept by the HR Department to document individual skill levels attained.

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## 9. Business processes changes

It is the responsibility of Council managers to inform the ISSC about any changes to the organisation and business processes. These changes will be discussed in the Committee meetings to identify any risks that could affect the information security management system or its objectives. Where there are identified risks, an action plan will be developed by the business process owner and must be approved by the Committee.

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## 10. Auditing and review

Once in place, it is vital that regular reviews take place of how well information security processes and procedures are being adhered to. This will happen at two levels:

1. Structured regular management review of conformity to policies and procedures
2. Internal audit reviews by Randwick Council's Internal Auditors

MANEX will also ensure that a systematic review of performance of the program is conducted on a regular basis to ensure that quality objectives are being met and quality issues are identified through the audit program and management processes. Management review can take several forms including departmental and other management meetings.

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## 11. Exceptions

It is the responsibility of the CIO to record all exceptions to any ISMS policies, standards, or procedures and report them to the ISSC within the scheduled meetings or when requested. MANEX Committee approval must be sought where it is ascertained that the exceptions could affect the information security objectives.

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## 12. Validity and document management

This document is valid as of October 2015.

The owner of this document is the CIO. It is the CIO's responsibility to check and, if necessary, update this document at least once a year.

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

- Effectiveness of ISMS implementation and maintenance
- Commitment of MANEX and senior management
- Changes in relevant legislation
- Information security standards.



CO5/23



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**Randwick City Council**  
30 Frances Street  
Randwick NSW 2031

## Director Corporate Services Report No. CO6/23

**Subject: Rating Options and Other Responses for Airbnb and short-term letting**

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### Executive Summary

- At its meeting of 27 September 2022, Council requested a report considering rating options, other appropriate responses, and best practices across NSW regarding properties primarily used for short-term letting.
- This report considers
  - Rating options and other appropriate responses permitted under the NSW Local Government Act 1993 and NSW Local Government (General) Regulation 2021.
  - Planning Legislation and other initiatives addressing the impacts of short-term letting across the LGA.
- The report also outlines what is currently happening in other states or territories.

### Recommendation

That Council write to the Minister for Planning and Homes advocating for the introduction of a bed tax or other scheme to be remitted to councils to address the impacts of short term rental accommodation on local communities.

### Attachment/s:

Nil

CO6/23

## Purpose

The purpose of this report is to consider options for properties primarily used for short-term rental accommodation (STRA) and consider best practice across NSW.

## Discussion

*Notice of Motion from the meeting held on 27 September 2022, NM89/22 – rating options for Airbnb and short-term letting*

- a) *Council officers prepare a report considering options for properties primarily used for short-term letting including options for rate variations or other appropriate responses; and*
- b) *the report consider best practice across NSW particularly in areas where short term letting is exacerbating housing shortages and affordability*

## Rating Options

### 1. NSW Local Government Act 1993 and NSW Local Government Regulations 2021

Under the NSW Local Government Act 1993 (s 493(1)), there are four categories of ordinary rates, which correspond with the four categories of rateable land, namely:

- farmland,
- residential,
- mining and
- business.

Within a local jurisdiction, each parcel of rateable land must be classified into one of these groups (s 514), to indicate which ordinary rate will apply (s 494(2)). In some instances, councils have the power to establish sub-categories to allow for differential ordinary rate treatments (s 493(2) and s529).

LG Act 1993 s. 529(2b) provides for limited scenarios for which Council can create subcategories, but short-term rental accommodation is not one of these permissible subcategories:

(b) for the category 'residential' – according to –

- (i) whether the land is rural residential land, or
- (ii) whether the land is in a centre of population, or
- (iii) whether the land is in a residential area or in part of a residential area.

Additionally, serviced apartments are specifically categorised as residential for rating purposes under Clause 122 of the NSW Local Government (General) Regulation.

Consequently, Council cannot charge a different rate for STRA properties, as confirmed by the Office of Local Government, quoted in the SMH article on 2 October 2022\*:

*“NSW councils were not currently permitted to charge different rates for properties used as short-term rental accommodation.”*

\*<https://www.smh.com.au/national/nsw/airbnb-owners-targeted-by-council-to-tackle-sydney-s-housing-crisis-20220928-p5blmy.html>

### Other States' and Territories Rating Responses to Short-term Rental Accommodation

In other States such as Queensland, they have taken to increasing rates on properties rented as STRA, while Tasmania is in the process of reviewing its Rating Strategy to determine if differential rating would be appropriate.

For the 2022-23 financial year, Brisbane City Council introduced new rating categories to encourage more properties to be available on the long-term rental market. This means houses and units rented to paying guests for temporary accommodation purposes will pay higher rates.

The rates increase would not impact owners that only lease out a single room, granny flat or shared accommodation, but would directly target owners of entire properties listed for overnight stays on websites such as Airbnb and Stayz. The council's measure would also only apply to properties rented out on the short-term market for more than 60 days a year.

The City of Hobart has reviewed options for differential rating over past years, focusing on vacant land and as well as visitor accommodation. In 2014, a Tasmania Local Government (General) Regulations 2005 amendment increased the categories of land use that a council can differentially rate by providing more detailed land use categories. However, while the City of Hobart can identify properties used for visitor accommodation by other means, there is no property type of 'visitor accommodation' so currently, without an addition to the Valuer-General land use code to add 'visitor accommodation', the City of Hobart could not differentially rate visitor accommodation under the Tasmania LG Act. The City of Hobart has commenced a review of its Rating and Valuation Strategy to address the ongoing issue.

## 2. Planning Legislation introducing a 90 Day Limit

In recognition of the impacts of STRA on local rental housing markets, residential amenity and local character, various planning related initiatives have been investigated by councils to combat the impacts of this accommodation type. Randwick City Council and the Byron Shire Council have both pursued a 90 day limit for non-hosted STRA properties, with varying results.

### 90 day limit for non-hosted STRA

#### *Randwick Comprehensive Planning Proposal*

The Randwick Comprehensive LEP Planning Proposal sought to limit the number of days per year for non-hosted STRA to 90 days, however the initiative was removed from the Planning Proposal by the Department of Planning and Environment via a Gateway Condition. The following justification was provided:

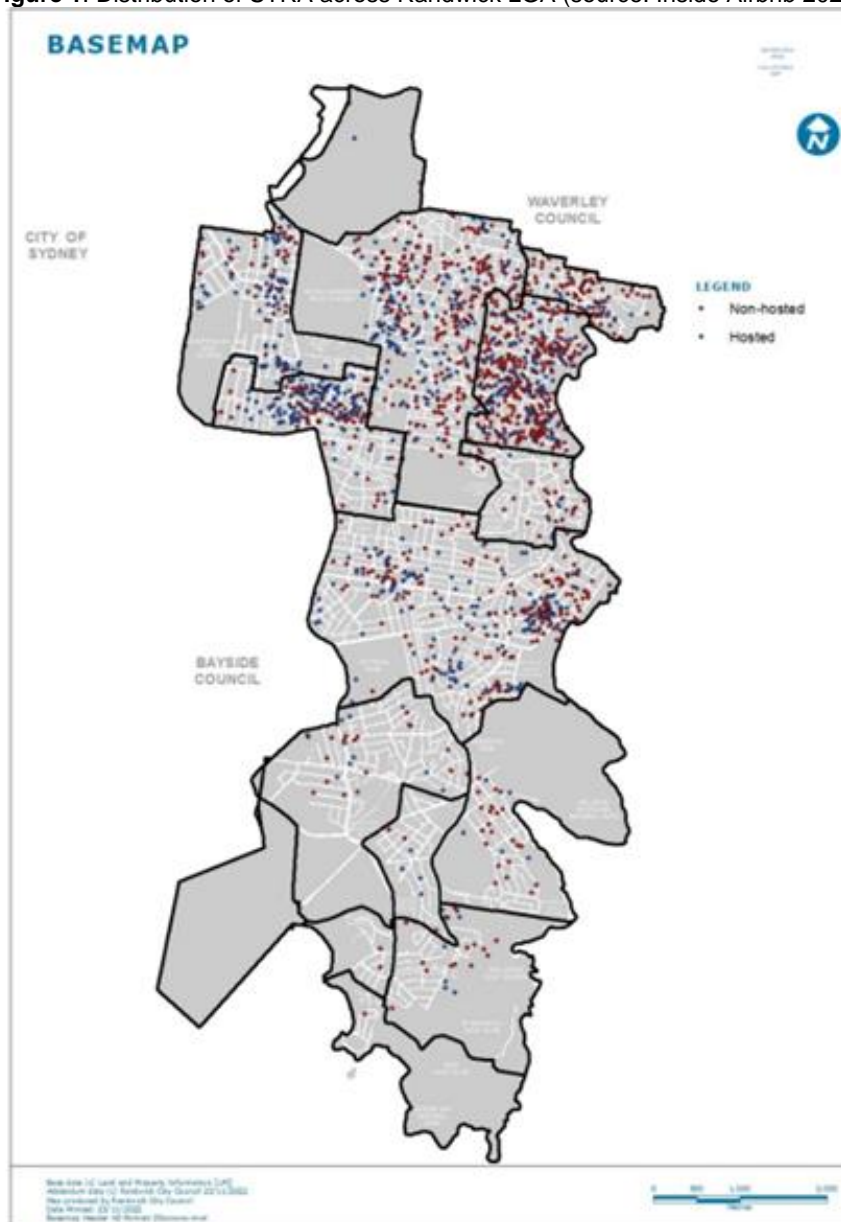
- Inconsistency with the state-wide planning approach which limits non-hosted letting to 180 days a calendar year under the Housing SEPP
- Introduction of a state-wide Register and Code of Conduct (also commenced in November 2021) would largely manage amenity impacts.
- Lack of evidence provided to demonstrate negative social and economic effects of STRA.
- The state-wide 180 day limit would be subject to a 2 year review in 2023, which would further inform the STRA policy.

Since the implementation of the 180 day limit, NSW Register and Code of Conduct, the following observations have been made by Council Officers:

- As at February 2023 a total of 821 properties are listed on the NSW STRA Register within the Randwick LGA. Of these properties, 517 (63%) are non-hosted i.e. the entire property is available on the STRA market.
- The number of non-hosted properties listed on the NSW STRA **Register** (517) equates to 0.86% of the LGAs total dwelling stock. However, this percentage is higher for the coastal areas of the LGA (Distribution of STRA shown in Figure 1).
- Data obtained from InsideAirbnb lists a total of 1,147 non-hosted properties available on the STRA market in December 2022 in the LGA. This equates to **1.9%** of the LGAs total dwelling stock. However, for the northern part of the LGA where listings are concentrated, (Clovelly, Coogee, Kensington and Kingsford) this equates to approximately **4.4%** of dwelling stock in those areas.

- By comparison, the number non-hosted listings recorded pre COVID in 2019 was 2,007, which equates to 3.4% of the LGAs total dwelling stock. This demonstrates a drop in the overall number of listings in the Randwick LGA post pandemic.
- The distribution of current STRA listings on the Airbnb platform across the LGA is notable, with listings largely concentrated in the northern portion of the LGA where key worker housing is needed (see Figure 1).
- The self-regulated nature of the NSW Register places the onus on property owners to comply with the requirement to register their properties. This may partly explain the discrepancy between Inside AirBnB data and the NSW Register.
- A study by UNSW City Futures Research Centre (*Airbnb during COVID19 and what this tells us about Airbnb's impact on Rental Prices, June 2021*), found that rental prices declined in proportion to the reduction in short term rentals as more properties came onto the long-term market. The report highlighted that increasing short term rental has important implications for housing affordability.
- As international tourism continues to return, researchers say that short term rental activity will likely increase again, particularly in the inner city and eastern suburbs.

**Figure 1.** Distribution of STRA across Randwick LGA (source: Inside Airbnb 2022)





### *Byron STRA Planning Proposal*

Growth of the STRA industry in the Byron Shire Council has been significant in recent years. In 2021, a total of 5,248 active listing for non-hosted dwellings were listed on the two primary STRA platforms (Airbnb and Stayz), which represented 35% of the LGAs total dwelling stock. At present, Byron Shire Council is estimated to have the highest concentration of STRA of any LGA in NSW.

To combat this, Byron Shire Council prepared a Planning Proposal that seeks to limit non-hosted STRA to 90 days a year in the majority of the LGA, and 365 days a year in small, mapped tourist precincts (i.e. no limit). The STRA Planning Proposal was publicly exhibited in September and October 2022. The planning proposal was required to be supported by an economic impact assessment (EIA) to investigate the likely economic impacts of any proposed reduction in days. The Minister for Planning and Housing has indicated support for a 90 day limit on short term rental as the change was in the public interest, given the circumstances facing Byron Shire including the impact of flooding on the availability and affordability of housing, combined with the existing high proportion of STRA compared to permanent accommodation. The final Byron STRA Planning Proposal is currently with the Minister for determination.

### **3. Other States and International Responses**

A number of other states and cities have taken measures to curb the impacts of STRA on housing and amenity. A summary of these is outlined below.

- **Tasmania** – Non-hosted STRA in residential zones requires planning permission and adherence to specific controls.
- **City of Hobart** – Council is considering an amendment to prevent new STRA approvals in certain residential zones and for non-hosted rentals.
- **Queensland** – Government recently considered a ‘bed tax’ on all tourist accommodation, including STRA, at 2% to 2.5% the cost of each night’s accommodation. The bed tax was considered by Parliament in 2022 as one of 75 recommendations to support post pandemic recovery, however the tax was not supported.
- **Brisbane City Council** - Council has a two-step approach to STRA, allowing them without planning permission if they are subsidiary to the residential use of the property, and requiring planning permission if they are non-hosted.
- **Auckland Council** - Council introduced the Accommodation Provider Targeted Rate (APTR), which is charged on the number of booked nights and the location of the property and also applies to hotels, motels and serviced apartments. Council also charges commercial property rates for STRA providers.

### **4. Implications for Randwick**

If Randwick is to advocate to the State Government to change the rating system, the following matters will need to be considered and addressed:

- Council will need to determine an appropriate portion of each year that commercial rates can be levied. This would mean non-hosted STRA properties would be charged two separate rates (commercial and residential) depending on the number of days each property is booked.
- Commercial rates would not be levied for properties that let private rooms as STRA (where the host/property owner is present).
- The administrative implications of determining the commercial rate, as this would be based on the number of days booked as per the NSW Register.

While the impacts of STRA in the Randwick LGA should be acknowledged and monitored, the impacts on the rental housing market are not as acutely felt as in Byron Shire Council. If a 90 day limit is to be further pursued by Council, research and evidence demonstrating the negative social

and economic effects of STRA on the Randwick LGA would be required to support any future planning proposal, as per the Byron Shire Planning Proposal approach. This would include the preparation of a Social and Economic Impact Assessment by a specialist consultant.

As the regulation of STRA in NSW is governed by policy at the State level under the Housing SEPP, the adoption of initiatives similar to those in Hobart and Brisbane is reliant on changing the NSW planning framework and/or legislative amendments.

Requiring all STRA to gain planning approval regardless of length of stay would necessitate the NSW Government to amend the Housing SEPP to remove STRA as 'exempt development' (i.e. remove the 180 day cap). This is unlikely given the recent gazettal of the SEPP in 2021. Requiring STRA to obtain planning permission would also involve a concerted effort from the State Government and councils to enforce compliance to obtain planning permission.

Initiatives such as a visitor levy, accommodation rate or bed tax would require intervention by the State Government to mandate the levy and require STRA platforms to collect and potentially pass on the levy to local government. This appears to be the simplest and most equitable way to address the disruption to the local housing market and was suggested in Council's submission to the State Government during the exhibition of the Housing SEPP and legislative amendments. In the instances where this was successful (Auckland) or considered (Queensland) the charge was levied to support the growth of the tourism economy. In Auckland, the funds collected from the APTR are used for tourism marketing and events, freeing up general rate revenue for other uses. A similar approach may be considered for the Randwick LGA. Additional studies, including the preparation of a Social and Economic Impact Assessment would be required to further this approach. It is noted that this charge would be payable by the occupiers of STRA, rather than property owners. It is unlikely that this option would deter STRA operators (and encourage more properties onto the long term housing market) however it would provide an additional income stream for Council that may be spent on affordable housing.

### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering the Outcomes of the Community Strategic Plan:	
Strategy	Housing
Outcome	A city with diverse and affordable housing that responds to local needs
Objective	Increase the proportion of medium density housing supply by 3% by 2028 from a 2016 baseline of 27.9%
Delivery program commitment	Investigate opportunities to increase provision of affordable rental accommodation by 2031.
Service area	Financial Management
Function	Accounting
Delivery program commitment	Manage and record the financial transactions arising from Council's activities, including the levy and collection of rates and charges, and the preparation of financial statements and returns.

### Resourcing Strategy implications

There is no direct financial impact from this report.

### Policy and legislative requirements

NSW LG Act 1993

Local Government Regulations 2021  
Housing SEPP 2021.

## Conclusion

Given the legislative and administrative barriers to levy commercial rates for STRA, this option would have limited success and unlikely to be supported by the NSW State Government.

As an alternative avenue to levying commercial rates to STRA operators, Council could advocate to the State Government to investigate a bed tax or other scheme collected from renters at the time of STRA bookings and remitted to councils to support the delivery of local community infrastructure including affordable housing.

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**Responsible officer:** Stephen Wong, Chief Financial Officer; Stella Agagiotis, Manager Strategic Planning

**File Reference:** F2022/00403

## Director Corporate Services Report No. CO7/23

**Subject: Investment Report - November 2022**

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### Executive Summary

- This report outlines Council's investment portfolio and performance as at 30 November 2022.
- All investments have been made in accordance with the Act, Regulations and Council's Investment Policy.
- For the month of November, the total portfolio (T/Ds, FRNs and Bonds) provided a return of +0.20% (actual) or +2.46% p.a. (annualised), slightly underperforming the benchmark AusBond Bank Bill Index return of +0.25% (actual) or +3.07% p.a. (annualised).
- Our current margins in comparison to benchmark may decline given our long-term tenure in term deposits. Our overall investment return remains solid due to interest rate increases, with actuals exceeding budget by \$619,661 as at 30 November 2022
- Cashflow will continue to be monitored closely, as the RBA expects to take further steps in the process of normalising monetary conditions over the coming months. Investments will continue to be managed to ensure liquidity to meet operational requirements.

### Recommendation

That the Investment Report for November 2022 be received and noted.

### Attachment/s:

1.  Certificate by Responsible Accounting Officer - November 2022

## Purpose

The Local Government (General) Regulation requires a written report to be provided to the Ordinary meeting of the Council giving details of all monies invested and a certificate as to whether, or not, the investments have been made in accordance with the Act, the regulations and the Council's Investment Policy.

## Discussion

As at 30 November 2022, Council held investments with a market value of \$158.49 million. The portfolio value increase during November by \$72 thousands. The increase is representative of a positive cash flow for the month reflecting the net effect of revenue receipts, rates, grants and miscellaneous payments, offset by capital works expenditure and other operational payments.

The size of the investment portfolio varies significantly from month to month because of cash flows for the period. Cash outflows (expenditure) are typically relatively stable from one month to another. Cash inflows (income) are cyclical and are largely dependent on the rates instalment due dates and the timing of grant payments including receipt of the Financial Assistance Grants.

Cashflow continues to be closely monitored, ensuring that there is enough cash in the business to operate on a day-to-day basis, to:

- Ensure that Council maintains a balanced operating result,
- Ensure that payments are received on time to control debtors; and
- Manage and finance capital projects.

At the RBA's last meeting on 06 December 2022, the RBA:

- Decided to increase the cash rate target by 25 basis points to 3.10 per cent.
- Set priority to return inflation to the 2–3 per cent range over time

The cash rate has increased materially since May 2022. The RBA comments that *"This has been necessary to establish a more sustainable balance of demand and supply in the Australian economy to help return inflation to target."*

Over the year to November, the CPI inflation rate in Australia remained at high level at 6.9 per cent. A further increase in inflation is expected over the months ahead, with inflation now forecast to peak at around 8 per cent over the year to the December quarter. Inflation is then expected to decline next year to around 4 per cent over 2023 and a little above 3 per cent over 2024.

The unemployment rate in November was decreased to 3.4 percent, around the lowest rate since 1974. Job vacancies and job ads are both at very high levels, although employment growth has slowed over recent months as spare capacity in the labour market has been absorbed. A further wages growth pick-up is expected due to the tight labour market and higher inflation.

The RBA is expected to further increase the official cash rate and the *"The size and timing of future interest rate increases will continue to be determined by the incoming data and the Board's assessment of the outlook for inflation and the labour market"*.

## On Call Funds

On call, funds are held to meet Council's immediate cash flow requirements. The on-call funds' balance has now gradually been reduced as the economic outlook from the pandemic has improved but will continue to be monitored and reviewed in line with anticipated operational requirements.

The on-call balance at month end is \$7.528 million or 4.75% of the total portfolio.



Investment	Rating	Balance - 1 November 2022	Movement	Balance – 30 November 2022	Interest Rate
CBA	AA-	\$7,476,682	\$48,693	\$7,525,375	2.95%
Macquarie Bank	A+	\$2,321	\$6	\$2,327	2.80%

### Term Deposits

- At month's end, the portfolio included \$124.5 million in term deposits.
- Term Deposits made up 78.55% of the total investment portfolio.
- Two term deposits totaling \$2 million matured in November 2022.
- During November, one new term deposits for \$2 million was placed.
- As at the end of November 2022, the term deposit portfolio was yielding 2.18% p.a. (up 6bp from the previous month).

	Rating	Balance 1 November 2022	Movement	Balance 30 November 2022	Date Invested	Maturity Date	Interest Rate
ICBC	A	\$1,000,000	-\$1,000,000	0	13/11/2020	09/11/2022	0.82%
ICBC	A	\$1,500,000	0	\$1,500,000	03/12/2020	07/12/2022	0.70%
ICBC	A	\$1,500,000	0	\$1,500,000	11/02/2021	29/03/2023	0.62%
ICBC	A	\$2,000,000	0	\$2,000,000	11/02/2021	28/06/2023	0.65%
NAB	AA-	\$1,500,000	0	\$1,500,000	31/08/2021	13/09/2023	0.65%
NAB	AA-	\$1,500,000	0	\$1,500,000	01/09/2021	20/09/2023	0.65%
ICBC	A	\$2,000,000	0	\$2,000,000	09/09/2021	18/09/2024	0.94%
ICBC	A	\$1,500,000	0	\$1,500,000	27/09/2021	27/09/2023	0.60%
WBC	AA-	\$1,000,000	-\$1,000,000	0	21/10/2021	2/11/2022	0.46%
CBA	AA-	\$2,000,000	0	\$2,000,000	1/11/2021	19/04/2023	0.99%
ICBC	AA-	\$1,000,000	0	\$1,000,000	10/11/2021	3/12/2025	1.70%
CBA	AA-	\$1,000,000	0	\$1,000,000	10/11/2021	9/12/2026	1.88%
CBA	AA-	\$2,000,000	0	\$2,000,000	11/11/2021	13/12/2023	1.22%
CBA	AA-	\$1,500,000	0	\$1,500,000	11/11/2021	20/12/2023	1.27%
CBA	AA-	\$2,000,000	0	\$2,000,000	11/11/2021	27/12/2023	1.31%
CBA	AA-	\$1,500,000	0	\$1,500,000	11/11/2021	03/01/2024	1.29%
CBA	AA-	\$2,000,000	0	\$2,000,000	11/11/2021	10/01/2024	1.29%
CBA	AA-	\$2,000,000	0	\$2,000,000	11/11/2021	23/12/2024	1.64%
CBA	AA-	\$1,500,000	0	\$1,500,000	11/11/2021	31/12/2024	1.65%
CBA	AA-	\$2,000,000	0	\$2,000,000	11/11/2021	08/01/2025	1.65%
CBA	AA-	\$1,500,000	0	\$1,500,000	11/11/2021	15/01/2025	1.66%
CBA	AA-	\$2,000,000	0	\$2,000,000	11/11/2021	22/01/2025	1.66%
CBA	AA-	\$2,000,000	0	\$2,000,000	12/11/2021	21/12/2022	0.69%
CBA	AA-	\$2,000,000	0	\$2,000,000	12/11/2021	28/12/2022	0.70%
WBC	AA-	\$2,000,000	0	\$2,000,000	12/11/2021	18/01/2023	0.63%
CBA	AA-	\$1,500,000	0	\$1,500,000	12/11/2021	25/01/2023	0.74%

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	Rating	Balance 1 November 2022	Movement	Balance 30 November 2022	Date Invested	Maturity Date	Interest Rate
CBA	AA-	\$2,000,000	0	\$2,000,000	12/11/2021	01/02/2023	0.76%
CBA	AA-	\$1,500,000	0	\$1,500,000	12/11/2021	15/03/2023	0.84%
CBA	AA-	\$2,000,000	0	\$2,000,000	18/11/2021	12/04/2023	0.85%
ICBC	A	\$1,500,000	0	\$1,500,000	18/11/2021	26/04/2023	0.83%
ICBC	A	\$2,000,000	0	\$2,000,000	18/11/2021	14/6/2023	0.95%
ICBC	A	\$1,500,000	0	\$1,500,000	18/11/2021	21/06/2023	0.96%
ICBC	A	\$1,000,000	0	\$1,000,000	18/11/2021	05/07/2023	1.00%
NAB	AA-	\$1,000,000	0	\$1,000,000	02/12/2021	04/12/2022	0.52%
NAB	AA-	\$2,000,000	0	\$2,000,000	02/12/2021	05/04/2023	0.80%
ICBC	A	\$2,000,000	0	\$2,000,000	02/12/2021	05/07/2023	1.00%
ICBC	A	\$2,000,000	0	\$2,000,000	02/12/2021	11/10/2023	1.10%
NAB	AA-	\$2,000,000	0	\$2,000,000	02/12/2021	18/10/2023	1.05%
ICBC	A	\$2,000,000	0	\$2,000,000	02/12/2021	24/01/2024	1.36%
NAB	AA-	\$2,000,000	0	\$2,000,000	28/02/2022	14/12/2022	0.75%
ICBC	A	\$2,000,000	0	\$2,000,000	28/02/2022	12/07/2023	1.20%
NAB	AA-	\$2,000,000	0	\$2,000,000	01/03/2022	11/01/2023	0.79%
NAB	AA-	\$2,000,000	0	\$2,000,000	01/03/2022	19/07/2023	1.15%
ICBC	A	\$1,500,000	0	\$1,500,000	09/03/2022	25/10/2023	1.74%
CBA	AA-	\$1,500,000	0	\$1,500,000	20/04/2022	26/07/2023	2.44%
CBA	AA-	\$1,500,000	0	\$1,500,000	20/04/2022	04/10/2023	2.60%
ICBC	A	\$1,000,000	0	\$1,000,000	20/04/2022	24/04/2024	3.13%
CBA	AA-	\$2,000,000	0	\$2,000,000	02/05/2022	03/05/2023	2.71%
CBA	AA-	\$2,000,000	0	\$2,000,000	02/05/2022	01/11/2023	3.08%
Suncorp	A+	\$1,500,000	0	\$1,500,000	24/05/2022	08/02/2023	2.60%
CBA	AA-	\$1,500,000	0	\$1,500,000	31/05/2022	22/03/2023	2.78%
ICBC	A	\$1,500,000	0	\$1,500,000	01/06/2022	31/01/2024	3.40%
Suncorp	A+	\$2,000,000	0	\$2,000,000	12/07/2022	17/01/2024	4.05%
Westpac	AA-	\$1,000,000	0	\$1,000,000	28/07/2022	13/03/2024	3.80%
Suncorp	A+	\$1,500,000	0	\$1,500,000	11/08/2022	03/04/2024	4.04%
NAB	AA-	\$1,500,000	0	\$1,500,000	11/08/2022	08/05/2024	4.05%
NAB	AA-	\$2,000,000	0	\$2,000,000	17/08/2022	27/03/2024	4.03%
NAB	AA-	\$2,000,000	0	\$2,000,000	17/08/2022	17/04/2024	4.03%
Westpac	AA-	\$1,500,000	0	\$1,500,000	24/08/2022	08/11/2023	4.16%
Westpac	AA-	\$1,500,000	0	\$1,500,000	24/08/2022	07/02/2024	4.22%
ICBC	A	\$2,000,000	0	\$2,000,000	24/08/2022	10/04/2024	4.30%
Suncorp	A+	\$2,000,000	0	\$2,000,000	31/08/2022	20/12/2023	4.16%
Westpac	AA-	\$2,000,000	0	\$2,000,000	31/08/2022	1/5/2024	4.24%

	Rating	Balance 1 November 2022	Movement	Balance 30 November 2022	Date Invested	Maturity Date	Interest Rate
Westpac	AA-	\$2,000,000	0	\$2,000,000	31/08/2022	19/06/2024	4.25%
Westpac	AA-	\$2,000,000	0	\$2,000,000	31/08/2022	26/06/2024	4.25%
NAB	AA-	\$2,000,000	0	\$2,000,000	01/09/2022	21/12/2022	3.19%
NAB	AA-	\$2,000,000	0	\$2,000,000	01/09/2022	04/01/2023	3.30%
NAB	AA-	\$2,000,000	0	\$2,000,000	01/09/2022	20/03/2024	4.30%
Westpac	AA-	\$2,000,000	0	\$2,000,000	01/09/2022	12/06/2024	4.35%
Suncorp	A+	\$2,000,000	0	\$2,000,000	27/10/2022	14/6/2023	4.28%
Suncorp	A+	\$2,000,000	0	\$2,000,000	27/10/2022	21/6/2023	4.29%
Suncorp	A+	\$2,000,000	0	\$2,000,000	31/10/2022	29/3/2023	4.00%
Suncorp	A+	0	\$2,000,000	\$2,000,000	30/11/2022	19/07/2023	4.24%
<b>Total</b>		<b>\$124,500,000</b>	<b>0</b>	<b>\$124,500,000</b>			

### Floating Rate Notes (FRNs)

- The portfolio includes \$24.882 million in floating rate notes, making up 15.70% of the total portfolio.
- FRNs are classified as “held for trading” and are required to be reported at the latest indicative market valuations at month end.
- The indicative market value of the FRNs as at the 30 November 2022 increased by ~\$23 thousands.
- There is no new floating rate note placed during November.
- Council will continue to look at opportunities and new issuances as they become available, and switch if viable.

Investment	Rating	Purchase Price	Indicative Value 30 November 2022	Date Invested	Maturity Date	Interest Rate
Macquarie Bank	A+	\$2,000,000	\$1,999,528	07/08/2019	07/08/2024	90D BBSW + 80 bpts
Citibank	A+	\$1,000,000	\$998,893	14/11/2019	14/11/2024	90D BBSW + 88 bpts
NAB	AA-	\$2,000,000	\$2,002,087	21/01/2021	21/01/2025	90D BBSW + 77 bpts
Macquarie Bank	A+	\$2,000,000	\$1,995,141	12/02/2020	12/02/2025	90D BBSW + 84 bpts
UBS	A+	\$1,300,000	\$1,295,057	30/7/2020	30/07/2025	90D BBSW + 87 bpts
Bank of China	A	\$1,000,000	\$998,415	18/08/2020	18/08/2023	90D BBSW + 80 bpts
UBS	A+	\$3,000,000	\$2,945,473	26/02/2021	26/02/2026	90D BBSW + 50 bpts
CCB	A	\$1,000,000	\$994,154	11/03/2021	11/03/2024	90D BBSW + 58 bpts
ICBC	A	\$1,700,000	\$1,657,839	18/06/2021	18/06/2026	90D BBSW + 66 bpts
NAB	AA-	\$3,100,000	\$3,046,229	24/08/2021	24/08/2026	90D BBSW + 41 bpts
Suncorp	A+	\$1,750,000	\$1,714,432	15/09/2021	15/9/2026	90D BBSW + 48 bpts
CBA	AA-	\$1,500,000	\$1,484,298	14/1/2022	14/1/2027	90D BBSW + 77 bpts
Suncorp	A+	\$1,800,000	\$1,777,042	25/1/2022	25/1/2027	90D BBSW + 78 bpts

Investment	Rating	Purchase Price	Indicative Value 30 November 2022	Date Invested	Maturity Date	Interest Rate
Rabobank Australia Branch	A+	\$2,000,000	\$1,973,745	27/1/2022	27/1/2027	90D BBSW + 73 bpts
<b>Total</b>		<b>\$25,150,000</b>	<b>\$24,882,334</b>			

## Fixed Bonds

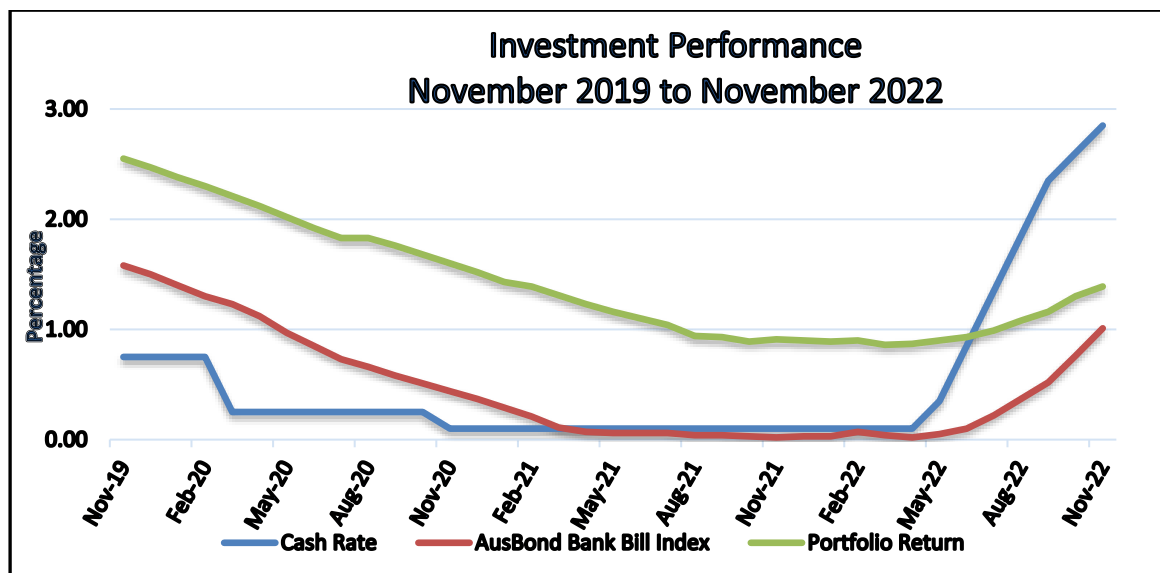
In August 2021, Council purchased at a discount \$1.8 million (face value) of the AAA-rated covered fixed bond with ING Bank Australia. An attractive fixed coupon rate of 1.10% will be paid on a semi-annual basis on the \$1.8 million face value.

The indicative value is the value Council would receive at 30 November 2022 if it were to consider selling this investment prior to its maturity date. Selling prior to maturity would only be considered if a capital gain resulted while holding to maturity ensures a return of the full amount invested along with quarterly interest payments over the life of the investment.

Investment	Rating	Purchase Price	Indicative Value 30 November 2022	Date Invested	Maturity Date	Interest Rate
ING Bank	AAA	\$1,794,762	\$1,582,566	19/08/2021	19/08/2026	1.10%
<b>Total</b>		<b>\$1,794,762</b>	<b>\$1,582,566</b>			

## Performance

The following graph shows the investment returns achieved against the AusBond Bank Bill Index and the official Reserve Bank of Australia (RBA) cash interest rate for the period November 2019 to November 2022.



For the month of November, the total portfolio of term deposits (T/Ds) and floating rate notes (FRNs) provided a return of +0.20% (actual) or +2.46% p.a. (annualised), slightly underperforming the benchmark AusBond Bank Bill Index return of +0.25% (actual) or +3.07 % p.a. (annualised). This relative 'underperformance' has been due to the unexpected aggressive rate hikes undertaken by

the RBA. Whilst this 'underperformance' may continue in the short-term, we do anticipate this to be temporary. Council has consistently 'outperformed' over longer-term time periods as demonstrated by the 1-3 year returns of the overall investment portfolio.

Over the past year, the combined term deposit and FRN portfolio returned +1.39% p.a., outperforming bank bills by 0.38% p.a. Our current margins in comparison to benchmark may decline given our long-term tenure in term deposits. Our overall investment return remains solid due to interest rate increases, with actuals exceeding budget by \$619,661 as at 30 November 2022.

Council is currently undertaking an exercise to determine the viability of renegotiating higher rates for our existing long-term term deposits, which were invested prior to the recent interest rate rises. Should the outcome of the exercise be financially viable, total returns less break fees, then Council will proceed in the renegotiating of existing contracts. This could potentially increase the overall return on investments significantly over the next 5 years.

The performance for the month ending 30 November 2022 is summarised below.

Performance	1 month	3 months	6 months	FYTD	1 year	2 year	3 year
Official Cash Rate	0.23%	0.64%	0.98%	0.91%	1.06%	0.58%	0.51%
AusBond Bank Bill Index	0.25%	0.64%	0.97%	0.92%	1.01%	0.51%	0.49%
Council's T/D Portfolio	0.18%	0.51%	0.84%	0.74%	1.28%	0.98%	1.21%
Council's FRN Portfolio	0.31%	0.85%	1.43%	1.30 %	1.89%	1.63%	1.60%
Council's Bond Portfolio	0.09%	0.27%	0.55%	0.46%	1.10%	-	-
<b>Council's Portfolio</b>	<b>0.20%</b>	<b>0.56%</b>	<b>0.94%</b>	<b>0.84%</b>	<b>1.39%</b>	<b>1.15%</b>	<b>1.30%</b>
<b>Outperformance</b>	<b>-0.05%</b>	<b>-0.07%</b>	<b>-0.03%</b>	<b>-0.08%</b>	<b>0.38%</b>	<b>0.64%</b>	<b>0.81%</b>

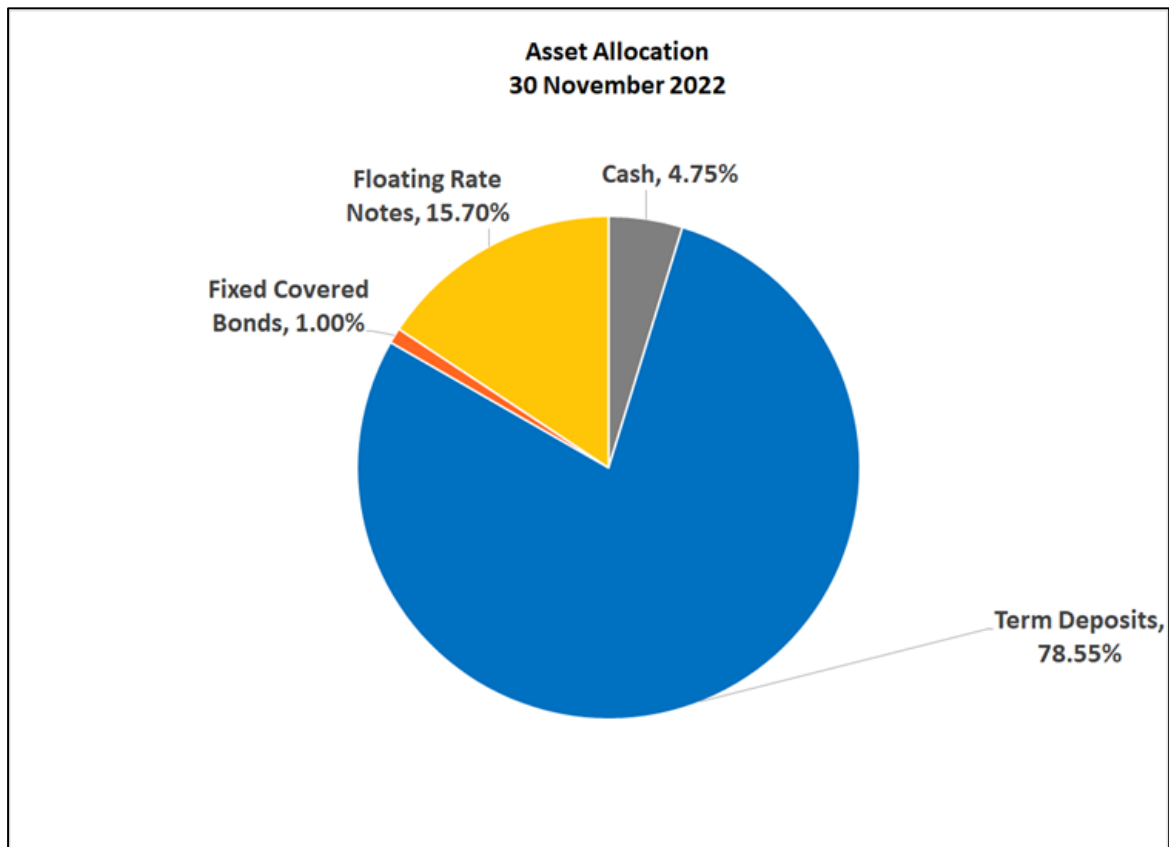
## Council's Portfolio and Compliance

### Asset Allocation

Most of the portfolio is spread between term deposits (78.55 %) and senior floating rate notes (15.70%). The remainder of the portfolio is held in the overnight cash accounts with CBA and Macquarie Bank (4.75%) and the "AAA" rated fixed covered bond (1.00%). The FRNs add additional liquidity and are generally accessible within 2-3 business days. FRNs are also dominated by the higher-rated ADIs which allows Council to maintain a bias towards the higher-rated banks.



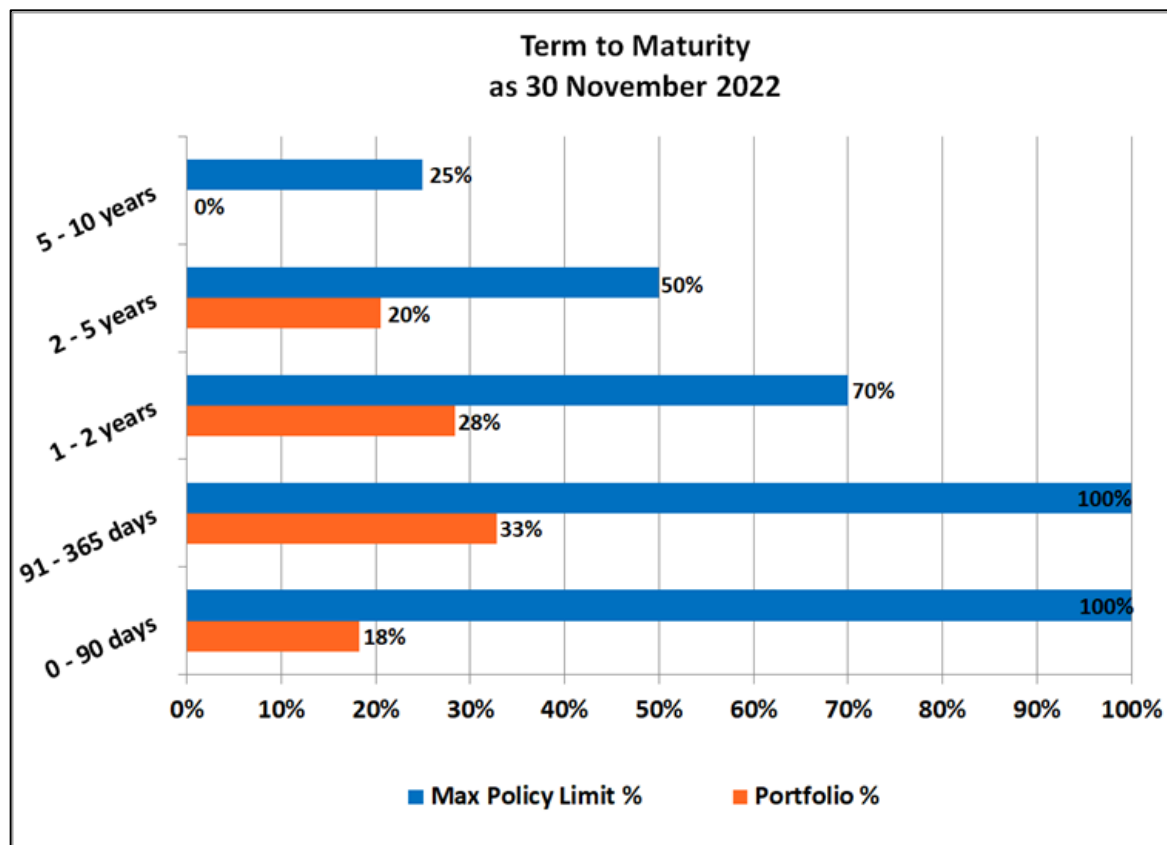
C07/23



### Term to Maturity

The portfolio remains diversified from a maturity perspective with a spread of maturities out to 5 years. Medium-term (2-5 years) assets account for around 20.5% of the total investment portfolio.

Compliant	Horizon	Invested	%	Min Limit	Max Limit
✓	0-90 days	\$29,027,702	18.32%	10%	100%
✓	91-365 days	\$51,998,415	32.80%	20%	100%
✓	1-2 years	\$44,992,575	28.39%	0%	70%
✓	2-5 years	\$32,473,910	20.49%	0%	50%
✓	5-10 years	0	0%	0%	25%



The investment portfolio is regularly reviewed to maximise investment performance and minimise risk. Comparisons are made between existing investments with available products that are not part of the Council's portfolio. Independent advice is sought on new investment opportunities.

### Credit Quality

As at the end of September, applying the long-term S&P ratings only, Council is compliant across all individual counterparties. The investment portfolio is entirely directly to assets rated "A" or higher, as per Council's adopted policy framework.

Compliant	Rating	Invested	Invested	Max. Limit	Available
✓	AAA Category	\$1,582,566	1.00%	100%	\$156,910,036
✓	AA Category	\$93,057,989	58.71%	100%	\$65,434,613
✓	A Category	\$63,852,046	40.29%	80%	\$62,942,035
✓	Unrated ADIs	\$0.00	0.00%	0.00%	\$0

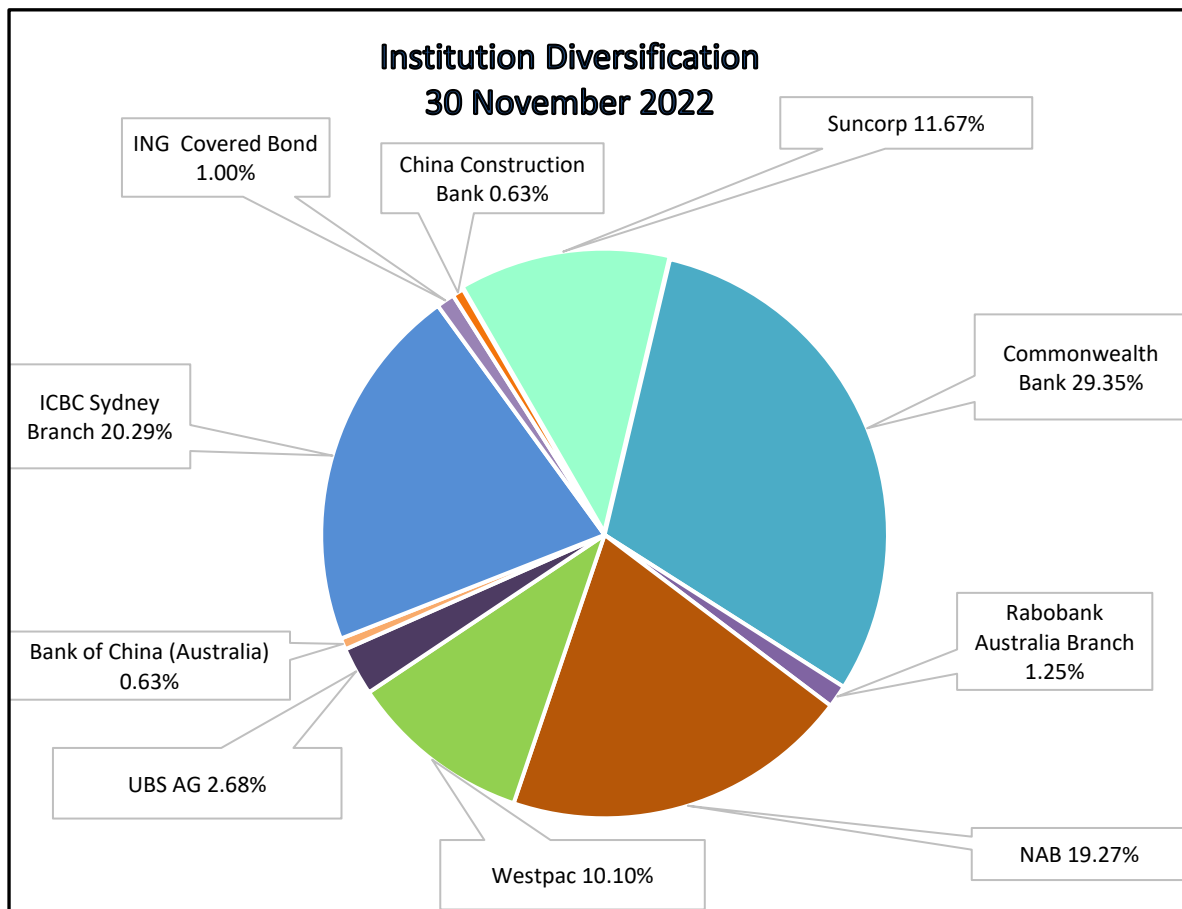
### Counterparty

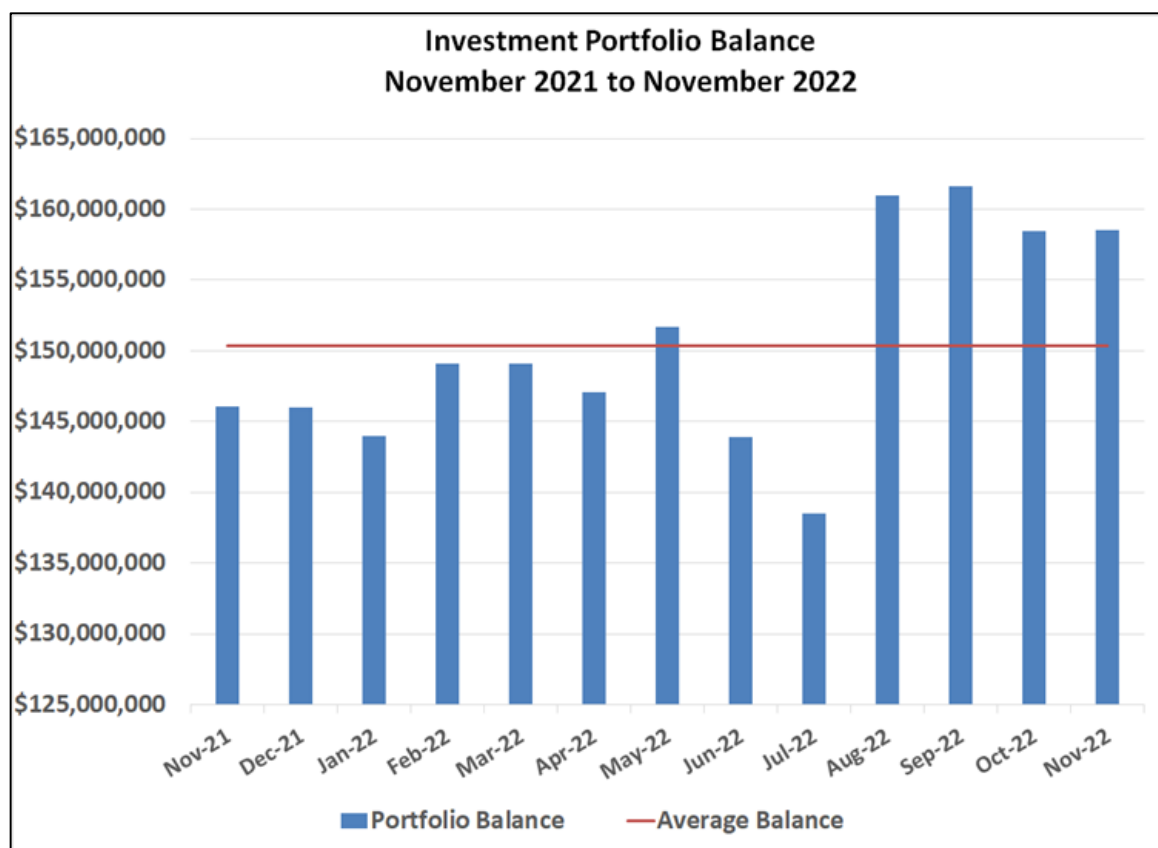
The table below shows the individual counterparty exposures against Council's current investment policy based on long-term S&P ratings.

Compliant	Issuer	Rating	Invested	%	Max. Limit	Available
✓	ING Covered	AAA	\$1,582,566	1.00%	40%	\$61,814,474

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Compliant	Issuer	Rating	Invested	%	Max. Limit	Available
✓	CBA	AA-	\$46,509,674	29.35%	40%	\$16,887,367
✓	NAB	AA-	\$30,548,316	19.27%	40%	\$32,848,725
✓	Westpac	AA-	\$16,000,000	10.10%	40%	\$47,397,041
✓	Citibank	A+	\$998,893	0.63%	25%	\$38,624,257
✓	Macquarie Bank	A+	\$3,996,995	2.52%	25%	\$35,626,155
✓	Rabobank Australia Branch	A+	\$1,973,745	1.25%	25%	\$37,649,405
✓	Suncorp	A+	\$18,491,475	11.67%	25%	\$21,131,676
✓	UBS AG	A+	\$4,240,530	2.68%	25%	\$35,382,621
✓	Bank of China	A	\$998,415	0.63%	25%	\$38,624,736
✓	China Construction Bank	A	\$994,154	0.63%	25%	\$38,628,996
✓	ICBC Sydney	A	\$32,157,839	20.29%	25%	\$7,465,311





C07/23

### Restricted Funds (*Local Government Act 1993 s 409*)

Councils restricted and unrestricted funds as at 30 November 2022 are shown below. Unrestricted Cash is the cash that is readily available or convertible to cash for Councils' day-to-day management. The restricted cash is either externally or internally restricted. Externally restricted cash can only be spent as permitted in line with legislative responsibilities and/or contractual obligations, while internally restricted cash is to be spent on Council-specific funding commitments as per the operational plan and adopted Council budget.

<b>Investment Portfolio Balance as at 30 November 2022</b>		<b>\$158,492,602.23</b>
Restricted Cash	Internal	\$91,380,449.27
	External	\$48,836,224.43
Unrestricted Cash		\$18,275,928.53
<b>Total Restricted &amp; Unrestricted</b>		<b>\$158,492,602.23</b>

### Loan Funds

The total loan funds were drawn down on 10 November 2021 for \$33.5 million at 2.22%. The loan funded the following:

- \$14.5M Capital Works
  - \$6.7M of Building Works which included Blenheim House, La Perouse Museum, Malabar Pool, Dunningham Reserve, Burrows Park and Southern Suburbs Youth Facilities
  - \$5.5M of Parks Projects which included Playground upgrade, Coral Sea Park, Coastal Walkways, Snape Park outdoor gym, and Pioneers Park

- \$3.8M of Roads Projects which include drainage capital works and footpath construction
- \$19.5M for the Heffron Centre Project

The payment frequency is semi-annually with the first loan repayment made on the 10 May 2022. The repayment total is for \$1,877,039.92 of which \$371,850.00 is interest. The most recent repayment was made on 10 November 2022, and next installment will be due on 10 May 2023.

The current interest rates offered on term deposits currently have far exceeded our cost of funds in obtaining the \$33.5m loan. Indicative term deposit rates offered currently at CBA by the end of November 2022 are as follows:

- For 1 Year – 4.49%
- For 2 Years – 4.56%
- For 3 Years – 4.53%
- For 4 Years – 4.51%
- For 5 Years – 4.56%

As such, the Council is in a notionally advantageous position in earning interest income on our loan. In addition, the delay in the use of loan funds with the deferral of capital works projects into the next financial year enables the council to invest these surplus funds in the short to medium-term investment offerings.

### Green Investment

Council's investment policy includes guidelines that give preference to placing funds with institutions identified as not dealing with fossil fuel companies, where financial institutions offer equivalent investment returns with the same credit rating. The big four banks and other institutions rated A- and above have some exposure to fossil fuels. The banks with little or no exposure to fossil fuels are the lower-rated institutions. The current policy does not permit investments in these BBB-rated institutions.

Council's exposure to fossil fuel funds is shown below:

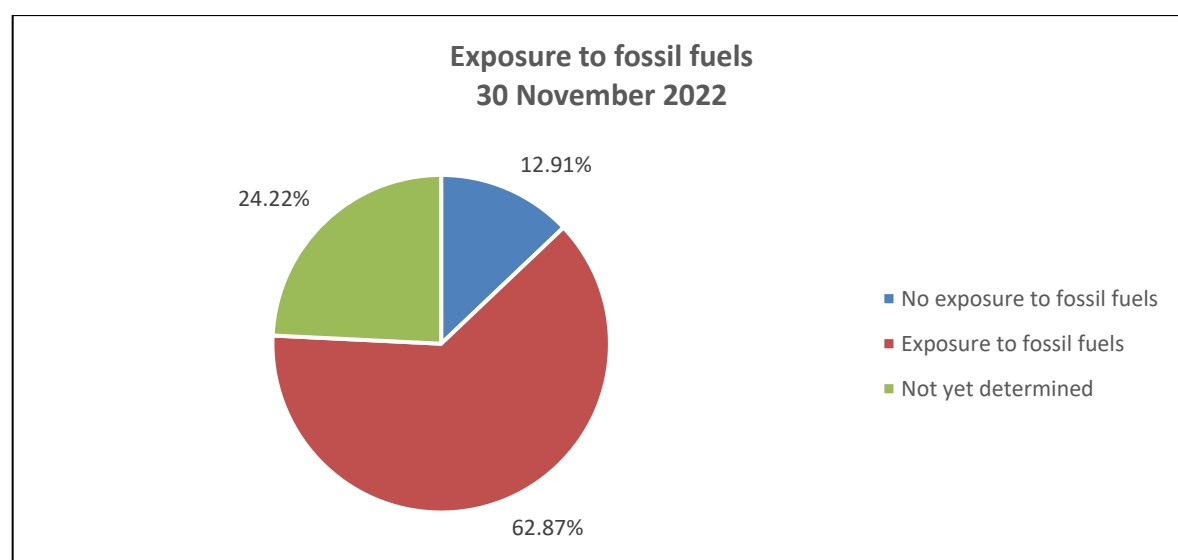
Counterparty	Credit rating	Funding fossil fuel	Position
<b>ING Covered Bond</b>	AAA	Yes	Loaned to fossil fuels in Australia since 2016
<b>Commonwealth Bank</b>	AA-	Yes	Loaned to fossil fuels globally since 2016
<b>Nab</b>	AA-	Yes	Loaned to fossil fuels globally since 2016
<b>Westpac</b>	AA-	Yes	Loaned to fossil fuels globally since 2016
<b>Citibank</b>	A+	Yes	Loaned to fossil fuels since 2016
<b>Macquarie Bank</b>	A+	Yes	Loaned to fossil fuels globally since 2016 and holds more than \$2.5 billion of shares in numerous coal, oil and gas companies
<b>Rabobank</b>	A+	No	Does not finance the primary production of fossil fuels
<b>Suncorp</b>	A+	No	Loans to fossil fuels in 2008/2009, but released the position statement that they have withdrawn from the sector
<b>UBS</b>	A+	Not yet determined	No Position provided
<b>Bank of China (Australia)</b>	A	Not yet determined	No Position provided
<b>China Construction Bank</b>	A	Not yet determined	No Position provided



<b>ICBC, Sydney Branch</b>	A	Not yet determined	No Position provided
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Based on the Council's portfolio (\$158.49 million) as at 30 November 2022, funding on green initiatives banks made up 12.91 percent of total investment, or \$20.47 million. Funding with banks which have exposure to fossil fuels constitutes 62.87 percent, or \$88.49 million. The remaining 24.22 percent is not yet determined as no position has been provided by the financial institutions.

Institutions	Number of trades	Invested	Invested %
<b>No exposure to fossil fuels</b>	11	\$20,465,219.81	12.91%
<b>Exposure to fossil fuels</b>	66	\$99,636,444.19	62.87%
<b>Not yet determined</b>	23	\$38,390,938.23	24.22%



### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Financial Management
Function	Financial Management and Control
Delivery program commitment	Support Council's sustainable delivery of projects and services through sound Financial Management and Control, including long term financial planning, budget preparation, and financial performance monitoring.

### Resourcing Strategy implications

The Original budget provision for investment income is \$1,270,504. The September quarterly budget review is being reported to Council with an additional budget of \$300,000 for investment interest. The total revised interest on investments budget will be \$1,570,504. Income received to 30 November 2022 is \$1,274,037.58, representing 81.12% of the budget year to date. The

increased portfolio balance and the recent increase in interest rates continue to result in overall improved returns.

### **Policy and legislative requirements**

Council is authorised by Section 625 of the Local Government Act to invest its surplus funds. Funds will only be invested in the form of investment notified by Order of the Minister dated 12 January 2011. The Local Government (General) Regulation prescribes the records that must be maintained in relation to Council's Investment Policy

### **Conclusion**

Funds are invested with the aim of achieving budgeted income in the 2022-23 financial year and outperforming the AusBond Bank Bill Index over a 12-month period.

All investments as at 30 November 2022 have been made in accordance with the Local Government Act, the regulations and Council's Investment Policy.

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**Responsible officer:** Xinyu Zhang, Financial Accountant

**File Reference:** F2016/06527

## Randwick City Council

## Investments

for the period ending 30 November 2022

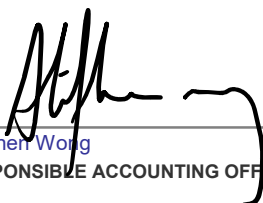
## Certificate by Responsible Accounting Officer

made pursuant to Clause 212(1)(b) of the Local Government (General) Regulations 2005

I hereby certify that all investments as at 30 November 2022 have been made in accordance with Council's Investment Policy (adopted Sept 2021).

I hereby certify that all investments as at 30 November 2022 meet the requirements of section 625 of the Local Government Act 1993 including the Ministerial Investment Order (2011).

I hereby certify that all investments as at 30 November 2022, and this investment report, meet the requirements of clause 212 of the Local Government (General) Regulation 2005.

  
\_\_\_\_\_  
Stephen Wong  
RESPONSIBLE ACCOUNTING OFFICER

10 February 2023  
\_\_\_\_\_  
Date

CO7/23

## Director Corporate Services Report No. CO8/23

**Subject: Investment Report - December 2022**

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### Executive Summary

- This report outlines Council's investment portfolio and performance as at 31 December 2022.
- All investments have been made in accordance with the Act, Regulations and Council's Investment Policy.
- For the month of December, the total portfolio (T/Ds, FRNs and Bonds) provided a return of +0.22% (actual) or +2.59% p.a. (annualised), slightly underperforming the benchmark AusBond Bank Bill Index return of +0.25% (actual) or +2.98% p.a. (annualised).
- Our current margins in comparison to benchmark may decline given our long-term tenure in term deposits. Our overall investment return remains solid due to interest rate increases, with actuals exceeding budget by \$845,262 as at 31 December 2022
- Cashflow will continue to be monitored closely, as the RBA expects to take further steps in the process of normalising monetary conditions over the coming months. Investments will continue to be managed to ensure liquidity to meet operational requirements.

### Recommendation

That the Investment Report for December 2022 be received and noted.

### Attachment/s:

1.  Certificate by Responsible Accounting Officer - December 2022



## Purpose

The Local Government (General) Regulation requires a written report to be provided to the Ordinary meeting of the Council giving details of all monies invested and a certificate as to whether, or not, the investments have been made in accordance with the Act, the regulations, and the Council's Investment Policy.

## Discussion

As at 31 December 2022, Council held investments with a market value of \$158.28 million. The portfolio value decreased during December by \$235 thousands. The decrease is representative of a negative cash flow for the month reflecting the net effect of revenue receipts, rates, grants, and miscellaneous payments, offset by capital works expenditure and other operational payments.

The size of the investment portfolio varies significantly from month to month because of cash flows for the period. Cash outflows (expenditure) are typically relatively stable from one month to another. Cash inflows (income) are cyclical and are largely dependent on the rates instalment due dates and the timing of grant payments including receipt of the Financial Assistance Grants.

Cashflow continues to be closely monitored, ensuring that there is enough cash in the business to operate on a day-to-day basis, to:

- Ensure that Council maintains a balanced operating result,
- Ensure that payments are received on time to control debtors; and
- Manage and finance capital projects.

At the RBA's last meeting on 06 December 2022, the RBA:

- Decided to increase the cash rate target by 25 basis points to 3.10 per cent.
- Set priority to return inflation to the 2–3 per cent range over time

The cash rate has increased materially since May 2022. The RBA comments that *"This has been necessary to establish a more sustainable balance of demand and supply in the Australian economy to help return inflation to target."*

Over the year to December, the CPI inflation rate in Australia remained at high level at 6.9 per cent. A further increase in inflation is expected over the months ahead, with inflation now forecast to peak at around 8 per cent over the year to the December quarter. Inflation is then expected to decline next year to around 4 per cent over 2023 and a little above 3 per cent over 2024.

The unemployment rate in December was decreased to 3.4 percent, around the lowest rate since 1974. Job vacancies and job ads are both at very high levels, although employment growth has slowed over recent months as spare capacity in the labour market has been absorbed. A further wages growth pick-up is expected due to the tight labour market and higher inflation.

The RBA is expected to further increase the official cash rate and the *"The size and timing of future interest rate increases will continue to be determined by the incoming data and the Board's assessment of the outlook for inflation and the labour market"*.

## On Call Funds

On call, funds are held to meet Council's immediate cash flow requirements. The on-call funds' balance has now gradually been reduced as the economic outlook from the pandemic has improved but will continue to be monitored and reviewed in line with anticipated operational requirements.

The on-call balance at month end is \$10.788 million or 6.82% of the total portfolio.

Investment	Rating	Balance - 1 December 2022	Movement	Balance – 31 December 2022	Interest Rate
<b>CBA</b>	AA-	\$7,525,375	\$3,260,307	\$10,785,683	3.20%
<b>Macquarie Bank</b>	A+	\$2,327	\$6	\$2,333	3.10%

### Term Deposits

- At month's end, the portfolio included \$121 million in term deposits.
- Term Deposits made up 76.46% of the total investment portfolio.
- Five term deposits totaling \$9.5 million matured in December 2022.
- Three new term deposits for \$6 million was placed.
- As at the end of December 2022, the term deposit portfolio was yielding 2.34% p.a. (up 16bp from the previous month).

	Rating	Balance 1 December 2022	Movement	Balance 31 December 2022	Date Invested	Maturity Date	Interest Rate
<b>ICBC</b>	A	\$1,500,000	-\$1,500,000	0	03/12/2020	07/12/2022	0.70%
<b>ICBC</b>	A	\$1,500,000	0	\$1,500,000	11/02/2021	29/03/2023	0.62%
<b>ICBC</b>	A	\$2,000,000	0	\$2,000,000	11/02/2021	28/06/2023	0.65%
<b>NAB</b>	AA-	\$1,500,000	0	\$1,500,000	31/08/2021	13/09/2023	0.65%
<b>NAB</b>	AA-	\$1,500,000	0	\$1,500,000	01/09/2021	20/09/2023	0.65%
<b>ICBC</b>	A	\$2,000,000	0	\$2,000,000	09/09/2021	18/09/2024	0.94%
<b>ICBC</b>	A	\$1,500,000	0	\$1,500,000	27/09/2021	27/09/2023	0.60%
<b>CBA</b>	AA-	\$2,000,000	0	\$2,000,000	1/11/2021	19/04/2023	0.99%
<b>ICBC</b>	AA-	\$1,000,000	0	\$1,000,000	10/11/2021	3/12/2025	1.70%
<b>CBA</b>	AA-	\$1,000,000	0	\$1,000,000	10/11/2021	9/12/2026	1.88%
<b>CBA</b>	AA-	\$2,000,000	0	\$2,000,000	11/11/2021	13/12/2023	1.22%
<b>CBA</b>	AA-	\$1,500,000	0	\$1,500,000	11/11/2021	20/12/2023	1.27%
<b>CBA</b>	AA-	\$2,000,000	0	\$2,000,000	11/11/2021	27/12/2023	1.31%
<b>CBA</b>	AA-	\$1,500,000	0	\$1,500,000	11/11/2021	03/01/2024	1.29%
<b>CBA</b>	AA-	\$2,000,000	0	\$2,000,000	11/11/2021	10/01/2024	1.29%
<b>CBA</b>	AA-	\$2,000,000	0	\$2,000,000	11/11/2021	23/12/2024	1.64%
<b>CBA</b>	AA-	\$1,500,000	0	\$1,500,000	11/11/2021	31/12/2024	1.65%
<b>CBA</b>	AA-	\$2,000,000	0	\$2,000,000	11/11/2021	08/01/2025	1.65%
<b>CBA</b>	AA-	\$1,500,000	0	\$1,500,000	11/11/2021	15/01/2025	1.66%
<b>CBA</b>	AA-	\$2,000,000	0	\$2,000,000	11/11/2021	22/01/2025	1.66%
<b>CBA</b>	AA-	\$2,000,000	-\$2,000,000	0	12/11/2021	21/12/2022	0.69%
<b>CBA</b>	AA-	\$2,000,000	-\$2,000,000	0	12/11/2021	28/12/2022	0.70%
<b>WBC</b>	AA-	\$2,000,000	0	\$2,000,000	12/11/2021	18/01/2023	0.63%
<b>CBA</b>	AA-	\$1,500,000	0	\$1,500,000	12/11/2021	25/01/2023	0.74%
<b>CBA</b>	AA-	\$2,000,000	0	\$2,000,000	12/11/2021	01/02/2023	0.76%
<b>CBA</b>	AA-	\$1,500,000	0	\$1,500,000	12/11/2021	15/03/2023	0.84%

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	Rating	Balance 1 December 2022	Movement	Balance 31 December 2022	Date Invested	Maturity Date	Interest Rate
CBA	AA-	\$2,000,000	0	\$2,000,000	18/11/2021	12/04/2023	0.85%
ICBC	A	\$1,500,000	0	\$1,500,000	18/11/2021	26/04/2023	0.83%
ICBC	A	\$2,000,000	0	\$2,000,000	18/11/2021	14/6/2023	0.95%
ICBC	A	\$1,500,000	0	\$1,500,000	18/11/2021	21/06/2023	0.96%
ICBC	A	\$1,000,000	0	\$1,000,000	18/11/2021	05/07/2023	1.00%
NAB	AA-	\$1,000,000	0	\$1,000,000	02/12/2021	04/12/2022	0.52%
NAB	AA-	\$2,000,000	0	\$2,000,000	02/12/2021	05/04/2023	0.80%
ICBC	A	\$2,000,000	0	\$2,000,000	02/12/2021	05/07/2023	1.00%
ICBC	A	\$2,000,000	0	\$2,000,000	02/12/2021	11/10/2023	1.10%
NAB	AA-	\$2,000,000	0	\$2,000,000	02/12/2021	18/10/2023	1.05%
ICBC	A	\$2,000,000	0	\$2,000,000	02/12/2021	24/01/2024	1.36%
NAB	AA-	\$2,000,000	-\$2,000,000	0	28/02/2022	14/12/2022	0.75%
ICBC	A	\$2,000,000	0	\$2,000,000	28/02/2022	12/07/2023	1.20%
NAB	AA-	\$2,000,000	0	\$2,000,000	01/03/2022	11/01/2023	0.79%
NAB	AA-	\$2,000,000	0	\$2,000,000	01/03/2022	19/07/2023	1.15%
ICBC	A	\$1,500,000	0	\$1,500,000	09/03/2022	25/10/2023	1.74%
CBA	AA-	\$1,500,000	0	\$1,500,000	20/04/2022	26/07/2023	2.44%
CBA	AA-	\$1,500,000	0	\$1,500,000	20/04/2022	04/10/2023	2.60%
ICBC	A	\$1,000,000	0	\$1,000,000	20/04/2022	24/04/2024	3.13%
CBA	AA-	\$2,000,000	0	\$2,000,000	02/05/2022	03/05/2023	2.71%
CBA	AA-	\$2,000,000	0	\$2,000,000	02/05/2022	01/11/2023	3.08%
Suncorp	A+	\$1,500,000	0	\$1,500,000	24/05/2022	08/02/2023	2.60%
CBA	AA-	\$1,500,000	0	\$1,500,000	31/05/2022	22/03/2023	2.78%
ICBC	A	\$1,500,000	0	\$1,500,000	01/06/2022	31/01/2024	3.40%
Suncorp	A+	\$2,000,000	0	\$2,000,000	12/07/2022	17/01/2024	4.05%
Westpac	AA-	\$1,000,000	0	\$1,000,000	28/07/2022	13/03/2024	3.80%
Suncorp	A+	\$1,500,000	0	\$1,500,000	11/08/2022	03/04/2024	4.04%
NAB	AA-	\$1,500,000	0	\$1,500,000	11/08/2022	08/05/2024	4.05%
NAB	AA-	\$2,000,000	0	\$2,000,000	17/08/2022	27/03/2024	4.03%
NAB	AA-	\$2,000,000	0	\$2,000,000	17/08/2022	17/04/2024	4.03%
Westpac	AA-	\$1,500,000	0	\$1,500,000	24/08/2022	08/11/2023	4.16%
Westpac	AA-	\$1,500,000	0	\$1,500,000	24/08/2022	07/02/2024	4.22%
ICBC	A	\$2,000,000	0	\$2,000,000	24/08/2022	10/04/2024	4.30%
Suncorp	A+	\$2,000,000	0	\$2,000,000	31/08/2022	20/12/2023	4.16%
Westpac	AA-	\$2,000,000	0	\$2,000,000	31/08/2022	1/5/2024	4.24%
Westpac	AA-	\$2,000,000	0	\$2,000,000	31/08/2022	19/06/2024	4.25%
Westpac	AA-	\$2,000,000	0	\$2,000,000	31/08/2022	26/06/2024	4.25%

	Rating	Balance 1 December 2022	Movement	Balance 31 December 2022	Date Invested	Maturity Date	Interest Rate
NAB	AA-	\$2,000,000	-\$2,000,000	0	01/09/2022	21/12/2022	3.19%
NAB	AA-	\$2,000,000	0	\$2,000,000	01/09/2022	04/01/2023	3.30%
NAB	AA-	\$2,000,000	0	\$2,000,000	01/09/2022	20/03/2024	4.30%
Westpac	AA-	\$2,000,000	0	\$2,000,000	01/09/2022	12/06/2024	4.35%
Suncorp	A+	\$2,000,000	0	\$2,000,000	27/10/2022	14/6/2023	4.28%
Suncorp	A+	\$2,000,000	0	\$2,000,000	27/10/2022	21/6/2023	4.29%
Suncorp	A+	\$2,000,000	0	\$2,000,000	31/10/2022	29/3/2023	4.00%
Suncorp	A+	\$2,000,000	0	\$2,000,000	30/11/2022	19/07/2023	4.24%
Suncorp	A+	0	\$2,000,000	\$2,000,000	01/12/2022	05/04/2023	3.87%
Suncorp	A+	0	\$2,000,000	\$2,000,000	01/12/2022	12/04/2023	3.90%
Suncorp	A+	0	\$2,000,000	\$2,000,000	01/12/2022	19/04/2023	3.94%
Total		\$124,500,000	-\$3,500,000	\$121,000,000			

### Floating Rate Notes (FRNs)

- The portfolio includes \$24.898 million in floating rate notes, making up 15.73% of the total portfolio.
- FRNs are classified as “held for trading” and are required to be reported at the latest indicative market valuations at month end.
- The indicative market value of the FRNs as at the 31 December 2022 increased by ~\$16 thousands.
- There is no new floating rate note placed during December.
- Council will continue to look at opportunities and new issuances as they become available, and switch if viable.

Investment	Rating	Purchase Price	Indicative Value 31 December 2022	Date Invested	Maturity Date	Interest Rate
Macquarie Bank	A+	\$2,000,000	\$1,999,569	07/08/2019	07/08/2024	90D BBSW + 80 bpts
Citibank	A+	\$1,000,000	\$998,992	14/11/2019	14/11/2024	90D BBSW + 88 bpts
NAB	AA-	\$2,000,000	\$2,001,792	21/01/2021	21/01/2025	90D BBSW + 77 bpts
Macquarie Bank	A+	\$2,000,000	\$1,995,940	12/02/2020	12/02/2025	90D BBSW + 84 bpts
UBS	A+	\$1,300,000	\$1,295,307	30/7/2020	30/07/2025	90D BBSW + 87 bpts
Bank of China	A	\$1,000,000	\$998,327	18/08/2020	18/08/2023	90D BBSW + 80 bpts
UBS	A+	\$3,000,000	\$2,949,360	26/02/2021	26/02/2026	90D BBSW + 50 bpts
CCB	A	\$1,000,000	\$994,646	11/03/2021	11/03/2024	90D BBSW + 58 bpts
ICBC	A	\$1,700,000	\$1,661,642	18/06/2021	18/06/2026	90D BBSW + 66 bpts
NAB	AA-	\$3,100,000	\$3,048,135	24/08/2021	24/08/2026	90D BBSW + 41 bpts
Suncorp	A+	\$1,750,000	\$1,716,407	15/09/2021	15/9/2026	90D BBSW + 48 bpts
CBA	AA-	\$1,500,000	\$1,483,905	14/1/2022	14/1/2027	90D BBSW + 77 bpts

Investment	Rating	Purchase Price	Indicative Value 31 December 2022	Date Invested	Maturity Date	Interest Rate
Suncorp	A+	\$1,800,000	\$1,777,322	25/1/2022	25/1/2027	90D BBSW + 78 bpts
Rabobank Australia Branch	A+	\$2,000,000	\$1,977,020	27/1/2022	27/1/2027	90D BBSW + 73 bpts
Total		\$25,150,000	\$24,898,361			

## Fixed Bonds

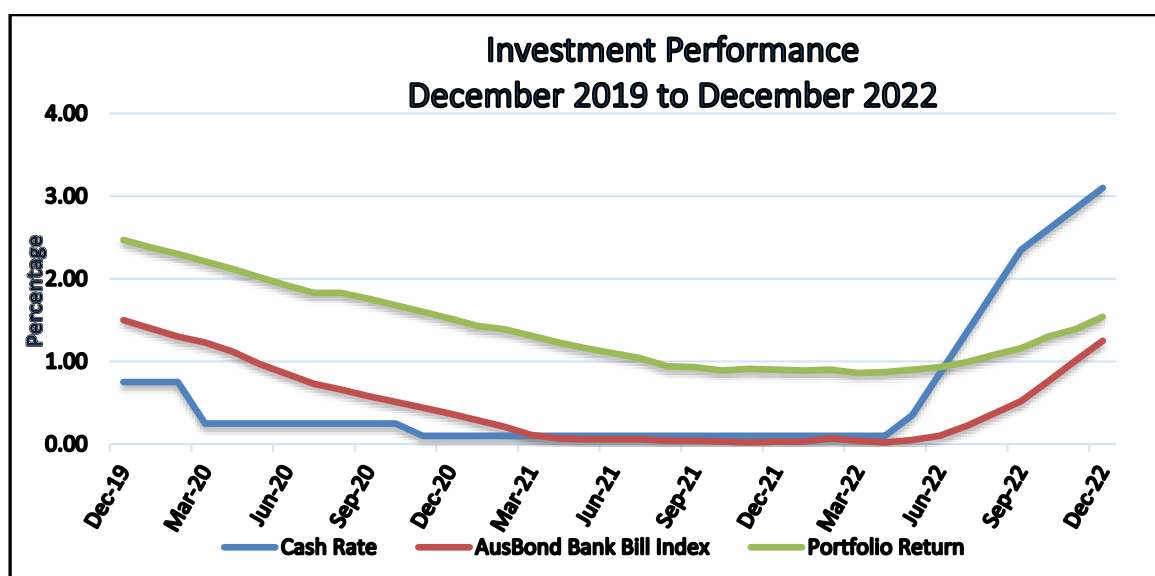
In August 2021, Council purchased at a discount \$1.8 million (face value) of the AAA-rated covered fixed bond with ING Bank Australia. An attractive fixed coupon rate of 1.10% will be paid on a semi-annual basis on the \$1.8 million face value.

The indicative value is the value Council would receive at 31 December 2022 if it were to consider selling this investment prior to its maturity date. Selling prior to maturity would only be considered if a capital gain resulted while holding to maturity ensures a return of the full amount invested along with quarterly interest payments over the life of the investment.

Investment	Rating	Purchase Price	Indicative Value 31 December 2022	Date Invested	Maturity Date	Interest Rate
ING Bank	AAA	\$1,794,762	\$1,570,809	19/08/2021	19/08/2026	1.10%
Total		\$1,794,762	\$1,570,809			

## Performance

The following graph shows the investment returns achieved against the AusBond Bank Bill Index and the official Reserve Bank of Australia (RBA) cash interest rate for the period December 2019 to December 2022.





For the month of December, the total portfolio of term deposits (T/Ds) and floating rate notes (FRNs) provided a return of +0.22% (actual) or +2.59% p.a. (annualised), slightly underperforming the benchmark AusBond Bank Bill Index return of +0.25% (actual) or +2.98 % p.a. (annualised). This relative 'underperformance' has been due to the unexpected aggressive rate hikes undertaken by the RBA. Whilst this 'underperformance' may continue in the short-term, we do anticipate this to be temporary. Council should also remind itself it has consistently 'outperformed' over longer-term time periods as demonstrated by the 1-3 year returns of the overall investment portfolio.

Over the past year, the combined term deposit and FRN portfolio returned +1.54% p.a., outperforming bank bills by 0.29% p.a. Our current margins in comparison to benchmark may decline given our long-term tenure in term deposits. Our overall investment return remains solid due to interest rate increases, with actuals exceeding budget by \$845 262 as at 31 December 2022.

Council is currently undertaking an exercise to determine the viability of renegotiating higher rates for our existing long-term term deposits, which were invested prior to the recent interest rate rises. Should the outcome of the exercise be financially viable total returns less break fees, then Council will proceed in the renegotiating of existing contracts. This could potentially increase the overall return on investments significantly over the next 5 years.

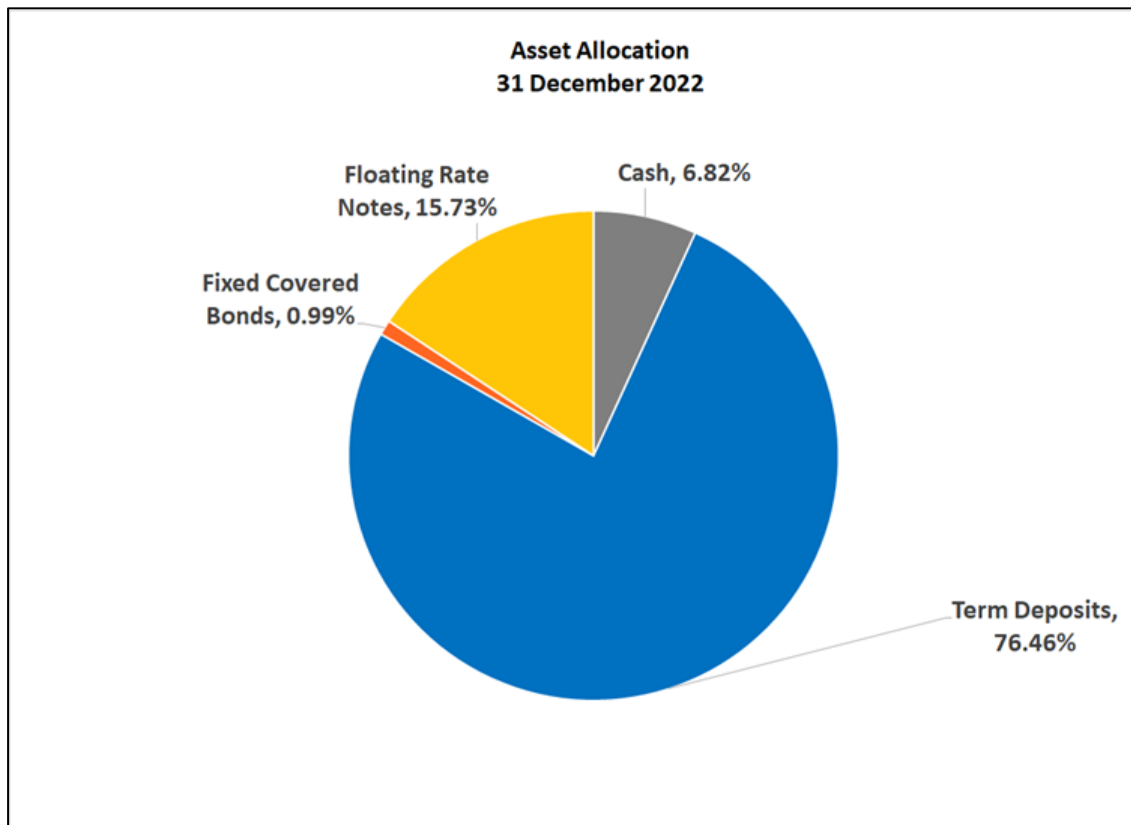
The performance for the month ending 31 December 2022 is summarised below.

Performance	1 month	3 months	6 months	FYTD	1 year	2 year	3 year
Official Cash Rate	0.26%	0.71%	1.18%	1.18%	1.31%	0.70%	0.57%
AusBond Bank Bill Index	0.25%	0.74%	1.17%	1.17%	1.25%	0.64%	0.55%
Council's T/D Portfolio	0.20%	0.55%	0.94%	0.94%	1.41%	1.04%	1.22%
Council's FRN Portfolio	0.32%	0.92%	1.62%	1.62 %	2.16%	1.76%	1.65%
Council's Bond Portfolio	0.09%	0.28%	0.55%	0.55%	1.10%	-	-
Council's Portfolio	0.22%	0.61%	1.06%	1.06%	1.54%	1.22%	1.32%
Outperformance	-0.03%	-0.14%	-0.11%	-0.11%	0.29%	0.58%	0.77%

## Council's Portfolio and Compliance

### Asset Allocation

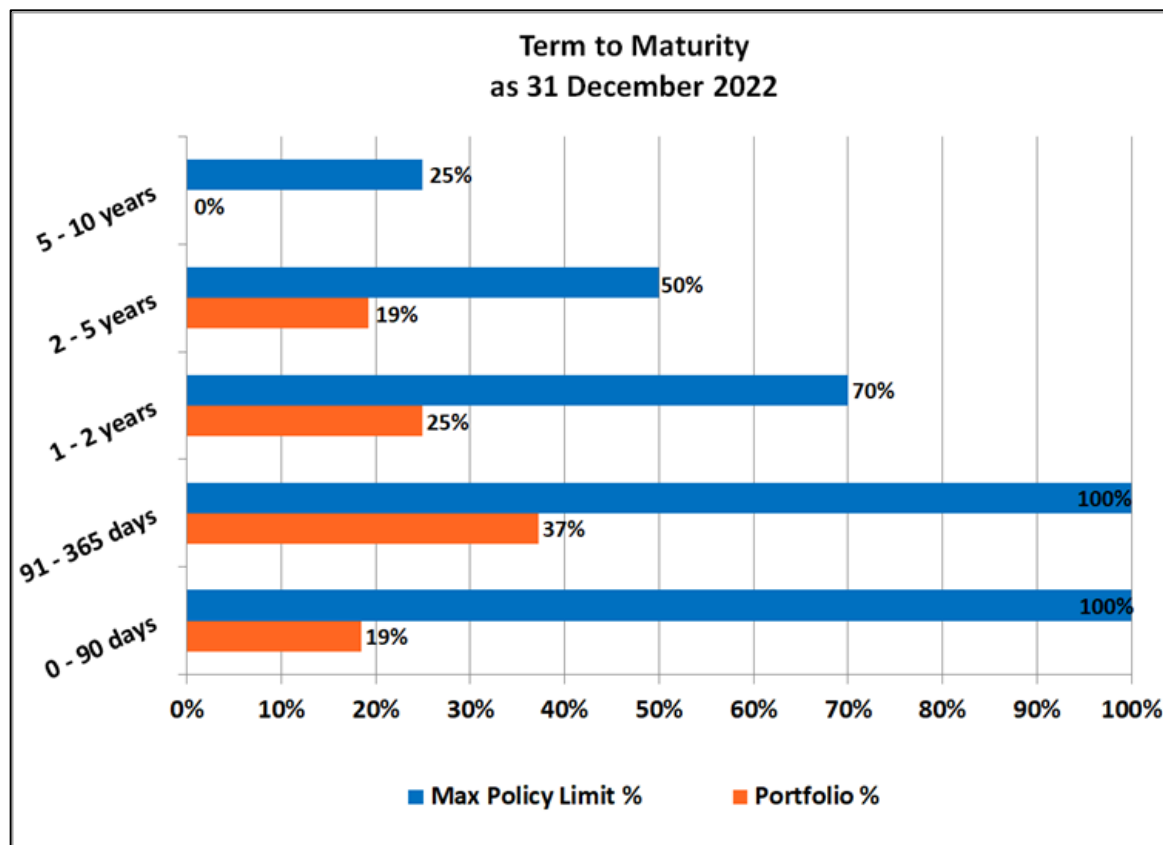
Most of the portfolio is spread between term deposits (76.46 %) and senior floating rate notes (15.73%). The remainder of the portfolio is held in the overnight cash accounts with CBA and Macquarie Bank (6.82%) and the "AAA" rated fixed covered bond (0.99%). The FRNs add additional liquidity and are generally accessible within 2-3 business days. FRNs are also dominated by the higher-rated ADIs which allows Council to maintain a bias towards the higher-rated banks.



### Term to Maturity

The portfolio remains diversified from a maturity perspective with a spread of maturities out to 5 years. Medium-term (2-5 years) assets account for around 19% of the total investment portfolio.

Compliant	Horizon	Invested	%	Min Limit	Max Limit
✓	0-90 days	\$29,288,016	18.51%	10%	100%
✓	91-365 days	\$58,998,327	37.28%	20%	100%
✓	1-2 years	\$39,496,207	24.96%	0%	70%
✓	2-5 years	\$30,477,637	19.26%	0%	50%
✓	5-10 years	0	0%	0%	25%



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The investment portfolio is regularly reviewed to maximise investment performance and minimise risk. Comparisons are made between existing investments with available products that are not part of the Council's portfolio. Independent advice is sought on new investment opportunities.

### Credit Quality

As at the end of September, applying the long-term S&P ratings only, Council is compliant across all individual counterparties. The investment portfolio is entirely directly to assets rated "A" or higher, as per Council's adopted policy framework.

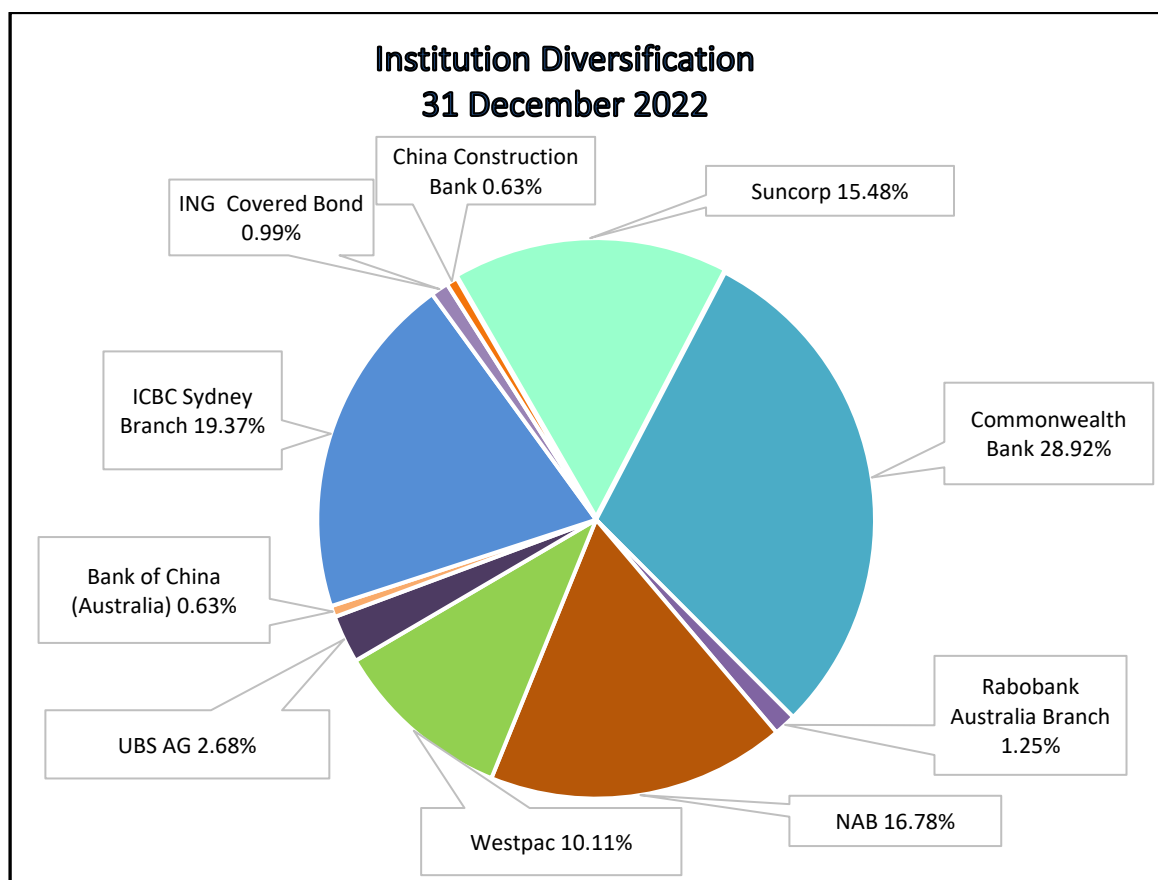
Compliant	Rating	Invested	Invested	Max. Limit	Available
✓	AAA Category	\$1,570,809	0.99%	100%	\$156,686,377
✓	AA Category	\$88,319,514	55.81%	100%	\$69,937,672
✓	A Category	\$68,366,863	43.20%	80%	\$82,238,885
✓	Unrated ADIs	\$0.00	0.00%	0.00%	\$0

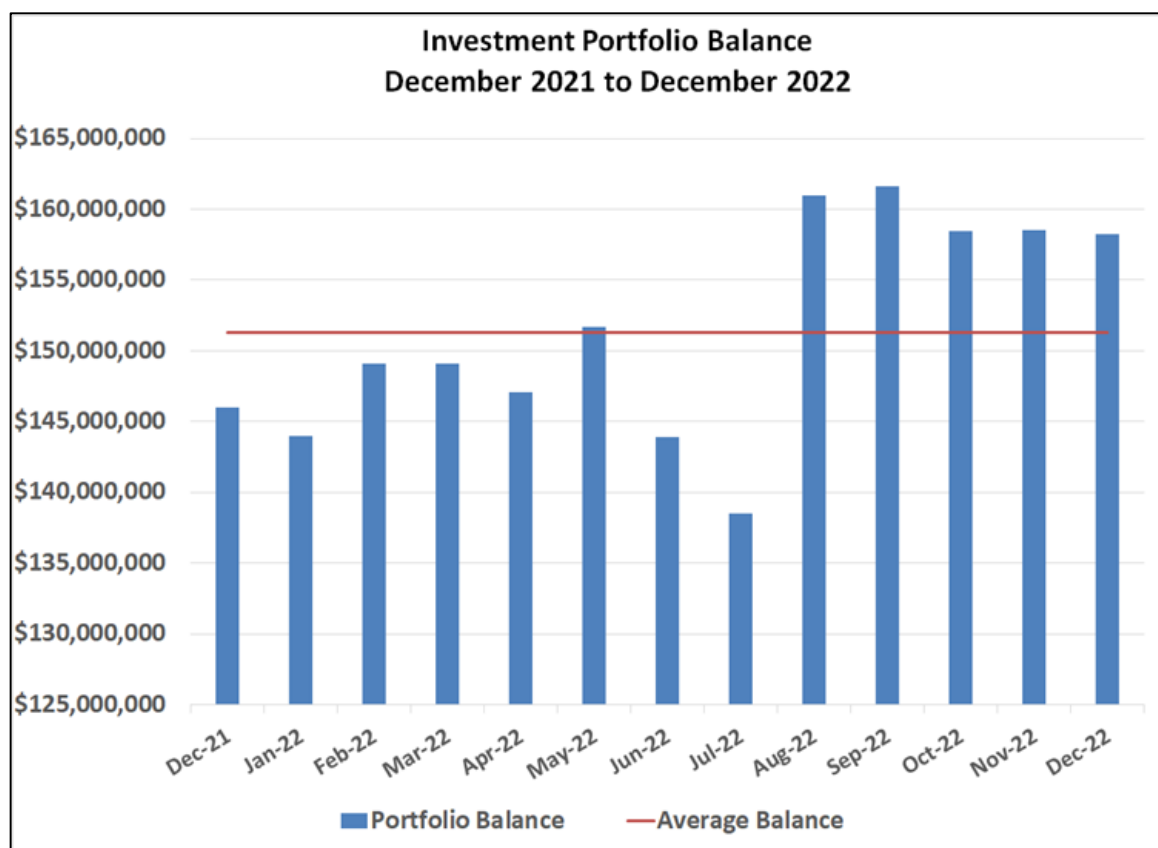
### Counterparty

The table below shows the individual counterparty exposures against Council's current investment policy based on long-term S&P ratings.

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Compliant	Issuer	Rating	Invested	%	Max. Limit	Available
✓	ING Covered	AAA	\$1,570,809	1.00%	40%	\$61,732,065
✓	CBA	AA-	\$45,769,588	28.29%	40%	\$17,533,286
✓	NAB	AA-	\$26,549,926	16.78%	40%	\$36,752,948
✓	Westpac	AA-	\$16,000,000	10.11%	40%	\$47,302,874
✓	Citibank	A+	\$998,992	0.63%	25%	\$38,565,305
✓	Macquarie Bank	A+	\$3,997,842	2.53%	25%	\$35,566,455
✓	Rabobank Australia Branch	A+	\$1,977,020	1.25%	25%	\$37,587,277
✓	Suncorp	A+	\$24,493,729	15.48%	25%	\$15,070,567
✓	UBS AG	A+	\$4,244,666	2.68%	25%	\$35,319,630
✓	Bank of China	A	\$998,327	0.63%	25%	\$38,565,970
✓	China Construction Bank	A	\$994,646	0.63%	25%	\$38,569,650
✓	ICBC Sydney	A	\$30,661,642	19.37%	25%	\$8,902,655





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### Restricted Funds (*Local Government Act 1993 s 409*)

Councils restricted and unrestricted funds as at 31 December 2022 are shown below. Unrestricted Cash is the cash that is readily available or convertible to cash for Councils' day-to-day management. The restricted cash is either externally or internally restricted. Externally restricted cash can only be spent as permitted in line with legislative responsibilities and/or contractual obligations, while internally restricted cash is to be spent on Council-specific funding commitments as per the operational plan and adopted Council budget.

<b>Investment Portfolio Balance as at 31 December 2022</b>		<b>\$158,257,185.52</b>
Restricted Cash	Internal	\$88,496,624.25
	External	\$50,089,735.75
Unrestricted Cash		\$19,670,825.52
<b>Total Restricted &amp; Unrestricted</b>		<b>\$158,257,185.52</b>

### Loan Funds

The total loan funds were drawn down on 10 November 2021 for \$33.5 million at 2.22%. The loan funded the following:

- \$14.5M Capital Works
  - \$6.7M of Building Works which included Blenheim House, La Perouse Museum, Malabar Pool, Dunningham Reserve, Burrows Park and Southern Suburbs Youth Facilities
  - \$5.5M of Parks Projects which included Playground upgrade, Coral Sea Park, Coastal Walkways, Snape Park outdoor gym, and Pioneers Park



- \$3.8M of Roads Projects which include drainage capital works and footpath construction
- \$19.5M for the Heffron Centre Project

The payment frequency is semi-annually with the first loan repayment made on the 10 May 2022. The repayment total is for \$1,877,039.92 of which \$371,850.00 is interest. The next payment will be due on 10 May 2023.

The current interest rates offered on term deposits currently have far exceeded our cost of funds in obtaining the \$33.5m loan. Indicative term deposit rates offered currently at CBA are as follows:

- For 1 Year – 4.49%
- For 2 Years – 4.56%
- For 3 Years – 4.53%
- For 4 Years – 4.51%
- For 5 Years – 4.56%

As such, the Council is in a notionally advantageous position in earning interest income on our loan. In addition, the delay in the use of loan funds with the deferral of capital works projects into the next financial year enables the council to invest these surplus funds in the short to medium-term investment offerings.

## Green Investments

Council's investment policy includes guidelines that give preference to placing funds with institutions identified as not dealing with fossil fuel companies, where financial institutions offer equivalent investment returns with the same credit rating. The big four banks and other institutions rated A- and above have some exposure to fossil fuels. The banks with little or no exposure to fossil fuels are the lower-rated institutions. The current policy does not permit investments in these BBB-rated institutions.

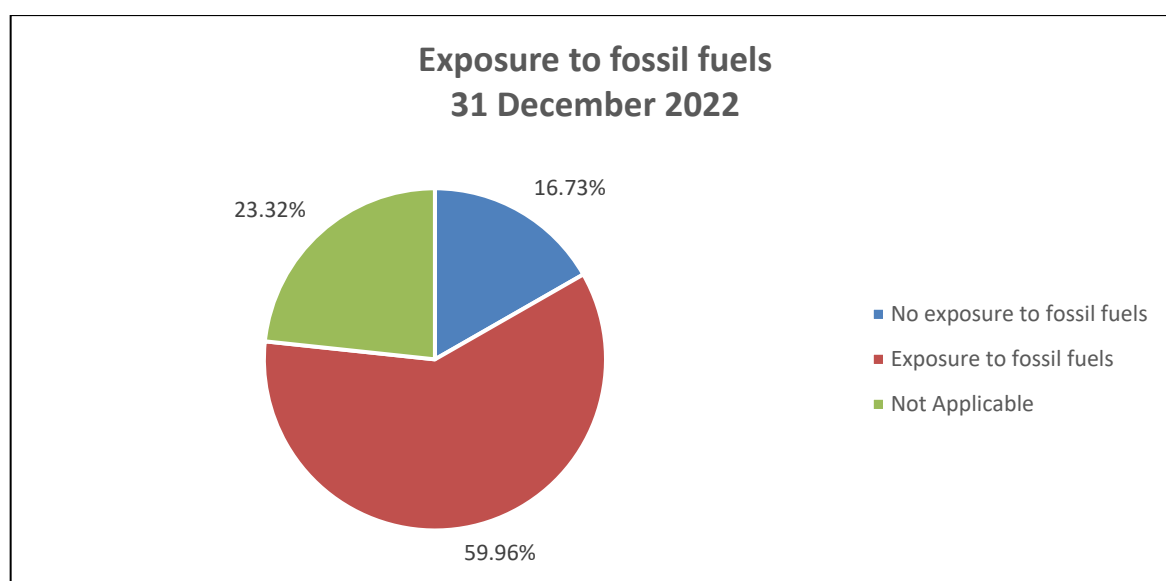
Council's exposure to fossil fuel funds is shown below:

Counterparty	Credit rating	Funding fossil fuel	Position
ING Covered Bond	AAA	Yes	Loaned to fossil fuels in Australia since 2016
Commonwealth Bank	AA-	Yes	Loaned to fossil fuels globally since 2016
Nab	AA-	Yes	Loaned to fossil fuels globally since 2016
Westpac	AA-	Yes	Loaned to fossil fuels globally since 2016
Citibank	A+	Yes	Loaned to fossil fuels since 2016
Macquarie Bank	A+	Yes	Loaned to fossil fuels globally since 2016 and holds more than \$2.5 billion of shares in numerous coal, oil and gas companies
Rabobank	A+	No	Does not finance the primary production of fossil fuels
Suncorp	A+	No	Loans to fossil fuels in 2008/2009, but released the position statement that they have withdrawn from the sector
UBS	A+	Not yet determined	No Position provided
Bank of China (Australia)	A	Not yet determined	No Position provided
China Construction Bank	A	Not yet determined	No Position provided

<b>ICBC, Sydney Branch</b>	A	Not yet determined	No Position provided
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Based on the portfolio balance of \$158.28 million as at 31 December 2022, funding on green initiatives banks made up 16.73 percent of total investment, or \$26.47 million. Funding with banks which have exposure to fossil fuels constitutes 59.96 percent, or \$94.89 million. The remaining 23.31 percent is not yet determined as no position has been provided by the financial institutions.

Institutions	Number of trades	Invested	Invested %
<b>No exposure to fossil fuels</b>	14	\$26,470,748.66	16.73%
<b>Exposure to fossil fuels</b>	62	\$94,887,156.08	59.96%
<b>Not yet determined</b>	22	\$36,899,280.52	23.31%



### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Financial Management
Function	Financial Management and Control
Delivery program commitment	Support Council's sustainable delivery of projects and services through sound Financial Management and Control, including long term financial planning, budget preparation, and financial performance monitoring.

### Resourcing Strategy implications

The Original budget provision for investment income is \$1,270,504. The September quarterly budget review is being reported to Council with an additional budget of \$300,000 for investment interest. The total revised interest on investments budget will be \$1,570,504. Income received to 31 December 2022 is \$1,630,514, representing 103.82% of the budget year to date. The increased portfolio balance and the recent increase in interest rates continue to result in overall improved returns.

## Policy and legislative requirements

Council is authorised by Section 625 of the Local Government Act to invest its surplus funds. Funds will only be invested in the form of investment notified by Order of the Minister dated 12 January 2011. The Local Government (General) Regulation prescribes the records that must be maintained in relation to Council's Investment Policy

## Conclusion

Funds are invested with the aim of achieving budgeted income in the 2022-23 financial year and outperforming the AusBond Bank Bill Index over a 12-month period.

All investments as at 31 December 2022 have been made in accordance with the Local Government Act, the regulations and Council's Investment Policy.

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**Responsible officer:** Xinyu Zhang, Financial Accountant

**File Reference:** F2016/06527

## Randwick City Council

## Investments

for the period ending 31 December 2022

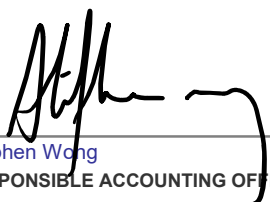
## Certificate by Responsible Accounting Officer

made pursuant to Clause 212(1)(b) of the Local Government (General) Regulations 2005

I hereby certify that all investments as at 31 December 2022 have been made in accordance with Council's Investment Policy (adopted Sept 2021).

I hereby certify that all investments as at 31 December 2022 meet the requirements of section 625 of the Local Government Act 1993 including the Ministerial Investment Order (2011).

I hereby certify that all investments as at 31 December 2022, and this investment report, meet the requirements of clause 212 of the Local Government (General) Regulation 2005.

  
\_\_\_\_\_  
Stephen Wong  
RESPONSIBLE ACCOUNTING OFFICER

10 February 2023  
\_\_\_\_\_  
Date

CO8/23



## Director Corporate Services Report No. CO9/23

**Subject: Investment Report - January 2023**

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### Executive Summary

- This report outlines Council's investment portfolio and performance as at 31 January 2023.
- All investments have been made in accordance with the Act, Regulations and Council's Investment Policy.
- For the month of January, the total portfolio (T/Ds, FRNs and Bonds) provided a return of +0.27% (actual) or +3.20% p.a. (annualised), marginally outperforming the benchmark AusBond Bank Bill Index return of +0.27% (actual) or +3.18% p.a. (annualised).
- Our current margins in comparison to benchmark may decline given our long-term tenure in term deposits. Our overall investment return remains solid due to interest rate increases, with actuals exceeding budget by \$294,725.81 as at 31 January 2023.
- Cashflow will continue to be monitored closely, as the RBA expects to take further steps in the process of normalising monetary conditions over the coming months. Investments will continue to be managed to ensure liquidity to meet operational requirements.

### Recommendation

That the Investment Report for January 2023 be received and noted.

### Attachment/s:

1.  Certificate by Responsible Accounting Officer - January 2023

## Purpose

The Local Government (General) Regulation requires a written report to be provided to the Ordinary meeting of the Council giving details of all monies invested and a certificate as to whether, or not, the investments have been made in accordance with the Act, the regulations and the Council's Investment Policy.

## Discussion

As at 31 January 2023, Council held investments with a market value of \$153.89 million. The portfolio value decrease during January by \$4.37 million. The decrease is representative of a negative cash flow for the month reflecting the net effect of revenue receipts, rates, grants and miscellaneous payments, offset by capital works expenditure and other operational payments.

The size of the investment portfolio varies significantly from month to month because of cash flows for the period. Cash outflows (expenditure) are typically relatively stable from one month to another. Cash inflows (income) are cyclical and are largely dependent on the rates instalment due dates and the timing of grant payments including receipt of the Financial Assistance Grants.

Cashflow continues to be closely monitored, ensuring that there is enough cash in the business to operate on a day-to-day basis, to:

- Ensure that Council maintains a balanced operating result,
- Ensure that payments are received on time to control debtors; and
- Manage and finance capital projects.

At the RBA's last meeting on 07 February 2023, the RBA:

- Decided to increase the cash rate target by 25 basis points to 3.35 per cent.

The cash rate has increased materially since May 2022. The RBA is seeking to *"return inflation to the 2–3 per cent range while keeping the economy on an even keel, but the path to achieving a soft landing remains a narrow one."*

Over the year to December 2022, the CPI inflation rate in Australia remained at high level at 7.8 per cent, the highest since 1990. Inflation is expected to decline this year to around 4.75 per cent over 2023 and around 3 per cent by mid-2025.

The labour market remains very tight, with the unemployment rate has been steady at around 3.5 per cent over recent months, which is the lowest rate since 1974. As economic growth slows, unemployment rate is expected to increase to 3.75 per cent by the end of this year and 4.5 per cent by mid-2025. A further wages growth pick-up is expected due to the tight labour market and higher inflation.

The RBA expects that further increases in interest rates will be needed over the months ahead to ensure that inflation returns to target and that this period of high inflation is only temporary. The Board will be *"paying close attention to developments in the global economy, trends in household spending and the outlook for inflation and the labour market"*.

## On Call Funds

On call funds are held to meet Council's immediate cash flow requirements. The on-call funds' balance has now gradually been reduced as the economic outlook from the pandemic has improved but will continue to be monitored and reviewed in line with anticipated operational requirements.

The on-call balance at month end is \$10.788 million or 6.82% of the total portfolio.

Investment	Rating	Balance - 1 January 2023	Movement	Balance – 31 January 2023	Interest Rate
CBA	AA-	\$10,785,683	-\$2,932,769	\$7,852,914	3.20%
Macquarie Bank	A+	\$2,333	\$7	\$2,339	3.10%

### Term Deposits

- At month's end, the portfolio included \$119.5 million in term deposits.
- Term Deposits made up 77.65% of the total investment portfolio.
- Five term deposits totaling \$8.5 million matured in January 2023.
- Sixteen term deposits totaling \$29 million were withdrawn in January 2023 prior to maturity.
- Nineteen new term deposits for \$36 million were placed.
- As at the end of January 2023, the term deposit portfolio was yielding 3.38% p.a. (up 114bp from the previous month).

	Rating	Balance 01 January 2023	Movement	Balance 31 January 2023	Date Invested	Balance 1 January 2023	Interest Rate
ICBC	A	\$1,500,000	0	\$1,500,000	11/02/2021	29/03/2023	0.62%
ICBC	A	\$2,000,000	0	\$2,000,000	11/02/2021	28/06/2023	0.65%
NAB	AA-	\$1,500,000	-\$1,500,000	0	31/08/2021	13/09/2023	0.65%
NAB	AA-	\$1,500,000	-\$1,500,000	0	01/09/2021	20/09/2023	0.65%
ICBC	A	\$2,000,000	0	\$2,000,000	09/09/2021	18/09/2024	0.94%
ICBC	A	\$1,500,000	0	\$1,500,000	27/09/2021	27/09/2023	0.60%
CBA	AA-	\$2,000,000	-\$2,000,000	0	1/11/2021	19/04/2023	0.99%
ICBC	AA-	\$1,000,000	0	\$1,000,000	10/11/2021	3/12/2025	1.70%
CBA	AA-	\$1,000,000	0	\$1,000,000	10/11/2021	9/12/2026	1.88%
CBA	AA-	\$2,000,000	0	\$2,000,000	11/11/2021	13/12/2023	1.22%
CBA	AA-	\$1,500,000	-\$1,500,000	0	11/11/2021	20/12/2023	1.27%
CBA	AA-	\$2,000,000	-\$2,000,000	0	11/11/2021	27/12/2023	1.31%
CBA	AA-	\$1,500,000	-\$1,500,000	0	11/11/2021	03/01/2024	1.29%
CBA	AA-	\$2,000,000	-\$2,000,000	0	11/11/2021	10/01/2024	1.29%
CBA	AA-	\$2,000,000	-\$2,000,000	0	11/11/2021	23/12/2024	1.64%
CBA	AA-	\$1,500,000	-\$1,500,000	0	11/11/2021	31/12/2024	1.65%
CBA	AA-	\$2,000,000	-\$2,000,000	0	11/11/2021	08/01/2025	1.65%
CBA	AA-	\$1,500,000	-\$1,500,000	0	11/11/2021	15/01/2025	1.66%
CBA	AA-	\$2,000,000	-\$2,000,000	0	11/11/2021	22/01/2025	1.66%
WBC	AA-	\$2,000,000	-\$2,000,000	0	12/11/2021	18/01/2023	0.63%
CBA	AA-	\$1,500,000	-\$1,500,000	0	12/11/2021	25/01/2023	0.74%
CBA	AA-	\$2,000,000	0	\$2,000,000	12/11/2021	01/02/2023	0.76%
CBA	AA-	\$1,500,000	0	\$1,500,000	12/11/2021	15/03/2023	0.84%
CBA	AA-	\$2,000,000	-\$2,000,000	0	18/11/2021	12/04/2023	0.85%

C09/23

	Rating	Balance 01 January 2023	Movement	Balance 31 January 2023	Date Invested	Balance 1 January 2023	Interest Rate
ICBC	A	\$1,500,000	0	\$1,500,000	18/11/2021	26/04/2023	0.83%
ICBC	A	\$2,000,000	0	\$2,000,000	18/11/2021	14/6/2023	0.95%
ICBC	A	\$1,500,000	0	\$1,500,000	18/11/2021	21/06/2023	0.96%
ICBC	A	\$1,000,000	0	\$1,000,000	18/11/2021	05/07/2023	1.00%
NAB	AA-	\$1,000,000	-\$1,000,000	0	02/12/2021	04/01/2023	0.66%
NAB	AA-	\$2,000,000	-\$2,000,000	0	02/12/2021	05/04/2023	0.80%
ICBC	A	\$2,000,000	0	\$2,000,000	02/12/2021	05/07/2023	1.00%
ICBC	A	\$2,000,000	0	\$2,000,000	02/12/2021	11/10/2023	1.10%
NAB	AA-	\$2,000,000	-\$2,000,000	0	02/12/2021	18/10/2023	1.05%
ICBC	A	\$2,000,000	0	\$2,000,000	02/12/2021	24/01/2024	1.36%
ICBC	A	\$2,000,000	0	\$2,000,000	28/02/2022	12/07/2023	1.20%
NAB	AA-	\$2,000,000	-\$2,000,000	0	01/03/2022	11/01/2023	0.79%
NAB	AA-	\$2,000,000	-\$2,000,000	0	01/03/2022	19/07/2023	1.15%
ICBC	A	\$1,500,000	0	\$1,500,000	09/03/2022	25/10/2023	1.74%
CBA	AA-	\$1,500,000	0	\$1,500,000	20/04/2022	26/07/2023	2.44%
CBA	AA-	\$1,500,000	0	\$1,500,000	20/04/2022	04/10/2023	2.60%
ICBC	A	\$1,000,000	0	\$1,000,000	20/04/2022	24/04/2024	3.13%
CBA	AA-	\$2,000,000	0	\$2,000,000	02/05/2022	03/05/2023	2.71%
CBA	AA-	\$2,000,000	0	\$2,000,000	02/05/2022	01/11/2023	3.08%
Suncorp	A+	\$1,500,000	0	\$1,500,000	24/05/2022	08/02/2023	2.60%
CBA	AA-	\$1,500,000	0	\$1,500,000	31/05/2022	22/03/2023	2.78%
ICBC	A	\$1,500,000	0	\$1,500,000	01/06/2022	31/01/2024	3.40%
Suncorp	A+	\$2,000,000	0	\$2,000,000	12/07/2022	17/01/2024	4.05%
Westpac	AA-	\$1,000,000	0	\$1,000,000	28/07/2022	13/03/2024	3.80%
Suncorp	A+	\$1,500,000	0	\$1,500,000	11/08/2022	03/04/2024	4.04%
NAB	AA-	\$1,500,000	0	\$1,500,000	11/08/2022	08/05/2024	4.05%
NAB	AA-	\$2,000,000	0	\$2,000,000	17/08/2022	27/03/2024	4.03%
NAB	AA-	\$2,000,000	0	\$2,000,000	17/08/2022	17/04/2024	4.03%
Westpac	AA-	\$1,500,000	0	\$1,500,000	24/08/2022	08/11/2023	4.16%
Westpac	AA-	\$1,500,000	0	\$1,500,000	24/08/2022	07/02/2024	4.22%
ICBC	A	\$2,000,000	0	\$2,000,000	24/08/2022	10/04/2024	4.30%
Suncorp	A+	\$2,000,000	0	\$2,000,000	31/08/2022	20/12/2023	4.16%
Westpac	AA-	\$2,000,000	0	\$2,000,000	31/08/2022	1/5/2024	4.24%
Westpac	AA-	\$2,000,000	0	\$2,000,000	31/08/2022	19/06/2024	4.25%
Westpac	AA-	\$2,000,000	0	\$2,000,000	31/08/2022	26/06/2024	4.25%
NAB	AA-	\$2,000,000	-\$2,000,000	0	01/09/2022	04/01/2023	3.30%
NAB	AA-	\$2,000,000	0	\$2,000,000	01/09/2022	20/03/2024	4.30%

	Rating	Balance 01 January 2023	Movement	Balance 31 January 2023	Date Invested	Balance 1 January 2023	Interest Rate
Westpac	AA-	\$2,000,000	0	\$2,000,000	01/09/2022	12/06/2024	4.35%
Suncorp	A+	\$2,000,000	0	\$2,000,000	27/10/2022	14/6/2023	4.28%
Suncorp	A+	\$2,000,000	0	\$2,000,000	27/10/2022	21/6/2023	4.29%
Suncorp	A+	\$2,000,000	0	\$2,000,000	31/10/2022	29/3/2023	4.00%
Suncorp	A+	\$2,000,000	0	\$2,000,000	30/11/2022	19/07/2023	4.24%
Suncorp	A+	\$2,000,000	0	\$2,000,000	01/12/2022	05/04/2023	3.87%
Suncorp	A+	\$2,000,000	0	\$2,000,000	01/12/2022	12/04/2023	3.90%
Suncorp	A+	\$2,000,000	0	\$2,000,000	01/12/2022	19/04/2023	3.94%
CBA	AA-	0	\$2,000,000	\$2,000,000	09/01/2023	13/09/2023	4.51%
CBA	AA-	0	\$2,000,000	\$2,000,000	09/01/2023	18/10/2023	4.58%
CBA	AA-	0	\$2,000,000	\$2,000,000	09/01/2023	27/12/2023	4.71%
CBA	AA-	0	\$2,000,000	\$2,000,000	09/01/2023	03/01/2024	4.74%
CBA	AA-	0	\$2,000,000	\$2,000,000	09/01/2023	10/01/2024	4.74%
CBA	AA-	0	\$2,000,000	\$2,000,000	09/01/2023	23/12/2024	4.80%
CBA	AA-	0	\$2,000,000	\$2,000,000	09/01/2023	31/12/2024	4.80%
CBA	AA-	0	\$2,000,000	\$2,000,000	09/01/2023	08/01/2025	4.80%
CBA	AA-	0	\$2,000,000	\$2,000,000	09/01/2023	15/01/2024	4.80%
CBA	AA-	0	\$2,000,000	\$2,000,000	09/01/2023	22/01/2025	4.80%
CBA	AA-	0	\$2,000,000	\$2,000,000	12/01/2023	17/07/2024	4.67%
CBA	AA-	0	\$2,000,000	\$2,000,000	12/01/2023	25/09/2024	4.67%
CBA	AA-	0	\$2,000,000	\$2,000,000	12/01/2023	16/10/2024	4.67%
Suncorp	A+	0	\$2,000,000	\$2,000,000	12/01/2023	20/09/2023	4.45%
Westpac	AA-	0	\$2,000,000	\$2,000,000	12/01/2023	03/07/2024	4.60%
Westpac	AA-	0	\$1,500,000	\$1,500,000	25/01/2023	24/07/2024	4.40%
Westpac	AA-	0	\$1,500,000	\$1,500,000	25/01/2023	09/10/2024	4.38%
CBA	AA-	0	\$1,500,000	\$1,500,000	31/01/2023	15/11/2023	4.56%
CBA	AA-	0	\$1,500,000	\$1,500,000	31/01/2023	10/07/2024	4.63%
Total		\$121,000,000	-\$1,500,000	\$119,500,000			

### Floating Rate Notes (FRNs)

- The portfolio includes \$24.938 million in floating rate notes, making up 16.20% of the total portfolio.
- FRNs are classified as “held for trading” and are required to be reported at the latest indicative market valuations at month end.
- The indicative market value of the FRNs as at the 31 January 2023 increased by ~\$39 thousands.
- There is no new floating rate note placed during the month
- Council will continue to look at opportunities and new issuances as they become available, and switch if viable.



Investment	Rating	Purchase Price	Indicative Value 31 January 2023	Date Invested	Maturity Date	Interest Rate
Macquarie Bank	A+	\$2,000,000	\$2,001,762	07/08/2019	07/08/2024	90D BBSW + 80 bpts
Citibank	A+	\$1,000,000	\$1,000,147	14/11/2019	14/11/2024	90D BBSW + 88 bpts
NAB	AA-	\$2,000,000	\$2,002,678	21/01/2021	21/01/2025	90D BBSW + 77 bpts
Macquarie Bank	A+	\$2,000,000	\$1,998,013	12/02/2020	12/02/2025	90D BBSW + 84 bpts
UBS	A+	\$1,300,000	\$1,297,352	30/7/2020	30/07/2025	90D BBSW + 87 bpts
Bank of China	A	\$1,000,000	\$999,023	18/08/2020	18/08/2023	90D BBSW + 80 bpts
UBS	A+	\$3,000,000	\$2,955,667	26/02/2021	26/02/2026	90D BBSW + 50 bpts
CCB	A	\$1,000,000	\$995,777	11/03/2021	11/03/2024	90D BBSW + 58 bpts
ICBC	A	\$1,700,000	\$1,669,482	18/06/2021	18/06/2026	90D BBSW + 66 bpts
NAB	AA-	\$3,100,000	\$3,050,314	24/08/2021	24/08/2026	90D BBSW + 41 bpts
Suncorp	A+	\$1,750,000	\$1,720,383	15/09/2021	15/9/2026	90D BBSW + 48 bpts
CBA	AA-	\$1,500,000	\$1,485,160	14/1/2022	14/1/2027	90D BBSW + 77 bpts
Suncorp	A+	\$1,800,000	\$1,782,237	25/1/2022	25/1/2027	90D BBSW + 78 bpts
Rabobank Australia Branch	A+	\$2,000,000	\$1,979,688	27/1/2022	27/1/2027	90D BBSW + 73 bpts
Total		\$25,150,000	\$24,937,682			

### Fixed Bonds

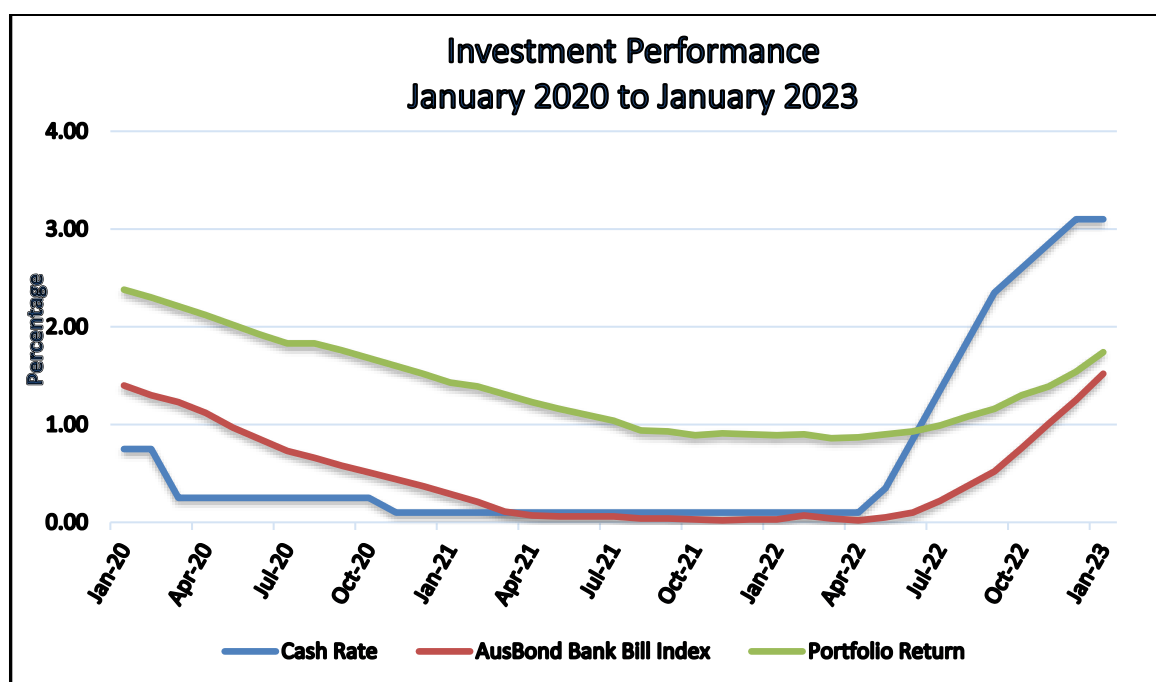
In August 2021, Council purchased at a discount \$1.8 million (face value) of the AAA-rated covered fixed bond with ING Bank Australia. An attractive fixed coupon rate of 1.10% will be paid on a semi-annual basis on the \$1.8 million face value.

The indicative value is the value Council would receive at 31 January 2023 if it were to consider selling this investment prior to its maturity date. Selling prior to maturity would only be considered if a capital gain resulted while holding to maturity ensures a return of the full amount invested along with quarterly interest payments over the life of the investment.

Investment	Rating	Purchase Price	Indicative Value 31 January 2023	Date Invested	Maturity Date	Interest Rate
ING Bank	AAA	\$1,794,762	\$1,598,028	19/08/2021	19/08/2026	1.10%
Total		\$1,794,762	\$1,598,028			

### Performance

The following graph shows the investment returns achieved against the AusBond Bank Bill Index and the official Reserve Bank of Australia (RBA) cash interest rate for the period January 2020 to January 2023.



C09/23

For the month of January, solid return of +0.27% (actual) or +3.20% p.a. (annualised), marginally outperforming the benchmark AusBond Bank Bill Index return of +0.27% (actual) or +3.18% p.a. (annualised).

Over the past year, the combined term deposit and FRN portfolio returned +1.74% p.a., outperforming bank bills by 0.22% p.a. Our current margins in comparison to benchmark may decline given our long-term tenure in term deposits. Our overall investment return remains solid due to interest rate increases, with actuals exceeding budget by \$294,725.81 as at 31 January 2023.

Performance	1 month	3 months	6 months	FYTD	1 year	2 year	3 year
Official Cash Rate	0.26%	0.75%	1.32%	1.44%	1.56%	0.83%	0.64%
AusBond Bank Bill Index	0.27%	0.77%	1.31%	1.44%	1.52%	0.77%	0.61%
Council's T/D Portfolio	0.26%	0.63%	1.09%	1.20%	1.61%	1.14%	1.26%
Council's FRN Portfolio	0.33%	0.96%	1.76%	1.96%	2.43%	1.88%	1.71%
Council's Bond Portfolio	0.09%	0.28%	0.55%	0.65%	1.10%	-	-
Council's Portfolio	0.27%	0.69%	1.20%	1.33%	1.74%	1.32%	1.36%
Outperformance	0.00%	-0.08%	-0.11%	-0.11%	0.22%	0.55%	0.75%

Since May 2022, the Reserve Bank of Australia (RBA) has progressively increased the official cash rate 8 times from 0.10% to 3.10% on 6 December 2022. Council recently reviewed existing term deposits invested prior to the recent interest rate rises and identified term deposits for early termination. These term deposits were then reinvested at current interest rates to yield a better return.

Term deposits were selected for early withdrawal based on terms to maturity remaining, and net returns greater than \$5 thousand.

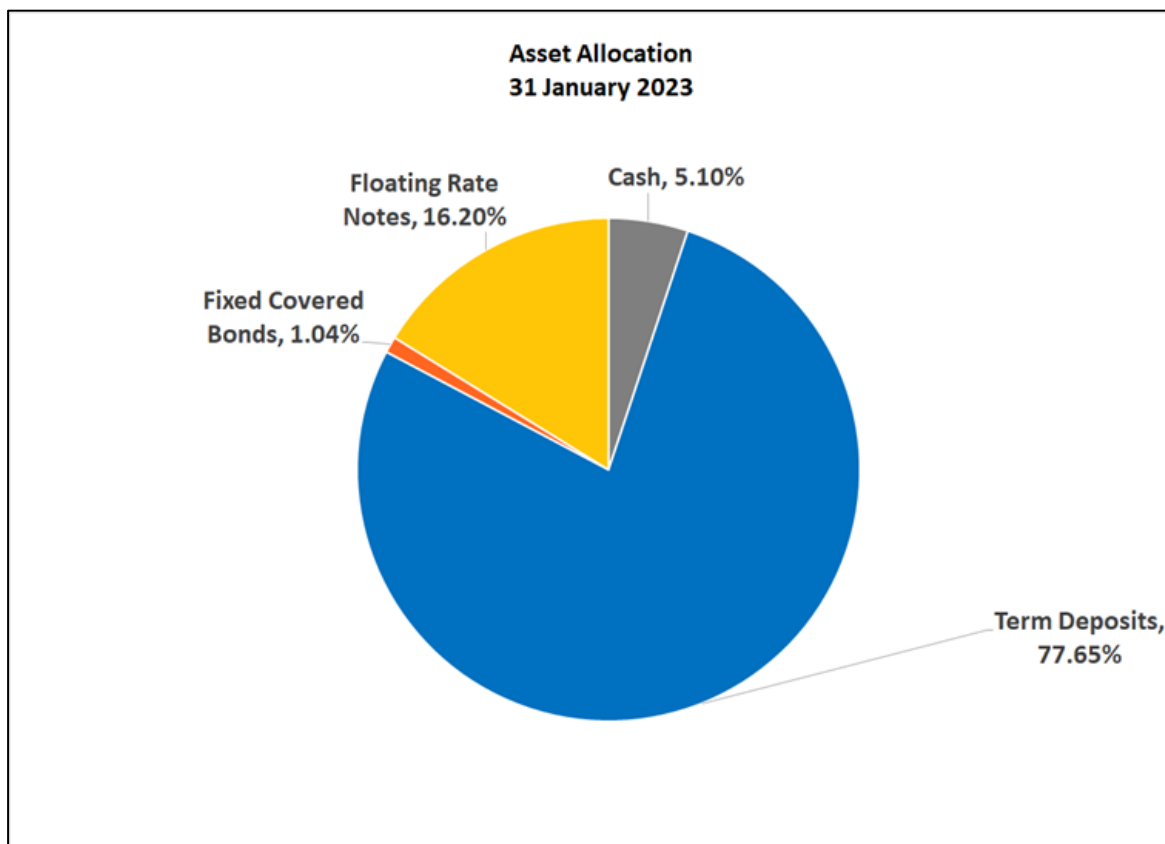
Terminated deposits from CBA and NAB were received on 09 January 2023 and 12 January 2023 respectively, with reinvestment of funds occurring on the same day. The total net increase in return for Council based on reinvestment of the original term deposits will be approximately \$777 thousand, \$178 thousand in the current financial year and \$599 thousand for 2023-24 financial year onwards.

Institutions	Total amount for early termination	Request submission date	Payout date	Net increase (decrease) in return 2022/23	Net increase (decrease) in return 2023/24 Onwards	Net return Total
<b>CBA</b>	\$20,000,000	08 December 2022	09 January 2023	\$74,718	\$547,895	\$622,612
<b>NAB</b>	\$9,000,000	12 December 2022	12 January 2023	\$103,311	\$50,721	\$154,032
<b>Total</b>	<b>\$29,000,000</b>			<b>\$178,029</b>	<b>\$598,616</b>	<b>\$776,645</b>

## Council's Portfolio and Compliance

### Asset Allocation

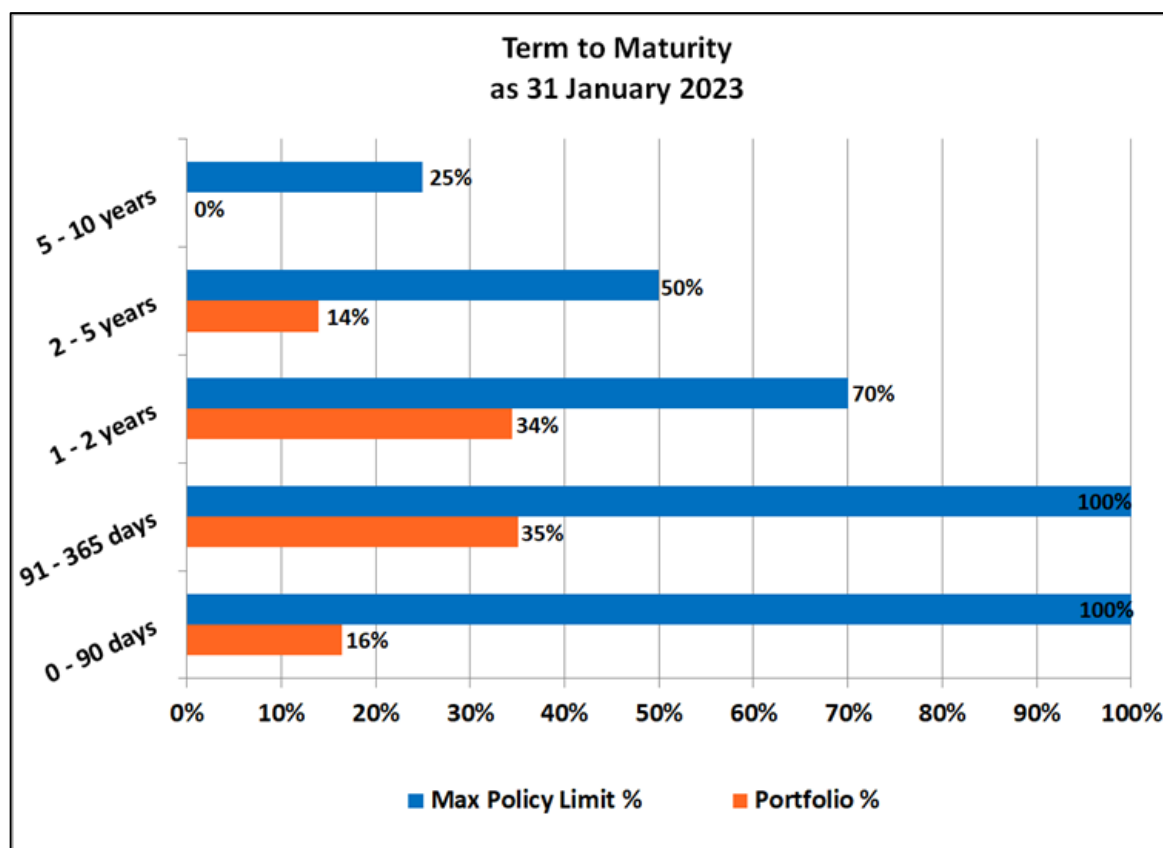
Most of the portfolio is spread between term deposits (77.45 %) and senior floating rate notes (16.20%). The remainder of the portfolio is held in the overnight cash accounts with CBA and Macquarie Bank (5.10%) and the "AAA" rated fixed covered bond (1.04%). The FRNs add additional liquidity and are generally accessible within 2-3 business days. FRNs are also dominated by the higher-rated ADIs which allows Council to maintain a bias towards the higher-rated banks.



## Term to Maturity

The portfolio remains diversified from a maturity perspective with a spread of maturities out to 5 years. Medium-term (2-5 years) assets account for around 14% of the total investment portfolio.

Compliant	Horizon	Invested	%	Min Limit	Max Limit
✓	0-90 days	\$25,355,253	16.48%	10%	100%
✓	91-365 days	\$53,999,023	35.09%	20%	100%
✓	1-2 years	\$53,000,364	34.44%	0%	70%
✓	2-5 years	\$21,536,323	14.00%	0%	50%
✓	5-10 years	0	0%	0%	25%



The investment portfolio is regularly reviewed to maximise investment performance and minimise risk. Comparisons are made between existing investments with available products that are not part of the Council's portfolio. Independent advice is sought on new investment opportunities.

## Credit Quality

As at the end of September, applying the long-term S&P ratings only, Council is compliant across all individual counterparties. The investment portfolio is entirely directly to assets rated "A" or higher, as per Council's adopted policy framework.

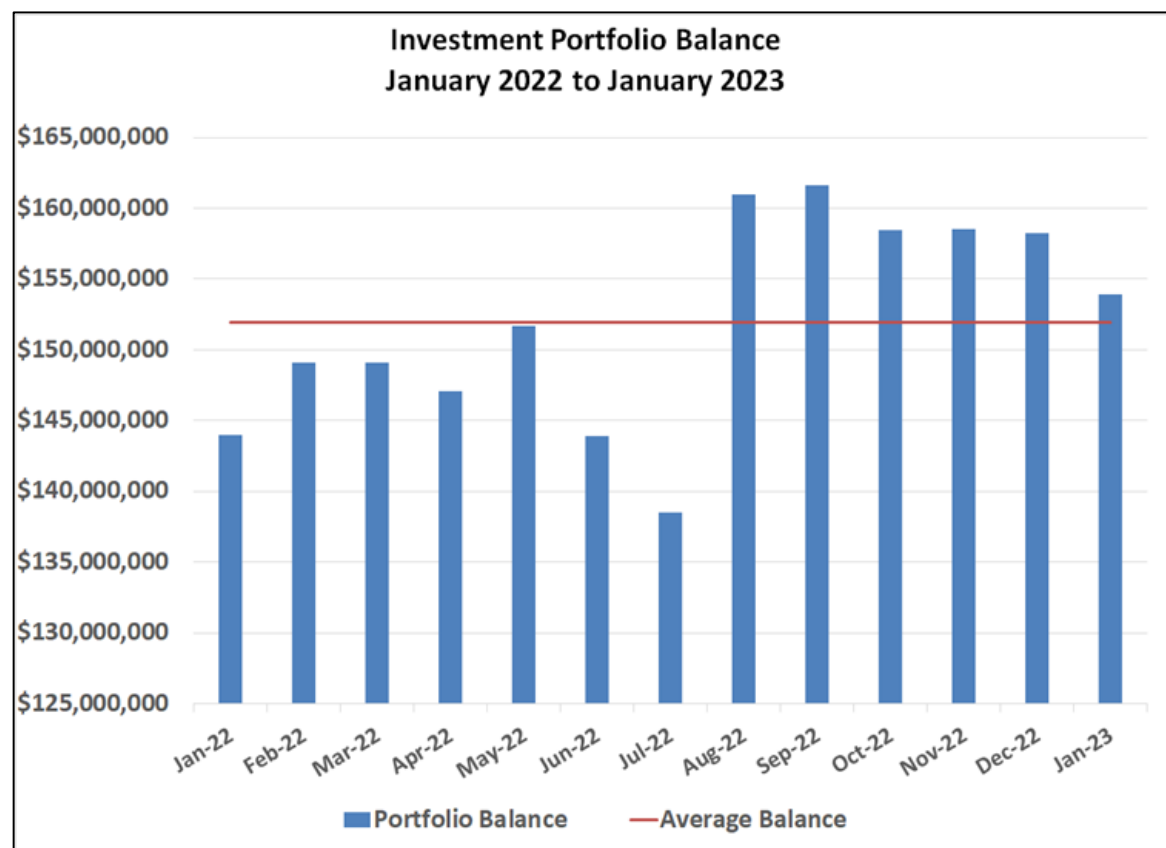
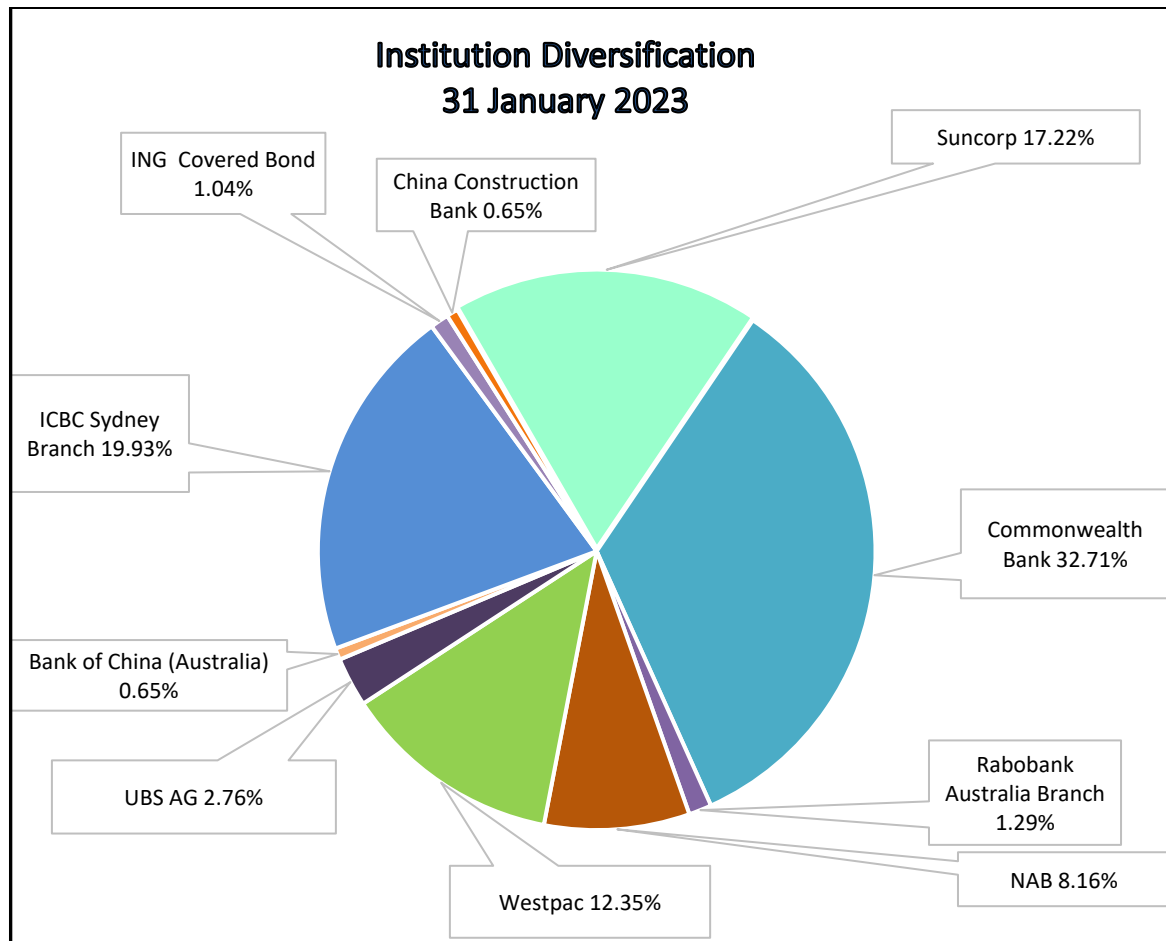
Compliant	Rating	Invested	Invested	Max. Limit	Available
✓	AAA Category	\$1,596,643	1.05%	100%	\$150,294,715
✓	AA Category	\$79,891,540	52.60%	100%	\$71,999,818
✓	A Category	\$70,403,175	46.35%	80%	\$51,109,911
✓	Unrated ADIs	\$0.00	0.00%	0.00%	\$0

### Counterparty

The table below shows the individual counterparty exposures against Council's current investment policy based on long-term S&P ratings.

Compliant	Issuer	Rating	Invested	%	Max. Limit	Available
✓	ING Covered	AAA	\$1,598,028	1.04%	40%	\$59,958,357
✓	CBA	AA-	\$50,338,074	32.71%	40%	\$11,218,312
✓	NAB	AA-	\$12,552,992	8.16%	40%	\$49,003,393
✓	Westpac	AA-	\$19,000,000	12.35%	40%	\$42,556,385
✓	Citibank	A+	\$1,000,147	0.65%	25%	\$37,472,594
✓	Macquarie Bank	A+	\$4,002,115	2.60%	25%	\$34,470,626
✓	Rabobank Australia Branch	A+	\$1,979,688	1.29%	25%	\$36,493,053
✓	Suncorp	A+	\$26,502,619	17.22%	25%	\$11,970,122
✓	UBS AG	A+	\$4,253,019	2.76%	25%	\$34,219,722
✓	Bank of China	A	\$999,023	0.65%	25%	\$37,473,718
✓	China Construction Bank	A	\$995,777	0.65%	25%	\$37,476,964
✓	ICBC Sydney	A	\$30,669,482	19.93%	25%	\$7,803,259





## Restricted Funds (*Local Government Act 1993 s 409*)

Councils restricted and unrestricted funds as at 31 January 2023 are shown below. Unrestricted Cash is the cash that is readily available or convertible to cash for Councils' day-to-day management. The restricted cash is either externally or internally restricted. Externally restricted cash can only be spent as permitted in line with legislative responsibilities and/or contractual obligations, while internally restricted cash is to be spent on Council-specific funding commitments as per the operational plan and adopted Council budget.

<b>Investment Portfolio Balance as at 31 January 2023</b>		<b>\$153,890,963.58</b>
Restricted Cash	Internal	\$87,914,498.71
	External	\$50,659,353.52
Unrestricted Cash		\$15,317,111.35
<b>Total Restricted &amp; Unrestricted</b>		<b>\$153,890,963.58</b>

## Loan Funds

The total loan funds were drawn down on 10 November 2021 for \$33.5 million at 2.22%. The loan funded the following:

- \$14.5M Capital Works
  - \$6.7M of Building Works which included Blenheim House, La Perouse Museum, Malabar Pool, Dunningham Reserve, Burrows Park and Southern Suburbs Youth Facilities
  - \$5.5M of Parks Projects which included Playground upgrade, Coral Sea Park, Coastal Walkways, Snape Park outdoor gym, and Pioneers Park
  - \$3.8M of Roads Projects which include drainage capital works and footpath construction
- \$19.5M for the Heffron Centre Project

The payment frequency is semi-annually with the first loan repayment made on the 10 May 2022. The repayment total is for \$1,877,039.92 of which \$371,850.00 is interest. The next payment will be due on 10 May 2023.

The current interest rates offered on term deposits currently have far exceeded our cost of funds in obtaining the \$33.5m loan. Indicative term deposit rates offered currently at CBA are as follows:

- For 1 Year – 4.62%
- For 2 Years – 4.55%
- For 3 Years – 4.48%
- For 4 Years – 4.47%
- For 5 Years – 4.52%

As such, the Council is in a notionally advantageous position in earning interest income on our loan. In addition, the delay in the use of loan funds with the deferral of capital works projects into the next financial year enables the council to invest these surplus funds in the short to medium-term investment offerings.

## Green Investment

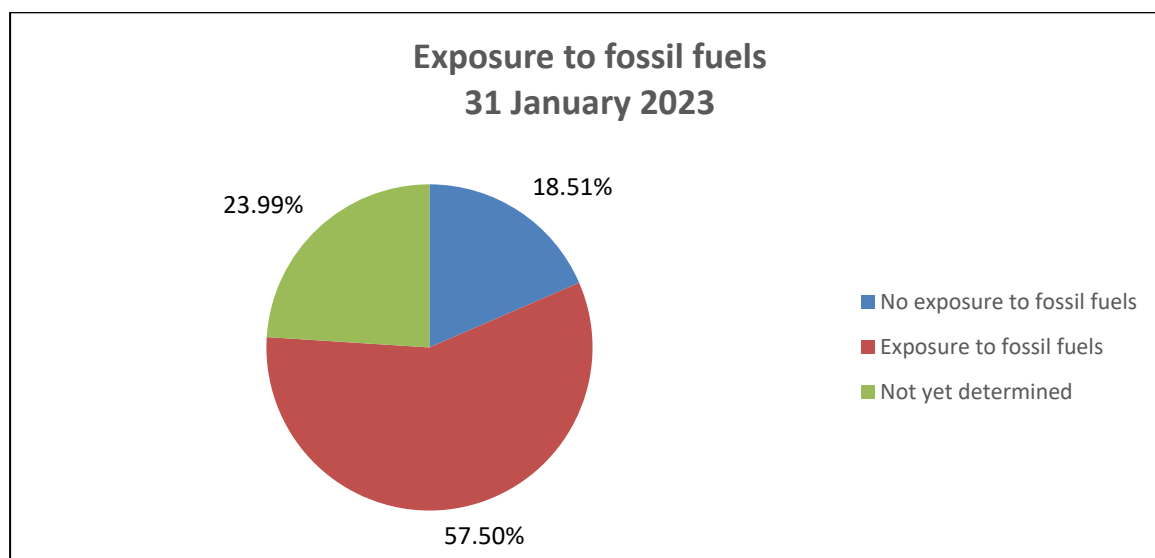
Council's investment policy includes guidelines that give preference to placing funds with institutions identified as not dealing with fossil fuel companies, where financial institutions offer equivalent investment returns with the same credit rating. The big four banks and other institutions rated A- and above have some exposure to fossil fuels. The banks with little or no exposure to fossil fuels are the lower-rated institutions. The current policy does not permit investments in these BBB-rated institutions.

Council's exposure to fossil fuel funds is shown below:

Counterparty	Credit rating	Funding fossil fuel	Position
<b>ING Covered Bond</b>	AAA	Yes	Loaned to fossil fuels in Australia since 2016
<b>Commonwealth Bank</b>	AA-	Yes	Loaned to fossil fuels globally since 2016
<b>Nab</b>	AA-	Yes	Loaned to fossil fuels globally since 2016
<b>Westpac</b>	AA-	Yes	Loaned to fossil fuels globally since 2016
<b>Citibank</b>	A+	Yes	Loaned to fossil fuels since 2016
<b>Macquarie Bank</b>	A+	Yes	Loaned to fossil fuels globally since 2016 and holds more than \$2.5 billion of shares in numerous coal, oil and gas companies
<b>Rabobank</b>	A+	No	Does not finance the primary production of fossil fuels
<b>Suncorp</b>	A+	No	Loans to fossil fuels in 2008/2009, but released the position statement that they have withdrawn from the sector
<b>UBS</b>	A+	Not yet determined	No Position provided
<b>Bank of China (Australia)</b>	A	Not yet determined	No Position provided
<b>China Construction Bank</b>	A	Not yet determined	No Position provided
<b>ICBC, Sydney Branch</b>	A	Not yet determined	No Position provided

Based on the portfolio balance of \$153.89 million at 31 January 2023, funding with green initiatives banks made up 18.51 percent of total investment, or \$28.48 million. Funding with banks which have exposure to fossil fuels constitutes 57.50 percent, or \$88.49 million. The remaining 23.99 percent is not yet determined as no position has been provided by the financial institutions.

Institutions	Number of trades	Invested	Invested %
<b>No exposure to fossil fuels</b>	15	\$28,482,306.91	18.51%
<b>Exposure to fossil fuels</b>	59	\$88,491,355.50	57.50%
<b>Not yet determined</b>	22	\$36,917,301.17	23.99%



### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Financial Management
Function	Financial Management and Control
Delivery program commitment	Support Council's sustainable delivery of projects and services through sound Financial Management and Control, including long term financial planning, budget preparation, and financial performance monitoring.

### Resourcing Strategy implications

The Original budget provision for investment income is \$1,270,504. The September and December quarterly budget reviews have been reported to Council with an additional of \$300,000 and \$1,000,000 respectively, for investment interest on top of the original budget. The total revised interest on investments budget will be \$2,570,504. Income received to 31 January 2023 is \$1,794,186.48, representing 69.80% of the budget year to date. The reinvestment of funds at higher yield from early termination of selected term deposits and the recent increase in interest rates continue to result in overall improved returns

### Policy and legislative requirements

Council is authorised by Section 625 of the Local Government Act to invest its surplus funds. Funds will only be invested in the form of investment notified by Order of the Minister dated 12 January 2011. The Local Government (General) Regulation prescribes the records that must be maintained in relation to Council's Investment Policy

### Conclusion

Funds are invested with the aim of achieving budgeted income in the 2022-23 financial year and outperforming the AusBond Bank Bill Index over a 12-month period.

All investments as at 31 January 2023 have been made in accordance with the Local Government Act, the regulations and Council's Investment Policy.

**Responsible officer:** Xinyu Zhang, Financial Accountant

**File Reference:** F2016/06527

CO9/23



## Randwick City Council

## Investments

for the period ending 31 January 2023

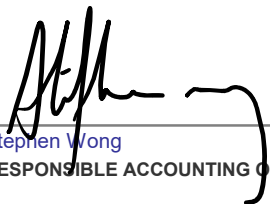
## Certificate by Responsible Accounting Officer

made pursuant to Clause 212(1)(b) of the Local Government (General) Regulations 2005

I hereby certify that all investments as at 31 January 2023 have been made in accordance with Council's Investment Policy (adopted Sept 2021).

I hereby certify that all investments as at 31 January 2023 meet the requirements of section 625 of the Local Government Act 1993 including the Ministerial Investment Order (2011).

I hereby certify that all investments as at 31 January 2023, and this investment report, meet the requirements of clause 212 of the Local Government (General) Regulation 2005.

  
\_\_\_\_\_  
Stephen Wong  
RESPONSIBLE ACCOUNTING OFFICER

10 February 2023  
\_\_\_\_\_  
Date

CO9/23

## Director Corporate Services Report No. CO10/23

**Subject: Quarterly Budget Review - December 2022**

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### Executive Summary

- The Quarterly Budget Review Statements (QBRs) standard set of budget review statements are designed to assist Council in meeting its charter relating to its finances and related responsibilities in respect of its management plan / operational plan.
- The QBRs have been prepared for the second quarter ended 31 December 2022 in accordance with the Regulations.
- On 31 December 2022, Council produced a net surplus position of \$980,737 through careful financial management and governance.
- Council's Chief Financial Officer, as the Responsible Accounting Officer, advises that the projected financial position is satisfactory, and adoption of the report will satisfy statutory obligations.

### Recommendation

That Council:

- a) receives and notes the report of December 2022 Quarterly Budget Review Statements (QBRs).
- b) adopts the proposed December 2022 budget variations shown in the QBRs attachment to this report.

### Attachment/s:

1.  Quarterly Budget Review Statements (December 2022)

CO10/23

## Purpose

The purpose of this report is to present the QBRS for the second quarter of the 2022-23 financial year and inform Council of any variations to the adopted budget.

## Discussion

The Office of Local Government has published guidelines to Councils in respect to the preparation of Quarterly Budget Review Statements (QBRS) and clause 203(1) of the Local Government Regulation 2005 requires the responsible accounting officer to prepare and submit a QBRS to Council.

This Quarterly Budget Review informs the Council's second quarter of FY22/23 progress against the current budget, together with recommendations for changes and reasons for any budget variations.

The December budget review resulted in an increase of ~\$792k with the 2022-23 projected net operating position before capital increasing to very favourable result at \$2.458M.

### Operating Result - Income Statements

	2022-23 Original Budget (\$'000)	2022-23 Carryover (\$000)	2022-23 Sep Budget Revision (\$'000)	2022-23 Dec Budget Revision (\$'000)	2022-23 Projected Budget (\$'000)
Revenue from continuing operations	182,620	2,406	6,674	2,140	193,840
Expense from continuing operations	172,637	0	1,637	790	175,064
Net Operating Result-Surplus	9,984	2,406	5,036	1,350	18,776
Net Operating Position Before Capital	2,634	0	(968)	792	2,458

The key proposed budget adjustments for December Quarter include:

### Interest income

The official cash rate has increased substantially in a short period of time. Economists and banking institutions are predicting the RBA to continue to increase the cash rate for several months to come. The last interest rate increase of 25 basis points was on the 7<sup>th</sup> of February, taking the cash rate to 3.35 per cent, which has seen it rises from a historic low of 0.10 per cent in the beginning of 2022 (100 basis points equals 1%).

As at 31st December, Council held investments with a market value of \$158.257 million.

Finance undertook an analysis of its term deposits in late 2022 and consequently, economically feasible term deposits were terminated and reinvested at higher rates in January 2023. The higher interest rate environment and the amount of funds invested resulted in a favourable budget review in interest income of ~\$1M.

## Capital Grants and Contributions

During December Quarter, Council secured an additional \$558K grants and contributions for Waratah Street Plaza and Clovelly Road and Carrington Road Public Plaza.

## Employee Cost

The Development Assessment (DA) business unit has been affected since 2019 due to various factors being COVID-19 disruptions, difficulty in recruiting staff, increased complexity of planning legislation, technological and procedural change, referral delays, the number of applications assessed per officer.

The DA business has been undertaking a Service Level Review (SLR) since November 2022. The SLR has resulted in the provision of additional staff resources (three Senior Environmental Planning Officers and one Administration Assistant) to facilitate better distribution of the workload which will improve the overall performance of the DA business unit.

\$195k has been included into budget projection to fund these four new positions, which is partially offset by the increased in DA revenue, a reduction in consultancy cost and a reduction in Legal cost.

## Material and Contracts

Council is currently conducting a revaluation for all infrastructure assets, \$120k is included into the budget projection for consultancy cost. Further information is provided within the following observation and insights section.

\$250K is projected for McKeon Street Plaza Shared Space Program, which is fully funded by an operating grant.

## Observations and Insights

### Asset Revaluation

Council controls significant infrastructure, property and plant and equipment assets. Council applies AASB 136 Impairment of Assets and AASB 116 Property, Plant and Equipment which requires an annual assessment of whether there are any indications that the book value differs materially from fair value, useful lives remain reasonable and whether any assets are impaired.

Finance undertook a high-level analysis of the current inflationary environment in respect to the asset classes and has determined that it is likely there will be material movements during the current financial year. In addition, the Valuer General has issued new land values and as such, Council must revalue its land assets to comply with the OLG and Audit Office requirements.

Consequently, Council has engaged two valuers to undertake valuation for the following asset classes: Operational Land, Community Land, Crown Land, Land Improvements (Depreciable), Buildings, Roads, Footpaths and Open Space (including Swimming Pools).

Valuation is in progress and is expected to be completed by 30 June 2023. The Audit Office has been advised accordingly.

### Capital Works Transfers from Reserve

A comprehensive review was completed by the Director of City Services on Council resolved budgeted capital works for the remainder of the 2022-23 finance period.

These projects are listed below, budgets have been re-allocated back from reserve to reflect the construction stage totalling \$14.8M for the December 2022 quarter review.



Project	Transfer from Reserves
Yarra Bay Bicentennial Park	\$16,950.00
Clovelly Surf Life Saving Club	\$55,984.00
Heffron Park Tennis Clubhouse and Amenities	\$78,400.00
Little Bay	\$100,000.00
Light Rail Support Plan	\$150,000.00
Southern Suburbs Youth Facility	\$240,000.00
Maroubra Surf Life Saving Club	\$259,588.00
Pioneers Park	\$469,814.00
Malabar Pool Amenities	\$471,091.00
Dunningham Reserve Amenities	\$497,793.00
La Perouse Toilets-Headland	\$625,418.00
La Perouse Museum	\$748,783.00
Malabar Memorial Hall	\$1,060,000.00
City Plaza-Meek St	\$1,465,488.00
Blenheim House-Cultural Centre	\$2,118,139.00
South Maroubra Surf Life Saving Club	\$2,371,440.00
Matraville Youth & Cultural Hall	\$4,033,595.00
<b>Sub Total</b>	<b>\$14,762,483.00</b>

#### Des Renford Leisure Centre – DRLC

Des Renford Leisure Centre's 2022-23 budget remains on track with projections. At the end of December 2022 quarter, the Centre has achieved 48% of the User Charges & Fees budget, with the busiest period of the FY yet to come, while Material & Contracts expenses are at 31% of the budget, well below budget. As per the Monthly Financial Report as at 31 December 2022, this is encouraging given DRLC is about to enter what are traditionally the busiest months in the leisure industry.

#### Waste Management

Waste Management budget is tracking well with all services delivery programs being met as of the December quarter. Council's waste collection contract is within budget and the 2022-23 budget had allowed for the new market rates and is currently on track for the December 2022 quarter.

#### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Financial Management
Function	Financial Management and Control
Delivery program commitment	Support Council's sustainable delivery of projects and services through sound Financial Management and Control, including long term financial planning, budget preparation, and financial performance monitoring.

Function	Accounting
Delivery program commitment	Manage and record the financial transactions arising from Council's activities, including the levy and collection of rates and charges, and the preparation of financial statements and returns.

### Resourcing Strategy implications

This report provides the December QBRS for the 2022-23 Budget. Once adopted, the variations contained within this review will be incorporated into the current Budget and where applicable, in future revisions of the Long-Term Financial Plan.

### Policy and legislative requirements

- Section 203(1) (3) of the Local Government (General) Regulation 2005
- Section 211 of the Local Government (General) Regulation 2005
- Local Government Act 1993.

### Conclusion

Despite a challenging economic environment, Finance is pleased to report that as at the December 2022 budget review, Council is budgeted to continue to achieve a pleasing surplus financial position of \$2.5m for 2022-23 Financial Year.

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**Responsible officer:** Stephen Wong, Chief Financial Officer

**File Reference:** F2021/00364

CO10/23



# Quarterly Budget Review Statement December 2022

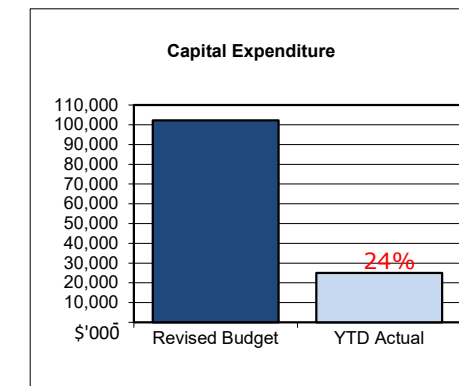
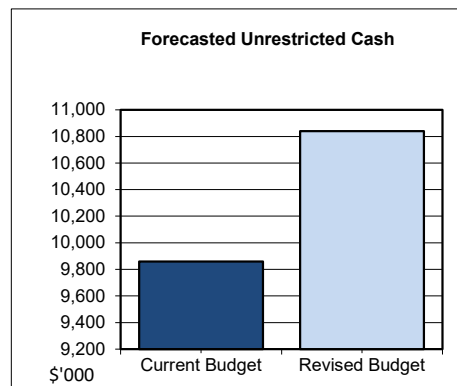
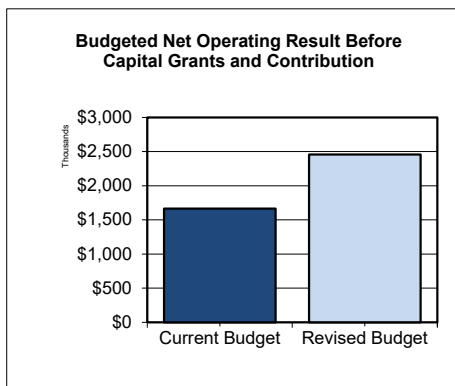
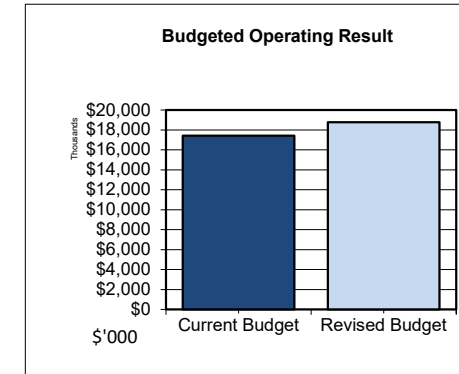
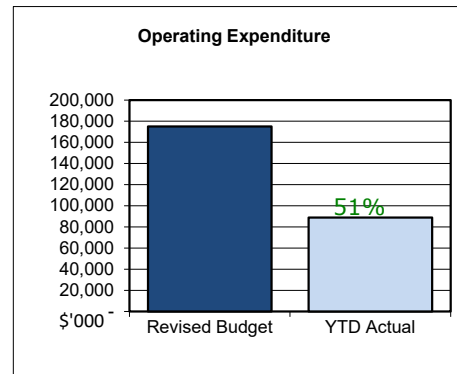
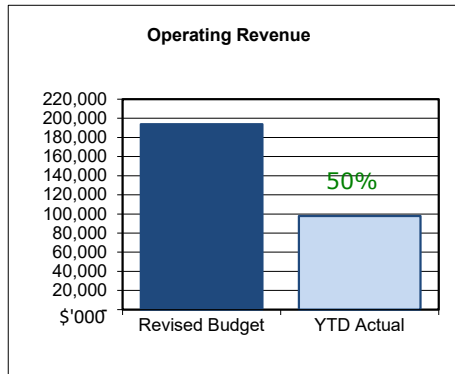



**Randwick City Council**  
a sense of community

## Quarterly Budget Review Statement

for the quarter ended 31 Dec 2022

# Budget Review Key Performance Indicators



		FY2022/23 - DECEMBER QUARTER BUDGET REVIEW <b>Variations</b>			Key: Favourable variations Unfavourable variations Budget contras (\$0 impact)
Responsibility Centre	Account/Project	Comment	Amount (\$)	Narration (Favourable / Unfavourable / Budget contras)	
<b>User Fees and Charges</b>			<b>(130,700)</b>		
Ranger Service	Companion Animal Fees	Align budget with actual fees received during quarter two	(25,000)	Favourable	
Health, Building and Regulatory Services	Complying Development Certificates (CDC)	Reduction in CDC applications	5,000	Unfavourable	
Health, Building and Regulatory Services	Hoists on Public Roads s68	Increase in local approvals for use of cranes/concrete pumps	(20,000)	Favourable	
Health, Building and Regulatory Services	Enquiry Fees	Reduction in application for certificate related to outstanding notice and orders	7,500	Unfavourable	
Health, Building and Regulatory Services	Building Certificates	Increase in building certificate applications	(10,000)	Favourable	
Development Assessment Service	Development Application Fees	Revenue improvement (DA Fees), due to the increased number and values of DAs	(88,200)	Favourable	
<b>Interest</b>			<b>(1,000,000)</b>		
Financial Services	Interest on Investment	Additional investment income (interest rate increase)	(1,000,000)	Favourable	
<b>Other Revenues</b>			<b>(180,000)</b>		
Ranger Services	Fines - Parking	Revenue increase in Fines after Covid, align budget with actual fines received during quarter two	(160,000)	Favourable	
Health, Building and Regulatory Services	Fines and Cost - Building	Revenue increase in Fines after Covid	(10,000)	Favourable	
Health, Building and Regulatory Services	Other Revenue	Project remediate payment received via Department of Customer Service-Better Regulations	(10,000)	Favourable	
<b>Operating Grants and Contributions</b>			<b>(271,798)</b>		
Economic Development	Operating Grants - Other	McKeon Street Plaza - Shared Space Grant	(250,000)	Contra	

Responsibility Centre	Account/Project	Comment	Amount (\$)	Narration (Favourable /Unfavourable /Budget contras)
IMT Operating Organisation	Operating Contributions - Other	Reimbursements received to fund purchases of equipment on behalf of employees	(21,798)	Contra
<b>Capital Grants and Contributions</b>			<b>(557,516)</b>	
Parks (Open Space Construction)	Capital Grants - Specific Purpose Other	Local Roads and Community Infrastructure Program Grant - Waratah Street Plaza, Council Decision 13th Dec 2022 (CON70/22)	(465,274)	Contra
Parks (Open Space Construction)	Capital Grants - Specific Purpose Other	Local Roads and Community Infrastructure Program Grant - Clovelly Road and Carrington Road Public Plaza (100% grants funding, align budget with actual spending during quarter two)	(92,242)	Contra
<b>Employee Costs</b>			<b>209,505</b>	
Public Place Waste Management	Overtime	Administration support provided through over time, due to long term staff sick leave, offset by saving from material	15,000	Contra
Development Assessment Services	Salaries and Oncosts	Budget allocation (3 new senior environmental planning officers and 1 new administration assistant), partially offset by increased DA revenue	194,505	Unfavourable
<b>Materials and Contracts</b>			<b>594,740</b>	
IMT Operating Organisation	Printing and Design	DCP (development control plan) exhibition printing and mail out, budget re-allocation from strategic planning	27,343	Contra
IMT Operating Organisation	Plant Furniture & Equipment Acquisitions	Purchased of IT Equipment on behalf of Employees funded by reimbursements from employees	21,798	Contra
General Manager	Consultancies - General	Additional qualified consultant required for internal audit service	37,400	Unfavourable
City Service Management	Consultancies - General	Revaluation of infrastructure asset, funded by infrastructure reserve	120,000	Contra
Public Place Waste Management	Material	Budget re-allocation to permanent overtime cost	(15,000)	Contra
Ranger Services	Fines - Processing Fee	Budget adjustment to reflect projected processing fee	150,000	Unfavourable
Ranger Services	Legal Expenses-Other	Increase in rangers legal cost during quarter two	50,000	Unfavourable
Health, Building and Regulatory Services	Consultancies - General	Contaminated Land Consultancy - Additional Expenses	10,000	Unfavourable
Strategic Planning	Consultancies - General	Budget re-allocation to IT operating organisation to cover printing and mail out for DCP exhibition	(27,343)	Contra
Development Assessment Service	Development Assessment Court Costs	Reduction of cost due to sufficient staff resources to process the applications (3 new senior environmental planning officers and 1 new administration assistant)	(42,625)	Favourable



Responsibility Centre	Account/Project	Comment	Amount (\$)	Narration (Favourable /Unfavourable /Budget contras)
Development Assessment Service	Consultancies-General	Reduction of cost due to sufficient staff resources to process the applications (3 new senior environmental planning officers and 1 new administration assistant)	(20,833)	Favourable
General Community	Events - Function Expenses	Budget re-allocation to Culture Events (Survival Day Event)	(2,000)	Contra
La Perouse Museum	Events - Function Expenses	Budget re-allocation to Culture Events (Survival Day Event)	(2,000)	Contra
Cultural Events	Events - Function Expenses	Survival Day Community Event - per Council Resolution on 22nd November 2022 (MM47/22)	18,000	Contra
Cultural Events	Events - Function Expenses	Coogee Rainbow- per Council Resolution on 27 September 2022 (CP53/22)	20,000	Unfavourable
Economic Development	Events - Function Expenses	McKeon Street Plaza - Shared Space Grant	250,000	Contra
Economic Development	Consultancies - Informing Strategies	Budget re-allocation to Arts and Culture	(60,000)	Contra
Arts and Culture	Events - Function Expenses	Cultural Vision and Public Art Plan - budget re-allocation from Economic Development	60,000	Contra
<b>Other Operating Expenditure</b>			<b>(14,000)</b>	
General Community	Donations and Contributions - Other	Mayor's Contingency Fund-Budget re-allocation to Culture Events (Survival Day Event)	(14,000)	Contra
<b>Capital Works</b>			<b>15,319,999</b>	
IMT Projects	IMT Smart and Secure City Program	Budget re-allocation to IMT Network CCTV project and Ender User Equipment	(55,000)	Contra
IMT Projects	IMT Network CCTV and Access Infrastructures	Expenditure for ongoing maintenance for CCTV/Building Security, partially offset by saving under capital network equipment	45,000	Contra
IMT Projects	IMT Network CCTV and Access Infrastructures	Saving under capital network equipment purchase	(40,000)	Contra
IMT Projects	IMT End User Equipment	Expenditure for additional mobile phones required, budget re-allocation from IMT Smart and Secure City Program	10,000	Contra
IMT Projects	IMT End User Equipment	Expenditure for end user equipment purchase, budget re-allocation from IMT Smart and Secure City Program	40,000	Contra
Parks (Open Space Construction)	Pioneers Park	Budget re-allocation from infrastructure and incomplete works reserve -Per Council Resolution on 25 June 2019 (CO26/19)-Randwick City Council Operational Plan and Budget 2019-20	469,814	Contra
Parks (Open Space Construction)	Mahon Pool	Project completed and budget transfer to Malabar Rock Pool	(269,387)	Contra
Parks (Open Space Construction)	Malabar Rock Pool	Budget transfer from Mahon Pool	269,387	Contra
Parks (Open Space Construction)	Yarra Bay Bicentennial Park	Budget re-allocation from infrastructure loan reserve -Per Council Resolution on 23 June 2020 (CS28/20)-Tender for Yarra Bay Bicentennial Park Amenities	16,950	Contra

Responsibility Centre	Account/Project	Comment	Amount (\$)	Narration (Favourable /Unfavourable /Budget contras)
Parks (Open Space Construction)	Little Bay	Budget re-allocation from infrastructure reserve	100,000	Contra
Parks (Open Space Construction)	Light Rail Support Plan	Expenditure related to Doncaster Ave bamboo screening, budget re-allocation from Kingsford & Kensington Town Centres(Public Domain) Reserve	150,000	Contra
Parks (Open Space Construction)	City Plaza-Meeks Street	Budget re-allocation from Meeks Street Green Lawn	1,050,000	Contra
Road Construction	Meeks Street Green Lawn	Budget re-allocation to Meeks Street Plaza	(1,050,000)	Contra
Parks (Open Space Construction)	City Plaza-Meeks Street	Budget re-allocation from infrastructure and S94 reserve -Per Council Resolution on 28 June 2022 (CS29/22)-- Meeks Street Plaza Upgrade Project	1,465,488	Contra
Parks (Open Space Construction)	Waratah Street Plaza	Funded by Local Roads and Community Infrastructure Program Grant -Per Council Resolution on 13 December 2022 (CON70/22)-Waratah Avenue Plaza Project	465,274	Contra
Parks (Open Space Construction)	Clovelly Road and Carrington Road Public Plaza	Funded by Local Roads and Community Infrastructure Program Grant	92,242	Contra
Building Construction	Clovelly Surf Life Saving Club	Budget re-allocation from incomplete works reserve -Per Council Resolution on 3 August 2021 (CS37/21)-Clovelly Surf Life Saving Club - Refurbishment	55,984	Contra
Building Construction	Maroubra Surf Club	Budget re-allocation from infrastructure reserve -Per Council Resolution on 28 June 2022 (GM9/22)-Randwick City Council Operational Plan and Budget 2022-23	259,588	Contra
Building Construction	Matraville Youth & Cultural Hall	Budget re-allocation from infrastructure and OCOF reserve -Per Council Resolution on 22 November 2022 (CS64/22)-Matraville Youth & Cultural Hall Project	4,033,595	Contra
Building Construction	South Maroubra Surf Club	Budget re-allocation from building levy and OCOF reserve -Per Council Resolution on 23 August 2022 (CS41/22)-Arthur Byrne Reserve Amenities, South Maroubra	2,371,440	Contra
Building Construction	Malabar Memorial Hall	Budget re-allocation from infrastructure reserve, incomplete works and OCOF reserve -Per Council Resolution on 28 June 2022 (GM9/22)-Randwick City Council Operational Plan and Budget 2022-23	1,060,000	Contra
Building Construction	La Perouse Museum	Budget re-allocation from infrastructure loan reserve -Per Council Resolution on 29 June 2021 (GM5/21)-Randwick City Council Operational Plan and Budget 2021-22	748,783	Contra
Building Construction	La Perouse Toilets	Budget re-allocation from S94 reserve and incomplete works reserve -Per Council Resolution on 28 June 2022 (GM9/22)-Randwick City Council Operational Plan and Budget 2022-23	625,418	Contra
Building Construction	Southern Suburbs Youth Facility	Budget re-allocation from infrastructure loan reserve -Per Council Resolution on 29 June 2021 (GM5/21)-Randwick City Council Operational Plan and Budget 2021-22	240,000	Contra
Building Construction	Heffron Park Tennis Clubhouse and Amenities	Budget re-allocation from incomplete works reserve for maintenance under lease agreement	78,400	Contra
Building Construction	Blenheim House-Cultural Centre	Budget re-allocation from infrastructure loan reserve -Per Council Resolution on 28 June 2022 (GM9/22)-Randwick City Council Operational Plan and Budget 2022-23	2,118,139	Contra
Building Construction	Dunningham Reserve Amenities	Budget re-allocation from infrastructure loan reserve -Per Council Resolution on 29 June 2021 (GM5/21)-Randwick City Council Operational Plan and Budget 2021-22	497,793	Contra
Building Construction	Malabar Pool Amenities	Budget re-allocation from infrastructure loan reserve -Per Council Resolution on 29 June 2021 (GM5/21)-Randwick City Council Operational Plan and Budget 2021-22	471,091	Contra

Responsibility Centre	Account/Project	Comment	Amount (\$)	Narration (Favourable /Unfavourable /Budget contras)
<b>Reserves</b>			<b>(14,882,483)</b>	
City Service Management	Int Restricted Reserves - Infrastructure Reserve	Budget transfer to infrastructure asset revaluation consultancy cost	(120,000)	Contra
Parks Construction	Int Restricted Reserves - Infrastructure Reserve	Budget re-allocation to pioneers park	(122,455)	Contra
Parks Construction	Int Restricted Reserves - Incomplete Works	Budget re-allocation to pioneers park	(347,359)	Contra
Parks Construction	Int Restricted Reserves - Infrastructure Loan Reserve	Budget re-allocation to Yarra Bay Bicentennial Park	(16,950)	Contra
Parks Construction	Int Restricted Reserves - Infrastructure Reserve	Budget re-allocation to Little Bay Project	(100,000)	Contra
Parks Construction	Int Restricted Reserves - Kingsford & Kensington Town Centres	Budget re-allocation to Light Rail Support Plan-Open Space	(150,000)	Contra
Parks Construction	Ext Restricted Reserves - S94 Place for People	Budget re-allocation to Meeks Street Plaza	(445,488)	Contra
Parks Construction	Int Restricted Reserves - Infrastructure Reserve	Budget re-allocation to Meeks Street Plaza	(1,020,000)	Contra
Building Construction	Int Restricted Reserves - Incomplete Works	Budget re-allocation to Clovelly Surf Life Saving Club	(55,984)	Contra
Building Construction	Int Restricted Reserves - Infrastructure Reserve	Budget re-allocation to Maroubra Surf Club	(259,588)	Contra
Building Construction	Int Restricted Reserves - Infrastructure Reserve	Budget re-allocation to Matraville Youth & Cultural Hall	(4,000,000)	Contra
Building Construction	Int Restricted Reserves - Our Community Our Future	Budget re-allocation to Matraville Youth & Cultural Hall	(33,595)	Contra
Building Construction	Int Restricted Reserves - Building Levy	Budget re-allocation to South Maroubra Surf Club	(2,279,258)	Contra
Building Construction	Int Restricted Reserves - Our Community Our Future	Budget re-allocation to South Maroubra Surf Club	(92,182)	Contra
Building Construction	Int Restricted Reserves - Infrastructure Reserve	Budget re-allocation to Malabar Memorial Hall	(302,593)	Contra
Building Construction	Int Restricted Reserves - Building Levy	Budget re-allocation to Malabar Memorial Hall	(557,407)	Contra

Responsibility Centre	Account/Project	Comment	Amount (\$)	Narration (Favourable /Unfavourable /Budget contra)
Building Construction	Int Restricted Reserves - Incomplete Works	Budget re-allocation to Malabar Memorial Hall	(200,000)	Contra
Building Construction	Int Restricted Reserves - Infrastructure Loan Reserve	Budget re-allocation to La Perouse Museum	(748,783)	Contra
Building Construction	Ext Restricted Reserves - S94 Place for People	Budget re-allocation to La Perouse Toilets	(500,000)	Contra
Building Construction	Int Restricted Reserves - Incomplete Works	Budget re-allocation to La Perouse Toilets	(125,418)	Contra
Building Construction	Int Restricted Reserves - Infrastructure Loan Reserve	Budget re-allocation to Southern Suburbs Youth Facility	(240,000)	Contra
Building Construction	Int Restricted Reserves - Incomplete Works	Budget re-allocation to Heffron Park Tennis Clubhouse and Amenities	(78,400)	Contra
Building Construction	Int Restricted Reserves - Infrastructure Loan Reserve	Budget re-allocation to Blenheim House-Cultural Centre	(2,118,139)	Contra
Building Construction	Int Restricted Reserves - Infrastructure Loan Reserve	Budget re-allocation to Dunningham Reserve Amenities	(497,793)	Contra
Building Construction	Int Restricted Reserves - Infrastructure Loan Reserve	Budget re-allocation to Malabar Pool Amenities	(471,091)	Contra
<b>Net Deficit/(Surplus)</b>			<b>(912,253)</b>	
Add Current 2022-23 Budget Deficit/(Surplus)			(68,484)	
<b>Total Revised 2022-23 Budget Deficit/(Surplus)</b>			<b>(980,737)</b>	



## Budget Review for the quarter ended 31 Dec 2022 Income and Expenses

	Original Budget (\$'000s)	Approved Changes		Current Budget (\$'000s)	Proposed Dec Review (\$'000)	Total Revised Budget (\$'000s)	YTD Dec Actuals (\$'000s)	Comment
		Carry Over 2021-22 (\$'000s)	Sept Review (\$'000s)					
<b>REVENUE FROM CONTINUING OPERATIONS</b>								
Rates And Annual Charges	135,771	-		135,771		135,771	68,249	
User Charges And Fees	20,555	-	31	20,586	131	20,717	11,313	.The budget variation is mainly due to: - Increased DA fees as a result of the new LEP(\$88K); - Other Health and Building fees (\$55K);
Interest	1,471	-	300	1,771	1,000	2,771	2,009	Additional investment income (interest rate increase and termination of Term Deposit & reinvestment)
Other Revenues	6,212	-		6,212	180	6,392	5,386	Additional Parking Fines
Other Income	4,012			4,012		4,012	2,095	
Operating Grants and Contributions	7,250	-	338	7,588	272	7,860	3,463	McKeon Street Plaza - Shared Space Grant (\$250K)
Capital Grants and Contributions	7,350	2,406	6,004	15,760	558	16,318	5,206	Local Road and Community Infrastructure Program Grants for Waratah Plaza and Clovelly Road Plaza (\$558K);
Gain on Disposal of Fleet Assets	-	-		-		-	148	
<b>Total Revenue from Continuing Operations</b>	<b>182,620</b>	<b>2,406</b>	<b>6,674</b>	<b>191,700</b>	<b>2,140</b>	<b>193,840</b>	<b>97,870</b>	
<b>EXPENSES FROM CONTINUING OPERATIONS</b>								
Employee Costs	76,305		181	76,485	210	76,695	36,729	.The addition employees costs budget is mainly due to: - new positions for DA -three senior environmental planning officers and one administration assistant(\$195K); - Additional overtime cost as long term staff sick leave for Public Place Waste Management (\$15K)
Borrowing Costs	693	-		693		693	355	
Materials & Contracts	61,078		1,467	62,544	595	63,139	33,789	.The budget variation is mainly due to: - McKeon Street Plaza - Streets as Shared Spaces expenses (\$250K); - Additional Fine processing cost(\$150k); - Infrastructure Asset Revaluation cost (\$120k);
Depreciation & Amortisation	29,965	-		29,965		29,965	14,983	
Other Operating Expenses	4,596		(10)	4,586	(14)	4,572	2,665	Budget reallocation to Survival Day Event as per Council Resolution (MM47/22, 22nd Nov 2022)
Losses from Disposal of Assets		-		-		-	349	
<b>Total Expenses from Continuing Operations</b>	<b>172,637</b>	<b>-</b>	<b>1,637</b>	<b>174,274</b>	<b>790</b>	<b>175,064</b>	<b>88,870</b>	
<b>Net Operating Result -Surplus/(Deficit)</b>	<b>9,984</b>	<b>2,406</b>	<b>5,036</b>	<b>17,426</b>	<b>1,350</b>	<b>18,775</b>	<b>9,000</b>	
<b>Net Operating Result Before Capital Items</b>	<b>2,634</b>	<b>-</b>	<b>(968)</b>	<b>1,666</b>	<b>792</b>	<b>2,458</b>	<b>3,793</b>	

**Notes:**

ORIGINAL Budget +/- approved budget changes in previous quarters = Current Budget

Current Budget +/- recommended changes this quarter = Total Revised Budget

Carry over Capital Grants and Contributions (\$2,405,643) consist grant fund for Waratah Street Plaza Projects (\$1,643,296) and Maroubra Junction Central Oasis Projects (\$762,347)



## Budget Review for the quarter ended 31 Dec 2022 Capital Budget

CO10/23

	<u>Approved Changes</u>			Current Budget (\$'000s)	Proposed Dec Review (\$'000)	Total Revised Budget (\$'000s)	YTD Dec Actuals (\$'000s)
	Original Budget (\$'000s)	Carry Over 2021-22 (\$'000s)	Sept Review (\$'000s)				
CAPITAL EXPENDITURE							
Parks Construction Projects	4,850	9,613	4,726	19,190	3,810	22,999	5,825
Roads Construction Projects	12,966	3,288	1,224	17,478	(1,050)	16,428	2,474
Drainage Construction Projects	1,730	1,797	-	3,527		3,527	536
Building Construction Projects	35,812	4,015	663	40,490	12,560	53,051	14,389
Library Resources	539	352		891		891	167
Plant & Equipment Purchases	6,927		(3,614)	3,314		3,314	984
City Service Management	-			-		-	35
ICT Equipment	1,270	102	(353)	1,019		1,019	589
Corporate Change Management	1,500		(500)	1,000		1,000	7
Total Capital Expenditure	65,595	19,167	2,146	86,909	15,320	102,229	25,005

**Notes:**

ORIGINAL Budget +/- approved budget changes in previous quarters = CURRENT Budget

CURRENT Budget +/- recommended changes this quarter =REVISED Budget





## Budget Review for the quarter ended 31 Dec 2022 Capital Budget

	<u>Approved Changes</u>						
	Original Budget (\$'000s)	Carry Over 2021-22 (\$,000s)	Sept Review (\$'000s)	Current Budget (\$'000s)	Proposed Dec Review (\$'000)	Total Revised Budget (\$'000s)	YTD Dec Actuals (\$'000s)
<b>CAPITAL FUNDING</b>							
Rates and Other Untied Funding	14,534		(853)	13,681		13,681	4,506
Capital Grants and Contributions	3,015	2,406	6,004	11,426	558	11,983	796
Loan Borrowings							
Payment Received in advance	14,752			14,752		14,752	6,537
Proceeds on Asset Disposal Plant and Equipment	2,553		(1,698)	856		856	114
<b>External Restrictions</b>							
Domestic Waste	113	1,493		1,607		1,607	38
Specific Purpose Unexpended Grants		782		782		782	141
Developer Contributions	3,467	1,798		5,265	945	6,211	226
Stormwater Management	1,355	88		1,443		1,443	328
Environmental Levy	1,393	624	163	2,180		2,180	108
<b>Internal Restrictions</b>							
Plant Replacement	4,260		(1,916)	2,344		2,344	812
Works Incomplete/Future Works Reserve	6,182	3,228	(268)	9,142	807	9,950	435
Our Community Our Future	4,000	1,309		5,309	126	5,435	1,877
Building Levy	20	102		122	2,837	2,959	
The Heffron Centre	7,395			7,395		7,395	6,426
Infrastructure Reserve		1,524	714	2,238	5,805	8,043	1,021
Income from Sale of Plant	2,553			2,553		2,553	
Infrastructure Loan		5,813		5,813	4,093	9,906	1,639
Kingsford & Kensington Town Centres(Public Domain)					150	150	
<b>Total Capital Funding</b>	<b>65,595</b>	<b>19,167</b>	<b>2,146</b>	<b>86,909</b>	<b>15,320</b>	<b>102,229</b>	<b>25,005</b>



## Budget Review for the quarter ended 31 Dec 2022 Cash and Investments

ORIGINAL Budget +/- approved budget changes in previous quarters = CURRENT Budget

CURRENT Budget +/- recommended changes this quarter = REVISED Budget

	Approved Changes								
	Opening Balance as at 1 July 2022	Original Budget (\$'000s)	Carry Over 2021-22 (\$'000s)	Sep Review (\$'000s)	Current Budget (\$'000s)	Proposed Dec Review (\$'000s)	Total Revised Budget (\$'000s)	Projected Closing Balance 30 June 2023	YTD Dec Actuals (\$'000s)
<b>Externally Restricted</b>									
Domestic Waste	14,706	354	(1,493)	(350)	(1,489)		(1,489)	13,216	1,548
Specific Purpose Unexpended Grants	2,899		(782)		(782)		(782)	2,117	(141)
Developer Contributions	10,356	431	(1,798)		(1,368)	(945)	(2,313)	8,043	3,782
s93D Reserve	5,407	30			30			5,437	151
Stormwater Management	2,214	(413)	(88)		(501)		(501)	1,713	142
Environment Levy	4,437	-	(624)		(624)		(624)	3,813	1,043
S7.12 Reserve - Affordable Housing - K2K		2,000			2,000		2,000	2,000	
<b>Total Externally Restricted</b>	<b>40,019</b>	<b>2,402</b>	<b>(4,786)</b>	<b>(350)</b>	<b>(2,734)</b>	<b>(945)</b>	<b>(3,679)</b>	<b>36,340</b>	<b>6,525</b>
<b>Internally Restricted</b>									
Des Renford Leisure Centre	285				-		-	285	
Election of Councillors	10	350			350		350	360	175
Employee Leave Entitlements	8,292	500			500		500	8,792	250
Information & Communication Technology	580			300	300		300	880	
Infrastructure Reserves	16,156	-	(1,524)	(714)	(2,238)	(5,925)	(8,163)	7,993	(1,021)
Insurance Claims /Risk	172				-		-	172	
Plant Replacement	9,520	(1,288)		2,006	718		718	10,238	777
Property Development Reserves	1,404				-		-	1,404	
Refundable Bonds & Deposits	3,266				-		-	3,266	
Works Incomplete/Future Works Reserve	16,620	(6,182)	(3,228)	268	(9,142)	(807)	(9,950)	6,671	(435)
Our Community Our Future	7,720	(362)	(1,309)		(1,671)	(126)	(1,796)	5,924	1,819
Light Rail Support Plan	89				-		-	89	
Prince Henry Centre	62				-		-	62	
Randwick Environmental Park	1,053	(148)			(148)		(148)	905	(45)
Heffron Centre	10,233	(7,395)			(7,395)		(7,395)	2,838	(6,426)
Affordable Housing Rental Scheme	1,069				-		-	1,069	
Economic Development	465				-		-	465	
Randwick Literary Institute	35				-		-	35	
Building Levy	3,008	(20)	(102)		(122)	(2,837)	(2,959)	49	
Lionel Bowen Library	111				-		-	111	
La Perouse Museum	774				-		-	774	
Community Connect	30				-		-	30	
Community Creative	112			(39)	(39)		(39)	73	
Education and Training	88				-		-	88	
Strategic Planning	23				-		-	23	
Community Partnerships	17				-		-	17	
Kingsford&KensingtonTownCentres(Public Domain)	1,700				-	(150)	(150)	1,550	
Infrastructure Loan	12,150		(5,813)		(5,813)	(4,093)	(9,906)	2,244	(1,639)
<b>Total Internally Restricted</b>	<b>95,042</b>	<b>(14,545)</b>	<b>(11,976)</b>	<b>1,822</b>	<b>(24,699)</b>	<b>(13,937)</b>	<b>(38,636)</b>	<b>56,406</b>	<b>(6,546)</b>
<b>Total Restricted</b>	<b>135,061</b>	<b>(12,143)</b>	<b>(16,761)</b>	<b>1,472</b>	<b>(27,433)</b>	<b>(14,882)</b>	<b>(42,316)</b>	<b>92,746</b>	<b>135,041</b>
<b>Total Cash and Investments</b>	<b>144,920</b>	<b>(11,796)</b>	<b>(16,761)</b>	<b>1,192</b>	<b>(27,365)</b>	<b>(13,970)</b>	<b>(41,335)</b>	<b>103,585</b>	<b>158,346</b>
<b>Unrestricted Cash</b>	<b>9,859</b>	<b>348</b>		<b>(279)</b>	<b>68</b>	<b>912</b>	<b>981</b>	<b>10,840</b>	<b>23,306</b>

**Note:** Although there is a YTD Balance of \$23.3M as at 31 December 2022, these funds have already been committed through Council's capital works program and/or normal operations. The balance of unrestricted cash will decrease as the financial year progresses and capital works projects are completed. The projected closing balance of unrestricted cash remains \$10.8M.

Budget Review  
for the quarter ended 31 Dec 2022  
Consultancy and Legal Expenses

Expense	Expenditure YTD \$	Budgeted (Y/N)
Consultancies	894,303	Y
Legal Fees	489,332	Y

**Definition of consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision-management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

## Randwick City Council

## Quarterly Budget Review Statements

for the period ending 31st December 2022


## Statement by Responsible Accounting Officer

made pursuant to Clause 203(2) of the Local Government (General) Regulations 2005

It is my opinion that the Quarterly Budget Review Statement for Randwick City Council for the quarter ended 31 December 2022 indicates that Council's projected financial position at year end will be satisfactory, having regard to the projected estimates.

The restricted funds of Council have been invested in accordance with Council's current Investment Policy (adopted November 2019).

Council's bank account in the general ledger and the cashbook has been reconciled with bank statements as at 31/12/2022.



RESPONSIBLE ACCOUNTING OFFICER

CO10/23

Randwick City Council  
30 Frances Street  
Randwick NSW 2031

Hours of operation:  
8:30am - 5:00pm, Monday to Friday

Call centre: 1300 722 542

[www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au)

## Director Corporate Services Report No. CO11/23

**Subject: Monthly Financial Report as at 30 November 2022**

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### Executive Summary

- Monthly Financial Reports are produced as a means of monitoring the financial performance of the Council and ensuring that all appropriate financial controls are being adhered to.
- Council's liquidity remains sound as at 30 November 2022, with capacity to meet short term obligations as they fall due.
- Council's Chief Financial Officer, as the Responsible Accounting Officer, advises that the projected financial position is satisfactory.

### Recommendation

That the Monthly Financial Report as at 30 November 2022 be received and noted.

### Attachment/s:

1.  Monthly Financial Statements - Income Statement - November 2022
2.  Monthly Financial Statements - Cash Flow Statement - November 2022
3.  Monthly Financial Statements - Balance Sheet - November 2022



## Purpose

Section 202 of Local Government (General) Regulation 2005 requires that the Responsible Accounting Officer of a council must:

- a) establish and maintain a system of budgetary control that will enable the council's actual income and expenditure to be monitored each month and to be compared with the estimate of the council's income and expenditure, and
- b) if any instance arises where the actual income or expenditure of the council is materially different from its estimated income or expenditure, report the instance to the next meeting of the council.

## Discussion

This report provides the financial results of the Council as at 30<sup>th</sup> November 2022.

- **Income Statement** (Attachment 1):  
The Income Statement summarizes the Council's financial performance year to date (YTD). The income statement presents the financial results for a stated period. The statement quantifies the amount of revenue generated and the expenses incurred by the Council as well as any resulting net surplus or deficit.
  - Interest revenue which consisted of interest received on investment returns in this period reached \$1.3M due to continued increase in interest rates and monthly investments.
  - Other revenues have increased due to the increased parking fines and diesel fuel rebates

### 2022-23 Financial Performance Summary

	Current 2022-23 Budget (\$'000)	2022-23 November YTD (\$'000)
Income from continuing operations	\$191,700	\$82,633
Expenses from continuing operations	\$174,274	\$72,350
Net operating result for 2022-23	\$17,426	\$10,283
Net operating result before Capital Grants and Contributions for 2022-23	\$1,666	\$5,717

- **Balance Sheet Statement** (Attachment 2):  
A Balance Sheet is a statement of the financial position of the Council that lists the assets, liabilities, and equity at a particular point in time. In other words, the balance sheet illustrates a Council's net worth. The balance sheet provides a snapshot of the finances (what it owns and owes) as of a specific date.
  - Receivables have increased since last period due to the timing of GST receivables which have not been collected from the ATO.
  - As planned, non-current liabilities have increased as income commitments received in advance from the Rabbitohs as part of the Heffron Centre have been recorded.
- **Cash Flow Statement** (Attachment 3):  
The Cash Flow Statement is a financial statement that shows how cash moves in and out of a Council's accounts via three main channels: operating, investing, and financing activities. The sum of these three segments is called net cash flow. The cash flow statement measures how well the Council manages its cash position, meaning how well the Council generates cash to pay its debt obligations and fund its operating expenses.

The current ratio is a liquidity ratio that measures Council's ability to pay short-term obligations or those due within one year. The current ratio as at 30<sup>th</sup> November 2022 is 3.27 compared to 3.03 as at 30<sup>th</sup> June 2022. The Council's target is a ratio equal to or greater than 1.5 based on the Long-Term Financial Plan. Our current ratio meets this target and indicates Council's liquidity remains sound at the end of November 2022. Together with a positive net operating result before Capital Grants and Contributions of \$5.7M, the financial position of the Council remains satisfactory.

### Performance Ratio Summary

The purpose of the Performance Ratio Summary table is that it displays the key Financial Performance indicators as outlined by the Office of Local Government. It also provides indication of Council's financial performance, liquidity and management of debt recovery. The indicators are as follows:

	Industry Benchmark	Original 2022-23 Budget	November 2022 YTD Actuals
Operating Performance Ratio	>=0.00%	1.72%	7.32%
Own Source Operating Revenue Ratio	>=60.00%	92.01%	90.66%
Unrestricted Current Ratio	>1.5	2.44	2.52
Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage	<5.00%	3.80%	4.50%*

- Operating Performance Ratio measures Council's achievement of containing operating expenditure within operating revenue.
- Own Source Operating Revenue Ratio measures the degree of reliance on external funding sources such as operating grants and contributions.
- Unrestricted Current Ratio is to assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.
- Rates, Annual Charges, Interest and Extra Charges Outstanding Ratio assesses the impact of uncollected rates, annual charges, interest and extra charges on a council's liquidity and the adequacy of debt recovery efforts.

\*4.50% is the anticipated target that will be achieved towards the end of this financial year as debt recovery management has been strong and on track to reach target.

### The Heffron Centre Project

As of 24 October 2022, the Heffron Centre Project is showing a total of \$36.3M actual expense from an approved budget of \$57.8M. To date the project is on budget.

### Des Renford Leisure Centre – DRLC

The Des Renford Leisure Centre's 2022-23 budget remains on target. November has delivered the highest monthly income figures to date, which was expected due to positive seasonal effects at this time of year. *User Charges & Fees* achieved almost 11% of the annual revenue budget (monthly benchmark for Revenue and Expense is around 8%), while *Other Revenues* met budgetary expectations at ~8% of the annual budget. While the Centre is getting busier, the *Materials & Contracts* expenses continue to be well managed with only 6% of the annual budget being spent in November. Predominantly warm, dry weather continues, which in turn increases the number of people joining DRLC or visiting the Centre.

Learn to Swim enrolments for Term 1, 2023 commenced in November, with almost 11% of the annual revenue budget being received in the month. It should be noted Learn to Swim instructor staff shortages, caused by COVID-19 closures, negatively affected the volume of classes that could be scheduled in Term 4 2022. It appears this issue may still affect Term 1 2023, although strong recruitment activities over the summer period should permit an increased number of classes to be offered. Facility Memberships reached 2,176 by the end of November, resulting in almost 11% of the annual revenue budget being achieved. The new Fitness Passport agreement continues to be favourable with a new high of 2,343 visits being recorded in November, helping drive the annual *Term Membership* revenue to 83% of the annual revenue budget.

The Centre is being well maintained, with water quality continuing to achieve 100% compliance with NSW Health guidelines, equipment and damage being quickly repaired, and all areas being kept fully operational. In addition to ongoing social media and marketing, upcoming promotional campaigns have been finalised in preparation for the summer season to provide increased exposure, membership generation and improved Centre attendance numbers.

### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Financial Management
Function	Financial Management and Control
Delivery program commitment	Support Council's sustainable delivery of projects and services through sound Financial Management and Control, including long term financial planning, budget preparation, and financial performance monitoring.
Function	Accounting
Delivery program commitment	Manage and record the financial transactions arising from Council's activities, including the levy and collection of rates and charges, and the preparation of financial statements and returns.

### Resourcing Strategy implications

The recommended Budget for 2022-23 is balanced and sustainable with a budget operating result before capital contributions of \$2.6M. The Council's financial position remains sound. The Council continues to have a strong balance sheet demonstrated through the robustness of working capital and sound liquidity through healthy cash generation.

### Policy and legislative requirements

Section 202 of Local Government (General) Regulation 2005.

### Conclusion

The Council's Chief Financial Officer, as the Responsible Accounting Officer, advises that the projected financial position is satisfactory.

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**Responsible officer:** Stephen Wong, Chief Financial Officer

**File Reference:** F2021/00364



# INCOME STATEMENT

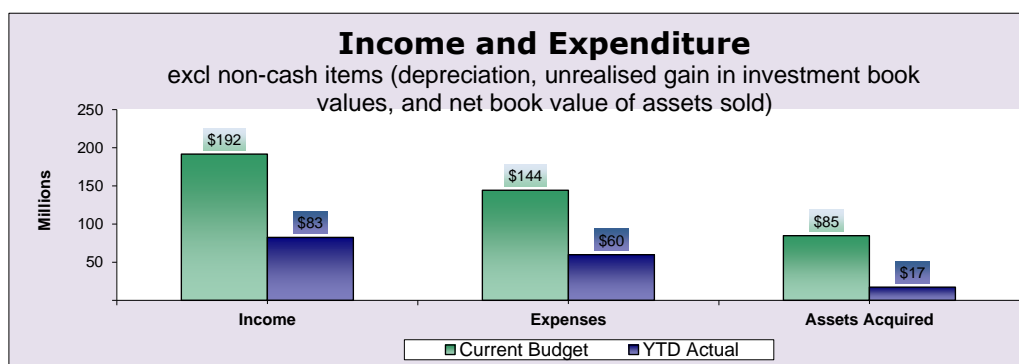
For the period ended 30 November 2022

% OF YEAR EXPIRED  
AT 30 Nov 2022 **42%**

	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% Spent or Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	76,305	76,485	28,873	37.8%
Borrowing Costs	693	693	355	51.2%
Materials and Contracts	61,078	62,544	28,621	45.8%
Depreciation and Amortisation	29,965	29,965	12,486	41.7%
Other Operating Expenses	4,596	4,586	1,694	36.9%
Loss on Disposal of Infrastructure Assets	-	-	322	0.0%
<b>Total Expenses from Continuing Operations</b>	<b>172,637</b>	<b>174,274</b>	<b>72,350</b>	<b>41.5%</b>
<b>INCOME FROM CONTINUING OPERATIONS</b>				
Rates and Annual Charges	135,771	135,771	56,972	42.0%
User Charges and Fees	20,555	20,586	9,930	48.2%
Interest	1,471	1,771	1,620	91.5%
Other Revenues	6,212	6,212	4,742	76.3%
Other Income	4,012	4,012	1,538	38.3%
Operating Grants and Contributions	7,250	7,588	3,152	41.5%
Capital Grants and Contributions	7,350	15,760	4,566	29.0%
Gain on Disposal of Plant & Fleet Assets	-	-	113	0.0%
<b>Total Income from Continuing Operations</b>	<b>182,620</b>	<b>191,700</b>	<b>82,633</b>	<b>43.1%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>9,984</b>	<b>17,426</b>	<b>10,283</b>	

## FUNDING STATEMENT

<b>SOURCE OF FUNDS</b>				
Surplus/(Deficit) from Operations - Accrual	9,984	12,389	10,283	83.0%
<b>Add Back Non-Funded Transactions included in Operations above</b>				
- Special Contributions	14,752	14,752	4,775	32.4%
- Depreciation	29,965	29,965	12,486	41.7%
- Sales of Assets (Book Value)	2,553	2,553	498	19.5%
- Transfer - Internal Reserves	19,288	31,264	3,562	11.4%
- Transfer - External Reserves	9,385	14,171	4,428	31.2%
- Unrealised Gain/(Loss) on Market Value of Investments	-	-	119	0.0%
- Loan Borrowings	-	-	-	0.0%
<b>Net Funds Available</b>	<b>85,927</b>	<b>105,095</b>	<b>35,912</b>	<b>34.2%</b>
<b>APPLICATION OF FUNDS</b>				
Assets Acquired	65,595	84,763	17,301	20.4%
Loan Principal Repayment	3,454	3,454	1,522	44.1%
Transfer - Internal Reserves	4,743	4,743	7,224	152.3%
Transfer - External Reserves	11,786	11,786	280	2.4%
<b>Total Funds Applied</b>	<b>85,578</b>	<b>104,746</b>	<b>26,327</b>	<b>25.1%</b>
<b>Total Funds Surplus/(Deficit)</b>	<b>349</b>	<b>349</b>	<b>9,585</b>	



CO11/23



## STATEMENT OF CASH FLOW

	For the period ended 30 November 2022 (\$'000)	Actual for the year ended 30 June 2022 (\$'000)
<b>Cash Flows from Operating Activities</b>		
<b>Receipts:</b>		
Rates & Annual Charges	73,244	131,464
User Charges & Fees	10,298	25,723
Investment & Interest Revenue Received	1,078	854
Grants & Contributions	13,126	24,373
Bonds, Deposits & Retention amounts received	1,063	1,876
Other	6,320	17,694
<b>Payments:</b>		
Employee Benefits & On-Costs	(30,445)	(69,406)
Materials & Contracts	(32,902)	(67,629)
Borrowing Costs	(355)	(379)
Bonds, Deposits & Retention amounts refunded	(842)	(1,302)
Other	(6,391)	(562)
<b>Net Cash provided (or used in) Operating Activities</b>	<b>34,194</b>	<b>62,706</b>
<b>Cash Flows from Investing Activities</b>		
<b>Receipts:</b>		
Sale of Investment Securities	19,500	78,013
Sale of Infrastructure, Property, Plant & Equipment	(209)	1,137
Distribution of net share of interest from ventures and associates	-	7
<b>Payments:</b>		
Purchase of Investment Securities	(39,000)	(132,745)
Acquisition of term deposits	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(16,798)	(45,928)
<b>Net Cash provided (or used in) Investing Activities</b>	<b>(36,506)</b>	<b>(99,516)</b>
<b>Cash Flows from Financing Activities</b>		
<b>Receipts:</b>		
Proceeds from Borrowings	-	33,500
<b>Payments:</b>		
Repayment of Borrowings	(1,522)	(1,505)
Principal component of lease payments	-	2
<b>Net Cash Flow provided (used in) Financing Activities</b>	<b>(1,522)</b>	<b>31,997</b>
<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents</b>	<b>(3,834)</b>	<b>(4,813)</b>
<b>plus: Cash &amp; Cash Equivalents - beginning of year</b>	<b>13,519</b>	<b>18,332</b>
<b>Cash &amp; Cash Equivalents - end of the period/year</b>	<b>9,685</b>	<b>13,519</b>
<b>Additional Information:</b>		
<b>plus: Investments on hand</b>	<b>150,965</b>	<b>131,401</b>
<b>Total Cash, Cash Equivalents &amp; Investments</b>	<b>160,650</b>	<b>144,920</b>



# BALANCE SHEET

	Actual as at 30 November 2022 (\$'000s)	Actual as at 30 June 2022 (\$'000s)
<b>CURRENT ASSETS</b>		
Cash, Cash Equivalents & Investments	160,650	144,920
Receivables	8,059	13,472
Inventories & Other	604	1,538
<b>TOTAL CURRENT ASSETS</b>	<b>169,314</b>	<b>159,931</b>
<b>NON-CURRENT ASSETS</b>		
Investments	-	-
Receivables	674	674
Infrastructure, Property, Plant & Equipment	1,874,431	1,870,221
Right of Use Asset	231	231
<b>TOTAL NON-CURRENT ASSETS</b>	<b>1,875,336</b>	<b>1,871,126</b>
<b>TOTAL ASSETS</b>	<b>2,044,649</b>	<b>2,031,057</b>
<b>CURRENT LIABILITIES</b>		
Payables & Prepayments	31,558	32,715
Provisions	20,181	20,496
<b>TOTAL CURRENT LIABILITIES</b>	<b>51,739</b>	<b>53,211</b>
<b>NON-CURRENT LIABILITIES</b>		
Income received in advance	15,199	10,424
Borrowings	28,934	28,934
Lease Liabilities	244	237
Provisions	651	651
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>45,028</b>	<b>40,246</b>
<b>TOTAL LIABILITIES</b>	<b>96,768</b>	<b>93,457</b>
<b>NET ASSETS</b>	<b>1,947,882</b>	<b>1,937,600</b>
<b>EQUITY</b>		
Retained Earnings	877,007	866,725
Revaluation Reserves	1,070,875	1,070,875
<b>TOTAL EQUITY</b>	<b>1,947,882</b>	<b>1,937,600</b>

CO11/23



## Director Corporate Services Report No. CO12/23

**Subject: Monthly Financial Report as at 31 December 2022**

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### Executive Summary

- Monthly Financial Reports are produced as a means of monitoring the financial performance of the Council and ensuring that all appropriate financial controls are being adhered to.
- Council's liquidity remains sound as at 31 December 2022, with capacity to meet short term obligations as they fall due.
- Council's Chief Financial Officer, as the Responsible Accounting Officer, advises that the projected financial position is satisfactory.

### Recommendation

That the Monthly Financial Report as at 31 December 2022 be received and noted.

### Attachment/s:

1.  Monthly Financial Statements - Income Statement - December 2022
2.  Monthly Financial Statements - Cash Flow Statement - December 2022
3.  Monthly Financial Statements - Balance Sheet - December 2022

## Purpose

Section 202 of Local Government (General) Regulation 2005 requires that the Responsible Accounting Officer of a council must:

- a) establish and maintain a system of budgetary control that will enable the council's actual income and expenditure to be monitored each month and to be compared with the estimate of the council's income and expenditure, and
- b) if any instance arises where the actual income or expenditure of the council is materially different from its estimated income or expenditure, report the instance to the next meeting of the council.

## Discussion

This report provides the financial results of the Council as at 31<sup>st</sup> December 2022.

- **Income Statement** (Attachment 1):  
The Income Statement summarizes the Council's financial performance year to date (YTD). The income statement presents the financial results for a stated period. The statement quantifies the amount of revenue generated and the expenses incurred by the Council as well as any resulting net surplus or deficit.
  - Interest revenue which consisted of interest earned on investment in this period continue to increase by around \$350k to reach \$1.6M due to continued increase in interest rates and monthly investments.
  - Other Operating Expenses exceed benchmark due to higher than budgeted quarterly State Emergency Services Levy paid in the current quarter.

### 2022-23 Financial Performance Summary

	Current 2022-23 Budget (\$'000)	2022-23 December YTD (\$'000)
Income from continuing operations	\$191,700	\$97,870
Expenses from continuing operations	\$174,274	\$88,869
Net operating result for 2022-23	\$17,426	\$9,001
Net operating result before Capital Grants and Contributions for 2022-23	\$1,666	\$3,795

- **Balance Sheet Statement** (Attachment 2):  
A Balance Sheet is a statement of the financial position of the Council that lists the assets, liabilities, and equity at a particular point in time. In other words, the balance sheet illustrates a Council's net worth. The balance sheet provides a snapshot of the finances (what it owns and owes) as of a specific date.
  - Cash, cash equivalents and investments have had a planned decrease since the previous period due to higher total capital works expenditure and other operational payments compared to revenue received from rates, grants and miscellaneous payments.
- **Cash Flow Statement** (Attachment 3):  
The Cash Flow Statement is a financial statement that shows how cash moves in and out of a Council's accounts via three main channels: operating, investing, and financing activities. The sum of these three segments is called net cash flow. The cash flow statements measures how well the Council manages its cash position, meaning how well the Council generates cash to pay its debt obligations and fund its operating expenses.

The current ratio is a liquidity ratio that measures Council's ability to pay short-term obligations or those due within one year. The current ratio as at 31<sup>st</sup> December 2022 is 3.16 compared to 3.03 as at 30<sup>th</sup> June 2022. The Council's target is a ratio equal to or greater than 1.5 based on the Long-Term Financial Plan. Our current ratio meets this target and indicates Council's liquidity remains sound at the end of December 2022. Together with a positive net operating result before Capital Grants and Contributions of \$3.8M, the financial position of the Council remains satisfactory.

### Performance Ratio Summary

The purpose of the Performance Ratio Summary table is that it displays the key Financial Performance indicators as outlined by the Office of Local Government. It also provides indication of Council's financial performance, liquidity and management of debt recovery. The indicators are as follows:

	Industry Benchmark	Original 2022-23 Budget	December 2022 YTD Actuals
Operating Performance Ratio	$\geq 0.00\%$	1.72%	4.09%
Own Source Operating Revenue Ratio	$\geq 60.00\%$	92.01%	91.14%
Unrestricted Current Ratio	$> 1.5$	2.44	2.41
Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage	$< 5.00\%$	3.80%	4.50%*

- Operating Performance Ratio measures Council's achievement of containing operating expenditure within operating revenue.
- Own Source Operating Revenue Ratio measures the degree of reliance on external funding sources such as operating grants and contributions.
- Unrestricted Current Ratio is to assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.
- Rates, Annual Charges, Interest and Extra Charges Outstanding Ratio assesses the impact of uncollected rates, annual charges, interest and extra charges on a council's liquidity and the adequacy of debt recovery efforts.

\*4.50% is the anticipated target that will be achieved towards the end of this financial year as debt recovery management has been strong and on track to reach target.

### The Heffron Centre Project

As of 31<sup>st</sup> December 2022, the Heffron Centre Project is showing a total of \$39.7M actual expense from an approved budget of \$57.8M. To date the project is on budget.

### Des Renford Leisure Centre – DRLC

The Des Renford Leisure Centre's 2022-23 budget remains on target. December has seen a reduction in income levels compared to November, which is normal given the Christmas and New Year holiday period. *User Charges & Fees* achieved 6.5% of the annual budget revenue in December (monthly benchmark for Revenue and Expense is around 8%), while *Other Revenues* saw a slight decline to approximately 6% of the annual budget. That being the case, *User Charges & Fees* still finished Quarter 2 (Q2) at 48% of the annual budget (Quarter 2 benchmark for Revenue and Expense is at 50%), with the busiest period of the financial year yet to come. However, *Materials & Contracts* expenses saw an increase heading into the busy holiday period, with 8% of the annual budget being spent in December. Nevertheless, at the end of Q2 the *Materials & Contracts* spending is still only sitting at 31% of the annual budget overall. From the end of January, visitation to the

Centre and associated income is forecast to see significant growth due to the school swimming carnival season, historically supported trends in facility membership, kiosk & merchandise sales, as well as general attendance to all parts of the Centre.

Whilst Learn to Swim enrolments for Term 1 2023 and Facility Membership numbers saw a slight drop-off throughout December, casual adult visits to use the pools, Personal Training in the gym and family aquatic passes all saw a significant increase. December again resulted in a new 'high watermark' for Fitness Passport visits, with 2,408 being recorded in December, helping to increase the annual *Term Membership* revenue to well over 100% of the annual budget.

### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Financial Management
Function	Financial Management and Control
Delivery program commitment	Support Council's sustainable delivery of projects and services through sound Financial Management and Control, including long term financial planning, budget preparation, and financial performance monitoring.
Function	Accounting
Delivery program commitment	Manage and record the financial transactions arising from Council's activities, including the levy and collection of rates and charges, and the preparation of financial statements and returns.

### Resourcing Strategy implications

The recommended Budget for 2022-23 is balanced and sustainable with a budget operating result before capital contributions of \$2.6M. The Council's financial position remains sound. The Council continues to have a strong balance sheet demonstrated through the robustness of working capital and sound liquidity through healthy cash generation.

### Policy and legislative requirements

Section 202 of Local Government (General) Regulation 2005.

### Conclusion

The Council's Chief Financial Officer, as the Responsible Accounting Officer, advises that the projected financial position is satisfactory.

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**Responsible officer:** Stephen Wong, Chief Financial Officer

**File Reference:** F2021/00364



# INCOME STATEMENT

For the period ended 31 December 2022

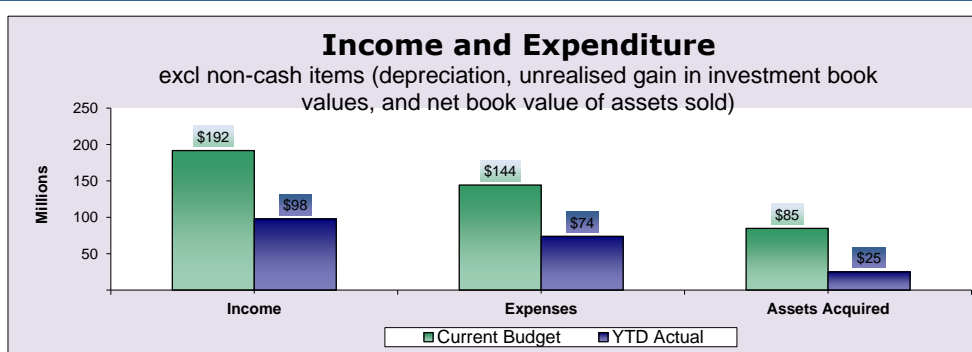
% OF YEAR EXPIRED  
AT 31 Dec 2022

50%

	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% Spent or Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	76,305	76,485	36,729	48.0%
Borrowing Costs	693	693	355	51.2%
Materials and Contracts	61,078	62,544	33,789	54.0%
Depreciation and Amortisation	29,965	29,965	14,983	50.0%
Other Operating Expenses	4,596	4,586	2,665	58.1%
Loss on Disposal of Infrastructure Assets	-	-	348	0.0%
<b>Total Expenses from Continuing Operations</b>	<b>172,637</b>	<b>174,274</b>	<b>88,869</b>	<b>51.0%</b>
<b>INCOME FROM CONTINUING OPERATIONS</b>				
Rates and Annual Charges	135,771	135,771	68,249	50.3%
User Charges and Fees	20,555	20,586	11,313	55.0%
Interest	1,471	1,771	2,009	113.4%
Other Revenues	6,212	6,212	5,386	86.7%
Other Income	4,012	4,012	2,095	52.2%
Operating Grants and Contributions	7,250	7,588	3,463	45.6%
Capital Grants and Contributions	7,350	15,760	5,206	33.0%
Gain on Disposal of Plant & Fleet Assets	-	-	148	0.0%
<b>Total Income from Continuing Operations</b>	<b>182,620</b>	<b>191,700</b>	<b>97,870</b>	<b>51.1%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>9,984</b>	<b>17,426</b>	<b>9,001</b>	

## FUNDING STATEMENT

<b>SOURCE OF FUNDS</b>				
Surplus/(Deficit) from Operations - Accrual	9,984	12,389	9,001	72.6%
<b>Add Back Non-Funded Transactions included in Operations above</b>				
- Special Contributions	14,752	14,752	6,537	44.3%
- Depreciation	29,965	29,965	14,983	50.0%
- Sales of Assets (Book Value)	2,553	2,553	512	20.1%
- Transfer - Internal Reserves	19,288	31,264	4,236	13.5%
- Transfer - External Reserves	9,385	14,171	6,890	48.6%
- Unrealised Gain/(Loss) on Market Value of Investments	-	-	124	0.0%
- Loan Borrowings	-	-	-	0.0%
<b>Net Funds Available</b>	<b>85,927</b>	<b>105,095</b>	<b>42,035</b>	<b>40.0%</b>
<b>APPLICATION OF FUNDS</b>				
Assets Acquired	65,595	84,763	25,005	29.5%
Loan Principal Repayment	3,454	3,454	1,522	44.1%
Transfer - Internal Reserves	4,743	4,743	10,782	227.3%
Transfer - External Reserves	11,786	11,786	411	3.5%
<b>Total Funds Applied</b>	<b>85,578</b>	<b>104,746</b>	<b>37,720</b>	<b>36.0%</b>
<b>Total Funds Surplus/(Deficit)</b>	<b>349</b>	<b>349</b>	<b>4,315</b>	



CO12/23



## STATEMENT OF CASH FLOW

	For the period ended 31 December 2022 (\$'000)	Actual for the year ended 30 June 2022 (\$'000)
<b>Cash Flows from Operating Activities</b>		
<b>Receipts:</b>		
Rates & Annual Charges	82,266	131,464
User Charges & Fees	13,067	25,723
Investment & Interest Revenue Received	1,400	854
Grants & Contributions	15,840	24,373
Bonds, Deposits & Retention amounts received	1,185	1,876
Other	8,985	17,694
<b>Payments:</b>		
Employee Benefits & On-Costs	(38,593)	(69,406)
Materials & Contracts	(37,177)	(67,629)
Borrowing Costs	(355)	(379)
Bonds, Deposits & Retention amounts refunded	(982)	(1,302)
Other	(6,094)	(562)
<b>Net Cash provided (or used in) Operating Activities</b>	<b>39,541</b>	<b>62,706</b>
<b>Cash Flows from Investing Activities</b>		
<b>Receipts:</b>		
Sale of Investment Securities	29,000	78,013
Sale of Infrastructure, Property, Plant & Equipment	(200)	1,137
Distribution of net share of interest from ventures and associates	-	7
<b>Payments:</b>		
Purchase of Investment Securities	(45,000)	(132,745)
Acquisition of term deposits	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(24,461)	(45,928)
<b>Net Cash provided (or used in) Investing Activities</b>	<b>(40,661)</b>	<b>(99,516)</b>
<b>Cash Flows from Financing Activities</b>		
<b>Receipts:</b>		
Proceeds from Borrowings	-	33,500
<b>Payments:</b>		
Repayment of Borrowings	(1,522)	(1,505)
Principal component of lease payments	-	2
<b>Net Cash Flow provided (used in) Financing Activities</b>	<b>(1,522)</b>	<b>31,997</b>
<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents</b>	<b>(2,642)</b>	<b>(4,813)</b>
<b>plus: Cash &amp; Cash Equivalents - beginning of year</b>	<b>13,519</b>	<b>18,332</b>
<b>Cash &amp; Cash Equivalents - end of the period/year</b>	<b>10,877</b>	<b>13,519</b>
<b>Additional Information:</b>		
<b>plus: Investments on hand</b>	<b>147,469</b>	<b>131,401</b>
<b>Total Cash, Cash Equivalents &amp; Investments</b>	<b>158,346</b>	<b>144,920</b>





# BALANCE SHEET

	Actual as at 31 December 2022 (\$'000s)	Actual as at 30 June 2022 (\$'000s)
<b>CURRENT ASSETS</b>		
Cash, Cash Equivalents & Investments	158,346	144,920
Receivables	6,166	13,472
Inventories & Other	662	1,538
<b>TOTAL CURRENT ASSETS</b>	<b>165,174</b>	<b>159,931</b>
<b>NON-CURRENT ASSETS</b>		
Investments	-	-
Receivables	674	674
Infrastructure, Property, Plant & Equipment	1,879,599	1,870,221
Right of Use Asset	231	231
<b>TOTAL NON-CURRENT ASSETS</b>	<b>1,880,504</b>	<b>1,871,126</b>
<b>TOTAL ASSETS</b>	<b>2,045,678</b>	<b>2,031,057</b>
<b>CURRENT LIABILITIES</b>		
Payables & Prepayments	32,419	32,715
Provisions	19,866	20,496
<b>TOTAL CURRENT LIABILITIES</b>	<b>52,286</b>	<b>53,211</b>
<b>NON-CURRENT LIABILITIES</b>		
Income received in advance	16,962	10,424
Borrowings	28,934	28,934
Lease Liabilities	244	237
Provisions	651	651
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>46,791</b>	<b>40,246</b>
<b>TOTAL LIABILITIES</b>	<b>99,076</b>	<b>93,457</b>
<b>NET ASSETS</b>	<b>1,946,601</b>	<b>1,937,600</b>
<b>EQUITY</b>		
Retained Earnings	875,726	866,725
Revaluation Reserves	1,070,875	1,070,875
<b>TOTAL EQUITY</b>	<b>1,946,601</b>	<b>1,937,600</b>

CO12/23

## Director Corporate Services Report No. CO13/23

**Subject: Monthly Financial Report as at 31 January 2023**

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### Executive Summary

- Monthly Financial Reports are produced as a means of monitoring the financial performance of the Council and ensuring that all appropriate financial controls are being adhered to.
- Council's liquidity remains sound as at 31 January 2023, with capacity to meet short term obligations as they fall due.
- Council's Chief Financial Officer, as the Responsible Accounting Officer, advises that the projected financial position is satisfactory.

### Recommendation

That the Monthly Financial Report as at 31 January 2023 be received and noted.

### Attachment/s:

1.   Monthly Financial Statements - Income Statement - January 2023
2.   Monthly Financial Statements - Cash Flow Statement - January 2023
3.   Monthly Financial Statements - Balance Sheet - January 2023

## Purpose

Section 202 of Local Government (General) Regulation 2005 requires that the Responsible Accounting Officer of a council must:

- a) establish and maintain a system of budgetary control that will enable the council's actual income and expenditure to be monitored each month and to be compared with the estimate of the council's income and expenditure, and
- b) if any instance arises where the actual income or expenditure of the council is materially different from its estimated income or expenditure, report the instance to the next meeting of the council.

## Discussion

This report provides the financial results of the Council as at 31<sup>st</sup> January 2023.

- **Income Statement** (Attachment 1):  
The Income Statement summarizes the Council's financial performance year to date (YTD). The income statement presents the financial results for a stated period. The statement quantifies the amount of revenue generated and the expenses incurred by the Council as well as any resulting net surplus or deficit.
  - Employee Costs which include Worker's Compensation Insurance payments have reduced at renewal in the 2022-2023 year due to moving into an alternative premium model and staff training expenses are trending lower than benchmark.

### 2022-23 Financial Performance Summary

	Current 2022-23 Budget (\$'000)	2022-23 January YTD (\$'000)
Income from continuing operations	\$191,700	\$114,717
Expenses from continuing operations	\$174,274	\$101,146
Net operating result for 2022-23	\$17,426	\$13,570
Net operating result before Capital Grants and Contributions for 2022-23	\$1,666	\$7,617

- **Balance Sheet Statement** (Attachment 2):  
A Balance Sheet is a statement of the financial position of the Council that lists the assets, liabilities, and equity at a particular point in time. In other words, the balance sheet illustrates a Council's net worth. The balance sheet provides a snapshot of the finances (what it owns and owes) as of a specific date.
  - Cash, cash equivalents and investments have decreased from previous period due to negative cash flow as a result of higher payments to suppliers than income received from rates, grants and user charges in the current period.
  - Payables and Prepayments have decreased due to rates prepayments that have been recorded as income in the current period as rates instalments are due.
- **Cash Flow Statement** (Attachment 3):  
The Cash Flow Statement is a financial statement that shows how cash moves in and out of a Council's accounts via three main channels: operating, investing, and financing activities. The sum of these three segments is called net cash flow. The cash flow statements measures how well the Council manages its cash position, meaning how well the Council generates cash to pay its debt obligations and fund its operating expenses.

The current ratio is a liquidity ratio that measures Council's ability to pay short-term obligations or those due within one year. The current ratio as at 31<sup>st</sup> January 2023 is 3.65 compared to 3.03 as at 30<sup>th</sup> June 2022. The Council's target is a ratio equal to or greater than 1.5 based on the Long-Term Financial Plan. Our current ratio meets this target and indicates Council's liquidity remains sound at the end of January 2023. Together with a positive net operating result before Capital Grants and Contributions of \$7.6M, the financial position of the Council remains satisfactory.

### Performance Ratio Summary

The purpose of the Performance Ratio Summary table is that it displays the key Financial Performance indicators as outlined by the Office of Local Government. It also provides indication of Council's financial performance, liquidity and management of debt recovery. The indicators are as follows:

	Industry Benchmark	Original 2022-23 Budget	January 2023 YTD Actuals
Operating Performance Ratio	$\geq 0.00\%$	1.72%	7.00%
Own Source Operating Revenue Ratio	$\geq 60.00\%$	92.01%	90.94%
Unrestricted Current Ratio	$> 1.5$	2.44	2.84
Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage	$< 5.00\%$	3.80%	4.50%*

- Operating Performance Ratio measures Council's achievement of containing operating expenditure within operating revenue.
- Own Source Operating Revenue Ratio measures the degree of reliance on external funding sources such as operating grants and contributions.
- Unrestricted Current Ratio is to assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.
- Rates, Annual Charges, Interest and Extra Charges Outstanding Ratio assesses the impact of uncollected rates, annual charges, interest and extra charges on a council's liquidity and the adequacy of debt recovery efforts.

\*4.50% is the anticipated target that will be achieved towards the end of this financial year as debt recovery management has been strong and on track to reach target.

### The Heffron Centre Project

As of 31<sup>st</sup> January 2023, the Heffron Centre Project is showing a total of \$39.8M actual expense from an approved budget of \$57.8M. To date the project is on budget.

### Des Renford Leisure Centre – DRLC

The Des Renford Leisure Centre's 2022-23 budget remains on target, noting January is a quieter month overall due to school holidays and many members being away. That said, January results finished strongly and lead into what should be a better than expected February-March period for DRLC. January's income was down 6% in comparison to December's result, although this was offset by expenses related to *Material & Contracts* being reduced by over 16% for the same period.

Financial year up until 31 January sees *User Charges & Fees* finishing at 53% of the annual budget and *Materials & Contracts* expenses at 38% overall (January Year-to-date benchmark for Revenue and Expenses is around 58%). These results see the DRLC Profit & Loss performing well ahead of budget as the Centre heads into a busy February and March with school swimming carnivals and

increased Centre attendance due to the favourable weather conditions. It should be noted however, the ongoing effects of COVID and new case numbers in the community are still inhibiting a full-return to pre-COVID numbers, as well as hindering the recruitment of qualified staff to provide a full contingent of programs and services.

Learn to Swim enrolments for Term 1 2023 are currently sitting at 3,641, with Facility Membership numbers continuing their strong recovery post COVID to reach 2,269. Casual aquatic visits to the pools have jumped to 66% of the annual revenue budget, while Personal Training and Birthday Parties are also exceeding budget expectations. January saw another 'high watermark' set for Fitness Passport visits, with 3,842 being recorded compared the previous high of 2,455 in December. These results have continued to help push the annual Term Membership revenue to over 140% of the annual budget.

### Strategic alignment

The relationship with our 2022-26 Delivery Program is as follows:

Delivering services and regulatory functions:	
Service area	Financial Management
Function	Financial Management and Control
Delivery program commitment	Support Council's sustainable delivery of projects and services through sound Financial Management and Control, including long term financial planning, budget preparation, and financial performance monitoring.
Function	Accounting
Delivery program commitment	Manage and record the financial transactions arising from Council's activities, including the levy and collection of rates and charges, and the preparation of financial statements and returns.

### Resourcing Strategy implications

The recommended Budget for 2022-23 is balanced and sustainable with a budget operating result before capital contributions of \$2.6M. The Council's financial position remains sound. The Council continues to have a strong balance sheet demonstrated through the robustness of working capital and sound liquidity through healthy cash generation.

### Policy and legislative requirements

Section 202 of Local Government (General) Regulation 2005.

### Conclusion

The Council's Chief Financial Officer, as the Responsible Accounting Officer, advises that the projected financial position is satisfactory.

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**Responsible officer:** Stephen Wong, Chief Financial Officer

**File Reference:** F2021/00364



# INCOME STATEMENT

For the period ended 31 January 2023

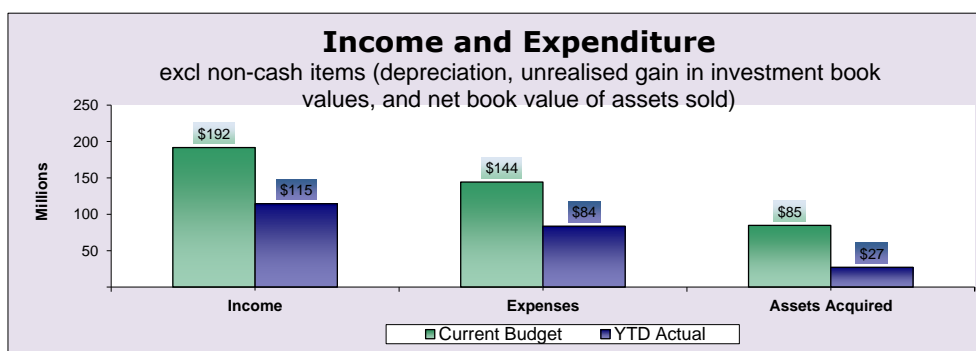
% OF YEAR EXPIRED  
AT 31 Jan 2023

59%

	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actuals (\$'000s)	% Spent or Earned
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
Employee Costs	76,305	76,485	41,230	53.9%
Borrowing Costs	693	693	355	51.2%
Materials and Contracts	61,078	62,544	38,999	62.4%
Depreciation and Amortisation	29,965	29,965	17,480	58.3%
Other Operating Expenses	4,596	4,586	2,734	59.6%
Loss on Disposal of Infrastructure Assets	-	-	348	0.0%
<b>Total Expenses from Continuing Operations</b>	<b>172,637</b>	<b>174,274</b>	<b>101,146</b>	<b>58.0%</b>
<b>INCOME FROM CONTINUING OPERATIONS</b>				
Rates and Annual Charges	135,771	135,771	79,500	58.6%
User Charges and Fees	20,555	20,586	13,122	63.7%
Interest	1,471	1,771	2,246	126.9%
Other Revenues	6,212	6,212	7,025	113.1%
Other Income	4,012	4,012	2,182	54.4%
Operating Grants and Contributions	7,250	7,588	4,442	58.5%
Capital Grants and Contributions	7,350	15,760	5,953	37.8%
Gain on Disposal of Plant & Fleet Assets	-	-	247	0.0%
<b>Total Income from Continuing Operations</b>	<b>182,620</b>	<b>191,700</b>	<b>114,717</b>	<b>59.8%</b>
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>9,984</b>	<b>17,426</b>	<b>13,570</b>	

## FUNDING STATEMENT

<b>SOURCE OF FUNDS</b>				
Surplus/(Deficit) from Operations - Accrual	9,984	12,389	13,570	109.5%
<b>Add Back Non-Funded Transactions included in Operations above</b>				
- Special Contributions	14,752	14,752	6,537	44.3%
- Depreciation	29,965	29,965	17,480	58.3%
- Sales of Assets (Book Value)	2,553	2,553	536	21.0%
- Transfer - Internal Reserves	19,288	31,264	4,712	15.1%
- Transfer - External Reserves	9,385	14,171	10,752	75.9%
- Unrealised Gain/(Loss) on Market Value of Investments	-	-	190	0.0%
- Loan Borrowings	-	-	-	0.0%
<b>Net Funds Available</b>	<b>85,927</b>	<b>105,095</b>	<b>53,398</b>	<b>50.8%</b>
<b>APPLICATION OF FUNDS</b>				
Assets Acquired	65,595	84,763	27,190	32.1%
Loan Principal Repayment	3,454	3,454	1,522	44.1%
Transfer - Internal Reserves	4,743	4,743	11,840	249.6%
Transfer - External Reserves	11,786	11,786	452	3.8%
<b>Total Funds Applied</b>	<b>85,578</b>	<b>104,746</b>	<b>41,004</b>	<b>39.1%</b>
<b>Total Funds Surplus/(Deficit)</b>	<b>349</b>	<b>349</b>	<b>12,394</b>	



CO13/23



C013/23



## STATEMENT OF CASH FLOW

	For the period ended 31 January 2023 (\$'000)	Actual for the year ended 30 June 2022 (\$'000)
<b>Cash Flows from Operating Activities</b>		
<b>Receipts:</b>		
Rates & Annual Charges	85,631	131,464
User Charges & Fees	13,890	25,723
Investment & Interest Revenue Received	1,625	854
Grants & Contributions	17,565	24,373
Bonds, Deposits & Retention amounts received	1,281	1,876
Other	10,016	17,694
<b>Payments:</b>		
Employee Benefits & On-Costs	(41,487)	(69,406)
Materials & Contracts	(43,267)	(67,629)
Borrowing Costs	(355)	(379)
Bonds, Deposits & Retention amounts refunded	(1,058)	(1,302)
Other	(6,714)	(562)
<b>Net Cash provided (or used in) Operating Activities</b>	<b>37,127</b>	<b>62,706</b>
<b>Cash Flows from Investing Activities</b>		
<b>Receipts:</b>		
Sale of Investment Securities	66,500	78,013
Sale of Infrastructure, Property, Plant & Equipment	(102)	1,137
Distribution of net share of interest from ventures and associates	-	7
<b>Payments:</b>		
Purchase of Investment Securities	(81,000)	(132,745)
Acquisition of term deposits	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(26,622)	(45,928)
<b>Net Cash provided (or used in) Investing Activities</b>	<b>(41,224)</b>	<b>(99,516)</b>
<b>Cash Flows from Financing Activities</b>		
<b>Receipts:</b>		
Proceeds from Borrowings	-	33,500
<b>Payments:</b>		
Repayment of Borrowings	(1,522)	(1,505)
Principal component of lease payments	-	2
<b>Net Cash Flow provided (used in) Financing Activities</b>	<b>(1,522)</b>	<b>31,997</b>
<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents</b>	<b>(5,619)</b>	<b>(4,813)</b>
<b>plus: Cash &amp; Cash Equivalents - beginning of year</b>	<b>13,519</b>	<b>18,332</b>
<b>Cash &amp; Cash Equivalents - end of the period/year</b>	<b>7,900</b>	<b>13,519</b>
<b>Additional Information:</b>		
plus: <b>Investments on hand</b>	<b>146,036</b>	<b>131,401</b>
<b>Total Cash, Cash Equivalents &amp; Investments</b>	<b>153,936</b>	<b>144,920</b>



# BALANCE SHEET

CO13/23

	Actual as at 31 January 2023 (\$'000s)	Actual as at 30 June 2022 (\$'000s)
<b>CURRENT ASSETS</b>		
Cash, Cash Equivalents & Investments	153,936	144,920
Receivables	7,793	13,472
Inventories & Other	657	1,538
<b>TOTAL CURRENT ASSETS</b>	<b>162,386</b>	<b>159,930</b>
<b>NON-CURRENT ASSETS</b>		
Investments	-	-
Receivables	674	674
Infrastructure, Property, Plant & Equipment	1,879,206	1,870,221
Right of Use Asset	231	231
<b>TOTAL NON-CURRENT ASSETS</b>	<b>1,880,111</b>	<b>1,871,126</b>
<b>TOTAL ASSETS</b>	<b>2,042,497</b>	<b>2,031,057</b>
<b>CURRENT LIABILITIES</b>		
Payables & Prepayments	24,768	32,715
Provisions	19,768	20,496
<b>TOTAL CURRENT LIABILITIES</b>	<b>44,536</b>	<b>53,211</b>
<b>NON-CURRENT LIABILITIES</b>		
Income received in advance	16,962	10,424
Borrowings	28,934	28,934
Lease Liabilities	244	237
Provisions	651	651
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>46,791</b>	<b>40,246</b>
<b>TOTAL LIABILITIES</b>	<b>91,326</b>	<b>93,457</b>
<b>NET ASSETS</b>	<b>1,951,170</b>	<b>1,937,600</b>
<b>EQUITY</b>		
Retained Earnings	880,295	866,725
Revaluation Reserves	1,070,875	1,070,875
<b>TOTAL EQUITY</b>	<b>1,951,170</b>	<b>1,937,600</b>

## Motion Pursuant to Notice No. NM1/23

**Subject:** Notice of Motion from Cr D'Souza - Investigate establishing a Truth & Reconciliation Group

### Motion:

That Council investigate establishing a "Truth and Reconciliation Group" to discuss the challenges and difficulties faced by our indigenous people in the past and to reconcile the wrongs of the past.

### Background:

*"You came here without trepidation  
Marched on in without hesitation  
You received food and rehydration  
And ongoing help with your acclimatation  
From members of the original population  
Still, you showed no appreciation..."\**  
Author unknown

The following information in relation to truth telling and reconciliation has been taken from [Reconciliation Australia](#)'s website:

"Telling the truth about our history not only brings to light colonial conflict and dispossession, but also acknowledges the strength and resilience of Aboriginal and Torres Strait Islander peoples and cultures. Truth-telling has been central to reconciliation since the Council for Aboriginal Reconciliation began its work 30 years ago. As the Australian Declaration Towards Reconciliation made clear:

Our nation must have the courage to own the truth, to heal the wounds of the past so that we can move on together at peace with ourselves.

Truth-telling can involve activities at local, state, national and international levels. For example: official apologies, truth and reconciliation or other inquiries and commissions, memorials, ceremonies and public art. It can happen in community halls and churches; in museums, cultural or educational healing centres and institutions; local councils; and in schools, TAFEs and universities.

Local truth-telling is particularly powerful, especially when it occurs in small communities where people are able to develop personal relationships through the process or build respect and understanding. More and more local communities are working together to mark previously untold and unrecognised parts of their local histories. This has resulted not only in an increase in researching and documenting wars and massacres, but also in recognising Aboriginal and Torres Strait Islander sovereignty, contributions and resilience and actively recognising redress and healing.

The renaming of places has also grown as a means of truth-telling; museums and cultural centres are thinking about how to better take account of our shared Australian history."

### Attachment/s:

Nil

**Submitted by:** Councillor D'Souza, South Ward

**File Reference:** F2004/06272

## Motion Pursuant to Notice No. NM2/23

**Subject:** Notice of Motion from Cr D'Souza - Safety issues at intersection of Military Road and Bunnerong Road, Matraville

---

**Motion:**

That Council investigate how the intersection of Military Road and Bunnerong Road, Matraville can be made safer for both pedestrians and vehicles.

**Background:**

As the Cemetery and the industry in Military Road has expanded, the T-intersection where Military Road meets Bunnerong Road has become busier and more dangerous for both vehicle and pedestrian traffic.

**Attachment/s:**

Nil

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**Submitted by:** Councillor D'Souza, South Ward

**File Reference:** F2004/07225

NM2/23

## Motion Pursuant to Notice No. NM3/23

**Subject:** Notice of Motion from Cr Rosenfeld - Celebrate Israel Independence Day 75th Anniversary

---

### Motion:

That Council celebrate the Israel Independence Day 75th Anniversary on 26th April 2023 by:

- a) flying the Israeli flag at Randwick Town Hall on 26th April 2023; and
- b) producing content for Council's social media channels and e-news to mark the occasion

### Background:

Israel's Independence Day honours the declaration of Independence of the State of Israel in 1948 and the end of the British mandate over Palestine. This followed a UN resolution in late 1947. This year marks the 75th Anniversary of this declaration. In 2023 it begins on the evening of 25th April and ends on the evening of 26th April.

It's a public holiday in Israel and it is also celebrated by Jewish communities around the world including here in Australia. Many Jewish people around the world have a strong affinity for the State of Israel.

Given that there is a prominent Jewish community in the Randwick LGA, and that this is a significant anniversary, it would be a fitting gesture to fly the Israeli flag at Randwick Town Hall on this day.

### Source of funding:

Minimal cost. A Suitable flag can be bought for \$100.

### Attachment/s:

Nil

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**Submitted by:** Councillor Rosenfeld, Central Ward

**File Reference:** F2012/00347

NM3/23

## Motion Pursuant to Notice No. NM4/23

**Subject:** Notice of Motion from Cr Rosenfeld - Parking at Broadarrow Reserve

---

### Motion:

That;

- a) Council request a report on having Broadarrow Reserve being used for parking more frequently between November and March.
- b) the report is to cover the use of the reserve for parking on public holidays in the period where there are high numbers of people expected to visit Maroubra Beach due to the favourable weather forecast.
- c) the report is also to cover the use of the reserve for parking on weekends in the period where there are high numbers of people expected to visit Maroubra Beach due to the favourable weather forecast.
- d) this report is to involve consultation with the community

### Background:

During the Summer period there have been regular questions to myself, from residents and business, as to why Broadarrow Reserve is not open for parking more often during public holidays and weekends where favourable weather conditions have seen beach attendances rise to high levels.

Residents have reported beach visitors parking too close to driveways due to a lack of available parking near Maroubra Beach.

On the few days that Broadarrow reserve is used for parking there has been positive feedback from the community.

### Source of funding:

To be determined.

### Attachment/s:

Nil

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**Submitted by:** Councillor Rosenfeld, Central Ward

**File Reference:** F2005/00834



## Motion Pursuant to Notice No. NM5/23

**Subject:** Notice of Motion from Cr Olive - Community surveys made available to Councillors on the Hub

---

**Motion:**

That the text of community surveys sent to residents by Randwick City Council be made available to Councillors on the Hub.

**Background:**

Council regularly surveys the community on issues as varied as planning, traffic infrastructure, heritage and shark management. This enables Council to keep in touch with community attitudes and provides an additional interface with Council for residents.

However, Councillors are currently unable to inspect these surveys unless they undertake them themselves. This may not be desirable or the best way to view surveys. Having access to surveys on the Hub would allow Councillors to be up to date with the kinds of questions Council is putting to residents, in a timely and efficient manner.

**Attachment/s:**

Nil

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**Submitted by:** Councillor Olive, East Ward

**File Reference:** F2012/00347

NM5/23

## Motion Pursuant to Notice No. NM6/23

**Subject:** Notice of Motion from Cr Burst - Proposing a wheelchair access mat at Frenchmans Bay

---

**Motion:**

That Council investigate a wheelchair access mat/path to run out to the water's edge at Frenchmans Bay, La Perouse.

**Attachment/s:**

Nil

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**Submitted by:** Councillor Burst, South Ward

**File Reference:** F2012/00584

NM6/23

## Motion Pursuant to Notice No. NM7/23

**Subject: Notice of Motion from Cr Veitch - Pedestrian safety concerns on the corner of Sturt/Avoca/Bundock Streets**

---

### Motion:

That Council:

- a) acknowledge repeated requests by parents to address pedestrian safety concerns on the corner of Sturt and Avoca St since 2017, which is crossed by students attending Rainbow Street Public, Randwick Boys High and Randwick Girls High, as well as Maroubra Junction Public, the French School, Marcellin, Brigidine and Mount Sinai;
- b) notes the existing warrant for a signalised crossing at the intersections of Sturt, Avoca and Bundock Sts as part of the South Coogee to Kingsford cycling improvements plan and write to the NSW state government to fund and commence construction of this crossing in the 2023-24 financial year;
- c) arrange for council officers to meet with members of the Rainbow Street Public School, Randwick Boys and Girls High school executives and P&Cs and Safe Streets to School Randwick to discuss further practical steps to address pedestrian safety on the nearby corners of Sturt / Avoca Streets and also Bundock / Avoca Streets;
- d) recommend that the proposals be considered by the Traffic Committee;
- e) request that the responsible council officers detail measures that may be taken to include recommended works in the 2023-24 budget in the event construction of a signalised crossing is not able to commence in the 2023-24 financial year.

### Background:

Traffic at both Sturt/Avoca and Bundock/Avoca intersections went up dramatically in June, 2017 after the NSW Government removed the Nine Ways roundabout at Kingsford for the Light Rail. The increase in traffic was confirmed by a vehicle count by Randwick Council in August 2017 and was the subject of an article in the Southern Courier in August, 2017 Quote by a school parent: "someone is going to get killed".

The intersections are within a block of three local schools - Rainbow Street Public, Randwick Boys High and Randwick Girls High, and are also crossed by children also attending five other schools in the area (Maroubra Junction Public, the French School, Marcellin, Brigidine, Mount Sinai).

Parents are instead driving their children to school or getting their children to catch buses, which take longer to get them to school. Parents are saying they will not allow their children to cross these roads as they are too dangerous.

There is a long-standing proposal to install signalised crossings at these intersections as part of the Sturt St– Bundock St pedestrian and cycling improvements but construction of this crossing could still be years away even if funding for the bike path is approved.

[https://www.randwick.nsw.gov.au/\\_data/assets/pdf\\_file/0003/232860/South-Coogee-to-Kingsford-cycling-improvements-map.pdf](https://www.randwick.nsw.gov.au/_data/assets/pdf_file/0003/232860/South-Coogee-to-Kingsford-cycling-improvements-map.pdf)

A possible quick fix would be that Randwick Council install pedestrian islands at both intersections at an estimated cost of \$80,000 each.

Local community organisation Safe Streets to Schools - Randwick (made up of parents who want their children to walk or cycle safely to school) have started a petition calling on the Council and NSW Govt to give a date on when signalised crossings will be installed.

**Attachment/s:**

Nil

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**Submitted by:** Councillor Veitch, West Ward

**File Reference:** F2006/00101

NM7/23

## Motion Pursuant to Notice No. NM8/23

**Subject: Notice of Motion from Cr Veitch - Protecting the right to peaceful non-violent protest in NSW and arrest of UNSW student**

### Motion:

That Council:

1. acknowledges that the right to protest is fundamental in a democratic society;
2. condemns the recent arrest of UNSW student and SRC Education officer Cherish Kuehlmann for taking part in a student protest outside the Reserve Bank on Friday 17 February against the cost of living and housing crises;
3. notes that in 2018 the NSW State Government acted to shut down peaceful protests against CSG and coal mining through its The Inclosed Lands, Crimes and Law Enforcement Legislation Amendment (Interference) Bill 2016;
4. notes further that in 2022 the NSW Parliament passed legislation to prevent 'illegal protesting' on major roads, bridges, tunnels, public transport and infrastructure facilities. The new legislation amended section 144G the Roads Act 1993 which criminalises causing serious disruption by entering, remaining on or trespassing on prescribed major bridges and tunnels, to now include all "main roads". Offences carry a maximum penalty of \$22,000 or two years in gaol, or both;
5. acknowledges that prohibiting individuals from taking part in any gathering, meeting or assembly may unduly trespass upon the rights of individuals to peacefully assemble for a common purpose and express their views;
6. acknowledges that these laws will apply to those people who may wish to hold a meeting, assembly or peaceful protest in many of the public parks, spaces and roads in the Randwick LGA, or apply to local residents, workers or students attending rallies in other parts of Sydney or NSW;
7. write to the NSW State Government:
  - a) to oppose To Clause 13 (1) item 4 Crown Land Management Regulations 2018, and;
  - b) to oppose the Roads Amendment (Major Facilities) Regulation 2022, published on the NSW Legislation website on 5 April 2022, for the reasons detailed above;
  - c) to express support for the right of peaceful gathering, meeting and assembly in NSW.

### Background:

At midnight on Friday February 17, police arrested student organiser and University of NSW SRC Education Officer Cherish Kuehlmann at her home for her involvement in a protest against the cost of living and housing crises. The rally, held the previous afternoon, had protested the Martin Place offices of Commonwealth Bank and the Reserve Bank of Australia, pointing to the record profits reported by Australia's major banks in the midst of falling living standards for young people.

The legal right to protest is fundamental to the proper functioning of our democracy. Only after tireless, sustained protest did First Nations peoples win the right to vote, did LGBTIQ+ people achieve marriage equality, and did unions secure the eight-hour workday.

Under Article 21 of the International Covenant on Civil and Political Rights, the right to peaceful assembly shall be recognised. No restrictions may be imposed unless the protest is an imposition to national security, public safety, public order, the protection of public health, morals or the rights and freedoms of others. Australia has ratified this international agreement and therefore laws should not be passed that are inconsistent with this right.

In April 2022, the NSW Parliament passed legislation to prevent 'illegal protesting' on major roads, bridges, tunnels, public transport and infrastructure facilities. The new legislation amends section 144G the Roads Act 1993 which criminalises causing serious disruption by entering, remaining on or trespassing on prescribed major bridges and tunnels, to now include all "main roads". Offences carry a maximum penalty of \$22,000 or two years in gaol, or both.

Source. [https://www.nswcccl.org.au/right\\_to\\_protest](https://www.nswcccl.org.au/right_to_protest)

Many activists have since been charged under these laws, which have been strongly opposed by human rights, environmental and civil liberties groups, including Amnesty International and many others who signed an open letter condemning the legislation.

"The proposed laws are the latest example of an alarming trend of state governments attempting to unnecessarily restrict people's right to protest. Peaceful protesters should not face prison sentences or fines for standing up for what's right. Instead of restricting our fundamental human rights, governments should ensure that everyone can exercise their right to peaceful assembly and freedom of expression." – Amnesty International Australia

#### Signees

350 Australia; Aboriginal Legal Service NSW/ACT; ActionReady; AidWatch; Amnesty International; Asylum Seekers Centre; Australian Centre for International Justice; Australian Council of Social Service; Australian Democracy Network; Australian Forests and Climate Alliance; Australian Youth Climate Council; Australasian Centre for Corporate Responsibility; Bellingen Environment Centre; Bob Brown Foundation; Community Legal Centres NSW; CounterAct; Dying with Dignity NSW; Forest Conservation Victoria; Forest Defence NSW; Friends of the Earth Australia; Friends of the Forest Mogo; Frontline Action on Coal; Goongerah Environment Centre; Great Southern Forest; Grata Fund; Greenpeace Australia; Pacific Human Rights Law Centre; Inner City Legal Centre; Jesuit Social Services; Legal Observers NSW; Medical Association for Prevention of War; Melbourne Activist Legal Support; National Justice Project; Redfern Legal Centre; South East Region Conservation Alliance Inc; The Sunrise Project; WA Forest Alliance; Whitsunday Conservation Council; Youth Support + Advocacy Service

Source: <https://counteract.org.au/wp-content/uploads/2022/03/Open-Letter-Anti-Protest-Laws-2.pdf>

#### Attachment/s:

Nil

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**Submitted by:** Councillor Veitch, West Ward

**File Reference:** F2012/00347



## Motion Pursuant to Notice No. NM9/23

**Subject: Notice of Motion from Cr Pandolfini - Australia Day 2024  
Citizenship Ceremony & Staff arrangements**

---

### Motion:

That Council:

- a) from January 2024 onwards, no longer hold Citizenship Ceremonies on 26th January;
- b) from January 2024 onwards, hold a Citizenship Ceremony/s on one of the three days before or after 26 January (in line with the recently updated Australian Citizenship Ceremonies Code 2022), with the specific date of the Ceremony/s to be determined by the Mayor of the day in consultation with the General Manager;
- c) receive a report on allowing staff the choice of working on 26th January and selecting an alternate for a public holiday; and
- d) engage & consult with Bidjigal and Gadigal elders and community on all 26th January plans by Randwick council and offered the time and space for truth telling.

### Background:

On 16th December 2022, the Hon Andrew Giles MP, Minister for Immigration, Citizenship and Multicultural Affairs, announced an update to the Australian Citizenship Ceremonies Code (the Code).

The amendment to the Code states that Councils must hold a ceremony on Australia Day, or the three days prior or the three days after Australia Day. This overturns rules introduced in 2019 that forced local governments to hold citizenship ceremonies on 26 January. In the Minister's announcement relating to citizenship ceremonies, there are also operational reasons to move the ceremonies from the public holiday of 26 January. There are higher operational costs involved in hosting such a ceremony on a public holiday and moving such ceremonies to either the three days before or three days after 26 January (excluding a weekend), should result in cost savings to Council.

However, moving forward and as detailed in this Notice of Motion, it is considered appropriate for Council to move the January citizenship ceremony to a date within the period of three days prior to, or three days after 26 January 2023.

On Randwick Council's website 'Randwick City Council acknowledges that Aboriginal and Torres Strait Islander peoples are the First Australians of this land. We acknowledge their living culture and unique role in the life of this region.'

Randwick City Council details that we are committed to:

- National Reconciliation and building meaningful relationships with the local Aboriginal community, ensuring the process is based on respect and trust.
- recognising, protecting and honouring sites in the area which are of special cultural and spiritual significance to the local Aboriginal community;
- providing assistance when marking significant Aboriginal cultural ceremonies and historical dates.
- flying the Aboriginal and Torres Strait Islander flags above the Randwick City Council Town Hall.

Randwick City Council supports the significance of Reconciliation and is committed to working together with all members of the community towards the achievement of a reconciled nation.

The LPLALC community sees 26th January as a day of reflection / mourning.

By moving the date of the citizenship ceremonies and allowing staff the choice to work on 26th January and take another day for a public holiday, Randwick City council will be putting words into action. This will truly indicate an understanding that the 26th of January is not an inclusive day, it is a painful day for First Nations people in Australia.

Citizenship ceremonies and January 26th could and should instead be a day of truth telling and understanding the pain and suffering inflicted on First Nations people and the ongoing trauma that endures as a result.

Bidjigal and Gadigal elders and community should be thoughtfully engaged and consulted in all 26th January plans by Randwick council and should be offered the time and space for truth telling.

**Attachment/s:**

Nil

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**Submitted by:** Councillor Pandolfini, North Ward

**File Reference:** F2004/07076

## Motion Pursuant to Notice No. NM10/23

**Subject:** Notice of Motion from Cr Chapple - Improving drainage options on Anzac Parade between Lawson St & Hillary Pde

---

### Motion:

That Council officers urgently bring back a report with solutions to improve drainage options for Anzac Parade between Lawson Street and Hillary Parade in consultation with local residents who have experienced significant flooding to properties in recent weeks.

### Background:

Residents report significant flooding of this road and into their homes damaging property and cars. They have raised with Council the lack of drainage on this road on a number of occasions.

Debris from local trees and grass clippings is also contributing to blocking the drains and residents have asked for a more frequent service in this area which may address some of the issue.

When rains occur locals go into the street and manually clear the one drain to try to minimise the impact on their property. Obviously this carries significant risks to them and to Council as the land manager.

### Attachment/s:

Nil

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**Submitted by:** Councillor Chapple, Central Ward

**File Reference:** F2019/00865

NM10/23

## Motion Pursuant to Notice No. NM11/23

**Subject:** Notice of Motion from Cr Chapple - Webcasting of Council meetings

---

### Motion:

That Council officers bring back a report into:

1. delivering a live webcast with video of Council Meetings to be viewed on YouTube or a similar platform;
2. that consideration in the report also include the feasibility of keeping these videos available for viewing going forward; and
3. that engagement with young people and diverse communities in particular be considered in the report.

### Background:

As included in the Office of Local Government Guide to webcasting council and committee meetings March 2020 benefits of webcasting meetings include:

- it demonstrates a council's commitment to open and transparent decision-making
- it encourages people at council meetings to be accountable for their actions, behaviour and comments
- the ability to view the meeting at a later time can assist with the accuracy of minutes and other records
- it provides the opportunity for more people to watch a council meeting
- it provides higher levels of transparency and accountability
- it eliminates geographical and time barriers which may prevent people from attending meetings in person
- it reduces or stops the spread of incorrect information
- it allows people to access source material when needed, and
- communities expect their councils to be accessible online and webcasting goes some way towards meeting this expectation.

Some Councils currently doing audio-visual broadcast of meetings include:

- Northern Beaches
- Cumberland
- Inner West
- Hornsby
- Queanbeyan-Palerang Regional Council
- Port Stephens Council
- Ballina Shire Council
- Central Coast Council
- Wagga Wagga City Council
- Snowy Valleys Council
- Shellharbour City Council
- Eurobodalla Shire Council
- City of Broken Hill Council.

### Attachment/s:

Nil

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**Submitted by:** Councillor Chapple, Central Ward

**File Reference:** F2004/06570

## Motion Pursuant to Notice No. NM12/23

**Subject:** Notice of Motion from Cr Chapple - Rent bidding

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### Motion:

That Council includes in Council publications, materials and social media an explanation to recent changes to the law banning rent bidding to inform renters in our area of their rights.

### Background:

Notes that the NSW Government made rent bidding unlawful from 17 December 2022, including meaning rental homes can no longer be advertised within a price range or “by negotiation”.

Despite these new laws, residents of our area report still being encouraged by real estate agents to submit higher offers. Real Estate agents are not permitted to engage in this encouragement but can still accept higher offers.

The rollout of this policy is primarily through engagement with and education of Real Estate agents, with many in the community not fully aware of the new laws.

The rental crisis in NSW means many renters and prospective renters in the Randwick LGA are paying more than ever, and often inspecting properties with hundreds of others. Rent bidding makes this even more

This is all adding to the uncertainty and precariousness of the already tough rental market in our area.

### Attachment/s:

Nil

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**Submitted by:** Councillor Chapple, Central Ward

**File Reference:** F2012/00347

NM12/23

## Motion Pursuant to Notice No. NM13/23

**Subject: Notice of Motion from Cr Pandolfini - Restricting advertising on Council owned sites for companies involved in the extraction/ sale of fossil fuels**

### Motion:

In recognition of the health and climate impacts of fossil fuels, Council:

- a) will not accept sponsorships from companies involved in the extraction or sale of fossil fuels.
- b) provides a report into options to restrict advertising from companies whose main business is the extraction or sale of coal, oil and gas across council owned sites. Staff are encouraged to look at numerous councils around Australia who are currently implementing a similar process.

### Background:

In 1992, Australia passed national laws that banned advertising of tobacco products because smoking was harmful to the health of people. Advertising these products was linked to an increase in tobacco use. Because of this, Council restricts the advertising of tobacco and other harmful products on Council controlled land and events.

Coal, oil and gas are affecting our health, environment and climate. Air pollution from burning fossil fuels takes 8.7 million lives prematurely each year – more than tobacco. An estimated 150,000 people are dying due to climate change impacts every year;

The launch of the 'Fossil Ad Ban' community campaign, calls for a tobacco-style bans on advertisements and sponsorships for fossil fuels including coal, oil and gas;

Fossil fuels are the primary cause of global warming, which is impacting Randwick City Council in the form of more intense and frequent heat waves, storms, bushfires, floods and droughts;

Council has a duty to ensure that its activities do not adversely impact the health and wellbeing of residents. Because of this, Council restricts the advertising of tobacco and other harmful products on Council controlled land and events.

Coal, oil and gas are affecting our health, environment and climate. Air pollution from burning fossil fuels takes 8.7 million lives prematurely each year – more than tobacco. An estimated 150,000 people are dying due to climate change impacts every year .

Fossil fuels are the primary cause of global warming , which is impacting our LGA in the form of more intense and frequent torrential rain, heatwaves, storms, bushfires, floods and droughts.

Advertising of companies involved with fossil fuel production or supply or products such as gas, oil and coal on Council property or facilities is inconsistent with this adopted Council position.

Numerous councils around Australia have voted for staff reports on how to restrict fossil fuel promotions on council-managed land. Restrictions on fossil fuel advertising are in place in France, and at least seven local government areas in the UK and the Netherlands. Similar laws are being debated in the EU, Germany, Sweden and Canada.

As such, companies involved in the extraction or sale of fossil fuels should be added to the list of products that should not be promoted by Council and Council should not accept sponsorships from companies whose main business is the extraction or sale of coal, oil and gas.

<sup>1</sup><https://yaleclimateconnections.org/2021/04/air-pollution-from-fossil-fuels-caused-8-7-million-premature-deaths-in-2018-study-finds/>

<sup>2</sup> <https://www.who.int/news-room/fact-sheets/detail/tobacco>

<sup>3</sup> <https://www.who.int/heli/risks/climate/climatechange/en/>

<sup>4</sup><https://climate.nasa.gov/causes/>



**Attachment/s:**

Nil

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**Submitted by:** Councillor Pandolfini, North Ward

**File Reference:** F2009/00291

NM13/23

## Motion Pursuant to Notice No. NM14/23

**Subject: Notice of Motion from Cr Pandolfini - Proposing an annual art exhibition during the Sydney Mardi Gras Festival**

### Motion:

That:

- a) Council facilitate an annual art exhibition during Sydney's annual Mardi Gras festival (around) June each year starting in 2024 responding to the Mardi Gras festival theme;
- b) the exhibition could be held in an appropriate Randwick City Council venue like the Randwick Town Hall or other cultural venues in the works, and be on for the duration of the official Sydney Mardi Gras festival;
- c) members of the LGBTQIA+ community, especially First Nations members, in Randwick should be consulted and included in the exhibition planning, mounting of work and any adjoining events; and
- d) the Arts & Cultural Steering Committee should be consulted on the exhibition planning.

### Background:

The first Mardi Gras in Sydney was held on 24 June 1978 at 10 pm as a night-time celebration following a morning protest march and commemoration of the Stonewall Riots. More than 500 people moved down Oxford St, calling for an end to discrimination against LGBTQIA+ people in employment and housing, an end to police harassment and the repeal of all anti-homosexual laws. Although the organisers had obtained permission, this was revoked, and the march was broken up by the police. 53 of the marchers were arrested although most charges were eventually dropped, the Sydney Morning Herald published the names of those arrested in full, leading to many people being outed to their friends and places of employment, and many of those arrested lost their jobs as homosexuality was a crime in New South Wales (NSW) until 1984.

The Mardi Gras parade occurred again in 1979 and was attended by 3000 people. While there was a large police presence, there were no arrests made. In 1980, no parade was held, but following community consultation, decisions were made to move the parade to the summer. In 1981 the parade was shifted to February, with the names changed to the Sydney Mardi Gras. An increasingly large number of people not only participated in the bow summertime event, but a crowd of 5000 came to watch it. The mid 1980s saw considerable pressure placed on the Mardi Gras committee following media controversy regarding the AIDS crisis. Despite calls for the parade and party to be banned the parade went ahead with the theme 'fighting for our lives'.

The first giant post-parade party was held in 1982, which 4000 people attended. This would continue to become an integral part of the Sydney Mardi Gras.

1987 cemented Mardi Gras' place as Australia's biggest night-time parade. It was now also a tourist attraction – a large group of New Zealanders crossed the Tasman to march officially under a Kiwi banner for the first time. By 1993 the Sydney Mardi Gras parade had become the largest night time outdoor parade in the world.

2016's Mardi Gras Parade was one of the biggest ever with more than 170 vibrant floats and 12,500 participants. (Reference: <https://www.mardigras.org.au/history-of-sydney-mardi-gras/>)

Skip to 2023 and Sydney is hosting World Pride!

Consistent economic impact studies have found the Mardi Gras festival contribution to the Sydney economy is in the tens of millions, and increases every year,

Randwick Council support for Sydney Mardi Gras commenced in 2015 and since then, each year Randwick City Council raises a rainbow flag at Randwick Town Hall to celebrate the

commencement of the Sydney Mardi Gras Festival and to show support for the LGBTQIA+ community. Last year, the progressive pride flag was raised and implemented for the first time.

In December 2020, Randwick Councillors unanimously supported an initiative to install a temporary 50-metre rainbow walkway on Coogee Beach Promenade as part of a Randwick City Council proposal to celebrate diversity, inclusivity and this was unanimously updated in 2023 to include the inclusivity colours.

The LGBTQIA+ community is extremely diverse. Ideas about what the Mardi Gras theme of the year means to LGBTQIA+ community living in Randwick can potentially be explored in more detail through an exhibition.

**Attachment/s:**

Nil

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**Submitted by:** Councillor Pandolfini, North Ward

**File Reference:** F2012/00347

## Motion Pursuant to Notice No. NM15/23

**Subject: Notice of Motion from Cr Veitch - Motion for the 2023 NGA - Preventing greenwashing & promoting ethical & climate positive investments in Local Govt Super Funds**

### Motion:

That Council endorses the following motion to be submitted to the 2023 National General Assembly of Local Government:

This National General Assembly of Local Government calls on the Australian Government to:

1. actively encourage local government super funds to divest from companies engaging in the extraction of fossil fuels, native forest logging, gambling, weapons manufacturers, and tobacco;
2. take immediate action to ensure the integrity and accountability of carbon offset programs, while supporting and funding councils to directly reduce operational and community emissions through the roll out of local renewable energy infrastructure and other greenhouse gas reducing initiatives;
3. ban the practice of 'greenwashing' in local government super funds, ensuring that local government super funds that invest in companies engaging in the extraction of fossil fuels, native forest logging, gambling, weapons manufacturers, and tobacco are not able to promote their funds as being environmentally friendly or ethical investors.

### National Objective

This motion addresses the following key questions in the 2023 discussion paper:

1. Climate Change and Renewable Energy: Noting the Government's commitment to reducing emissions, are there programs and initiatives that the Commonwealth Government could develop to assist councils in their work to address climate change and reduce emissions?

### Background:

Local government is constantly on the frontlines and doing the heavy lifting when dealing with severe weather events. We now accept that climate change contributes to more severe weather events which occur more frequently than previously. From the recent floods in the Kimberley and those that shattered the north coast of NSW in March 2022, to the east coast bushfires of the 2019/20 summer, the reality of climate change is upon us. In this context it is no longer acceptable for the retirement savings of local government sector employees to be invested in fossil fuel entities which are continuing to contribute to, and make worse, the effects of climate change.

At the time of writing 117 Australian local government jurisdictions have declared a climate emergency representing well over eleven million residents and over 45% of the Australian population.

### Details

Historically each Australian State has had a superannuation fund associated with its local government sector. Those arrangements have morphed into the current situation which is:

NSW - Active Super (formerly Local Government Super) an industry fund currently in merger negotiations with Vision Super (Victoria).

Clause 15 of the Local Government (State) Award 2020 requires NSW local government employees to contribute to the Local Government Superannuation Scheme (which is now known as Active Super) and no other scheme.

Victoria – Vision Super formerly known as Local Authorities Superannuation Fund, Vision Super has been providing servicing since 1947. It is currently in merger negotiations with Active Super.

South Australia – State Super which merged with Local Government Superannuation Scheme in 2012

Queensland – Brighter Super – LGSuper became LGIA Super in 2016, which then merged with Energy Super and acquired Suncorp's superannuation business. It then renamed itself Brighter Super in July 2022.

Western Australia – Aware Super –WA Super (originally established for local government employees in Western Australia) merged with Aware Super in 2020. Aware Super is itself a merger between First State Super (NSW) and VicSuper (Victoria).

Northern Territory - Hostplus

### **Ethical status of funds**

Each of the State funds offer a range of superannuation products ranging from 'conservative' to 'growth'.

Some of the funds offer an 'ethical' or 'socially responsible' option. These funds are:

Brighter Super <https://www.brightersuper.com.au/investments/investment-options/socially-responsible>

Aware Super - <https://aware.com.au/member/investments-and-performance/our-approach-responsible-ownership/socially-responsible-investment-options>

SA State Super - <https://www.supersa.sa.gov.au/investments/how-your-investments-are-managed/responsible-investing/>

Vision Super (Victoria) and Active Super (NSW) do not appear to have a socially responsible option.

### **Investment in fossil fuel companies**

The Market Forces website identifies that most of these super funds invest in the some of the 180 publicly listed companies included in their Climate Wreckers Index.

The superannuation funds above are identified by Market Forces as having an exposure to the companies on the Climate Wreckers Index as:

Active Super - Accelerator - High Growth	6.08%
Aware - High Growth	3.5%
LGIA (Brighter Super) - My Super	6.01%
Vision Super - Balanced Growth	4.22%

Companies included in the Climate Wrecker Index include the following companies which are found in the investment disclosures of these super funds (although not all companies are invested in by each of these funds). For example:

BHP, BP, ExxonMobil, Glencore, Bahrat petroleum, Cubu Electric Power, Devon Energy, EQT, Galp Energia, Itochu, Marathon Oil, Mitsubishi, Rio Tinto/RioZim, Siemens, Santos, Woodside,

Market Forces estimate that the average investment share by super funds in Australia in the Climate Wrecker Index companies is 6.26%, and that this results in each member account investing \$4800 in fossil fuel producing companies.

### **Investment in companies associated with gambling**

Investment in companies in the gambling industry is also common. Vision Super has the following gambling associated investments:

Aristocrat Leisure, Tabcorp,

Investment in weapons manufacturers

A brief review shows that Vision Super invests in:

Thales, Raytheon, Rheinmetall

### **Greenwashing**

In September 2022 the Australia Competition & Consumer Commission announced it was targeting greenwashing after hearing growing concerns that businesses are falsely representing their environmental credentials.

The Australian Securities and Investment Commission (ASIC) also took action in 2022 on greenwashing including issuing an infringement notice to a superannuation trustee.

Future expectations of local government employees to have their super in sustainable and ethically based superannuation funds

In 2021 86% of Australians said they expected their superannuation, or other investments, to be invested responsibly and ethically.

Local government employees who are directed by default towards preferred superannuation funds (including those in NSW who under the Employment Award must have their super paid into Active Super) deserve to have a default option which is environmentally and socially sustainable.

There needs to be much clearer regulation of the claims made by superannuation funds which cater for local government employees as to what is sustainable.

For example in its 21/22 Responsible Investment Report Active Super states that carbon capture and storage and the supply of gas are an acceptable part of a sustainable mix. We disagree that this meets current community expectations, particularly for a fund which states:

Unlike some super funds who offer 'socially responsible' or 'ethical' investment options within their broader portfolio, our responsible investment principles are applied to our ENTIRE range of products.

**Attachment/s:**

Nil

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**Submitted by:** Councillor Veitch, West Ward

**File Reference:** F2012/00347



## Question with Notice No. QN1/23

**Subject:** Question with Notice from Cr Olive - Randwick Barracks proposed development

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**Question:**

- a) does the Randwick Barracks site contain groundwater with dangerous levels of PFAS (per- and polyfluoroalkyl substances)?
- b) does the bore at Latham Park contain groundwater with dangerous levels of PFAS?
- c) does Council use the bore water from Latham Park for its purposes? If so, what does it use this water for?

**Background:**

Defence is currently proposing a development of Randwick Barracks and has completed a Detailed Site (Contamination) Investigation as part of their technical studies. Council received this report last year and has since had expert evaluation.

**Response from Acting Director City Planning:**

To be distributed in a supplementary business paper.

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**Submitted by:** Councillor Olive, East Ward

**File Reference:** F2022/00760

QN1/23

## Question with Notice No. QN2/23

**Subject:** Question with Notice from Cr Olive - Council's Bushland/Bushcare unit

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**Question:**

- a) How many staff are employed in Council's Bushland/Bushcare unit?
- b) Has this employment number changed in a long time?
- c) What is the budget for Council's Bushland/Bushcare unit?
- d) Has this unit's budget remained relatively stable for a while in real terms? In nominal terms?
- e) Has the Council's Bushland/Bushcare unit increased its responsibilities over the same period?

**Response from Director City Services:**

To be distributed in a supplementary business paper.

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**Submitted by:** Councillor Olive, East Ward

**File Reference:** F2012/00347

QN2/23

## Question with Notice No. QN3/23

**Subject:** Question with Notice from Cr Chapple - Status of Shark Net Removal

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### Question:

Recognising previous motions of this Council (especially on 27/4/21) regarding the removal of shark nets as an ineffective deterrent when is it currently anticipated that there will be enough evidence to remove the nets from beaches in the Randwick LGA?

- a) does Council receive regular data about the animals caught and killed in shark nets in our area?
- b) what is the ongoing cost of maintaining nets and who pays for this?
- c) what steps has Council taken to speed up the process given the high level of community concern about animals including dolphins, seals and turtles killed in the nets?

### Response from Director City Services:

To be distributed in a supplementary business paper.

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**Submitted by:** Councillor Chapple, Central Ward

**File Reference:** F2021/00225

QN3/23