



# City Services Committee

6:30 pm Wednesday 7 August 2024

**Venue:**  
Rockdale Town Hall,  
Level 1, 448 Princes Highway,  
Rockdale

Contact Us:

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# City Services Committee Meeting – Councillor Seating



**MAYOR**  
Bill SARAVINOVSKI



Michael NAGI



**Chairperson**  
**DEPUTY MAYOR**  
Joe AWADA



Scott MORRISSEY



Jennifer MUSCAT



Paul SEDRAK



**Deputy**  
**Chairperson**  
Jo JANSYN

**General Manager**  
Meredith  
WALLACE

**Director**  
Debra DAWSON

# Statement of Ethical Obligations

## Obligations

### Oath [Affirmation] of Office by Councillors

#### Oath

I swear that I will undertake the duties of the office of councillor in the best interests of the people of Bayside Local Government Area and the Bayside 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.

#### Affirmation

I 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 Bayside Local Government Area and the Bayside 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

### Pecuniary interests

A Councillor who has a **pecuniary interest** 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.

The Councillor must not be present at, or in sight of, the meeting:

- a) at any time during which the matter is being considered or discussed, or
- b) at any time during which the council is voting on any question in relation to the matter.

### Non-pecuniary conflicts of interests

A Councillor who has a **non-pecuniary conflict of interest** 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.

### Significant non-pecuniary interests

A Councillor who has a **significant** 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.

### Non-significant non-pecuniary interests

A Councillor who determines that they have a non-pecuniary conflict of interest in a matter that is **not significant** 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.

## MEETING NOTICE

A meeting of the  
**City Services Committee**  
will be held in the Rockdale Town Hall, Council Chambers,  
Level 1, 448 Princes Highway, Rockdale  
on **Wednesday 7 August 2024 at 6:30 PM**

## AGENDA

<b>1</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b>	
<b>2</b>	<b>APOLOGIES</b>	
<b>3</b>	<b>DISCLOSURES OF INTEREST</b>	
<b>4</b>	<b>MINUTES OF PREVIOUS MEETINGS .....</b>	<b>6</b>
	4.1 Minutes of the City Services Committee Meeting - 3 July 2024 .....	6
<b>5</b>	<b>ITEMS BY EXCEPTION</b>	
<b>6</b>	<b>PUBLIC FORUM</b>	
<b>7</b>	<b>REPORTS .....</b>	<b>11</b>
	CS24.021 Business Chamber South - Partnership Proposal .....	11
	CS24.022 Community Energy Initiatives - Updates.....	13
	CS24.023 Response to Notice of Motion - Microplastics in the Sydney basin .....	17
	CS24.024 Response to Notice of Motion - Library Volunteer Program.....	19

The meeting will be video recorded and live streamed to the community via Council's YouTube channel, in accordance with Council's Code of Meeting Practice.

Meredith Wallace  
**General Manager**

## **1 ACKNOWLEDGEMENT OF COUNTRY**

Bayside Council acknowledges the traditional custodians: the Gadigal and Bidjigal people of the Eora nation, and pays respects to Elders past, present and emerging. The people of the Eora nation, their spirits and ancestors will always remain with our waterways and the land, our Mother Earth.

## **2 APOLOGIES**

## **3 DISCLOSURES OF INTEREST**

In accordance with Council's Code of Meeting Practice, Councillors are reminded of their Oath or Affirmation of Office made under Section 233A of the Local Government Act and their obligations under the Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

## 4 MINUTES OF PREVIOUS MEETINGS

### City Services Committee

7/08/2024

Item No	4.1
Subject	<b>Minutes of the City Services Committee Meeting - 3 July 2024</b>
Report by	Karen Barrass, Lead Governance
File	SF23/8087

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### Officer Recommendation

That the Minutes of the City Services Committee meeting held on 3 July 2024 be noted

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### Summary of Substantial Recommendations

There were no Substantial Recommendations identified.

### Present

The Deputy Mayor, Councillor Joe Awada, Chairperson  
Councillor Scott Morrissey  
Councillor Jennifer Muscat  
Councillor Paul Sedrak

### Also present

Councillor Barlow (via audio-visual link)  
Councillor Douglas  
Councillor Werner  
Meredith Wallace, General Manager  
Debra Dawson, Director City Life  
Richard Sheridan, Director City Performance  
Joe Cavagnino, Manager Procurement and Fleet  
Louise Farrell, Manager City Projects  
Hong Nguyen, Manager Environment and Resilience  
Helen Tola, Manager Governance & Risk (via audio-visual link)  
Karen Barrass, Lead Governance  
Anh Hoang, Governance Officer  
Gina Nobrega, Governance Officer  
Nabin Bhattarai, IT Service Management Officer

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The Chairperson opened the meeting in the Committee Meeting Room, Botany Town Hall at 6:33 pm.

## 1 Acknowledgement of Country

The Chairperson affirmed that Bayside Council acknowledges the traditional custodians the Gadigal and Bidjigal people of the Eora nation, and pays respects to Elders past, present and emerging. The people of the Eora nation, their spirits and ancestors will always remain with our waterways and the land, our Mother Earth.

## 2 Apologies, Leave of Absence and Attendance via Audio-Visual Link

### Apologies

#### Committee Recommendation (Councillors Sedrak and Muscat)

That the following apologies be received and leave of absence granted:

- The Mayor, Councillor Bill Saravinovski
- Councillor Jo Jansyn
- Councillor Michael Nagi

### Attendance Via Audio Visual Link

There were no Committee members in attendance via audio-visual link.

## 3 Disclosures of Interest

There were no disclosures of interest.

## 4 Minutes of Previous Meetings

### [4.1 Minutes of the City Services Committee Meeting - 5 June 2024](#)

#### Committee Recommendation (Councillors Muscat and Morrissey)

That the Minutes of the City Services Committee meeting held on 5 June 2024 be noted.

### 4.2 Business Arising

There was no Business Arising.

**Note:** The Committee notes that the Minutes of the City Services Committee of Wednesday 5 June 2024 were received and the recommendations therein were adopted by the Council at its meeting of 26 June 2024.

## 5 Items by Exception

There were no Items by Exception.

## 6 Public Forum

There were no speakers for Public Forum.

## 7 Reports

### [CS24.016 Post Public Exhibition Report - Draft Urban Forest Strategy](#)

**Committee Recommendation** (Councillors Morrissey and Muscat)

That Council adopts the Urban Forest Strategy 2024 - 2040 with no changes.

### [CS24.017 Post Public Exhibition Report - Draft Environment and Resilience Strategy](#)

**Committee Recommendation** (Councillors Morrissey and Muscat)

That Council adopts the Environment and Resilience Strategy with no changes.

### [CS24.018 Post Public Exhibition Report - Draft Sustainable Waste Management Strategy](#)

**Committee Recommendation** (Councillors Sedrak and Morrissey)

That Council adopts the Sustainable Waste Management Strategy with minor changes to provide more clarity.

### [CS24.019 Response to Notice of Motion - Bee Policy](#)

**Committee Recommendation** (Councillors Morrissey and Muscat)

That the report Response to Notice of Motion – Bee Policy be received and noted and the actions below be implemented by Council.

- *Webpage*: updating current to include bees and wasps information.
- *Customer knowledge base*: updating customer knowledge base for customer services to be able to provide additional information to residents about bees and wasps.
- Social media post on swarming bees during swarming season (spring)
- Development of factsheet on honey and native bees.

### [CS24.020 Response to Notice of Motion: Bushcare Program](#)

**Committee Recommendation** (Councillors Morrissey and Muscat)

That Council receives and notes the report and publishes the Bushcare Management Plans for each Bushcare site on the Bayside Council Website to encourage further engagement and participation.



The next meeting will be held in the Rockdale Town Hall, Council Chambers on Wednesday, 7 August 2024.

The Chairperson closed the meeting at 7:03 pm.

## **Attachments**

Nil

## **5 ITEMS BY EXCEPTION**

These are items that have been identified to be confirmed in bulk in accordance with the Officer Recommendation and without debate. These items will not include items identified in the Public Forum, items in which councillors have declared a Significant Conflict of Interest and a Pecuniary Interest, items requiring a Division and any other item that a Councillor has identified as one they intend to speak on or vote against the recommendation

## **6 PUBLIC FORUM**

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

Any item the subject of the Public Forum will be brought forward and considered after the conclusion of the speakers for that item.

## 7 REPORTS

### City Services Committee

7/08/2024

Item No	CS24.021
Subject	<b>Business Chamber South - Partnership Proposal</b>
Report by	Rani Param, Manager Community Life
File	SF23/6058

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### Summary

Business Chamber South has recently been approved to operate as a regional chamber by Business NSW, expanding its footprint across all Bayside. This will provide Bayside businesses with opportunity to be represented by a business chamber if desired.

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### Officer Recommendation

That Council note the collaboration with Business Chamber South to deliver three networking activities for local businesses across the Bayside Local Government Area.

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### Background

Business Chamber South has recently been approved as a regional chamber in Sydney's south. The Chamber formerly operated as St George Business Chamber and has an established presence in Georges River Council and parts of Bayside's western suburbs.

The board of Business NSW recently approved expansion to cover Georges River and Bayside Council LGAs in response to an expressed need from Bayside businesses.

To support this expansion, the Chamber has sought to collaborate with Bayside Council by way of three events:

1. Mascot Networking – a proposed meet and greet opportunity for locally based businesses in the Botany / Mascot area to network and identify opportunities;
2. Rockdale Networking – as per above, for locally based businesses in the Rockdale area;
3. Business Breakfast – during Small Business Month, featuring a keynote speaker and networking opportunities for Bayside businesses. Venue to be confirmed.

Business Chamber South has also expanded its board to allow additional executives from member businesses in Bayside – two members from Bayside's western suburbs and two members from Bayside's eastern suburbs.

Members from Business Chamber South will provide a short presentation accompanying this item to discuss their plans in more detail, and field any questions from Councillors.

## Financial Implications

- Not applicable
- Included in existing approved budget
- Additional funds required
- 

## Community Strategic Plan

- Theme One – In 2032 Bayside will be a vibrant place
- Theme Two – In 2032 Our people will be connected in a creative City
- Theme Three – In 2032 Bayside will be green, resilient and sustainable
- Theme Four – In 2032 Bayside will be a prosperous community
- 

## Risk Management – Risk Level Rating

- No risk
- Low risk
- Medium risk
- High risk
- Very High risk
- Extreme risk
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## Community Engagement

Not applicable.

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## Attachments

Nil

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## City Services Committee

7/08/2024

Item No CS24.022  
Subject **Community Energy Initiatives - Updates**  
Report by Hong Nguyen, Manager Environment & Resilience  
File F13/150

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### Summary

This report aims to provide an update on Community Energy Initiatives, including Southern Sydney Regional Organisation of Councils (SSROC) community battery project, Ausgrid's community battery project, and the pole-mounted EV charging station trial program.

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### Officer Recommendation

That the report is received and noted.

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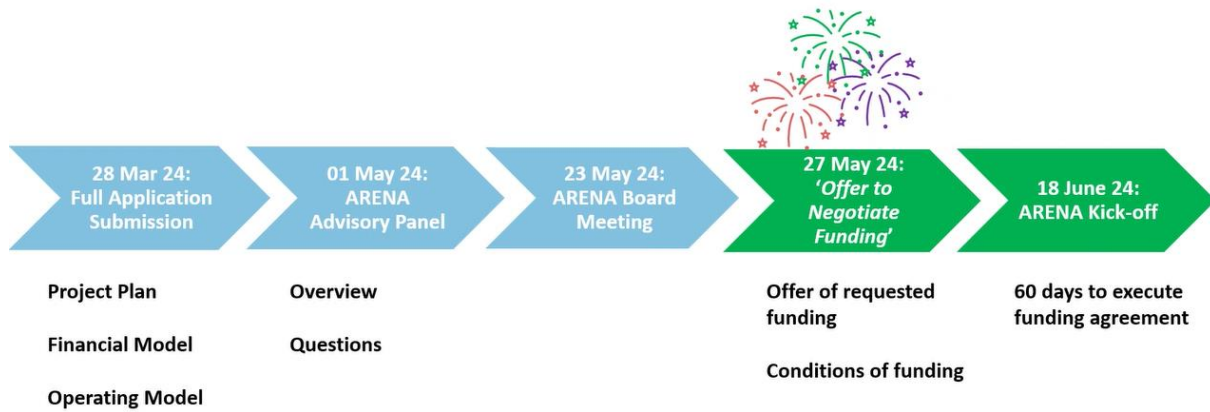
### Background

#### **SSROC Community Battery**

*Southern Sydney Regional Organisation of Councils (SSROC) project:* Community Battery – installation at Angelo Anestis Aquatic Centre and Rockdale Town Hall.

A Memorandum of Understanding was executed between Bayside and ZEN Energy, the council's provider of green electricity, to explore, secure funding, and deploy community batteries across five proposed council owned/managed locations. These included the Bexley Depot, Angelo Anestis Aquatic Centre, Rockdale Townhall and Administration Centre, and Booralee Park. However, subsequent assessments revealed that only the Aquatic Centre and Town Hall were technically viable for this project.

In collaboration with SSROC and ZEN Energy, Council submitted a grant application to the Australian Renewable Energy Agency (ARENA) for the Community Battery Grant. ARENA has since announced the provision of grants for a national community battery network, which will feature ZEN Energy Retail (NSW) as one of the successful applicants.



### Project Update

What are the next steps?

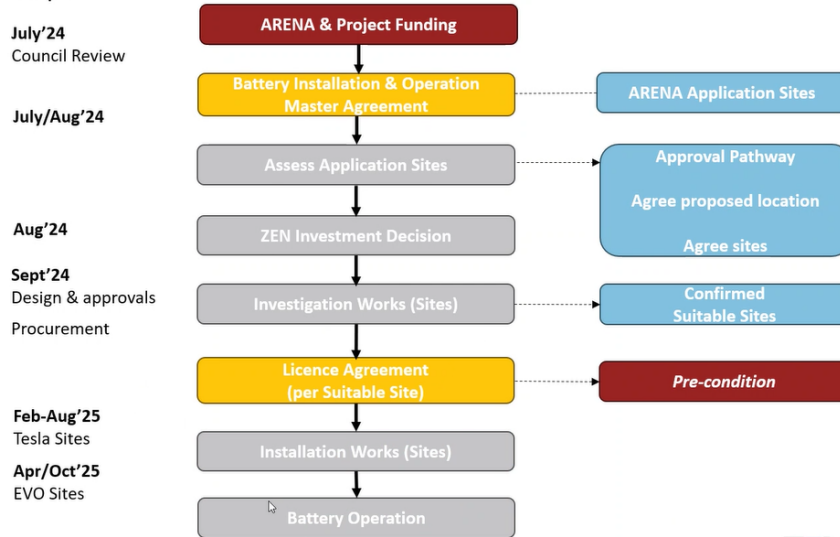


Figure 1: SSROC/ZEN Community Battery Project Updates

### Ausgrid Community Battery at Bexley North project

Ausgrid has been awarded a federal grant for the implementation of a community battery and a pole-mounted electric vehicle (EV) charging station located at St Kilda Street, Bexley North (Figure 2). This initiative is a key component of the ARENA Community Battery program. The inauguration of the community battery and EV charging station took place at Gilchrist Park, Bexley North on Saturday, 29 June 2024.

The event was officiated by Chris Bowen, the Federal Minister for Climate Change and Energy, in the presence of Linda Burney, the Federal Minister for Indigenous Australians, Matt Thistlethwaite, the Federal Member for Kingsford Smith, Penny Sharpe the NSW Minister for Climate Change, as well as the Bayside Mayor, Bill Saravinovski and Councillors.



Figure 2: Community Battery and pole-mounted EV charging station at Gilchrist Park, Bexley North

### ***Electric Vehicle Charging infrastructure***

Bayside has collaborated with Intellihub and Ausgrid to establish a network of seven pole-mounted electric vehicle (EV) charging stations in Bayside (Figure 3).

During the initial six months of the year, from 1 January to 30 June 2024, the community utilized these facilities to charge their EVs a total of 672 times, consuming 11,609 kWh of electricity. The majority of usage was recorded at two charging stations located on Arncliffe Street, Wollri Creek, which represented 76.7% of the total, followed by the Garnet Jackson Reserve station in Botany with 16.2%. The remaining stations, situated on Smith Street Hillsdale and the Boulevard Brighton Le Sands, accounted for a combined 7.1%. The network's expansion continued with the recent addition of stations on Coward St, Mascot, and Shaw St, Bexley North, which were installed on 29 June 2024.



Figure 3: Locations of pole-mounted EV charging stations in Bayside

### ***Update on SSROC Street Lighting Initiative***

Under various agreements with SSROC and Councils, more than 220,000 LED's have been deployed on the Ausgrid street lighting network. As a participant in this program, Bayside has achieved a reduction in the capital and maintenance costs for street lighting across the LGA in the order of \$526,000 over two years.

During a period of relatively high inflation, this is a great outcome for council and strong evidence of the benefits of councils working together on street lighting issues.

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### Financial Implications

- Not applicable  Grant funded
- Included in existing approved budget
- Additional funds required

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### Community Strategic Plan

- Theme One – In 2032 Bayside will be a vibrant place
- Theme Two – In 2032 Our people will be connected in a creative City
- Theme Three – In 2032 Bayside will be green, resilient and sustainable
- Theme Four – In 2032 Bayside will be a prosperous community

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### Risk Management – Risk Level Rating

- No risk
- Low risk
- Medium risk
- High risk
- Very High risk
- Extreme risk

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### Community Engagement

Not Applicable

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### Attachments

Nil



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## City Services Committee

7/08/2024

Item No	CS24.023
Subject	<b>Response to Notice of Motion - Microplastics in the Sydney basin</b>
Report by	Hong Nguyen, Manager Environment & Resilience
File	F24/423

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## Summary

This report is in response to a Notice of Motion submitted at Council's meeting 26 June 2024 by Councillor Douglas:

*That Council refers the issue to SSROC as soon as possible for:*

- 1 Microplastics investigations and reporting throughout the Sydney basin.*
- 2 Information about what has been done in the Sydney basin to address microplastics in the Sydney basin.*
- 3 What could be done by SSROC and other ROCs in the future to address the risks of microplastics, if adequate funding was available.*

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## Officer Recommendation

That the report is received and noted.

## Background

The notice of motion was included in agenda for SSROC's Environment and Sustainability Manager's meeting on 24 July 2024. Representatives of all SSROC's member councils agreed that they would collaborate and as an initial step, provide the information requested by Bayside.

In addition, Georges Riverkeeper and the Cooks River Alliance are preparing regional litter prevention strategies which will include strategies and actions to address microplastics in their catchments.

A update will be provided to Council in November 2024.

## Financial Implications

- Not applicable
- Included in existing approved budget
- Additional funds required
- 

## Community Strategic Plan

- Theme One – In 2032 Bayside will be a vibrant place
- Theme Two – In 2032 Our people will be connected in a creative City
- Theme Three – In 2032 Bayside will be green, resilient and sustainable
- Theme Four – In 2032 Bayside will be a prosperous community
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## Risk Management – Risk Level Rating

- No risk
- Low risk
- Medium risk
- High risk
- Very High risk
- Extreme risk
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## Community Engagement

Not Applicable

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## Attachments

Nil

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## City Services Committee

7/08/2024

Item No	CS24.024
Subject	<b>Response to Notice of Motion - Library Volunteer Program</b>
Report by	Bobbi Mayne, Manager Libraries & Lifestyle
File	F16/122

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### Summary

A Notice of Motion was raised by Councillors Jansyn and Fardell at the June 2024 Council meeting requesting that *Council investigates the re-establishment of a Library Volunteer Program and to undertake desktop research into best practice Library Programs with a report brought back to the relevant Committee in August 2024 outlining options to re-establish and expand a Library Volunteer Program for Bayside.*

Bayside Libraries have a well-established volunteer program in accordance with Councils adopted Volunteering Policy (2018) and procedures. This program has been ongoing since 2018.

Volunteers are regularly engaged to support our library programs and activities including English Classes, JP Service and Tech Savvy Classes. Bayside Libraries also partner with groups and individuals to run lifelong learning and social connection programs in our libraries like Chess, Tai Chi, Yarn Up groups and Knitting Clubs. Student placements from high schools, TAFE and universities and the Duke of Edinburgh program regularly occur in our Libraries. More detail about these is outlined in the report.

Bayside Council's volunteer program aligns with industry best practice. Like many other Council's, Bayside promotes, engages and supports volunteers for a diverse range of activities. However, in accordance with Bayside's Volunteering Policy and supported by the Union and ALIA, volunteers are not used as substitute for functions undertaken by paid employees. The role of volunteers is to compliment the work of Council employees and services provided by Council.

Previous volunteer roles like covering and cataloguing of books is not required in the modern library. Jobs for re-shelvers are occupied by Special Needs employees as part of Council's commitment to a diverse and supportive workforce.

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### Officer Recommendation

That the City Services Committee

- 1 Note the report.
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### Background

A Notice of Motion was submitted to the June 2024 Council meeting by Councillor Jansyn.

The Notice requested that Council reestablish a library volunteer program and undertakes desktop research on best practice volunteer programs.

The Motion was resolved by Councillors Jansyn and Fardell

- 1 That Council investigates the re-establishment of a Library Volunteer Program aimed at enhancing the services offered by the library, facilitating community engagement, and providing valuable volunteer and social opportunities for residents.
- 2 That desktop research is undertaken into best practise Library Volunteer Programs with a report brought back to the relevant Committee in August 2024 outlining options to re-establish and expand a Library Volunteer Program for Bayside.

### **Bayside Council's Current Library Volunteer Program**

Bayside Council promotes, engages and supports a diverse volunteer program in accordance with Councils adopted Volunteering Policy (2018) and procedures.

Volunteers are regularly engaged to support our library programs and activities including;

- English Classes
- Tech Savvy Seniors classes in different languages
- Be Connected technology classes.
- JP service
- Ad hoc craft and other lifelong learning workshops

The Library hosts and supports student placements from high schools, TAFE and universities and the Duke of Edinburgh program.

Bayside Libraries also partners with groups and individuals to run lifelong learning and social connection programs in our libraries e.g. Tai Chi, Chess, Knitting Clubs, Yarn Up Groups. These activities are established and/or facilitated by external community minded volunteers. Council provides the facilities, rooms and promotes the activities for these activities.

During the 2023-24 Financial Year;

- 17 volunteers regularly participated in programs, services and activities in our libraries.
- 3 high school student placements,
- 2 Uni Student placements
- 2 Duke of Edinburgh placements.

Council's Volunteer Program and opportunities are on the Council website see [Volunteering | Bayside Council | NSW](#)

## Best Practice Library Volunteer Program

Bayside Council's volunteer program outlined above aligns with industry best practice.

Like many other Council's, Bayside promotes, engages and supports volunteers for a diverse range of activities.

Below is the desktop benchmarking that occurred through the *Public Library Network Managers Group and websites*.

<b>Council</b>	<b>Programs / Services / Activities</b>	<b>Student Placement</b>	<b>Duke of Ed</b>	<b>Partnerships via provision of facilities and promotion of activities run by external volunteers</b>
Bayside	Yes	Yes	Yes	Yes
Burwood	Yes	No	No	Yes
Ku-ring-gai	JPs only	Yes	Yes	Yes
Randwick	Yes	Yes	Yes	Yes
Inner West	Under review	Yes	Yes	Yes
Sutherland	Hazelhurst Gallery only	Yes	Yes	Yes
Georges River	Yes	Yes	Yes	Yes
Sydney	No	Yes	Yes	Yes
Waverley	Yes	Yes	Yes	Yes
Woollahra	Yes	Yes	Yes	Yes

Our practices are in accordance with Bayside Council's Volunteering Policy and procedures which include appropriate checks are undertaken when engaging volunteers, volunteers are properly onboarded and managed.

Bayside's Volunteering Policy states; *the role of a volunteer is not intended to be a substitute for the functions of Council paid employees. The role of volunteers is to compliment the work of Council employees and services provided by Council.*

The Library does not therefore, use volunteers (apart from Student Placements) for general and specialist library tasks and duties that would otherwise be performed by our paid staff. This is also supported by the Union and the Australian Library and Information Association (ALIA). *ALIA's Statement on voluntary work in library and information services is attached for reference.*

Volunteers do play a vital role in our community and our libraries; however, a significant amount of administrative and staff time and effort is required to engage, onboard, monitor and provide ongoing support for the volunteers. The library is therefore mindful of how many volunteers (and students) to engage at any one time to ensure they are well supported.

Bayside's library team will continue to investigate opportunities to provide meaningful ways for community members of all ages to volunteer their time and skills which is consistent with Bayside's Library Strategy action plan (*Focus Area 1 – People*).

## Financial Implications

Not applicable   
 Included in existing approved budget  <<Enter comment if required or delete>>  
 Additional funds required  <<Enter comment if required or delete>>

## Community Strategic Plan

Theme One – In 2032 Bayside will be a vibrant place   
 Theme Two – In 2032 Our people will be connected in a creative City   
 Theme Three – In 2032 Bayside will be green, resilient and sustainable   
 Theme Four – In 2032 Bayside will be a prosperous community

## Risk Management – Risk Level Rating

No risk   
 Low risk   
 Medium risk   
 High risk   
 Very High risk   
 Extreme risk

## Community Engagement

N/A

## Attachments

ALIA Statement of Voluntary Work in Library and Information Services [↓](#)



## Statement on voluntary work in library and information services

### ALIA objects addressed

To promote and improve the services provided by all kinds of library and information agencies

### Principle

ALIA emphasises that the efficient collection, organisation and dissemination of information requires a highly-trained, paid library and information services workforce with increasingly sophisticated skills.

### Statement

Use of volunteers in library and information services for specific purposes is acceptable but must never compromise the quality of service provision, nor replace paid employment in any way.

Library services can be enhanced by well supported volunteers, and providing volunteers with meaningful community roles is a legitimate function of a public library service.

1. ALIA affirms that volunteers must not replace appropriately trained and paid staff:

I. to compensate for the reduction, or withdrawal of services caused by inadequate staffing establishments, failure to fill vacant posts, or cutbacks in overall library and information services funding; or

II. to establish and maintain library services or outreach programs which would normally be established and maintained by paid library staff.

2. The replacement of trained, paid library staff by volunteers can only lead to a deterioration in the standard and the effectiveness of services, be wasteful of resources and be detrimental to the interests of library users.

3. Management of volunteers in library and information services should be aligned with the organisations strategic aims and include structures that support and value the role of volunteers. This should be based on best practice guidelines\* and include a volunteer policy detailing clear direction on volunteer roles, responsibilities, rights and accountability.

\* Volunteering Australia <https://www.volunteeringaustralia.org/resources/national-standards-and-s...>

*Adopted 2001, Amended 2009, Amended 2017*

