

City Performance Committee

commences at the conclusion of the
City Services Committee meeting
Wednesday 13 August 2025

Venue:
Committee Room, Botany Town Hall
1423 Botany Road, Botany
(Corner of Edward Street and Botany Road, Botany)

Contact Us:

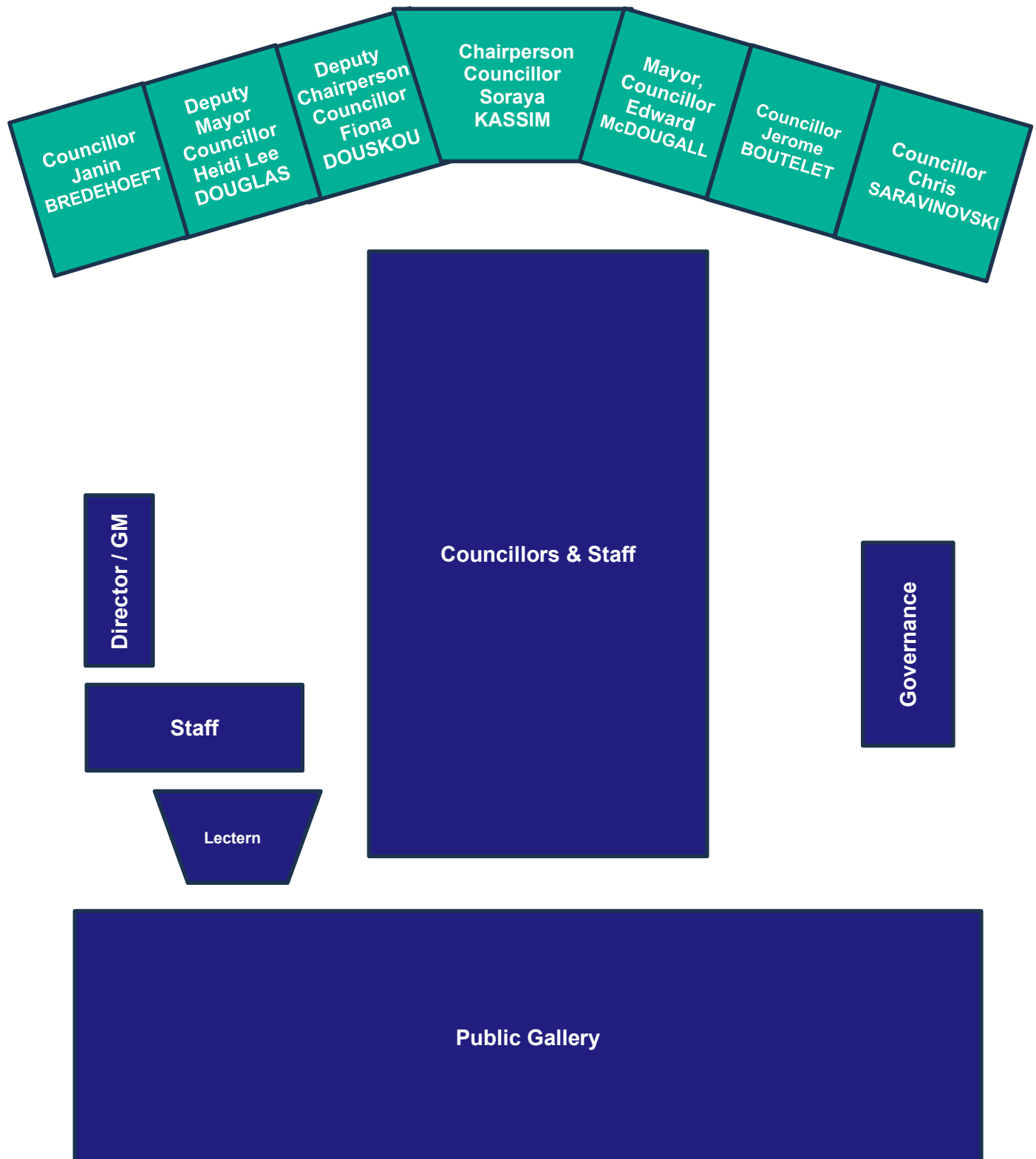
1300 581 299 or 9562 1666

council@bayside.nsw.gov.au

PO Box 21, Rockdale NSW 2216

ABN: 80 690 785 443

City Performance Committee Seating Plan



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 Performance Committee
will be held in the Committee Room, Botany Town Hall
1423 Botany Road, Botany
(Corner of Edward Street and Botany Road, Botany)
on **Wednesday 13 August 2025 commences at the conclusion of the
City Services Committee meeting**

AGENDA

| | | |
|----------|--|-----------|
| 1 | ACKNOWLEDGEMENT OF COUNTRY..... | 5 |
| 2 | APOLOGIES, LEAVE OF ABSENCE & ATTENDANCE VIA AUDIO-VISUAL LINK | 5 |
| 3 | DISCLOSURES OF INTEREST | 5 |
| 4 | MINUTES OF PREVIOUS MEETINGS..... | 6 |
| | 4.1 Minutes of the City Performance Committee Meeting - 9 July 2025..... | 6 |
| 5 | ITEMS BY EXCEPTION | 10 |
| 6 | PUBLIC FORUM | 10 |
| 7 | REPORTS | 11 |
| | CP25.033 Draft Artificial Intelligence (AI) Policy..... | 11 |
| | CP25.034 Customer Experience Statistics | 21 |
| | CP25.035 Tender Report - Sports lighting installation..... | 31 |
| | CP25.036 SSROC - Provision of Road Signs & Traffic Control Equipment SSROC T2025-01 | 49 |
| | CP25.037 2024/25 Budget Carryovers and Revotes..... | 54 |
| | CP25.038 Councillor Expenses & Facilities Policy - Review | 71 |

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 Bidjigal Clan, the traditional owners of the land on which we meet and work and acknowledges the Gadigal people of the Eora Nation. Bayside Council pays respects to Elders past and present.

2 APOLOGIES, LEAVE OF ABSENCE & ATTENDANCE VIA AUDIO-VISUAL LINK

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 Performance Committee

13/08/2025

| | |
|-----------|--|
| Item No | 4.1 |
| Subject | Minutes of the City Performance Committee Meeting - 9 July 2025 |
| Report by | Richard Sheridan, Director City Performance |
| File | SF24/8152 |

Officer Recommendation

That the Minutes of the City Performance Committee meeting held on 9 July 2025 be noted.

Present

Councillor Chris Saravinovski, Acting Chairperson
Councillor Janin Bredehoeft (via audio-visual link)
Councillor Jerome Boutelet (via audio-visual link)
Councillor Liz Barlow (via audio-visual link)

Also present

Meredith Wallace, General Manager
Helen Tola, Acting Director City Performance
Anne Suann, Governance Officer
Linda Hackett, Governance Officer
Wolfgang Gill, IT Service Management Officer

Note: In the absence of the Chairperson and Deputy Chairperson for this meeting, the Committee members resolved to elect a substitute Chairperson as the first item of business at the commencement of the meeting.

Procedural Motion

Committee Recommendation

Moved by Councillors Boutelet and Bredehoeft

That Councillor Saravinovski be nominated as acting Chairperson for this meeting.

The Acting Chairperson opened the meeting in the Committee Room, Botany Town Hall at 6:58pm.

1 Acknowledgement of Country

The acting Chairperson affirmed that Bayside Council acknowledges the Bidjigal Clan, the traditional owners of the land on which we meet and work and acknowledges the Gadigal people of the Eora Nation. Bayside Council pays respects to Elders past and present.

2 Apologies, Leave of Absence & Attendance Via Audio-Visual Link

Apologies

Moved by Councillors Bredehoeft and Saravinovski

That the apology from Council McDougall and Douskou be received and leave of absence granted.

Leave of Absence

Councillors Douglas and Kassim had previously requested leave of absence which was approved at the Council Meeting on 25 June 2025.

Attendance Via Audio-Visual Link

Moved by Councillors Saravinovski and Bredehoeft

That Councillors Boutelet, Bredehoeft and Barlow's attendance at tonight's meeting via audio-visual link be granted.

Attendance of Alternate Committee Members

Moved by Councillors Boutelet and Bredehoeft

That the attendance of Councillor Barlow as an alternate Committee Member at tonight's meeting be granted in order to achieve a quorum.

3 Disclosures of Interest

There were no disclosures of interest.

4 Minutes of Previous Meetings

[4.1 Minutes of the City Performance Committee Meeting - 11 June 2025](#)

Committee Recommendation

Moved by Councillors Bredehoeft and Saravinovski

That the Minutes of the City Performance Committee meeting held on 11 June 2025 be noted.

4.2 Business Arising

The Committee notes that the Minutes of the City Performance Committee of Wednesday 11 June 2025 were received, and the recommendations therein were adopted by the Council at its meeting of 25 June 2025.

5 Items by Exception

There were no Items by Exception.

6 Public Forum

There were no speakers for Public Forum.

7 Reports

CP25.031 Code of Conduct, Code of Conduct Procedures, Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors

Note: A presentation was given by Helen Tola, Acting Director City Presentation.

Committee Recommendation

Moved by Councillors Bredehoeft and Saravinovski

That the Committee:

- 1 Recommends that Bayside Code of Conduct and Code of Conduct for Council Committee Members, Delegates of Council and Council advisors (Attachment 1 and Attachment 2) to this report be reconfirmed and adopted.
- 2 That the Bayside's Code of Conduct Procedures (Attachment 3) to this report be reconfirmed and adopted.
- 3 That the Bayside Gifts & Benefits Policy (Attachment 4) to this report be reconfirmed and adopted.

CP25.032 Review of Organisational Structure

Note: Presentation was given by Meredith Wallace, General Manager.

Committee Recommendation

Moved by Councillors Saravinovski and Boutelet

- 1 That Council notes that the current four departmental structure provides the appropriate level of senior management and span of control for Bayside, which is categorised as a large metropolitan council.
- 2 That Council notes that the broad responsibilities under each department remain unchanged with the minor realignment of Transport Planning to Traffic and Transport (both within the City Futures Department) and Environment and Contamination from City Futures to City Life, to join the Environment and Resilience Team.
- 3 That Council notes that Business Transformation, Communications & Engagement, Events, Art & Design, City Projects, the Office of the Mayor and the Office of the General Manager continue to report directly to the General Manager.

The next meeting will be held in the Committee Room, Botany Town Hall on Wednesday, 13 August 2025.

The Chairperson closed the meeting at 7:11pm.

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 Performance Committee

13/08/2025

| | |
|-----------|--|
| Item No | CP25.033 |
| Subject | Draft Artificial Intelligence (AI) Policy |
| Report by | Meredith Wallace, General Manager |
| File | SF24/8186 |

Summary

Artificial Intelligence (AI) presents transformative potential to enhance Council's operations and services to the Community.

The purpose of this report is to present Draft Artificial Intelligence (AI) Policy which outlines Council's commitment to responsible AI use to ensure ethical principles are upheld, AI risks are managed, and compliance to emerging regulation is achieved.

Internal review of the policy has taken place by the Executive, and the Draft Policy is now presented for consideration by the City Performance Committee.

Subject to feedback, it is recommended that the Draft Policy be placed on public exhibition for a period of 28 days.

Officer Recommendation

- 1 That Council recommends that Council, at its Ordinary Council Meeting of 27 August 2025, endorses the Draft Artificial Intelligence (AI) Policy (Attachment 1) for the purpose of public exhibition for a period of 28 days.
 - 2 That Council authorises the General Manager to approve any minor editorial changes prior to public exhibition.
 - 3 That Council notes that a further report will be presented to the City Performance Committee following the public exhibition period, detailing submissions received.
-

Background

Artificial Intelligence (AI) presents transformative potential to enhance Council's operations and services to the Community. AI tools can produce a wide range of content - including text, images, audio, and synthetic data - which can support efficiency and innovation across services. With the adoption of AI, there is a need for formal governance to manage the associated risks that could potentially undermine public trust.

The Draft Artificial Intelligence (AI) Policy outlines Council's commitment to responsible AI use to ensure ethical principles are upheld, AI risks are managed, and compliance to emerging regulation is achieved.

The Draft Policy is designed to:

- Demystify AI for Bayside Council technical project managers, AI system users and AI System owners
- Authorise the use of AI while providing guidance on best practice and risks
- Encourage innovative approaches to service delivery and decision-making
- Build understanding and capability across Council.

In preparing this Draft Policy, Council has adopted the NSW AI Assessment Framework (AIAF), designed to ensure that AI systems are developed and deployed responsibly and ethically, meeting predetermined standards. Further the framework also ensures application of a rigorous assurance process against each of the five Mandatory Ethical Principles for the use of AI:

- Community benefit: AI will deliver the best outcome for the citizen, and key insights into decision-making
- Fairness: Use of AI will include safeguards to manage data bias or data quality risks
- Privacy and Security: Data used for all AI solutions will be used safely and securely, and in a way that is consistent with privacy, data sharing and information access requirements.
- Transparency: Council will ensure appropriate disclosure of AI use. A public facing review mechanism is available to ensure the Community can question and challenge AI-based outcomes.
- Accountability: AI-based functions and decisions will always be subject to human review and intervention.

Under the leadership of the Executive, an action plan will be developed with timelines monitored at an operational level and develop supporting procedures and learning materials for staff and Council officials.

Attachment 1 presents the Draft Artificial Intelligence (AI) Policy.

Subject to consideration, it is proposed that the Draft Artificial Intelligence (AI) Policy be placed on public exhibition for a period of 28 days and that a further report be prepared post exhibition for consideration by Council.

Financial Implications

- | | |
|--------------------------------------|-------------------------------------|
| Not applicable | <input checked="" type="checkbox"/> |
| Included in existing approved budget | <input type="checkbox"/> |
| Additional funds required | <input type="checkbox"/> |

Community Strategic Plan

- | | |
|--|-------------------------------------|
| Theme One – In 2035 Bayside will be a vibrant and liveable place | <input type="checkbox"/> |
| Theme Two – In 2035 our Bayside community will be connected and feel that they belong | <input checked="" type="checkbox"/> |
| Theme Three – In 2035 Bayside will be green, resilient and sustainable | <input type="checkbox"/> |
| Theme Four – In 2035 Bayside will be financially sustainable and support a dynamic local economy | <input checked="" type="checkbox"/> |

Risk Management – Risk Level Rating

- | | |
|----------------|-------------------------------------|
| No risk | <input type="checkbox"/> |
| Low risk | <input type="checkbox"/> |
| Medium risk | <input checked="" type="checkbox"/> |
| High risk | <input type="checkbox"/> |
| Very High risk | <input type="checkbox"/> |
| Extreme risk | <input type="checkbox"/> |

Community Engagement

Internal consultation has occurred between the General Manager, the Executive Committee and Project Control Group (PCG) members including Manager Business Transformation, Manager Communications & Engagement, Chief Information Officer, Lead Cyber Security, Manager Governance & Risk, Manager Customer Experience, Lead Business Innovation, Senior Business Innovation Analyst, Lead Organisational Development in the preparation of the Policy and this report.

Additionally external consultants Revium were engaged in the initial development of the Policy.

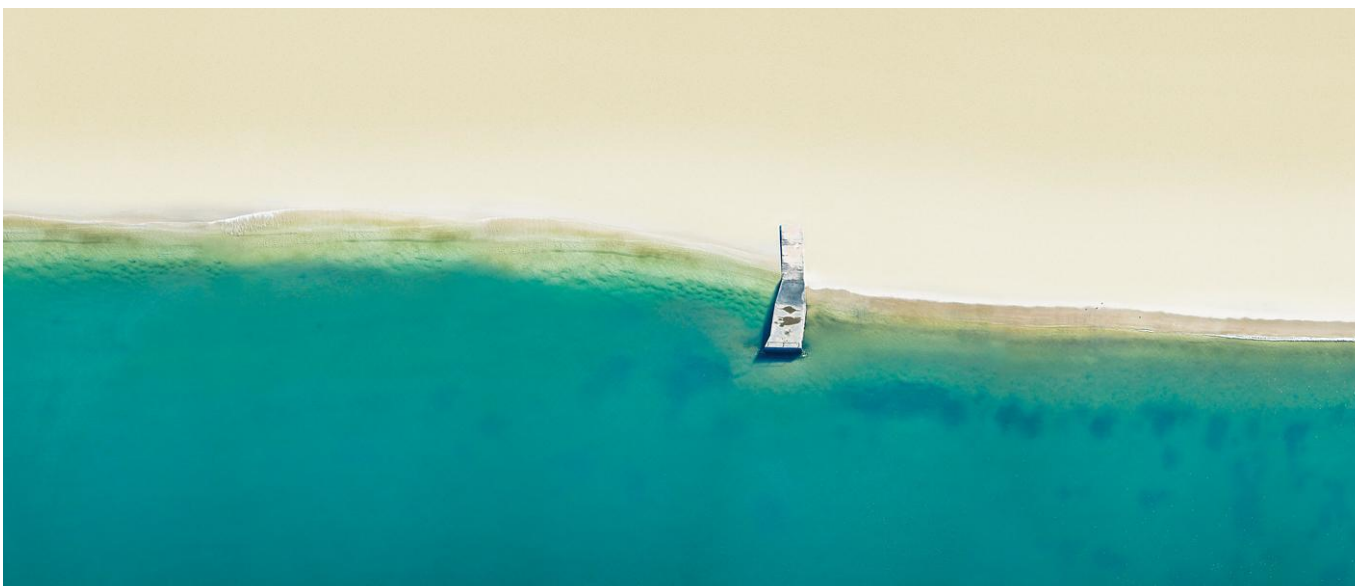
Attachments

- 1 [DRAFT Artificial Intelligence \(AI\) Policy](#)



Artificial Intelligence (AI) Policy

July 2025



DRAFT

© Bayside Council

File: TBA Document: TBA
Policy Register: TBA Policy No.: TBA
Class of document: Administrative Policy

Enquiries: Manager Business Transformation



Telephone Interpreter Services - 131 450 Τηλεφωνικές Υπηρεσίες Διερμηνέων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за преведување по телефон

DRAFT Artificial Intelligence (AI) Policy v5.0

2

Contents

| | | |
|----------|---|----------|
| 1 | Introduction | 4 |
| 1.1 | Policy Statement | 4 |
| 1.2 | Definitions | 4 |
| 1.3 | Purpose..... | 5 |
| 1.4 | Scope of Policy | 5 |
| 1.5 | Risk Management | 5 |
| 1.6 | Continuous Learning | 5 |
| 1.7 | Acceptable Use & Approved AI Tools..... | 6 |
| 1.8 | Policy Responsibilities..... | 6 |
| 2 | Related Resources | 6 |
| 2.1 | Policies:..... | 6 |
| 2.2 | Legislation & Frameworks: | 6 |
| 3 | Document Control | 7 |
| 3.1 | Review | 7 |
| 3.2 | Version history | 7 |

1 Introduction

1.1 Policy Statement

Council recognises the transformative potential of AI to enhance its operations and services to the Community. Council will leverage the significant potential of AI to deliver better customer outcomes, and make better decisions, for the Community.

1.2 Definitions

| TERM | DEFINITION |
|---|--|
| Council | Bayside Council |
| Community | Bayside Council NSW residents and visitors that interact with Council services. |
| Employee | All temporary, casual and permanent staff, students or any other person who provides services on a paid or voluntary basis to Council. |
| User | All people who access or use Council IT Systems. |
| IT System | Any information technology or telephony service, system or device owned or used for any Council purposes or otherwise managed by Council. This includes office Wi-Fi and cabled networks, cloud applications, and those not managed by Council Information Technology Department. |
| Artificial Intelligence (AI) | AI is the ability of a computer system to perform tasks that would normally require human intelligence, such as learning, reasoning, and making decisions. AI systems are designed to operate with varying levels of autonomy. |
| AI System | Any IT system, software, hardware, application, tool, or utility that operates in whole or in part using AI. |
| Acceptable Use | Computer systems, equipment, devices, networks and communications systems are used responsibly, effectively, safely, ethically and lawfully for the purposes of performing business activities on behalf of and for the benefit of the Council and community. |
| NSW AI Assessment Framework (Digital NSW) | Developed by Digital NSW, the framework assists agencies in designing, building and using AI-enabled products. The framework ensures safe and responsible use of AI including AI governance and oversight, risk management and mitigation, ethics, capability and capacity building, and continuous improvement. |
| Council Official | Councillors, Contractors, Council committee members, volunteers and others who fulfil responsibilities on behalf of Council. |

1.3 Purpose

This Policy outlines Council's commitment to responsible AI use to ensure ethical considerations are upheld, AI risks are managed, and compliance to best practice and emerging regulation is achieved.

The Artificial Intelligence (AI) Policy is designed to:

- demystify AI for Bayside Council technical project managers, AI system users and AI System owners
- authorise the use of AI while providing guidance on best practice and risks
- encourage innovative approaches to service delivery and decision-making
- build understanding and capability across Council

1.4 Scope of Policy

This policy applies to all Bayside Council employees and Council Officials.

1.5 Risk Management

Council has adopted the NSW AI Assessment Framework (AIAF), designed to ensure that AI systems are developed and deployed responsibly and ethically, meeting predetermined standards and achieving their intended goals.

This framework enables Council to evaluate the risk associated with each AI system and understand the required mitigations. It also ensures the application of a rigorous assurance process against each of the following five Mandatory Ethical Principles for the use of AI:

- **Community benefit:** AI will deliver the best outcome for the citizen, and key insights into decision-making
- **Fairness:** Use of AI will include safeguards to manage data bias or data quality risks
- **Privacy and Security:** Data used for all AI solutions will be used safely and securely, and in a way that is consistent with privacy, data sharing and information access requirements.
- **Transparency:** Council will ensure appropriate disclosure of AI use. A public facing review mechanism is available to ensure the Community can question and challenge AI-based outcomes.
- **Accountability:** AI-based functions and decisions will always be subject to human review and intervention.

The AIAF is applied proactively throughout the lifecycle of every AI system that is used by Council to ensure appropriate levels of characteristics of the five ethical principles has been achieved and maintained.

1.6 Continuous Learning

As the technological and regulatory environment around AI rapidly evolves, Council aims to foster a culture of openness, flexibility, and ongoing dialogue. Engagement with

DRAFT Artificial Intelligence (AI) Policy v5.0

partners, stakeholders, and the community will support the development of shared understanding and a collective approach to responsible AI.

1.7 Acceptable Use & Approved AI Tools

Council is dedicated to ensuring AI technologies are used responsibly and in ways that respect community values.

To uphold this commitment, the AI Resources Hub, a centralised AI knowledge base, is available to all employees and provides:

- A register of approved and banned AI Tools
- A register of acceptable and unacceptable AI use cases
- A register of available AI Training
- The AI Assessment Framework guides, processes and procedures
- AI reporting and support mechanisms

Relevant AI resources and training is available to Council Officials through the Councillor Portal

The AI Resources Hub will continue to be developed and improve as AI evolves, laws and regulations emerge, and more use cases and risks are identified.

1.8 Policy Responsibilities

- The General Manager has the overall responsibility for the Policy
- The Manager Business Transformation is responsible for the administration of the Policy
- All Council Employees and Council Officials are responsible for ensuring personal compliance with this policy and related standards and procedures

2 Related Resources

2.1 Policies:

- Data Breach Policy
- Cyber Security Policy
- Procurement Policy and Procedure
- Technology Acceptable Use Policy
- Workplace Surveillance Policy
- Statement of Business Ethics

2.2 Legislation & Frameworks:

- Local Government Act 1993
- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- State Records Act 1988
- NSW AI Assessment Framework (Digital NSW)

3 Document Control

3.1 Review

This policy will be reviewed every 12 months or more frequently in the event of any material changes in circumstances.

The General Manager may approve non-significant and/or minor editorial amendments to this document that do not change the policy substance.

3.2 Version history

| Version | Release Date | Author | Reason for Change |
|---------|--------------|-----------------------|--|
| 1.0 | 23/01/2025 | Danijel Andric | New document |
| 1.5 | 06/05/2025 | Ana Petreska (Revium) | Revium engaged as external vendor to assist with finalising the AI Acceptable Use Policy. First draft with skeleton outline of sections (not fleshed out). |
| 2.0 | 26/05/2025 | Ana Petreska (Revium) | Updates to document based on group feedback. |
| 3.0 | 13/06/2025 | Aryan Shrestha | Minor wording and Roles and Responsibilities updates. Remove the background section. |
| 4.0 | 09/07/2025 | Georgie O'Neill | Significant amendments to align with feedback from Executive Committee. All procedural content has been removed and will be in the AI Resources Hub |

City Performance Committee

13/08/2025

| | |
|-----------|---|
| Item No | CP25.034 |
| Subject | Customer Experience Statistics |
| Report by | Richard Sheridan, Director City Performance |
| File | SF24/4076 |

Summary

Customer Experience and Web Site operational statistics will be presented at the Committee. The presentation will focus on the trends year on year from June 2025.

Officer Recommendation

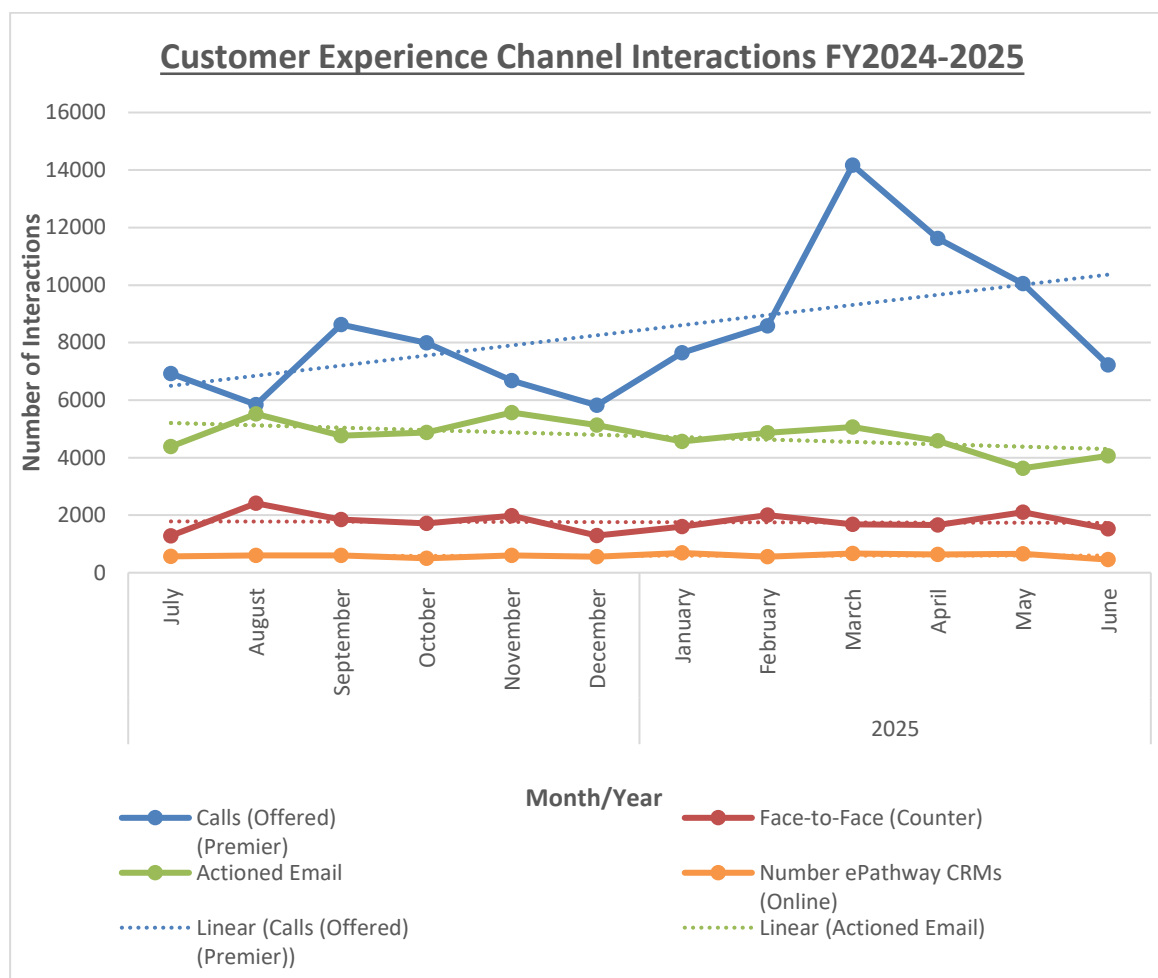
That Council notes the Customer Experience operating statistics as presented.

Background

Customer Experience statistic reporting provides valuable insights into our customer behaviours and preferences and the performance of our Customer Experience team and teams across the organisation.

The full year trend was a 10% increase in Customer Interaction; it can be noted that Q4 June 2025 has seen a reduction following the end of the new roll out of Waste. The trend year on year has seen an increase in Phone Calls to Council now at 55% total interactions (up from 49%) and a reduction in email now 31% (previously 39%).

The Customer Experience team has access to three new automations relating to Knowledge Base internal chat bot, email classifications using co-pilot studio and a new telephone quality assurance program. We are continually looking to improve interactions with the Bayside Community.



Our Online Services and Report It pages have been updated so they are easier to use and navigate. This has made the whole process of reporting issues to Council a lot simpler.

The Web Site statics report on the activity and engagement with council websites highlighting the traffic, the reach, favourite content and volumes to page reviews by category.

Financial Implications

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

Community Strategic Plan

- | | |
|--|-------------------------------------|
| Theme One – In 2035 Bayside will be a vibrant and liveable place | <input type="checkbox"/> |
| Theme Two – In 2035 our Bayside community will be connected and feel that they belong | <input type="checkbox"/> |
| Theme Three – In 2035 Bayside will be green, resilient and sustainable | <input type="checkbox"/> |
| Theme Four – In 2035 Bayside will be financially sustainable and support a dynamic local economy | <input checked="" type="checkbox"/> |
-

Risk Management – Risk Level Rating

- | | |
|----------------|-------------------------------------|
| No risk | <input checked="" type="checkbox"/> |
| Low risk | <input type="checkbox"/> |
| Medium risk | <input type="checkbox"/> |
| High risk | <input type="checkbox"/> |
| Very High risk | <input type="checkbox"/> |
| Extreme risk | <input type="checkbox"/> |
-

Community Engagement

Not applicable

Attachments

- 1 [↓](#) Workshop Quarterly Stats Q4 (presented Aug)

Customer Experience Quarterly Stats

City Performance Committee

Wednesday August 2025



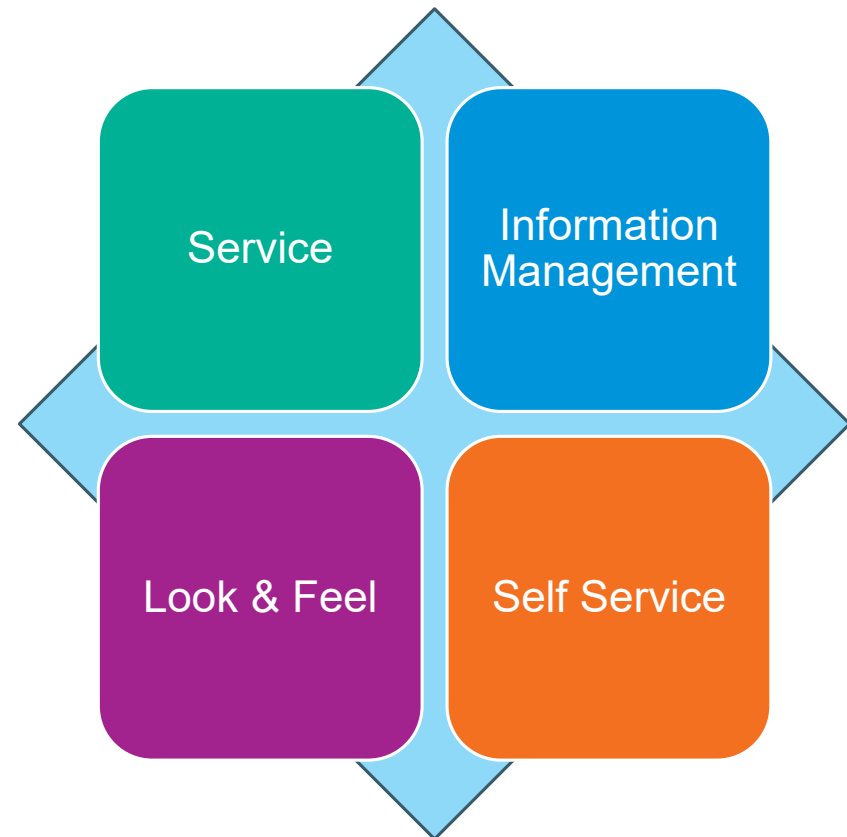
Information Session Overview



- ▶ Customer Experience Principles
- ▶ Quarterly Data
- ▶ Year to Date Data
- ▶ Website Trends

Customer Experience Principles

- We are committed to providing exceptional customer service to customers every time they interact with Council



Quality Customer Service



Address the enquiry

With the correct information

At the first point of contact

With the next steps explained

By helpful and friendly staff

Be updated with the progress of their request

Customer Interaction Data – Q4



| Activity | QTR 4 | QTR 3 | Variance (%) |
|--|--------|--------|--------------|
| Number of Calls | 28,888 | 30,393 | (5)% |
| Average Call Time (min:sec) | 5:55 | 5:38 | 5% |
| Addressed at first contact (target 70%) | 91.98% | 89.57% | 2.7% |
| Counter Visits | 5,279 | 5,285 | 0% |
| Emails | 12,280 | 14,489 | -15% |
| Applications digital | 451 | 468 | -4% |
| Applications paper | 424 | 413 | 3% |
| Total Transactions | 47,322 | 51,048 | (9)% |



Customer Interaction Data – July to June YTD

| Activity | YTD QTR4 FY 25 | YTD QTR4 FY 24 | Qty | Variance (%) |
|--|-------------------|-------------------|---------------|-----------------|
| Number of Calls | 101,131 | 79,531 | 21,600 | 27% |
| Average Call Time (min:sec) | 5:39 | 5:58 | 0:10 | 3% |
| Addressed at first contact (target 70%) * | 87.17% | 80.29% | 5.10% | 6.4% |
| Counter Visits | 21,095 | 17,996 | 3,099 | 17% |
| Emails | 57,029 | 63,007 | (5,978) | -9% |
| Applications digital | 1,808 | 889 | 919 | 103% |
| Applications paper ** | 1,694 | 1,565 | 129 | 8% |
| Total Transactions | 182,757 | 162,988 | 19,769 | 12% |

Website – Content Performance March 2025



| Website Insights | | |
|------------------|---------|-----------|
| Activity | June | Qtr |
| Total Views | 107,382 | 377,244 |
| Users | 36,481 | 127,511 |
| Engagement Time | 51s | 51s |
| Events | 5,279 | 1,122,050 |

| Top Pages | | | | | |
|---------------------|--------|--------------|-------|----------------|-------|
| Home Page | 16,722 | Pay My Rates | 4,096 | Waste Services | 3,493 |
| Waste and Recycling | 6,354 | Careers | 4,035 | What On | 2,961 |
| Search | 4,904 | Contact Us | 3,638 | Wet Weather | 2,086 |

City Performance Committee

13/08/2025

| | |
|-----------|---|
| Item No | CP25.035 |
| Subject | Tender Report - Sports lighting installation |
| Report by | Meredith Wallace, General Manager |
| File | SF25/4259 |

Summary

The CPP 25/26 includes the AS Tanner Reserve and Scarborough Park East sports field lighting upgrade projects. The project will address the lack of adequate sports lighting within both parks for nighttime training use.

An open Request for Tender (RFT) for construction was posted on Vendor Panel on 30 May 2025 and closed on 23 June 2025. Five submissions were received.

Based upon the assessment criteria, the Evaluation Panel recommends the acceptance of the tender from Havencord Pty Ltd (trading as Floodlighting Australia). The works are scheduled to commence in September 2025, with overall completion scheduled for December 2025, weather permitting.

Based on the prices received during the tendering process, additional funding is required to undertake the project.

This report provides a summary of the Tender process and recommendation.

A presentation will be given on the outcomes of the Tender, including overview of the budget for the construction works.

The **Confidential Attachments** provide details of the RFT Submission.

Officer Recommendation

- 1 That the attachment/s to this report be withheld from the press and public as they are confidential for the following reason:

With reference to Section 10(A) (2) (c) of the Local Government Act 1993, the attachment relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. It is considered that if the matter were discussed in an open meeting it would, on balance, be contrary to the public interest due to the issue it deals with.

- 2 That in accordance with Regulation 178 (1) (a) of the Local Government (General) Regulation 2021, Council accepts the RFT Submission from Havencord Pty Ltd (trading as Floodlighting Australia) for the Sports lighting installation in AS Tanner Reserve and Scarborough Park East, Monterey at a lump sum price of \$369,000 exclusive of GST subject to agreement by both parties to contract conditions.

- 3 That additional funding of \$25,000 is allocated from the infrastructure levy reserve to proceed to construction, based on the outcome of the Tender assessment for AS Tanner Reserve.
- 4 That additional funding of \$200,000 is allocated from the infrastructure levy reserve to proceed to construction, based on the outcome of the Tender assessment for Scarborough Park East.

Background and Scope of Tender

Project Scope

The project involves removing existing light poles and installing new compliant poles integrated with Council's Cloudmaster lighting control system at AS Tanner Reserve and Scarborough Park East sports fields.

City Projects engaged an electrical design consultant to design the lighting to provide illumination for night training purposes. Geotechnical investigations were also undertaken to determine the required structural footings.

The design is fully compliant with Australian Standards, including AS2560 for sporting fields and AS4282 for obtrusive lighting compliance for neighbouring properties at both parks.

The works at both sites have been assessed and approved under Part 5 of the NSW State Environmental Planning and Assessment Act 1979 (EP&A Act).

The Process

The request for Tender (RFT) was advertised on VendorPanel 30 May 2025, inviting an open tender to undertake the works. The closing date for submissions was 23 June 2025 at 7pm.

Tender Submission Received

Five submissions were received as follows (in alphabetical order):

| Company | Company Director / Representative | Location & Postcode |
|---|---|----------------------|
| EC Operations Power Pty Ltd (trading as EC Power) | Bartek Kacperski Christopher Kacperski | Silverwater NSW 2128 |
| Havencord Pty Ltd (trading as Floodlighting Australia) | Paul Conner | Back Forest NSW 2535 |
| Just Flow Electrical services | James Roberts | Villawood NSW 2163 |
| Pedwards Group Pty Ltd | Patrick Edwards Daniel Glossop | Kirrawee NSW 2232 |
| Rees Electrical Pty Ltd (trading as REES Sports lighting) | John Hellyar | Hornsby NSW 2077 |

The recommended tenderers Directors listed in their tender submission have been verified against an external provider.

Late Tenders

No late Tenders were received for this project.

Tender Assessment Methodology

The process utilised to assess and score the tender submissions is outlined in the Confidential Attachment to this report.

A comprehensive assessment of the Submissions was undertaken by the Tender Evaluation Panel (TEP). The assessment process was completed in accordance with the Local Government Act 1993 and Local Government (General) Regulation 2021 and based upon the Request For Tender (RFT) evaluation criteria as outlined in the RFT documentation, and in line with the Conditions of Tendering.

The TEP established a 50:50 weighting for price and non-price criteria, respectively. The emphasis on price (50%) ensures financial efficiency is maintained, while the non-price criteria (50%) allow for a comprehensive assessment of the contractors' ability to deliver the project to Councils required standards and expectations.

Tender Recommendation

The Tender submitted by Havencord Pty Ltd (trading as Floodlighting Australia) was comprehensive and demonstrating a strong understanding of the project. Their response represents good value for money based on the evaluation matrix scoring under the criteria:

- Non price criteria – Construction methodology, works program for delivery and Capabilities, capacity and experience
- Price offered, including inclusions and exclusions

Based upon the assessment criteria, the Tender Evaluation Panel recommends acceptance of the tender from Havencord Pty Ltd (trading as Floodlighting Australia) of \$369,000, exclusive of GST.

Proposed Program

The timeline of the project is stepped out below:

- Report to City Performance Committee: 13 August 2025
- Report to Council: 28 August 2025
- Contractor engaged: September 2025
- Commencement on site: September 2025
- Project Completion (incl. testing and commissioning): December 2025 (weather permitting)

Tender Report Checklist

| | |
|---|-------------------------------------|
| Background information on the calling of tenders including history of decision to go to tender | <input checked="" type="checkbox"/> |
| Ensure Tender was publicly advertised for at least 21 day and was advertised on Councils Web Page and Vendor Panel | <input checked="" type="checkbox"/> |
| All respondents listed in the report | <input checked="" type="checkbox"/> |
| List any Late Tenders in the report | <input checked="" type="checkbox"/> |
| List any tenderers that did not conform and were not evaluated | <input checked="" type="checkbox"/> |
| Detail RFT Assessment Methodology – Weighted ratios of price vs non price | <input checked="" type="checkbox"/> |
| Evaluation Plan established and signed off by committee with appropriate weightings prior to the tender close date and time | <input checked="" type="checkbox"/> |
| Tender opening committee sign off and tenders received advertised on Council web page | <input checked="" type="checkbox"/> |
| Conclusion and recommendation based on analysis of assessment criteria results | <input checked="" type="checkbox"/> |
| If recommendation is not to accept any tender, the reasons for that recommendation | <input type="checkbox"/> |
| Full Confidential Report attached to the report and PowerPoint presentation for Council | <input checked="" type="checkbox"/> |

Financial Implications

| | | |
|--------------------------------------|-------------------------------------|--|
| Not applicable | <input type="checkbox"/> | |
| Included in existing approved budget | <input type="checkbox"/> | |
| Additional funds required | <input checked="" type="checkbox"/> | Additional funding is sought for the following amounts: AS Tanner Reserve - \$25,000 Scarborough Park East - \$200,000 |

Community Strategic Plan

| | |
|--|-------------------------------------|
| Theme One – In 2035 Bayside will be a vibrant and liveable place | <input type="checkbox"/> |
| Theme Two – In 2035 our Bayside community will be connected and feel that they belong | <input checked="" type="checkbox"/> |
| Theme Three – In 2035 Bayside will be green, resilient and sustainable | <input type="checkbox"/> |
| Theme Four – In 2035 Bayside will be financially sustainable and support a dynamic local economy | <input type="checkbox"/> |

Risk Management – Risk Level Rating

| | |
|----------------|-------------------------------------|
| No risk | <input type="checkbox"/> |
| Low risk | <input type="checkbox"/> |
| Medium risk | <input checked="" type="checkbox"/> |
| High risk | <input type="checkbox"/> |
| Very High risk | <input type="checkbox"/> |
| Extreme risk | <input type="checkbox"/> |

Community Engagement

Informal stakeholder engagement of project progress has been undertaken with Council's Sport and Recreation team during the development of the design.

A letterbox drop occurred during the design stage of the project regarding Geotechnical investigation work, for the future construction of sports field lighting. Another letterbox drop has occurred at the completion of the lighting design, providing the local community with a project update. The project has been generally well received by the community.

Once an expected commencement date is known for construction works, residents will be notified via letter box drop.

Accompanying notice boards are to be installed at both sites and the Council's project page is to be updated.

Attachments

- 1 Confidential supporting document - Tender AS Tanner Reserve Scarborough Park East (confidential) (confidential)
- 2 [↓](#) AS Tanner Reserve Scarborough Park East - City Performance presentation



AS Tanner Reserve & Scarborough Park East - Sports field lighting upgrade Tender update

City Performance Committee Presentation – 13 August 2025



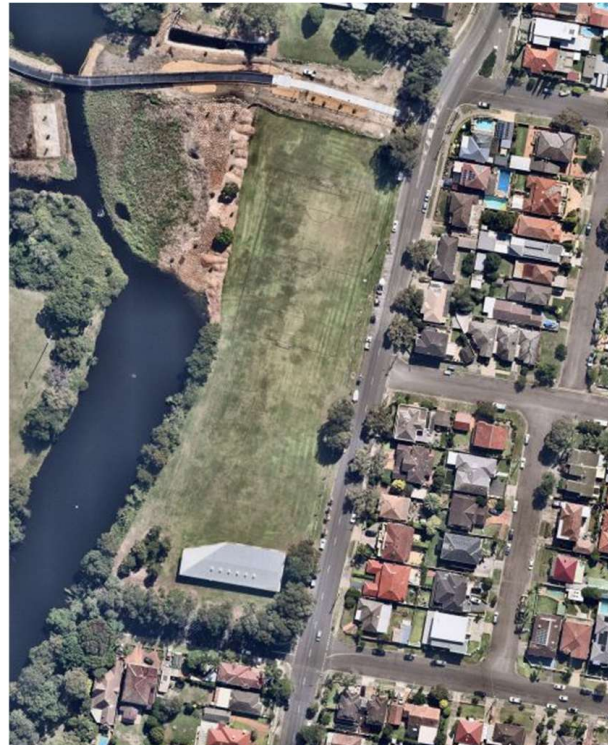


Project Scope

- Works involve removing existing light poles and installing new compliant poles integrated with Council's Cloudmaster lighting control system, ensuring both sites are suitable for training purposes.
- An electrical design consultant was engaged to develop detailed designs for both reserves.
- The design adheres to Australian Standards, including AS2560 for illumination levels suitable for training use of and AS4282 for minimising obtrusive lighting for nearby properties.
- The works at both sites have been assessed and approved under Part 5 of the EP&AA Act.



Location plan – AS Tanner Reserve



Existing lighting – AS Tanner Reserve



- AS Tanner Reserve currently has two lighting towers, resulting in inadequate lighting for sporting groups during nighttime use.
- The south-eastern lighting tower is partially obstructed by a tree.



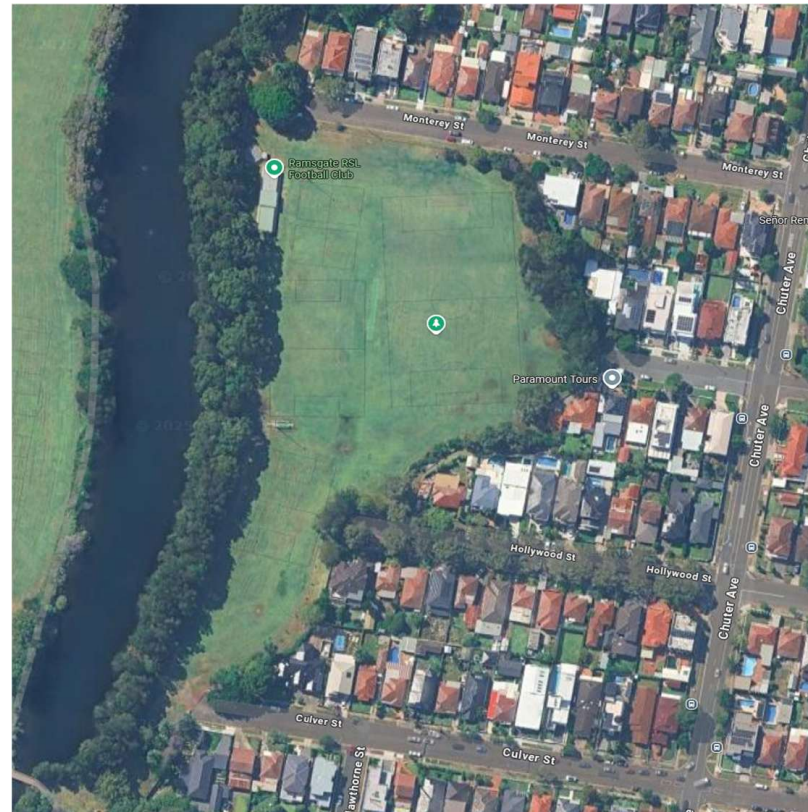
Proposed lighting – AS Tanner Reserve



- The two existing lighting poles will be removed
- Construction will include a total of 4 new 12m high lighting towers equipped with 50 lux lights compliant with standards for night-time training.
- The new lighting towers will be integrated into Council's Cloudmaster lighting control system



Location Plan – Scarborough Park East



Existing Lighting – Scarborough Park East



- Scarborough Park East currently has two lighting towers resulting in poor illumination for sporting groups during night-time use.
- Due to the inadequate lighting, sporting groups are training directly beneath the existing towers, leading to concentrated wear and surface damage.



Proposed Lighting – Scarborough Park East



- The two existing light poles will be removed
- Construction will include a total of six new lighting towers each 18m high and equipped with 50 lux lighting, compliant with standards for night-time training.
- The new lighting towers will be integrated with Council's Cloudmaster lighting control system.



Tender Outcomes



The tender for the installation of sports field lighting at Scarborough Park East and AS Tanner Reserve was opened on Vendor Panel on 30 May 2025 and closed on 23 June 2025. This was an open tender process, with five submissions received.

| Company | Company Director / Representative | Location & Postcode |
|---|---|----------------------|
| EC Operations Power Pty Ltd (trading as EC Power) | Bartek Kacperski Christopher Kacperski | Silverwater NSW 2128 |
| Havencord Pty Ltd (trading as Floodlighting Australia) | Paul Conner | Back Forest NSW 2535 |
| Just Flow Electrical services | James Roberts | Villawood NSW 2163 |
| Pedwards Group Pty Ltd | Patrick Edwards Daniel Glossop | Kirrawee NSW 2232 |
| Rees Electrical Pty Ltd (trading as REES Sports lighting) | John Hellyar | Hornsby NSW 2077 |



Recommended Tender



Havencord Pty Ltd (trading as Floodlighting Australia)

- Provided a thorough and site-specific construction methodology.
- Included details of previous work with CFA footings.
- Program aligns with December 2025 completion timeframe.
- Demonstrated experience with comparable lighting installation projects in New South Wales.
- Extensive experience working with Local Government, including Bayside Council (Bexley Oval Training lighting)
- Positive reference checks and high recommendations.
- Price represents good value for the Bayside community.
- Recommended for acceptance by the Tender Evaluation Panel.



Previous Projects



- **Bayside Council** – Sports lighting upgrade at Bexley Oval, Bexley - \$180,000
- **Lane Cove Council** – Sports lighting for multi sports use in Blackman Park, Lane Cove - \$750,000
- **George River Council** – Training sports lighting in Charles Pirie Reserve, Kogarah Bay - \$300,000
- **Wentworth Shire Council** – Replacement of existing lighting with LED'S for multi sports use at George Gordon Oval, Dareton - \$220,000
- **Georges River Council** – Multi sporting use facility with upgrade of lighting to various LUX levels at Hurstville Oval, Hurstville - \$750,000
- **Shoalhaven City Council** – Kangaroo Valley Showground Lighting upgrade, Kangaroo Valley - \$250,000
- **Sutherland Shire Council** – Gymea Bay Oval and netball Courts sports lighting upgrade, Gymea Bay - \$388,000.





Project Program

- Report to City Performance Committee: 13 August 2025
- Report to Council: 28 August 2025
- Contractor engaged: September 2025
- Commencement on site: September 2025
- Project Completion (incl. testing and commissioning): December 2025 (weather permitting)





Recommendations

- That in accordance with Regulation 178 (1) (a) of the Local Government (General) Regulation 2021, Council accepts the RFT Submission from Havencord Pty Ltd (trading as Floodlighting Australia) for the Sports lighting installation in AS Tanner Reserve and Scarborough Park East, Monterey at a lump sum price of \$369,000 exclusive of GST subject to agreement by both parties to contract conditions.
- That additional funding of \$25,000 is allocated from the Infrastructure levy reserve to proceed to construction, based on the outcome of the Tender assessment for AS Tanner Reserve.
- That additional funding of \$200,000 is allocated from the Infrastructure levy reserve to proceed to construction, based on the outcome of the Tender assessment for Scarborough Park East.



City Performance Committee

13/08/2025

| | |
|-----------|---|
| Item No | CP25.036 |
| Subject | SSROC - Provision of Road Signs & Traffic Control Equipment SSROC T2025-01 |
| Report by | Richard Sheridan, Director City Performance |
| File | F25/879 |

Summary

SSROC on behalf of Bayside Council invited open tenders via Vendor Panel for SSROC - Provision of Road Signs & Traffic Control Equipment SSROC T2025-01 on 25th February 2025, and the RFT closed on 20th March 2025.

The purpose of the tender was to recommend a panel of providers for Council to use as required over the ensuing contract period. The panels scope of works will be:

- Supply & Delivery of Road Sign & Traffic Equipment
- Supply Delivery and Installation of Road Signs & Traffic Equipment
- Graffiti Proofing Road Signs & Traffic Equipment
- Traffic Control Services

The project is being funded from Operational.

Seven (7) tenders were received.

Contact Term: 3 Years with 2 x 1 Year Options

The **Confidential Attachments** provide details of the RFT Submission.

Officer Recommendation

- 1 That the attachment/s to this report be withheld from the press and public as they are confidential for the following reason:

With reference to Section 10(A) (2) (d)(i) of the Local Government Act 1993, the attachment relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it. It is considered that if the matter were discussed in an open meeting it would, on balance, be contrary to the public interest due to the issue it deals with.

- 2 That the SSROC – Provision of Road Signs & Traffic Control Equipment SSROC T2025-01 report be received and noted.
- 3 That based on the assessment criteria agreed within the RFT Evaluation Plan, the RFT Evaluation Panel recommends a panel of pre-qualified contractors listed in the body of the report for SSROC - Provision of Road Signs & Traffic Control Equipment SSROC T2025-01 services over a period of 3 years with an option for a further 1 x 1 years subject to agreement by both parties.

Background and Scope of Tender

The Tender Process

SSROC on behalf of member Councils invited open tenders via Vendor Panel for the SSROC - Provision of Road Signs & Traffic Control Equipment SSROC T2025-01 on the 25th February 2025, and the RFT closed on 20th March 2025.

The full Confidential Executive Report is attached.

Tender Submission Received

Seven (7) Tender submissions were received for all the categories outlined in the tender and are listed below in alphabetical order.

| Tender ID | Supplier Name | Address | ABN | Company Director |
|-----------|--|--|----------------|---|
| T1 | Artcraft Pty Ltd | Unit 2/212 George St, Sydney NSW 2025 | 77 004 399 642 | Paul John Civa, Riccardo Mario Letari, John Mancini |
| T2 | Central Signs Road & Safety Aust Pty Ltd | 10 Endeavour Road Caringbah NSW 2229 | 24 630 620 012 | Leslie Dawson, Jasen Dawson, Michael Cain |
| T3 | Evolution Traffic Management Pty Ltd | Unit 1,29 Armada Place, Banyo QLD, 4014 | 82 638 495 691 | Kerry Daly, Kevin Chin, Steven Thomas |
| T4 | G&B Services (NSW) Pty Ltd | 18 Rowood Road, Prospect NSW 2148 | 31 120 077 965 | John Graf |
| T5 | Hunt Civil Pty Ltd | 6/35 Leighton Place, Hornsby NSW 2567 | 69 154 365 477 | John Hunt |
| T6 | Hunter Valley Signs Pty Ltd t/as HIVIS Group | 42 Fitzroy Street, Carrington NSW 2294 | 14 001 097 356 | Brett Watson, Simon Watson |
| T7 | Traffic Facilities Maintenance Pty Ltd | 4/33 Heathcote Road, Meadowbank NSW 2170 | 64 100 589 071 | David Paul Wisniewski |

The recommended tenderers Directors listed in their tender submission have been verified against an external provider.

Late Tenders

No Late Tenders were received.

RFT Assessment Methodology

The process utilised to assess and score the RFT Submissions is outlined in the Confidential Attachment to this report.

A comprehensive assessment of the RFT Submissions was undertaken by the RFT Evaluation Panel. The assessment process was completed in accordance with the Local Government Act 1993 and Local Government (General) Regulation 2021 and based upon the RFT evaluation criteria as outlined in the RFT documentation, and in line with the Conditions of Tendering.

A 60:40 ratio of weighted scoring between Non-price & Price criteria was selected to ensure the successful Contractor adequately addressed the complexities of the project.

The RFT Submission received from the below provided Council with overall best value for money.

- Central Signs Roads & Safety Aust Pty Ltd
- G&B Services (NSW) Pty Ltd
- Hunter Valley Signs Pty Ltd
- Traffic Facilities Maintenance Pty Ltd

Proposed Program

The panel will be available for use following acceptance by Council.

Tender Recommendation

The RFT submission received from the below list addressed all of the Non-price evaluation criteria and demonstrated a good understanding of the services required by Council.

- Central Signs Roads & Safety Aust Pty Ltd
- G&B Services (NSW) Pty Ltd
- Hunter Valley Signs Pty Ltd
- Traffic Facilities Maintenance Pty Ltd

Tender Report Checklist

| | |
|---|-------------------------------------|
| Background information on the calling of tenders including history of decision to go to tender | <input checked="" type="checkbox"/> |
| Ensure Tender was publicly advertised for at least 21 day and was advertised on Councils Web Page and Vendor Panel | <input checked="" type="checkbox"/> |
| All respondents listed in the report | <input checked="" type="checkbox"/> |
| List any Late Tenders in the report | <input checked="" type="checkbox"/> |
| List any tenderers that did not conform and were not evaluated | <input checked="" type="checkbox"/> |
| Detail RFT Assessment Methodology – Weighted ratios of price vs non price | <input checked="" type="checkbox"/> |
| Evaluation Plan established and signed off by committee with appropriate weightings prior to the tender close date and time | <input checked="" type="checkbox"/> |
| Tender opening committee sign off and tenders received advertised on Council web page | <input checked="" type="checkbox"/> |
| Conclusion and recommendation based on analysis of assessment criteria results | <input checked="" type="checkbox"/> |
| If recommendation is not to accept any tender, the reasons for that recommendation | <input checked="" type="checkbox"/> |
| Full Confidential Report attached to the report and PowerPoint presentation for Council | <input checked="" type="checkbox"/> |

Financial Implications

| | |
|--------------------------------------|-------------------------------------|
| Not applicable | <input checked="" type="checkbox"/> |
| Included in existing approved budget | <input type="checkbox"/> |
| Additional funds required | <input type="checkbox"/> |

Community Strategic Plan

| | |
|--|-------------------------------------|
| Theme One – In 2035 Bayside will be a vibrant and liveable place | <input type="checkbox"/> |
| Theme Two – In 2035 our Bayside community will be connected and feel that they belong | <input type="checkbox"/> |
| Theme Three – In 2035 Bayside will be green, resilient and sustainable | <input type="checkbox"/> |
| Theme Four – In 2035 Bayside will be financially sustainable and support a dynamic local economy | <input checked="" type="checkbox"/> |

Risk Management – Risk Level Rating

| | |
|----------------|-------------------------------------|
| No risk | <input checked="" type="checkbox"/> |
| Low risk | <input type="checkbox"/> |
| Medium risk | <input type="checkbox"/> |
| High risk | <input type="checkbox"/> |
| Very High risk | <input type="checkbox"/> |
| Extreme risk | <input type="checkbox"/> |

Community Engagement

Not Applicable

Attachments

- 1 SSROC T2025-01 Road Signs - Tender Recommendation Report - FINAL
(confidential)

City Performance Committee

13/08/2025

| | |
|-----------|--|
| Item No | CP25.037 |
| Subject | 2024/25 Budget Carryovers and Revotes |
| Report by | Richard Sheridan, Director City Performance |
| File | F23/903 |

Summary

The report details unspent funds as at 30 June 2025 and the impact this will have on 2025/26 budget. It includes funds from the budget allocated for the 2024/25 financial year, which can either be carried over or revoted into the 2025/26 financial year, as per the guidelines outlined in Clause 211(3) of the Local Government (General) Regulation 2021.

Carryovers pertain to unused budget amounts from the 2024/25 financial year that can be automatically included in the budget for the 2025/26 financial year without requiring approval from Council. In other words, any remaining budget from the previous year (up to the available amount) will become part of the budget for the 2025/26 financial year. These carryovers should meet the following criteria:

- (a) Unspent budget amounts relating to the expenditure; and
- (b) The expenditure was (i) started or (ii) contracted to be carried out/ provided before 30 June 2025.

On the other hand, revotes apply to unspent budget amounts from the 2024/25 financial year that do not meet criteria (b) above. It is crucial to note that all approvals and votes expire at the end of a Council's financial year, in accordance with Clause 211(3) of the Local Government (General) Regulation 2021. Hence, these expenditures would need to be revoted by Council to be included in the budget for the 2025/26 financial year if these projects were to continue.

As the additional Capital and Operational expenditure included in the Budget Carryovers and Revotes list in Attachment 1 are fully funded by grant income and reserves, the projected cash budget for the 2025/26 financial year will remain unchanged at \$54k, even with the proposed Budget Carryovers and Revotes.

Officer Recommendation

- 1 That in accordance with Clauses 203 and 211(3) of the Local Government (General) Regulations 2021, Council receives and notes the list of carryovers and related funding sources detailed in Table 1 of the Attachment 1 to this report that will be added to the 2025/26 revised budget; and
- 2 That in accordance with Clauses 203 and 211(3) of the Local Government (General) Regulations 2021, the proposed revotes of expenditure and related funding sources noted in Table 2 of the Attachment 1 to this report, are adopted by Council and are hereby voted into the 2025/26 revised budget.

Background

Clause 211 of the Local Government (General) Regulation 2021 sets out the following in relation to the authorisation of expenditure:

- (1) A Council, or a person purporting to act on behalf of a Council, must not incur a liability for the expenditure of money unless the Council at the annual meeting held in accordance with subclause (2) or at a later ordinary meeting:
 - (a) has approved the expenditure, and
 - (b) has voted the money necessary to meet the expenditure.
- (2) A Council must each year hold a meeting for the purpose of approving expenditure and voting money.
- (3) All such approvals and votes lapse at the end of a Council's financial year. However, this subclause does not apply to approvals and votes relating to:
 - (a) work carried out or started, or contracted to be carried out, for the Council, or
 - (b) any service provided, or contracted to be provided, for the Council, or
 - (c) goods or materials provided, or contracted to be provided, for the Council, or
 - (d) facilities provided or started, or contracted to be provided, for the Council, before the end of the year concerned, or to the payment of remuneration to members of the Council's staff.

Based on the above, we can summarise the requirements for carryovers and revotes as follows:

Carryover

A carryover pertains to any remaining budget allocated for expenditure (whether it is for capital or operating purposes) from the previous financial year. This applies to cases where the related work has already been initiated, commenced, or contracted to be provided by 30 June, with an expectation that the completion of these activities will occur in the upcoming financial year.

In such instances, these expenses, up to the amount that remains unspent in the allocated budget, may qualify for an automatic carryover without requiring approval from Council.

Revotes

Revotes refer to unspent expenditure budgets where the associated work has not been initiated, commenced, or contracted to be commenced as of June 30. For these unutilised budgets, it will be necessary for Council to deliberate and vote on whether to include them in the subsequent financial year's budget in line with its operational plan.

Nevertheless, when dealing with unspent expenditures funded by general funds, it is crucial to assess the implications of carrying over these unused budgets on Council's cash budget outcome. It is advised that, in such situations, a transfer is made to the General Funds Revote Reserve during the 2024/25 financial year. By doing so, this reserve can be utilised as a funding source in the 2025/26 year without affecting Council's initial projected cash budget surplus.

Summary of Carryovers and Revotes

| Description | Capital Projects Program (CPP) | Operational (non-CPP) | Total |
|---|--------------------------------|-----------------------|------------------|
| Carryovers | 3,989,736 | 901,838 | 4,891,574 |
| Revotes | 352,432 | 170,000 | 522,432 |
| Revotes (Rephasing of Project Budgets) | (2,355,487) | - | (2,355,487) |
| Total | 1,986,681 | 1,071,838 | 3,058,519 |

The cumulative net sum of carryovers and revotes stands at \$3.1m, including the need to reduce the 2025/26 budget for capital projects that span over multiple years which progressed faster than anticipated. This budget phasing does not affect the overall project budget that has been approved by Council as it is merely the phasing of the budgets in each financial year to align with the project progression.

For example, Council may approve a project budget for \$1.0m which may occur over two financial years. We may have projected that the budget will be \$400k for the first year and \$600k for the second year. However, projects may progress faster than initially planned and Council ends up spending \$500k in the first year. In this case, the year two budget should be rephased by reducing the budget by \$100k so that the total project budget remains at the \$1m as initially approved by Council. Hence, this realignment simply requires Council to revoke the second-year budget down to \$500k instead of the initially \$600k forecasted. These projects that require rephasing of project budgets are listed in the Table 2 of the Attachment 1 to this report.

By adjusting the overspent capital projects during the Carryovers and Revotes process, the revised 2025/26 budget will accurately capture the essential changes, allowing the City Projects team visibility over a more accurate budget for their operations in August rather than through the next quarterly budget variation in November.

Revised Budget Results

As a result of the above changes, the net cash budget result for 2025/26 remains unchanged as these changes all have their respective funding sources. The changes to the 2025/26 original budget as a result of the above is summarised below.

| | Original Budget (\$'000) | Proposed Budget (\$'000) | Changes (\$'000) |
|--|--------------------------------|--------------------------------|---------------------|
| Total income from continuing operations | 252,072 | 252,412 | ↑ 340 |
| Total expenses from continuing operations | (226,820) | (228,675) | ↑ (1,855) |
| Operating result from continuing operations | 25,252 | 23,737 | ↓ (1,515) |
| | | | |
| Capital, funding and internals | | | |
| Capital expenditure | (82,727) | (83,927) | ↑ (1,200) |
| Net reserve movements | 19,186 | 21,901 | ↑ 2,715 |
| Internal income | 12,516 | 12,516 | - |
| Internal expenses | (12,516) | (12,516) | - |
| Proceeds from sale of assets | 2,798 | 2,798 | - |
| Written down value of assets sold | (2,798) | (2,798) | - |
| Loan repayments | (131) | (131) | - |
| Movement in capital, funding and internals | (63,672) | (62,157) | ↓ 1,515 |
| | | | |
| Net result | (38,420) | (38,420) | - |
| Add back non-cash items | 38,474 | 38,474 | - |
| | | | |
| Cash budget result | 54 | 54 | - |

Financial Implications

- Not applicable ☐
- Included in existing approved budget ☒ All changes have their respective funding sources
- Additional funds required ☐

Community Strategic Plan

- Theme One - In 2035 Bayside will be a vibrant and liveable place ☐
- Theme Two - In 2035 our Bayside community will be connected and feel that they belong ☐
- Theme Three - In 2035 Bayside will be green, resilient and sustainable ☒
- Theme Four - In 2035 Bayside will be financially sustainable and support a dynamic local economy ☐

Risk Management – Risk Level Rating

| | |
|----------------|-------------------------------------|
| No risk | <input type="checkbox"/> |
| Low risk | <input checked="" type="checkbox"/> |
| Medium risk | <input type="checkbox"/> |
| High risk | <input type="checkbox"/> |
| Very High risk | <input type="checkbox"/> |
| Extreme risk | <input type="checkbox"/> |

Community Engagement

Not Applicable.

Attachments

- 1 [↓](#) FY2024-25 Carryovers and Revotes List
- 2 [↓](#) FY2024-25 Carryovers and Revotes-City Performance Committee Meeting

Table 1: Carryovers - \$4,891,574

| Program | Project Description | Amount | Funding Source |
|---|---|---------|---|
| Capital Projects Program - Reserve and Grant Funded Projects | | | |
| Building | Fitout of 1-7 Green Street | 569,802 | Domestic Waste Management Reserve |
| | | | Strategic Priorities Reserve |
| Playgrounds | Permit/Plug/Play Pilot Program | 335,861 | Grant Income |
| Drainage Infrastructure | Stormwater Drainage Rehab and Renewal Program | 280,795 | Stormwater Levy Reserve |
| Traffic and Road Safety | Bestic Street Traffic Facilities | 203,019 | Grant Income |
| Building | Bexley Depot HVAC Replacement | 159,398 | Infrastructure Levy Reserve |
| Road Pavements | Mascot Post Shop Bus Stop Upgrade | 140,722 | Developer Contribution |
| | | | Local Area Fund |
| Drainage Infrastructure | Stormwater Asset Condition Investigation | 131,888 | Stormwater Levy Reserve |
| Active Parks | Scarborough Park North Facility Upgrade | 122,279 | Grant Income |
| Pedestrian Access and Mobility | Coward Street cycleway feasibility | 105,202 | Grant Income |
| | | | Grant Income |
| Drainage Infrastructure | Design for stormwater upgrade works in Botany Lane Mascot | 96,242 | Stormwater Levy Reserve |
| Other Equipment | CCTV Trailers Parking & Safety | 94,446 | Smart Compliance Reserve |
| Active Parks | Botany Golf Course Dam rehabilitation and irrigation | 87,904 | Stormwater Levy Reserve |
| | | | Developer Contribution |
| Drainage Infrastructure | Seaforth Park Detention Basin | 82,165 | Stormwater Levy Reserve |
| Traffic and Road Safety | Retaining Walls - Roadside | 81,810 | Advertising Sign Planning Agreement Revenue Reserve |
| | | | Infrastructure Levy Reserve |
| Foreshore Infrastructure | Lady Robinson Beach Study | 80,971 | Infrastructure Levy Reserve |
| Active Parks | Rockdale Womens turf Netball court reconstruction | 79,385 | Infrastructure Levy Reserve |
| | | | Infrastructure Maintenance Reserve |
| Building | Demolition - Botany Admin building | 68,590 | Domestic Waste Management Reserve |
| | Green St Depot Wash Bay | 67,956 | |
| Active Parks | Administration of Development Contributions Plans | 66,866 | Developer Contribution |
| Traffic and Road Safety | Bonar Street & Mt Olympus Lighting | 65,715 | Developer Contribution |
| Building | Mascot Oval Upgrade Works | 59,208 | Developer Contribution |
| Pools | Angelo Anestis Aquatic Center - Renewal works | 55,103 | Infrastructure Levy Reserve |
| Building | Mascot depot repurpose as multi-use building | 44,900 | Developer Contribution |
| | Demolition 16 Edgehill Street Carlton | 38,704 | Developer Contribution |
| Active Parks | Scarborough Park East - Lighting Upgrade | 38,484 | Infrastructure Levy Reserve |
| Traffic and Road Safety | Wentworth Ave/ Baker St/ Page St Intersections | 36,335 | Developer Contribution |
| Foreshore Infrastructure | Dolls Point - Demolition of Pier & Decking and deliver Art Installation | 34,886 | Infrastructure Levy Reserve |

| Program | Project Description | Amount | Funding Source |
|---|---|--------|---|
| Capital Projects Program - Reserve and Grant Funded Projects | | | |
| Drainage Infrastructure | Flood Mitigation Baxter Rd and Robey Rd Detailed Design | 32,597 | Grant Income |
| Other Equipment | Smart CCTV Upgrade - Brighton Le Sands | 32,250 | Stormwater Levy Reserve |
| Playgrounds | Scarborough Park Lighting | 30,970 | Community Safety Levy Reserve |
| Property Acquisition | Extinguishment Easement 15 Hercules Rd | 30,689 | Infrastructure Levy Reserve |
| Asset Forward Planning | Frontage Design - Eden St (Forest-Burrows & Burrows-Allen) | 28,869 | Strategic Priorities Reserve |
| Active Parks | Scarborough Park Improvements - detailed design and commence | 28,836 | Developer Contribution |
| Pools | Angelo Anestis - Hard cover shelter over Grandstand | 28,492 | Developer Contribution |
| | | | Infrastructure Levy Reserve |
| | | | Infrastructure Maintenance Reserve |
| Pedestrian Access and Mobility | Belmore St - Laneway & Pedestrian Crossing + Road Environment | 28,100 | Developer Contribution |
| Traffic and Road Safety | Sybil Lane & 45 Crawford Rd - Design & Construction | 27,857 | Roads Reserve |
| Active Parks | AS Tanners Reserve - Lighting Upgrade | 26,575 | Infrastructure Levy Reserve |
| Building | Demolition former Bexley Bowling and Recreation Club | 25,768 | Infrastructure Levy Reserve |
| Bridges and Structures | Box culvert on Riverside Drive Sans Souci | 25,290 | Infrastructure Levy Reserve |
| Building | Picnic Shelters Renewal | 25,072 | Infrastructure Levy Reserve |
| | | | Infrastructure Maintenance Reserve |
| Asset Forward Planning | Asset Inspection and Revaluation Program | 24,909 | Infrastructure Levy Reserve |
| Active Parks | Booralee - Lighting Upgrade | 23,835 | Developer Contribution |
| Traffic and Road Safety | Traffic Committee Program | 23,384 | Advertising Sign Planning Agreement Revenue Reserve |
| Cycleways | RSP - Bestic St Share path | 22,165 | Grant Income |
| Active Parks | Rowland Park - Lighting Upgrade | 21,087 | Developer Contribution |
| Active Parks | Astrolabe Park Master Plan | 18,680 | Developer Contribution |
| Bridges and Structures | Box culvert pedestrian crossing over Goomun | 17,825 | Infrastructure Levy Reserve |
| Playgrounds | Playspace Renewal - Wooroona Reserve upgrade | 17,410 | Developer Contribution |
| Building | Beach Hut Dolls Point | 17,065 | Infrastructure Levy Reserve |
| | | | Developer Contribution |
| Drainage Infrastructure | Floodvale Drain Upgrade | 16,751 | Developer Contribution |
| Playgrounds | Playspace Renewal - King Street Mall | 15,315 | Grant Income |
| Bridges and Structures | Box culvert on Kendall street over Goomun creek Sans Souci | 15,100 | Infrastructure Levy Reserve |
| Playgrounds | Mutch Park playground renewal | 15,009 | Developer Contribution |
| Car Parks | Depena Reserve and Cook Park Sandringham - Carpark upgrade | 14,607 | Infrastructure Levy Reserve |
| Natural Environment | ATC - Bush Regen and Minor Landscaping | 14,200 | Infrastructure Levy Reserve |
| Town Centres | Teralba Road closure & additional Parking | 11,745 | Advertising Sign Planning Agreement Revenue Reserve |
| | | | Developer Contribution |
| Town Centres | Princess Street closure & additional parking | 11,213 | Advertising Sign Planning Agreement Revenue Reserve |
| | | | Local Area Fund |

| Program | Project Description | Amount | Funding Source |
|---|--|------------------|--|
| Capital Projects Program - Reserve and Grant Funded Projects | | | |
| Playgrounds | Playspace Renewal - AE Watson Reserve | 10,890 | Infrastructure Levy Reserve |
| Pedestrian Access and Mobility | Pedestrian Links Arncliffe to Barton Park | 9,667 | Developer Contribution |
| Active Parks | Upgrade of Facilities at Jellicoe Park | 9,182 | Grant Income |
| Passive Parks | Sir Joseph Banks Park Pump Track | 8,851 | Developer Contribution |
| Playgrounds | Playspace Renewal - Booralee Park | 8,737 | Grant Income |
| Asset Forward Planning | Spring Street Drain | 7,605 | Stormwater Levy Reserve |
| Active Parks | Dog Park Refurbishment - Sparkes Street Reserve | 6,972 | Developer Contribution |
| Playgrounds | Playspace Renewal - Gardiner Park | 6,044 | Infrastructure Levy Reserve |
| Passive Parks | Dog park refurbishment - Firmstone Reserve | 5,504 | Developer Contribution |
| Other Capital Projects Program Carryovers (<\$5k) | | 15,983 | Various |
| Total Capital Projects Program Carryovers | | 3,989,736 | |
| Program | Project Description | Amount | Funding Source |
| Operational - Reserve and Grant Funded Projects | | | |
| Operations | Major Tree Works Along Cook Park | 155,410 | Local Area Fund |
| | Implementation of Resilience Plan | 139,908 | General Funds Revote Reserve |
| | Spatial Strategy and Roadmap Projects | 108,892 | Office Equipment and IT Reserve |
| | Greening Our City | 97,761 | Grant Income |
| | Bayside Solutions for Social Housing - NSW EPA Grant | 96,000 | Grant Income |
| | Affordable Housing Contributions Scheme | 60,000 | Planning Proposals Reserve |
| | Start Strong Program | 52,204 | Grant Income |
| | 310 West Botany Contamination Monitoring | 45,200 | Domestic Waste Management Reserve |
| | Business Development | 40,538 | Local Area Fund |
| | Rockdale Spine Review | 28,785 | Planning Proposals Reserve |
| | | | Developer Contribution |
| | Bardwell Valley Erosion Repair Project | 23,360 | Domestic Waste Management Reserve |
| | SACL Replacement Tree Planting | 22,469 | Community & Environmental Projects Reserve |
| | Bicentennial Park South LTEMP Implementation | 11,182 | Domestic Waste Management Reserve |
| | Scarborough Park Masterplan | 7,725 | Developer Contribution |
| | Riverine Park Residential Ground Gas Investigation | 6,329 | Domestic Waste Management Reserve |
| | Planning Proposal 72 Laycock St Bexley North | 6,075 | Planning Proposals Reserve |
| Total Operational Carryovers | | 901,838 | |
| Total Carryovers | | 4,891,574 | |

Table 2: Net Revotes - (\$1,833,055)

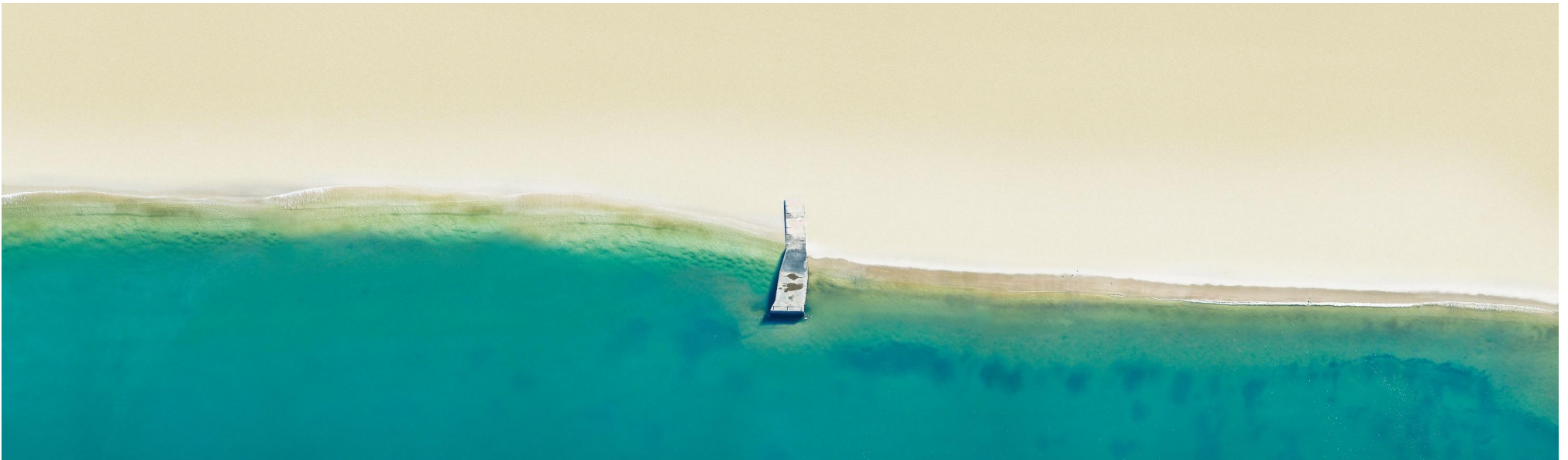
| Program | Project Description | Amount | Funding Source |
|---|---|--------------------|------------------------------------|
| Capital Projects Program - Reserve Funded Projects | | | |
| Active Parks | Feasibility Sporting Fields | 225,000 | Developer Contribution |
| Drainage Infrastructure | Stormwater Capital patching and Repair | 94,932 | Infrastructure Levy Reserve |
| Passive Parks | Astrolabe Park - New seating | 20,000 | Stormwater Levy Reserve |
| Drainage Infrastructure | Springvale Drain Upgrade | 12,500 | Developer Contribution |
| Total Capital Projects Program Revotes | | 352,432 | |
| Operational - Reserve Funded Projects | | | |
| Operations | Botany Road Mascot Investigation Area | 170,000 | Planning Proposals Reserve |
| Total Operational Revotes | | 170,000 | |
| Capital Projects Program - Rephasing of Project Budget | | | |
| Pools | Botany Aquatic Centre Redevelopment | (588,061) | Developer Contribution |
| Active Parks | Gardiner Park Retaining Wall | (468,471) | Infrastructure Maintenance Reserve |
| Fleet Replacement | Heavy Plant Purchases | (209,869) | Plant and Equipment Reserve |
| Building | Building Capital Renewals - Urgent & Unforeseen | (186,000) | Infrastructure Maintenance Reserve |
| Fleet Replacement | Motor Vehicle Purchases | (184,878) | Plant and Equipment Reserve |
| Building | Arncliffe Central Community Hub | (119,147) | Developer Contribution |
| Fleet Replacement | Domestic Waste Plant Purchases | (118,936) | Domestic Waste Management Reserve |
| Building | Kogarah West Senior Citizens Centre Renewal | (106,895) | Infrastructure Levy Reserve |
| Active Parks | Dog Park Refurbishment - Frys Reserve | (96,656) | Infrastructure Levy Reserve |
| Asset Forward Planning | Riverine Park Masterplan - Stage 1 - Detailed Design | (64,765) | Infrastructure Levy Reserve |
| Building | Church & Chapel site rehabilitation | (40,000) | Infrastructure Levy Reserve |
| Pedestrian Access and Mobility | Footpath Rehabilitation and Renewal Program | (36,921) | Developer Contribution |
| Active Parks | L'Estrange Park Playground Renewal | (28,045) | Infrastructure Maintenance Reserve |
| Building | Sir Joseph Banks Park - car park and toilet design | (25,255) | Grant Income |
| Playgrounds | Playspace Renewal - Tindale Reserve inc. shade | (18,115) | Developer Contribution |
| Building | Mascot Library renewal | (10,000) | Infrastructure Levy Reserve |
| Road Pavements | Road Pavement Testing and Design | (9,654) | Infrastructure Maintenance Reserve |
| Playgrounds | Playground renewal - Taylor Street Reserve | (8,779) | Infrastructure Levy Reserve |
| Traffic and Road Safety | T-Section Philips Rd & Midjiburi Ln - Design & Construction | (7,436) | Infrastructure Levy Reserve |
| Traffic and Road Safety | Intersection Upgrade - Production Ave at Midjiburi Lane | (7,112) | Infrastructure Levy Reserve |
| Fleet Replacement | General Plant Purchases | (6,221) | Stormwater Levy Reserve |
| Playgrounds | Linear Park Fitness Station and Landscape | (5,032) | Plant and Equipment Reserve |
| Other Capital Projects Program - Budget Rephasing (<\$5k) | | (9,238) | Developer Contribution |
| Total Capital Projects Program - Rephasing of Project Budget | | (2,355,487) | Various |
| Total Net Revotes | | (1,833,055) | |



2024/25 Budget Carryovers and Revotes

City Performance Committee

13 August 2025



1. Legislative Requirements

Clause 211 of the Local Government (General) Regulation 2021 sets out the following in relation to the authorisation of expenditure:

- (1) A council, or a person purporting to act on behalf of a council, **must not incur a liability for the expenditure** of money **unless the council at the annual meeting** held in accordance with subclause (2) or at a later ordinary meeting:
 - (a) has approved the expenditure, and
 - (b) has voted the money necessary to meet the expenditure.
- (2) A council must each year hold a meeting for the purpose of approving expenditure and voting money.
- (3) **All such approvals and votes lapse at the end of a council's financial year.** However, this subclause does not apply to approvals and votes relating to:
 - (a) work carried out or started, or contracted to be carried out, for the council, or
 - (b) any service provided, or contracted to be provided, for the council, or
 - (c) goods or materials provided, or contracted to be provided, for the council, or
 - (d) facilities provided or started, or contracted to be provided, for the council, before the end of the year concerned, or to the payment of remuneration to members of the council's staff.

This is the **exception** where Council's approvals and votes **do not lapse** at 30 June which are considered to be "**carryovers**". These do not require Council to revote money and could simply be a receive note.

29

2. Definition



Carryovers

A carryover pertains to any remaining budget allocated for expenditure (whether it is for capital or operating purposes) from the previous financial year. This applies to cases where the related work has already been initiated, commenced, or contracted to be provided by 30 June, with an expectation that the completion of these activities will occur in the upcoming financial year.

In such instances, these expenses, up to the amount that remains unspent in the allocated budget, may qualify for an automatic carryover without requiring approval from Council.

Revotes

Revotes refer to unspent expenditure budgets where the associated work has not been initiated, commenced, or contracted to commence as of 30 June. For these unutilized budgets, it will be necessary for Council to deliberate and vote on whether to include them in the subsequent financial year's budget.

Nevertheless, when dealing with unspent expenditures funded by general funds, it is crucial to assess the implications of carrying over these unused budgets on Council's cash budget outcome. It is advised that, in such situations, a transfer is made to the General Funds Revote Reserve during the FY2024/25 financial year. By doing so, this reserve can be utilised as a funding source in the FY2025/26 year without affecting Council's initial projected cash budget surplus.

3. Examples - Carryovers



| Project A | Project Life | Year 1 | Year 2 | Y2 (Revised) |
|-----------|--------------|--------|--------|--------------|
| Budget | \$1,000 | \$500 | \$500 | \$600 |
| Actuals | \$400 | \$400 | - | - |
| Balance | \$600 | \$100 | \$500 | \$600 |

Carrying over unspent budget from one financial year to another for projects that have already commenced as of 30 June. This includes grant funded operational projects.

4. Examples - Revotes



| Project A | Project Life | Year 1 | Year 2 | Y2 (Revised) |
|-----------|--------------|---------|--------|--------------|
| Budget | \$1,000 | \$1,000 | - | \$1,000 |
| Actuals | - | - | - | - |
| Balance | \$1,000 | \$1,000 | - | \$1,000 |

Revoting budget for project that has not commenced from Y1 to Y2 because voting has lapsed as of 30 June.

| Project A | Project Life | Year 1 | Year 2 | Y2 (Revised) |
|-----------|--------------|--------|--------|--------------|
| Budget | \$1,000 | \$500 | \$500 | \$400 |
| Actuals | \$600 | \$600 | - | - |
| Balance | \$400 | -\$100 | \$500 | \$400 |

Revoting Y2 budget down by the overspent amount in Y1.

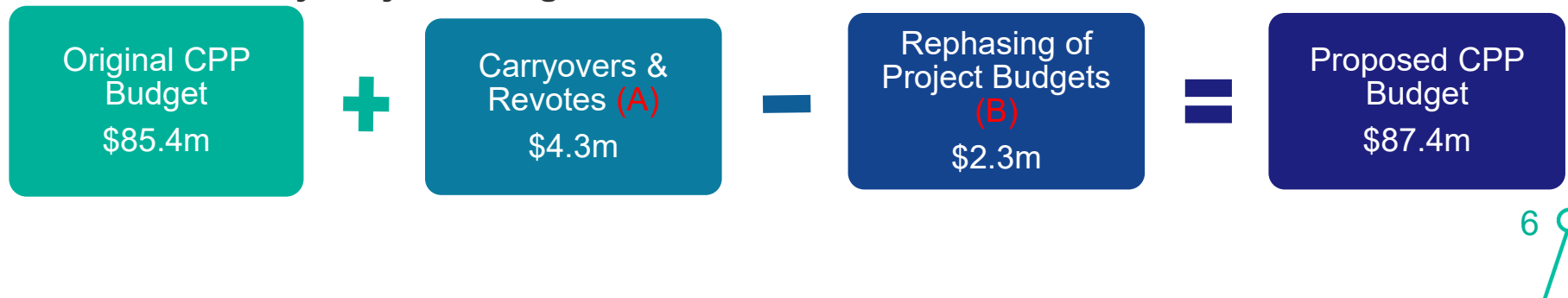
5

5. Summary of Carryovers and Revotes



| Description | Capital Projects Program (CPP) (\$'000) | Operational (non-CPP) (\$'000) | Total (\$'000) | |
|--|---|--------------------------------|----------------|-----------------------------------|
| Carryovers (A) | 3,989 | 901 | 4,891 | Carryover Table 1 |
| Revotes | 352 | 170 | 522 | Net Revotes Table 2 (\$1,833,055) |
| Revotes (Rephasing of Project Budgets) (B) | (2,355) | - | (2,355) | |
| Total | 1,986 | 1,071 | 3,058 | |

Movement in City Projects Program



6

6. Proposed Cash Budget Result



| Description | Original Budget (\$'000) | Proposed Budget (\$'000) | Changes (\$'000) |
|--|-----------------------------|-----------------------------|---------------------|
| Total income from continuing operations | 252,072 | 252,412 | 340 |
| Total expenses from continuing operations | (226,820) | (228,675) | (1,855) |
| Operating result from continuing operations | 25,252 | 23,737 | (1,515) |
| Capital, Funding and Internals | | | |
| Capital Expenditure | (82,727) | (83,927) | (1,200) |
| Net Reserve Movements | 19,186 | 21,901 | 2,715 |
| Internal Income | 12,516 | 12,516 | - |
| Internal Expenses | (12,516) | (12,516) | - |
| Proceeds from sale of assets | 2,798 | 2,798 | - |
| Written down value of assets sold | (2,798) | (2,798) | - |
| Loan Repayments | (131) | (131) | - |
| Movement in capital, funding and internals | (63,672) | (62,157) | 1,515 |
| Net result | (38,420) | (38,420) | - |
| <i>Add back Non-Cash Items</i> | 38,474 | 38,474 | - |
| Cash budget result | 54 | 54 | - |

There is no impact to the Cash Budget result as the additional Capital and Operational expenditure are fully funded by grant income and reserves.

79

7. Recommendation



1. That in accordance with Clauses 203 and 211(3) of the Local Government (General) Regulations 2021, Council receives and notes the list of carryovers and related funding sources detailed in Table 1 of the Attachment 1 to this report that will be added to the 2025/26 revised budget; and
2. That in accordance with Clauses 203 and 211(3) of the Local Government (General) Regulations 2021, the proposed revotes of expenditure and related funding sources noted in Table 2 of the Attachment 1 to this report, are adopted by Council and are hereby voted into the 2025/26 revised budget.



City Performance Committee

13/08/2025

| | |
|-----------|---|
| Item No | CP25.038 |
| Subject | Councillor Expenses & Facilities Policy - Review |
| Report by | Meredith Wallace, General Manager |
| File | F11/553 |

Summary

Under section 252 of the NSW Local Government Act 1993 (the Act), Council is required to adopt a Councillor Expenses and Facility Policy and at least within 12 months of the commencement of each ordinary election of council review the Policy for currency.

Council, at its meeting of 28 May 2025 resolved to place on public exhibition the revised draft Councillor Expenses and Facilities Policy as required by the Act. In doing so it resolved that the exhibited Policy increase the Home Office Expenses amount from \$100 to \$200.

As a result of the exhibition period, Council received 12 responses to the multiple-choice question asking whether the draft Councillor Expenses & Facilities Policy was supported. 10 of the 12 responses supported the Policy, 1 supported the Policy with changes and 1 did not support the Policy. The only feedback response was that the expenses claimed by individual councillors should be made publicly available with clear attribution to each councillor.

It is noted that Council's Policy already requires that Council include in its Annual Report the expenditure summarised by individual councillor and as a total for all councillors. Therefore, effectively 11 of the 12 responses supported the Policy

As mentioned previously, the current review did not identify the need for any substantive changes to the Policy. A few incidental items were added i.e. provision of Bayside Council polos for official events and the ability to become a member of Fitness Passport (at the Councillor's cost) entitling a Councillor to visit a range of gyms, pools etc covered under the membership similar to the packages available to staff. Home Office Expenses was changed to \$200 as a result of Council's resolution. Finally, a new clause was added to allow the mayor of the day discretion in lieu of taking up the mayoral vehicle, to use their own car or use other travel arrangements (e.g. ride share) to a maximum cap of \$3000 pa. This would represent a saving of at least \$12,000 per annual where the vehicle is not taken up.

Since public exhibition, consideration has been given to the issue of accommodation for the Local Government NSW (LGNSW) Annual Conference. Currently the Policy excludes the provision of accommodation for conferences within the Sydney Metropolitan area. It is considered that any approved attendance at the LGNSW Annual Conference, given its significance to the local government sector, include the payment of accommodation to ensure that Councillors can safely participate in the whole conference program.

In light of the public exhibition results, it is considered that the revised draft Policy as exhibited subject to allowing accommodation for the LGNSW Conference held in NSW be recommended for adoption by Council. The revised draft Policy showing the changes to the original Policy is attached to this report.

Officer Recommendation

- 1 That the positive public exhibition outcomes on the Councillor Expenses and Facilities Policy be received and noted.
 - 2 That the draft Councillor Expenses and Facilities Policy {v7}, as attached to the report, be adopted by Council.
-

Background

The Local Government Act makes provision for the payment of expenses and provision of facilities for the mayor and councillors. This proposed revised policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation) and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The Committee considered the revised draft Policy at its meeting of 14 May 2025 and recommended that Council public exhibit the Policy for 28 days in accordance with the Act requirements. Council at its meeting of 28 May 2025 considered and adopted the Committee's recommendation subject to the amount for Home Office Expenses increasing from \$100 to \$200.

Public Exhibition Outcomes

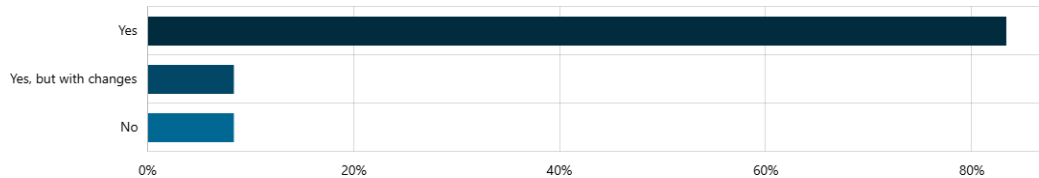
A dedicated Have Your Say (HYS) project page was created to share the information and featured an online survey, allowing the community to provide feedback from 29 May until 30 June 2025. The exhibition was also promoted via social media posts and through Talking Bayside.

The HYS project page was viewed 244 times. The results to the survey question and feedback question are outlined below.

Survey Question

The survey question was a multiple-choice question with three answers to select from.

Q. Do you support the draft Councillor Expenses & Facilities Policy? (12 answered)



The summary of Community Feedback to the survey question was:

- 10 respondents answered – **Yes**
- 1 respondent answered – **Yes, but with changes**
- 1 respondent answered – **No**

Open Feedback Question

The public also had the opportunity to provide open text feedback on the Policy via the following question:

Q. Do you have any other feedback? (1 answered)

Response

There was one feedback response suggesting that the expenses claimed by individual councillors should be made publicly available, with clear attribution to each councillor.

Analysis of Public Exhibition Outcomes

In terms of the public feedback effectively 11 of the 12 respondents supported the Policy. It is noted that section 16 of the Policy already requires Council to annually public report on expenditure summarised by individual councillor and as a total for all councillors. This is included in Council's Annual Report which is on Council's website and a copy sent to the Office of Local Government. It is also noted that every two years Council's adopted 4 year Strategic Internal Audit Plan includes the audit of councillor expenses claims.

LGNSW Annual Conference

The current Policy does not allow the provision of accommodation at Council's expense to councillors for attending any approved activity within the Sydney Metropolitan area. Since public exhibition and given that the LGNSW Annual Conference is to be held in Penrith this year, further consideration has been given to the appropriateness this exemption.

LGNSW is the peak body representing New South Wales local councils and each year it holds its Annual Conference. Generally, such conferences are held in regional NSW. Occasionally, like in 2025, it is held in the Sydney Metropolitan area.

This conference may be differentiated from other conferences that may be held in the Sydney metropolitan area from time to time. This is the key local government forum to set policy direction and receive and deal with Notices of Motions from its member councils. Given its importance, it is considered that accommodation should be available to councillors approved to attend the LGNSW Annual Conference. This will allow councillors to engage more effectively in networking, workshops, and informal discussions that often occur outside formal sessions. It also reduces the risk of delays or missed sessions due to traffic or transport issues noting that there are early starts and late finishes.

As such Clauses 6.18 and 6.32 have been amended to allow the provision of accommodation for Councillors attending the LGNSW Annual Conference irrespective of its location. The accommodation limitation for outside the Sydney metropolitan area remains for all other activities.

Next Steps

Given the public exhibition results with effectively 11 of the 12 respondents supporting the Policy, it is now recommended that Council adopt the Policy as exhibited subject to suggested changes to clauses 6.18 and 6.32. The revised draft Policy showing the changes to the original Policy is attached to this report.

Financial Implications

- | | |
|--------------------------------------|-------------------------------------|
| Not applicable | <input type="checkbox"/> |
| Included in existing approved budget | <input checked="" type="checkbox"/> |
| Additional funds required | <input type="checkbox"/> |

Community Strategic Plan

- | | | |
|-------------|---|-------------------------------------|
| Theme One | In 2035 Bayside will be a vibrant and liveable place | <input type="checkbox"/> |
| Theme Two | In 2035 our Bayside community will be connected and feel that they belong | <input type="checkbox"/> |
| Theme Three | In 2035 Bayside will be green, resilient and sustainable | <input type="checkbox"/> |
| Theme Four | In 2035 Bayside will be financially sustainable and support a dynamic local economy | <input checked="" type="checkbox"/> |

Risk Management – Risk Level Rating

- | | |
|----------------|-------------------------------------|
| No risk | <input type="checkbox"/> |
| Low risk | <input type="checkbox"/> |
| Medium risk | <input checked="" type="checkbox"/> |
| High risk | <input type="checkbox"/> |
| Very High risk | <input type="checkbox"/> |
| Extreme risk | <input type="checkbox"/> |
-

Community Engagement

Not applicable

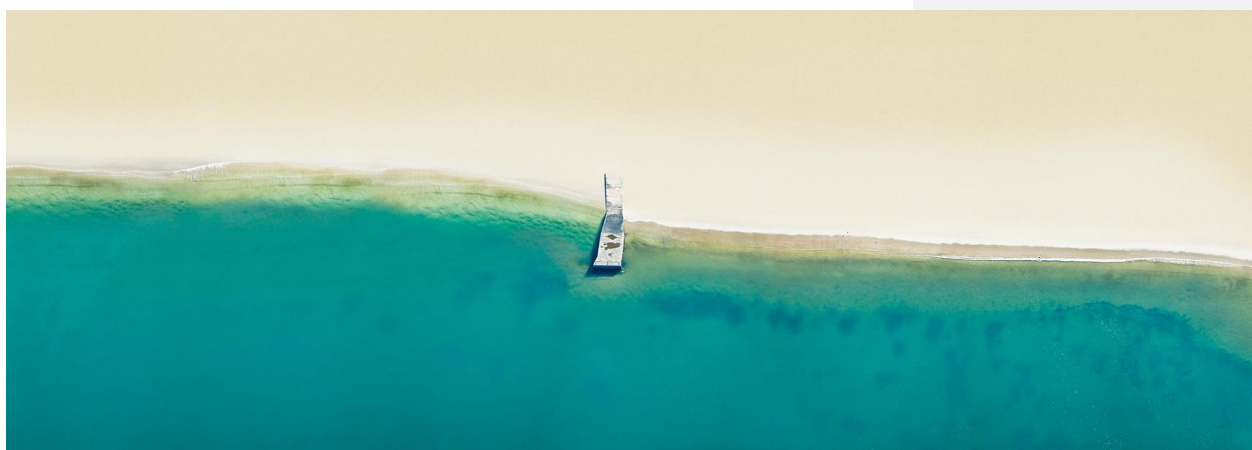
Attachments

- 1 [↓](#) Councillor Expenses & Facilities Policy - Bayside (For approval Post Exhibition)



Councillor Expenses & Facilities Policy

August 2025



© Bayside Council

Councillor Expenses & Facilities Policy

File: F11/553 Document: 16/111665[v76]

Policy Register: F16/951 Policy No.: PP16/4

Class of document: Council Policy

Enquiries: Manager Mayoral & Councillor Support



Telephone Interpreter Services - 131 450 Τηλεφωνικές Υπηρεσίες Διαμεγέειων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за преводување по телефон

Councillor Expenses & Facilities Policy

2

Contents

| | |
|--|------------------------|
| Part A – Introduction..... | 87 |
| 1 Introduction | 87 |
| 2 Policy objectives..... | 87 |
| 3 Principles | 87 |
| 4 Private or political benefit | 98 |
| Part B – Expenses..... | 98 |
| 5 General expenses | 98 |
| 6 Specific expenses | 109 |
| 7 Insurances | 1443 |
| 8 Legal assistance | 1443 |
| 9 Superannuation contributions for Councillors | 1544 |
| Part C – Facilities | 1645 |
| 10 General facilities for all councillors | 1645 |
| 11 Additional facilities for the Mayor..... | 1746 |
| Part D – Processes..... | 1947 |
| 12 Approval, payment and reimbursement arrangements | 1947 |
| 13 Disputes..... | 2048 |
| 14 Return or retention of facilities | 2048 |
| 15 Publication | 2149 |
| 16 Reporting | 2149 |
| 17 Auditing..... | 2149 |
| 18 Breaches..... | 2149 |
| Part E – Other matters | 2149 |
| 19 Policy implementation | 2149 |
| 20 Document Control | 2220 |
| Appendix 1 – Legal Costs Reimbursement Claims | 2324 |

Policy summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties. It ensures accountability and transparency and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation) and has considered the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed, unless approved by the General Manager due to extenuating circumstances.

The main expenses are summarised in the table below. All monetary amounts are exclusive of GST.

| Expense or facility | Clause | Maximum amount | Frequency |
|---|--------|---|--|
| South Eastern City Planning Panel | 1.6 | \$600 per meeting \$100 per hour (max \$600) per briefing | Per meeting / Briefing For appointed representatives only |
| General local travel expenses | 6.1 | \$500 per councillor \$500 for the Mayor | Per year Per year Total for ride-share, public transport, private car, hire car, etc |
| Interstate, long distance intrastate travel expenses | 6.5 | \$25,000 total amount – inclusive for all 15 councillors | Per year (total amount inclusive for all 15 councillors NOT per individual councillor) Case-by-case approval by GM |
| Overseas travel | 6.5 | Nil | All private |
| Accommodation and meals Items not provided with conference, seminar, function; | 6.18 | Per councillor: <ul style="list-style-type: none"> Breakfast \$30 per councillor Dinner \$80 per councillor Lunch \$40 per councillor Accommodation (capital cities) up to \$350 per night Accommodation (country centres) \$275 | Per meal / night as applicable Items <u>not</u> associated with conference, seminar, function; Maximum amount specified per meal OR maximum provided by Crown Employees (Public Service Conditions of Employment) Reviewed Award for meal / accommodation if amount greater than amount stated in policy. |
| Professional development | 6.24 | \$75,000 total for all councillors, based on \$5,000 per councillor (includes allowable annual professional memberships) | Per year based on \$5,000 per councillor x 15 councillors. Notwithstanding the |

| Expense or facility | Clause | Maximum amount | Frequency |
|--|--------|--|--|
| | | | accommodation limits, accommodation at the conference venue or a partnering venue will be booked if available. |
| Conferences and seminars | 6.29 | \$75,000 total for all councillors | Per year based on \$5,000 per councillor x 15 councillors Notwithstanding the accommodation limits, accommodation at the conference venue or a partnering venue will be booked if available. |
| Laptop with SIM data (with internet) | 6.33 | \$4,000 per councillor | Per term |
| Mobile phone expenses Preferred own phone provided by councillors and that councillors choose their own phone and plan package under or to the maximum limit specified. | 6.33 | \$115 per councillor | Per month |
| Carer expenses | 6.36 | \$150 per accredited carer | Per day |
| Home office expenses \$2400 pa general office expenses (e.g. toner) Provided: - protective equipment - name badge | 6.42 | \$1200 per councillor | Per year |
| Non-Council functions attendance | 6.43 | \$300 per councillor | Per function/event |
| Superannuation | 9.0 | As per Commonwealth Superannuation Guarantee (Administration) Act 1992 | Per month |
| Access to Facilities in Councillors' room and meeting rooms | 10.1 | Provided to all councillors | Not relevant |
| Corporate uniform and name badge • <u>Name badge</u> • <u>Polo Shirts (2)</u> • <u>- personal protective equipment (PPE)</u> | 10.1 | Provided to councillors on request except PPE's as required | Per Term |
| Christmas or Festive cards/Electronic Festive Cards | 10.4 | Up to 200 cards per councillor and 500 cards Mayor | Per year Per year |
| Letterheads, Electronic Letterhead, business cards, stationery etc. | 10.4 | Provided to all councillors on request Maximum business cards 2000 per Councillor | Per Council term |

| Expense or facility | Clause | Maximum amount | Frequency |
|---|-------------|---|-------------------|
| Council Mayoral vehicle and fuel card and e-tag | 11.1 | Below Luxury Tax Threshold. Provided to Mayor | Per Term of Mayor |
| Furnished Mayoral Office | 11.5 | Provided to Mayor | Per Term of Mayor |
| <u>Mayoral alternate travel arrangements in lieu of Mayoral Vehicle</u> | <u>11.9</u> | <u>\$3,000</u> | <u>Per Year</u> |

Additional costs incurred by a councillor in excess of these limits are considered a personal expense that is the responsibility of the councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved unless the General Manager determines there are extenuating circumstances.

Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

Definitions

The following definitions apply throughout this policy:

| Term | Definition |
|---------------------------------|--|
| accompanying person | Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor |
| appropriate refreshments | Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business |
| Act | Means the <i>Local Government Act 1993</i> (NSW) |
| clause | Unless stated otherwise, a reference to a clause is a reference to a clause of this policy |
| Code of Conduct | Means the Code of Conduct adopted by Council or the Model Code if none is adopted |
| Councillor | Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the mayor |
| General Manager | Means the general manager of Council and includes their delegate or authorised representative |
| incidental personal use | Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct |
| LGNSW | Local Government New South Wales |
| long distance intrastate travel | Means travel to other parts of NSW of more than three hours duration by private vehicle |
| maximum limit | Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1 |
| NSW | New South Wales |
| official business | Means functions that the mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes: |

| | |
|--------------------------|---|
| | <ul style="list-style-type: none">• meetings of council and committees of the whole• meetings of committees facilitated by council• civic receptions hosted or sponsored by council• meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council |
| professional development | Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor |
| Regulation | Means the Local Government (General) Regulation 2005 (NSW) |
| year | Means the financial year, that is the 12 month period commencing on 1 July each year |

Part A – Introduction

1 Introduction

- 1.1 The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Bayside Council.
- 1.2 The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3 The purpose of this policy is to clearly define the facilities and support that are available to councillors to assist them in fulfilling their civic duties.
- 1.4 Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.
- 1.5 Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.
- 1.6 Councillors appointed as council representatives to the Sydney Eastern City Planning Panel are paid an attendance fee for formal meetings, and a fee per hour, with a minimum of 1 hour up to a maximum of the amount for Panel briefings – as specified in the Policy Summary. Such briefing fees include travel and briefings on multiple applications on the one occasion.

2 Policy objectives

- 2.1 The objectives of this policy are to:
 - o enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties
 - o enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties
 - o ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors
 - o ensure facilities and expenses provided to councillors meet community expectations
 - o support a diversity of representation
 - o fulfil the council's statutory responsibilities.

3 Principles

- 3.1 Council commits to the following principles:
 - o **Proper conduct:** councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
 - o **Reasonable expenses:** providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor

- **Participation and access:** enabling people from diverse backgrounds, under-represented groups, those in carer roles and those with special needs to serve as a Councillor
- **Equity:** there must be equitable access to expenses and facilities for all councillors
- **Appropriate use of resources:** providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to councillors.

4 Private or political benefit

- 4.1 Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2 Incidental private use of council equipment and facilities by councillors may occur from time to time. For example, telephoning home to advise that a council meeting will run later than expected.
- 4.3 Such incidental private use does not require a compensatory payment back to council.
- 4.4 Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of council facilities does occur, councillors must make a reasonable estimate as to their private and civic use and reimburse the council for the private use.
- 4.5 Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - production of election material
 - use of council resources and equipment for campaigning
 - use of official council letterhead, publications, websites or services for political benefit
 - fundraising activities of political parties or individuals, including political fundraising events.
- 4.6 No travel, accommodation or other benefit is to be sponsored by private enterprise.

Part B – Expenses

5 General expenses

- 5.1 All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2 Expenses not explicitly addressed in this policy will not be paid or reimbursed unless approved by the General Manager due to extenuating circumstances.

Formatted: English (Australia)

6 Specific expenses

General travel arrangements and expenses.

Formatted: English (Australia)

- 6.1 All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2 The Mayor and each councillor may be reimbursed up to a total per year, as specified in the Policy Summary, for travel expenses incurred while undertaking official business or professional development or attending approved conferences, seminars and functions within NSW. This includes reimbursement:
 - o for public transport fares
 - o for the use of a private vehicle
 - o for the use of a hire car (with prior approval of the General Manager or nominee)
 - o for parking costs for Council and other meetings
 - o for tolls
 - o for ride-share and the like
 - o for documented ride-share programs.
- 6.3 Allowances for the use of a private vehicle will be reimbursed at the kilometre rate specified in the Government (State) Award.
- 6.4 The Mayor and/or Councillors seeking to be reimbursed for use of a private vehicle for Council Business must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

- 6.5 All overseas travel by a councillor is at the expense of the individual councillor.
- 6.6 Deleted.
- 6.7 Interstate and long distance intrastate travel expenses for all councillors ~~are~~ approved on a case-by-case basis as detailed in the following clauses.
- 6.8 Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of the Council by resolution, or by the General Manager, prior to travel.
- 6.9 Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full council meeting prior to travel.
- 6.10 The case should include:
 - o objectives to be achieved in travel, including an explanation of how the travel aligns with current council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties
 - o who is to take part in the travel
 - o duration and itinerary of travel.
- 6.11 For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.12 For interstate journeys by air of more than three hours, the class of air travel may be premium economy, if available.
- 6.13 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

Formatted: English (Australia)

Formatted: English (Australia)

- 6.14 Bookings for approved air travel are to be made through the General Manager's office.
- 6.15 For air travel that is reimbursed as council business, councillors will not accrue points from the airline's frequent flyer program. Such programs are considered a private benefit.

Travel expenses not paid by council

- 6.16 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Formatted: English (Australia)

Accommodation and meals

- 6.17 Deleted.
- 6.18 Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside metropolitan Sydney (other than the LGNSW Annual Conference), in accordance with the maximum rates specified in the Policy Summary. The accommodation and/or meals for conferences, seminars and functions (if any) are included in the expense provisions for each of these items.
- 6.19 Deleted.
- 6.20 Deleted.
- 6.21 Councillors will not be reimbursed for alcoholic beverages.

Formatted: English (Australia)

Formatted: English (Australia)

Refreshments for council related meetings

- 6.22 Appropriate non-alcoholic refreshments will be available for council meetings, council committee meetings, councillor briefings, approved meetings and engagements, and official council functions as approved by the General Manager or nominee.
- 6.23 As an indicative guide for the standard of refreshments to be provided at council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Formatted: English (Australia)

Professional development

- 6.24 Council will set aside the amount specified in the Policy Summary annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.
- 6.25 In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.26 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.27 Approval for professional development activities is subject to a prior written request to the General Manager or nominee outlining the:
- o details of the proposed professional development
 - o relevance to council priorities and business
 - o relevance to the exercise of the councillor's civic duties.
- 6.28 In assessing a councillor request for a professional development activity, the General Manager or nominee must consider the factors set out in Clause

Formatted: English (Australia)

6.27, as well as the cost of the professional development in relation to the councillor's remaining budget.

Conferences and seminars

- 6.29 Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW.
- 6.30 Council sets aside the amount included in the Policy Summary annually in its budget to facilitate councillor or seminar attendance at conferences and seminars. This allocation is for all councillors.
- 6.31 Approval to attend a conference or seminar is normally subject to a resolution of Council. When there is no convenient council meeting, the General Manager may approve a written conference / seminar request from a councillor. In assessing a councillor's request, the General Manager must consider factors including the:
- o relevance of the topics and presenters to current council priorities and business and the exercise of the councillor's civic duties
 - o cost of the conference or seminar in relation to the total remaining budget.
- 6.32 Council will meet the reasonable cost of registration fees, transportation, parking and accommodation (including the night before and the night of the final day of the conference or seminar) associated with attendance at approved conferences outside the Sydney metropolitan area (other than the LGNSW Annual Conference). Council will also meet the reasonable cost of meals when they are not included in the conference fees.
- o Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21.
 - o Bookings for approved conferences and seminars are to be made through the Manager Mayoral & Councillor Support office.
 - o Refer to clause 12.15 and 12.16 for non-attendance at a booked conference or seminar.

Formatted: English (Australia)

Formatted: English (Australia)

Information and Communications Technology (ICT) expenses

- 6.33 Council will provide the following ICT devices and software / applications for each councillor:
- o One Laptop with SIM data.
 - o One screen protector and cover for the above.
 - o Council will replace the Laptop if accidentally broken, but not for the purposes of upgrading the model.
 - o Council will reimburse the cost of a phone / data plan for a private smart mobile phone for each councillor, up to a monthly limit specified in the Policy Summary.
- 6.34 Reimbursements will be made only for communications devices and services used for councillors to undertake their civic duties, such as:
- o receiving and reading council business papers
 - o relevant phone calls and correspondence
 - o diary and appointment management.
- 6.35 Council will provide relevant software, applications and the like for private mobile phones. Councillors may seek reimbursement for additional applications on their mobile phone if it can be shown that they are directly related to their duties as a councillor, within the monthly limit.
- Council only supports Council provided software and applications.

Formatted: English (Australia)

Formatted: English (Australia)

Special requirements and carer expenses

- 6.36 Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing-impaired councillors and those with other disabilities
- 6.37 Transportation provisions outlined in this policy will also assist councillors who may be unable to drive a vehicle.
- 6.38 In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with a disability to perform their civic duties.
- 6.39 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of an accredited carer's expenses up to a maximum per occasion, as specified in the Policy Summary, for attendance at meetings and other civic duties, plus reasonable travel from the principal place of residence.
- o The period of care to be reimbursed may commence up to one (1) hour before the occasion and conclude one (1) hour after the civic duty.
 - o Monetary and time limits do not apply to caring expenses, as described above, at the LGNSW Annual Conference.

Formatted: English (Australia)

Formatted: English (Australia)

Formatted: English (Australia)

- 6.40 Childcare expenses may be claimed for children up to and including the age of 16 years where the carer is an accredited/registered carer.
- 6.41 In the event of caring for an adult person, councillors will need to provide suitable evidence to the General Manager or nominee that reimbursement is applicable. Such evidence may take the form of advice from a medical practitioner.

Home office expenses

- 6.42 Each councillor may be reimbursed up to an amount as specified in the Policy Summary per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

Formatted: English (Australia)

Non-Council Functions

- 6.43 Council will meet the cost of councillors attending non-Council functions, up to a maximum per event as specified in the Policy Summary, when representing the mayor or Council, on the basis that the function provides feedback from key members / organisations of the community, members of parliament and business.

Formatted: English (Australia)

Accompanying persons

- 6.44 Council will meet the reasonable costs of spouses, partners and accompanying persons when they accompany a councillor in the following circumstances:
- o Attendance at formal and ceremonial events within the local government area. Such events include, but are not limited to: Australia Day Award ceremonies, citizenship ceremonies, civic receptions and functions for charities formally supported by the Council.
 - o Attendance at the LGNSW Annual Conference with costs limited to conference registration and the official conference dinner. Council will not meet any costs relating to additional accommodation and other costs as a result of the attendance of an accompanying person.
 - o Attendance by the Mayor, or a councillor representing the Mayor, at an official Council function or official ceremonial duty outside the local government area but within the state. Interstate and overseas events are expressly excluded.
- 6.45 The above reasonable costs are limited to the ticket, meal and/or direct costs of attending the function – they specifically exclude grooming, special clothing and transport costs, as well as the costs of accompanying persons' attendance at other conferences and seminars. The costs are reimbursed at the same rate as the accompanied councillor.

Formatted: English (Australia)

7 Insurances

- 7.1 In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2 Insurance protection is only provided if a claim arises out of, or in connection with, the councillor's performance of his or her civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.3 Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.
- 7.4 Appropriate travel insurances will be provided for any councillors travelling on approved interstate travel and long distance intrastate travel on council business.

Formatted: English (Australia)

8 Legal assistance

- 8.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- o a councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the councillor
 - o a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of

Formatted: English (Australia)

- exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor
- o a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.
- 8.2 In the case of a code of conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.
- 8.3 Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.
- 8.4 Council will not meet the legal costs:
 - o of legal proceedings initiated by a councillor under any circumstances
 - o of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - o for legal proceedings that do not involve a councillor performing their role as a councillor.
- 8.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred.
- 8.6 The process for claiming legal expenses is outlined in Appendix A.

9 Superannuation contributions for Councillors

- 9.1 In accordance with Section 254B of the Local Government Act and the Council resolution of 27 April 2022 (Minute No. 2022/121), Council will make a payment (a superannuation contribution payment) as per the amount Council would be required to contribute under the *Commonwealth Superannuation Guarantee (Administration) Act* 1992 as a contribution to a superannuation account nominated by a Councillor ~~starting from the financial year commencing 1 July 2022.~~
- 9.2 A council is not permitted to make a superannuation contribution payment:
 - o if the Councillor does not nominate a superannuation account for the payment before the end of the month to which the payment relates, or
 - o to the extent the Councillor has agreed in writing to forgo or reduce the payment.
- 9.3 The amount of the contribution payment will be the amount the council would have been required to contribute under the Commonwealth superannuation legislation as superannuation if the Councillor were an employee of the council.

Formatted: English (Australia)

A person is not, for the purposes of any Act, taken to be an employee of a council and is not disqualified from holding civic office merely because the person is paid a superannuation contribution payment and that a superannuation contribution payment does not constitute salary for the purposes of any Act.

Part C – Facilities

10 General facilities for all councillors

Facilities

- 10.1 Council will provide the following facilities to councillors to assist them to effectively discharge their civic duties:
- o a councillor common room appropriately furnished to include telephone, photocopier, printer, desks, computer terminals, pigeon holes and appropriate refreshments (excluding alcohol)
 - o access to shared car parking while attending council offices on official business
 - o personal protective equipment for use during site visits
 - o a name badge which may be worn at official functions, indicating office of the wearer.
 - o polo shirts embroidered with the Council crest.
- 10.2 Councillors may book meeting rooms for official business in specified council buildings at no cost. Rooms may be booked through the General Manager's office.
- 10.3 The provision of facilities will be of a standard deemed by the General Manager or nominee as appropriate for the purpose.

Formatted: English (Australia)

Stationery

- 10.4 Council will provide the following stationery to councillors each year refer to table in Policy Summary (page 4) for maximum amount and frequency):
- o electronic letterhead, to be used only for correspondence associated with civic duties
 - o business cards
 - o Christmas or Festive cards
 - o end-of-year electronic festive card for councillors.
- 10.5 As per Section 4, stationery may only be used for council business.

Formatted: English (Australia)

Administrative support

- 10.6 Council will provide limited administrative support to councillors to assist them with their civic duties only.
- 10.7 As per Section 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

Formatted: English (Australia)

Information communications and technology (ICT) devices

- 10.8 Refer to clauses 6.33 - 6.35.

Formatted: English (Australia)

Recognition of service

- 10.9 In recognition of long service as councillor and/or mayor, councillors are eligible to receive particular Local Government NSW awards if their service meets certain criteria. Refer to Council's *Councillors' Recognition of Service Policy* for details.

Formatted: English (Australia)

- 10.10 A Recognition of Service plaque will be provided to each councillor when they cease to hold office.

Allowance (salary) sacrifice

- 10.11 Councillors may forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf¹.

Formatted: English (Australia)

- 10.12 No other allowance (salary) sacrifice benefits are available to Councillors.

Formatted: English (Australia)

Formatted: English (Australia)

Health & Wellbeing

Formatted: Font: Bold, English (Australia)

- 10.13 Councillors may access "Fitness Passport" membership packages at the same cost and terms as available to staff entitling them to visit select health facilities (eg gyms, pools) available on the program.

Formatted: Indent: Left: 1 cm, First line: 0 cm

Formatted: English (Australia)

Formatted: Indent: Left: 1 cm, Hanging: 1.5 cm

11 Additional facilities for the Mayor

- 11.1 Council will provide to the mayor a maintained vehicle to a similar standard of other council vehicles, with a fuel card. The vehicle is to be valued below the Luxury Car Tax threshold, and available.

Formatted: English (Australia)

- 11.2 Deleted.

- 11.3 Deleted.

- 11.4 A parking space at council's offices will be reserved for the mayor's council-issued vehicle for use on official business, professional development and attendance at the mayor's office.

- 11.5 Council will provide the mayor with a furnished office incorporating a computer configured to council's standard operating environment, telephone and meeting space.

- 11.6 In performing his or her civic duties, the mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the General Manager.

- 11.7 Deleted.

- 11.8 As per Section 4, council staff assisting the mayor are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

- 11.9 Where the Mayor elects not to take up the provision of a Mayoral Council Vehicle under clause 11.1 and wishes to use their own vehicle for official

¹ Australian Taxation Office Interpretive Decision 2007/205

council business, or use other transport ie public transport, ride-share programs, taxi, the mayor is entitled to be reimbursed in the same manner as other councillors and to the policy limit.

Part D – Processes

12 Approval, payment and reimbursement arrangements

Approval

- 12.1 Expenses should only be incurred by councillors in accordance with the provisions of this policy.
- 12.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 12.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - o local travel relating to the conduct of official business
 - o carer costs
 - o ICT expenditure.
- 12.4 Final approval for payments made under this policy will be granted by the General Manager or nominee.

Formatted: English (Australia)

Direct payment

- 12.5 Council may approve and directly pay expenses rather than by reimbursement. Requests for direct payment with sufficient information and time to allow for the claim to be assessed and must be processed must be submitted to the General Manager's office for assessment against this policy preferable using the Councillor Portal, prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Formatted: English (Australia)

Reimbursement

- 12.6 All claims for reimbursement of expenses incurred must be made and submitted to the General Manager preferable made through the Councillor Portal, and on the prescribed form, supported by appropriate receipts and/or tax invoices, and be submitted to the General Manager's office.

Formatted: English (Australia)

Advance payment

- 12.7 Deleted.
- 12.8 Deleted.
- 12.9 Deleted.

Formatted: English (Australia)

Notification

- 12.10 If a claim is approved, council will make payment directly or reimburse the councillor through accounts payable.
- 12.11 If a claim is refused, council will inform the councillor in writing that the claim has been refused and the reason for the refusal.

Formatted: English (Australia)

Reimbursement to council

- 12.12 If council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
 - o council will invoice the councillor for the expense

Formatted: English (Australia)

- the councillor will reimburse council for that expense within 14 days of the invoice date.
- 12.13 If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the General Manager or nominee. The general manager may elect to deduct the amount from the councillor's allowance.

Timeframe for reimbursement

- 12.14 Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved. The General Manager may approve a claim outside this period in extenuating circumstances.

Formatted: English (Australia)

Non-attendance

- 12.15 Where costs are paid by Council for a councillor to attend an approved conference, seminar, or function, and the councillor does not attend and has not provided opportunity for Council to seek a refund of the costs incurred or substitute another Councillor to attend; the councillor shall be personally liable to repay all amounts incurred (and not refunded) to Council. In this case, the costs incurred (net of any refund) by the Council will be charged to that Mayor/Councillor.
- 12.16 Where the councillor believes there are extenuating circumstances (such as family or medical emergency) for non-attendance they may apply to the General Manager to have such repayment waived.

Formatted: English (Australia)

13 Disputes

- 13.1 If a councillor disputes a determination under this policy, the councillor should discuss the matter with the General Manager or nominee.
 - 13.2 If the councillor and the General Manager cannot resolve the dispute, the councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.
- If the matter is determined by Council, the resolution is final and binding.

Formatted: English (Australia)

Formatted: English (Australia)

14 Return or retention of facilities

- 14.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 14.2 Should a councillor desire to keep any equipment allocated by council, then this policy enables the councillor to make application to the General Manager or nominee to purchase any such equipment. The general manager will determine an agreed fair market price or written down value for the item of equipment.
The prices for all equipment purchased by councillors under Clause 14.2 will be recorded in Council's annual report.
- 14.3 Where a Councillor opts to purchase the device at the end of their term, Council will calculate a buy-back market value based on device age and condition. Because devices are configured to protect sensitive information, where a device is being purchased, these will be returned to the Council.

Formatted: English (Australia)

~~Information Technology team~~ for security configuration removal. This process includes resetting the device to a factory state where all data and pre-installed applications are removed.

15 Publication

- 15.1 This policy will be published on council's website.

Formatted: English (Australia)

16 Reporting

- 16.1 Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulations. Currently this is through its Annual Report reporting requirements.

Formatted: English (Australia)

- 16.2 Annually, a detailed report on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting and published in full on council's website. The report will include expenditure summarised by individual councillor and as a total for all councillors.
Refer also to section 14 'Return or retention of facilities' regarding reporting.

Formatted: English (Australia)

17 Auditing

- 17.1 The operation of this policy, including claims made under the policy, will be included in council's audit program and an audit undertaken at least every two years.

Formatted: English (Australia)

18 Breaches

- 18.1 Suspected breaches of this policy are to be reported to the General Manager.
- 18.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code of Conduct Procedures.

Formatted: English (Australia)

Part E – Other matters

19 Policy implementation

Policy responsibilities

- General Manager has overall responsibility for the policy.
- Manager Mayoral & Councillor Support has responsibility for the development and maintenance of the policy
- Manager Mayoral & Councillor Support is responsible for the policy's implementation and is the General Manager's nominee for the purposes of this Policy.

Formatted: English (Australia)

Formatted: English (Australia)

Procedures

The Manager Mayoral & Councillor Support may approve procedures and forms that support this policy.

Formatted: English (Australia)

20 Document Control

Review

This policy is to be reviewed at least within the first twelve months of each term of Council. The Manager Mayoral & Councillor Support may authorise editorial amendments which do not change any policy substance.

Formatted: English (Australia)

Relevant legislation and guidance

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2021
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Formatted: English (Australia)

Related Council policies

- Code of Conduct
- Councillor Professional Development Policy
- Councillor Recognition of Service Policy
- Electronic Communications Policy
- Council Official Relationships & Access Policy

Formatted: English (Australia)

Version history

| Version | Release Date | Author | Reason for Change |
|---------|---|---|---|
| 1.0 | 14/09/2016 | Coordinator Governance | New document |
| 2.0 | 12/07/2017 | Coordinator Governance | Review of document |
| 2.1 | 30/08/2017 | Coordinator Governance | Minor edits |
| 3.0 | 10/10/2018 | Coordinator Governance | Review of document |
| 4.0 | 14/07/2021 | Coordinator Governance | New OLG Model |
| 5.0 | 23/11/2022 | Coordinator Governance | Review of Document First term of Council |
| 6.0 | 24/07/2024 (Council) 03/07/2024 (CP Com) | Manager Mayoral & Councillor Support | Review of document |
| 7.0 | TBA | Manager Mayoral & Councillor Support | Review of Document First term of Council |

Formatted: English (Australia)

Formatted: English (Australia)

Formatted: English (Australia)

Formatted: English (Australia)

Formatted: English (Australia)

Formatted: English (Australia)

Formatted: English (Australia)

Formatted: English (Australia)

Formatted: English (Australia)

Appendix 1 – Legal Costs Reimbursement Claims

1. To whom do you make the application for reimbursement?

The application for reimbursement of legal expenses should be made in writing to the General Manager. The General Manager may ask for additional information and shall put such application before the Council in accordance with the Policy.

2. When can you make an application for reimbursement?

An application for reimbursement of legal expenses can be made having regard to rights and obligations in the Policy.

Formatted: English (Australia)

Formatted: English (Australia)

3. Requirement for previous application to the Attorney-General where acting as a witness before an ICAC hearing

If you have been called as a witness at a hearing (public or private) conducted by the Independent Commission Against Corruption (ICAC), you must have:

- 3.1. **Prior to or during your appearance as a witness at the hearing**, applied in writing to the Attorney General for financial assistance with respect to your legal representation, pursuant to section 52 of the *Independent Commission Against Corruption Act 1988*; and
- 3.2. Have been refused such financial assistance in part or full.

Note: Your application to the Attorney-General will need to include the full details of your financial situation and, provided your summons does not prevent you from doing so, the evidence you expect to give.

4. What other eligibility requirements need to be addressed in your application?

The application should address the following criteria where relevant:

- 4.1 specify which investigative body has conducted the relevant interview/s and hearing/s (except where a suppression order or other such order is in force which prevents disclosure of this information – see paragraph 6);
- 4.2 specify whether you are currently a Councillor or Mayor, or have been a former Councillor or Mayor (in which case you must have been acting in this office at any time from or in a previous term of Council);
- 4.3 state whether you are the subject of the investigation/s and/or the hearing/s and, if not, specify who is the subject (except where a suppression order or other such order is in force which prevents disclosure of this information – see paragraph 6);

Note: Where you are uncertain as to whether you are the subject of the investigation/s and/or the hearing/s, or as to whom the subject is, you should state this.

- 4.4 provide details of the request or summons to attend an interview/s or hearing/s by the relevant investigative body (except where a suppression order or other such order is in force which prevents disclosure of this information – see paragraph 6);
- 4.5 detail the legal expenses (including hourly rate charged) in part or in full incurred in connection with attending the interview/s or hearing/s (public or private);
- 4.6 describe the nature of the information the investigative body has, through requesting an interview or your attendance at a hearing, sought from you (except where a suppression order or other such order is in force which

prevents disclosure of this information – see paragraph 6);

- 4.7 describe how the information the investigative body has sought from you directly derives from your discharge of duties or your exercise of civic functions as the mayor or as a councillor (except where a suppression order or other such order is in force which prevents disclosure of this information – see paragraph 6);
- 4.8 state whether you are satisfied you discharged the duties or exercised the functions in question in good faith or with honest intent (except where a suppression order or other such order is in force which prevents disclosure of this information – see paragraph 6);
- 4.9 show that you have complied with any reasonable and lawful direction of your insurer and/or the General Manager (if there has been any such direction); and
- 4.10 provide evidence that the investigative body or Court has:
 - 4.10.1 confirmed in writing that it has completed the investigation/s or hearing/s or, where a Report is to be provided pursuant to the relevant legislation, published its Report; and
 - 4.10.2 confirmed in writing that the outcome of the legal proceedings is not substantially unfavourable to Council has been made with respect to you.

5. What documents need to be included with your application?

Where appropriate the following information should be provided:

- 5.1 A copy of the document requesting your attendance at an interview/s or hearing/s by the investigative body or Court, for example, a letter or summons (except where a suppression order or other such order is in force which prevents disclosure of this information – see paragraph 6);
- 5.2 If you have been called as a witness at a hearing (public or private) conducted by ICAC, a copy of your request to the Attorney-General for legal assistance pursuant to section 52 of the *Independent Commission Against Corruption Act* 1988, and a copy of the Attorney General's response;
- 5.3 Copies of any itemised invoices issued to you for legal expenses (fees charged for legal representation or legal advice including the hourly rate charged) in connection with the interview/s or hearing/s and any receipts for payment for such invoices;
- 5.4 Confirmation in writing from the investigative body or Court that it has completed its investigation/s or hearing/s or, where a Report has been prepared, a copy of the Report or the decision of the Court;
- 5.5 Where not included in the Report, or where a Report is not provided, written confirmation that the outcome of the legal proceedings is not substantially unfavourable to Council has been made with respect to you;
- 5.6 Any other documents relevant to the eligibility requirements outlined in paragraph 4.

6. What will happen where a suppression order or other order restricting disclosure of information applies?

- 6.1 Where you have been ordered by the investigative body or Court, for example, in your summons, not to disclose information which the Policy requires you to provide (see paragraph 4 and 5 above), you should refrain from including such information in your application.

6.2 Once any suppression order or other order has been lifted by the investigative body or Court, you should immediately provide the General Manager with the information previously omitted from your application on this basis.

6.3 The General Manager may not be able to consider your application where a suppression order or other order restricting disclosure of information applies until the suppression order or other order is lifted and information previously omitted is available where the information is required to approve the reimbursement.

7. Will Council need to pass a resolution regarding my application?

7.1 Yes, a Councillor must seek and obtain approval from Council for indemnity and reimbursement of any legal cost covered by this policy prior to legal expenses being incurred.

7.2 Any resolution by Council to provide indemnity and reimbursement needs to be consistent with this Policy.

7.3 Where Council is not satisfied of the above, Council should provide reasons for its determination.